Steps to Follow

Creating the Test Canvas

1. To begin the process of creating a test you must be in a **Content Area** and the edit mode must be set to **On**.
2. Inside the Content Area, hover the cursor over **Assessments** in the action bar (Figure 1).
3. On the drop-down menu that appears, **click on Test** (Figure 1).

1. Select **Create** and you will automatically be brought to the Test Information screen (Figure 2).
Create and Deploy a Test in Blackboard

2. On the **Test information** screen, you will be required to give the test a name. You can optionally add in a test description and test instructions (Figure 3).

3. Click **Submit**.

4. Once submitted, on the next page, a green success bar will indicate that you have successfully created your blank **Test Canvas** (Figure 4)
There are several question types that can be added to a quiz/test/exam. Some question types are automatically graded in Blackboard when a correct answer is set, while some questions need to be manually graded. In order to view the list of question types and add the question that best meets the needs of your test creation follow the directions below.

Adding Questions to the Test Canvas

5. Click on Create Question. A list of the question types will display (Figure 5).
6. Select the question type you would like to add to your test by clicking on it (Figure 5).

Each question type will look slightly different. Follow the prompts for each type.
Create and Deploy a Test in Blackboard

7. After you add each question you can click the **Submit** button to return to the test canvas or if the next question type is going to be the same as the one you just created you can click on **Submit and Create Another** (Figure 7).

![Figure 1](image1)

**Deploying the Test**

Once all the questions have been added to your test canvas, it is now time to deploy the test. This will allow your students to access the test/quiz/exam you have just created. Once you deploy the test a column is automatically created in the grade center.

8. **Click OK** at the bottom of the Test Canvas. (Figure 8)
9. **Select** the exam/test/quiz you want to deploy and create a test link (Figure 9)
10. **Click Submit** (Figure 9)

![Figure 8](image2)

![Figure 9](image3)
11. You are now presented with the Test Options Screen. On this screen you will need to set the following options:

- **Test Availability**
  - **Make Available to Students** should always be checked “Yes”
  - Leave Force Completion unchecked. It can cause issues with a test if there is a timeout in the internet connection

- **Test Availability Exceptions** (if any)
- **Due Date** (optional)
- **Show Test Results and Feedback to Students**
- **Test Presentation**

  Click **Submit** when finished.