

## Create A Test

1. In the Course Tools section of the Control Panel, click **Tests, Surveys, and Pools**.
2. Click **Tests**.
3. Click **Build Test**.
4. In the **Test Information** section, add the **Name**, **Description** and **Instructions**. Click **Submit**.
5. Select a question type from the **Create Question** menu.
6. Enter the **Question Text**.
7. Select **Options** (they vary by question type).
8. Input Answer information.
9. Add Feedback information (optional).
10. Click **Submit**. To add another question, repeat steps 5-11.

Now that you have created a test, you may add a link to the test inside your Blackboard course.

1. Turn the **Edit Mode ON** and choose the content area in which you wish to add a test.
2. Click **Assessments > Test**.
3. Select the test you wish to make available.
4. Click **Submit**.
5. On the **Test Options** page, set the **Test Availability**, [Self Assessment](#), **Feedback**, and **Presentation** options.
6. Click **Submit**.

Contact the Center for Online and Distance Education for assistance with Blackboard: [ctles@scsu.edu](mailto:ctles@scsu.edu),  
Monday – Friday (excluding state holidays), 8:30 AM – 5:00 PM