How to Create and Deploy Tests in Blackboard
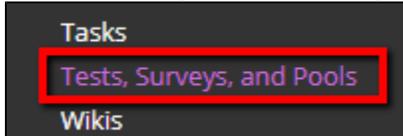
Step-by-step guides

- To view deployed tests
- To create a new test
- To deploy an existing test

To view deployed tests

1. In the Control Panel, under **Course Tools**, click **Tests**, **Surveys**, and **Pools**.
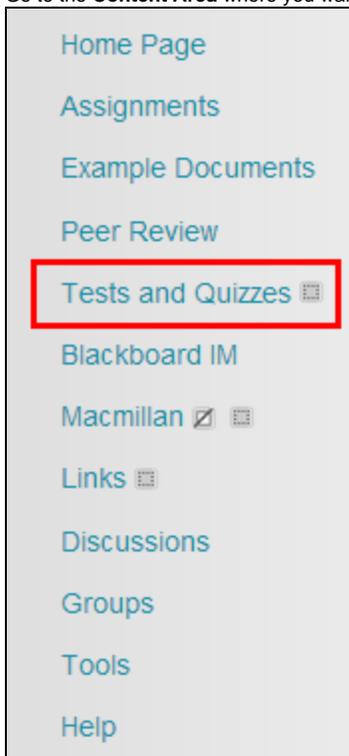

2. Click **Tests**.
3. From the **Tests** page, you can see which tests have been deployed and which have not.

NAME △	DEPLOYED	DATE LAST EDITED
Exam 1	Content	February 14, 2018 1:04 PM
Exam 2	Content	March 5, 2018 12:19 PM
Example Exam	No	March 6, 2018 9:18 AM

To create a new test

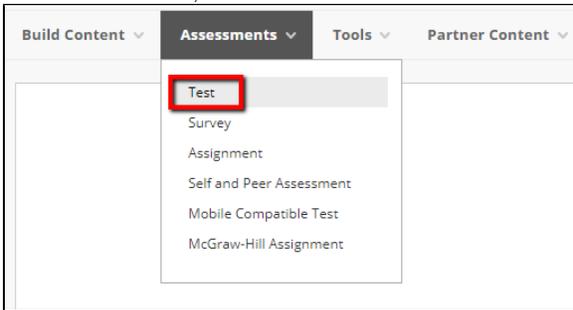You can create and deploy a new test directly from a content area.

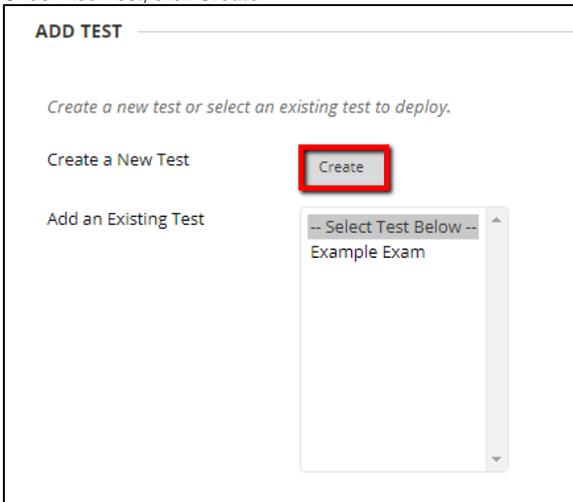1. Go to the **Content Area** where you want the test displayed.

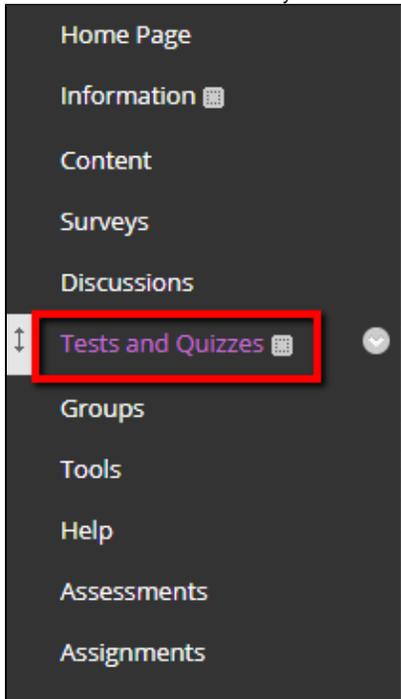2. Point to **Assessment**, and then click **Test**.
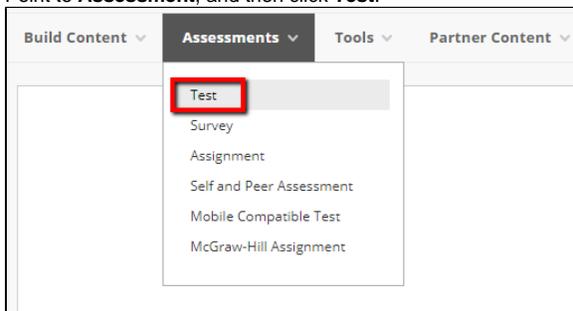

3. Under Add Test, click **Create**.

4. You will see the Test Information page. In the **Name** box, type a name for the test.
5. If you wish, provide a description for the test, as well as some instructions, and then click **Submit**.
6. You will see the Test Canvas. From here, you will add questions to the test. When you have finished adding questions, click **Submit**.
7. On the Test Canvas page, review the questions you have added, and then click **OK**.
8. You will see the **Create Test** page. From here, follow the steps below to deploy a test.
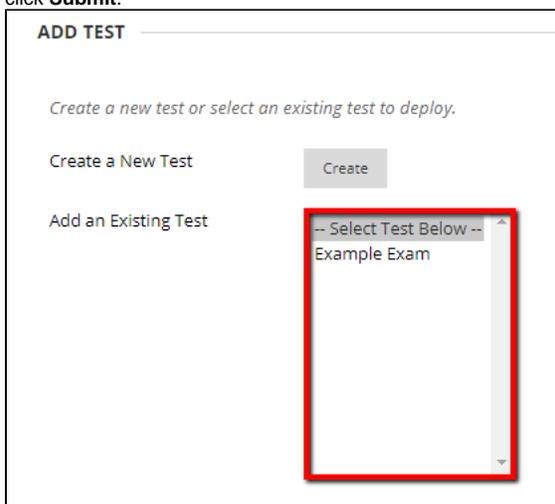
To deploy an existing test

1. Go to the **Content Area** where you want the test displayed.

Home Page

Information

Content

Surveys

Discussions

Tests and Quizzes

Groups

Tools

Help

Assessments

Assignments

2. Point to **Assessment**, and then click **Test**.

Build Content ∨   Assessments ∨   Tools ∨   Partner Content ∨

Test
Survey
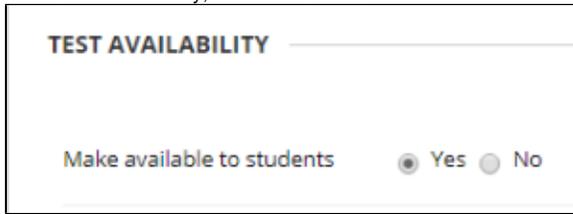Assignment
Self and Peer Assessment
Mobile Compatible Test
McGraw-Hill Assignment

3. On the Create Test page, under Add Test, select the test you want to add to the area, and then click **Submit**.

ADD TEST

Create a new test or select an existing test to deploy.

Create a New Test   Create

Add an Existing Test   -- Select Test Below --
Example Exam

4. Review the Test Options page, making changes if needed.

5. Under Test Availability, make sure **Make the Link Available** is selected.

TEST AVAILABILITY

Make available to students   ● Yes   ○ No

6. When you have finished adjusting test options, click **Submit**.