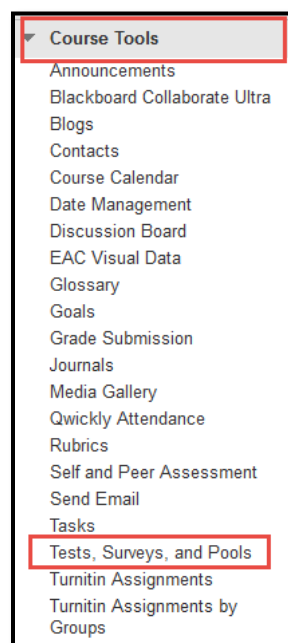

Blackboard for Employees

Creating a Test

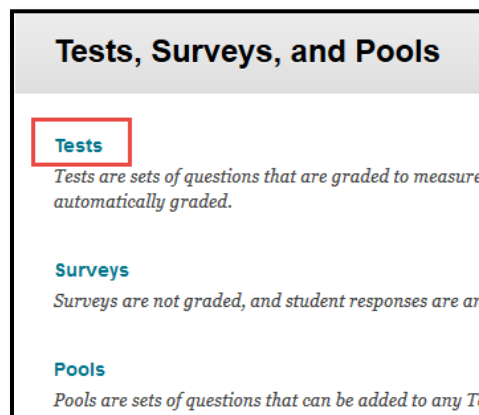
This document describes how to create a test in Blackboard.

Instructions

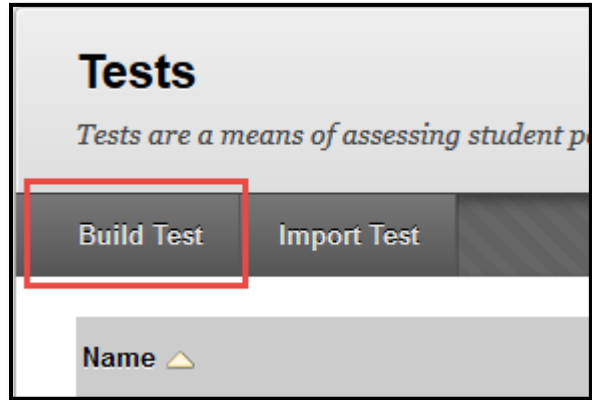
1. Login to your Blackboard course.
2. Scroll down to select the **Course Tools** located on the left panel of the computer screen. Then select **Test, Surveys, and Pools**.



3. Select **Tests**.



4. Select **Build Test**.



5. A new screen will appear, **Name** the test and put in all the information needed like **Description** and **Instructions** for students.

A screenshot of a form for creating a test. The form has three main sections: "Name", "Description", and "Instructions". Each section has a text input field and a rich text editor toolbar. Red arrows point to the input fields in each section. The "Name" field contains "Unit One Test". The "Description" field contains "This test covers chapter 1-6 of the textbook and lectures 1-6." The "Instructions" field contains "Directions: Please read each question or statement carefully and choose the best answer." The form also includes a "P" field for a password.

Name: Unit One Test

Description: This test covers chapter 1-6 of the textbook and lectures 1-6.

Instructions: Directions: Please read each question or statement carefully and choose the best answer.

6. Click **Submit**.

