**Creating a Test**

The Assessment tools allow you to create tests and surveys that automatically become an item in your Gradebook. Students complete these assessments and submit them through Blackboard.

In this tutorial you will learn how to navigate to the Test Manager area and create a test.

1. Scroll down to the Control Panel section, click on Course Tools, and select Test, Surveys, and Pools.

3. On the **Tests** page click the **Build Test** button.

![Image showing the Build Test button on the Tests page]

4. On the **Test Information** page, enter a **Name**, a **Description**, and **Instructions** in the text boxes provided. Click **Submit** to continue.

![Image showing the Test Information page with fields for Name, Description, and Instructions]

5. On the **Test Canvas** page, mouse over **Create Question** and select a question. For the purposes of this tutorial, select Multiple Choice.

![Image showing the Test Canvas page with options for question types, including Multiple Choice]
6. On the **Create/Edit** page, enter the Question Text and a Point Value in the text boxes provided.

**Note:** If **Extra Credit** is selected, points are added to the score if the question is answered correctly; no points are taken away if the questions are answered incorrectly.

7. In the **Answers** section, select the Number of Answers from the drop down menu. Enter the text for the Answer choices in the text boxes provided, and designate the Correct answer by clicking on the radio button to the left of the appropriate Answer box.
8. In the **Feedback** section, enter the text for a Correct and Incorrect Response. Click the Submit button to finish adding your question.

9. Click the **Submit** button to finish adding your question.

10. You are returned to the **Test Canvas** page. You can add another question, choose a different question type, modify or remove an existing question, or change the order in which the questions are presented. When you have finished creating your quiz, you can use the next tutorial: Making your test available.