How to Create a Test

Tests are a form of assessment that adds a Column to the Grade Center. Use the Grade Center to assign grades and give feedback to each student.

1. Go into the course in Blackboard.
2. Click the Class Sessions button.
3. Select the folder this will be placed in.
4. Move cursor over Assessments, select Test.

5. Click on Create.

6. Enter the Name of the assignment and provide a Description.
7. Enter **Instructions** such as how much time they have, the amount of questions, etc.

8. Click **Submit**.

9. Move the cursor over **Create Question** and select a question type from the list.

10. Click **Submit**.

11. If the points per question vary, change points as necessary by clicking on each point.
12. If all the questions are worth the same amount, click Select All, enter Points, and click Update.

13. Click OK at the bottom of the page.