

Blackboard Learn: HOW TO USE TESTS, SURVEYS & POOLS

1. Login to Blackboard then enter the appropriate course to create a test.
2. Ensure Edit Mode is turned **ON**.
3. Open the **Control Panel**, choose **Course Tools** then click on **Tests, Surveys and Pools**.
4. Open **Tests** then choose the **Build Test** button. (Alternatively, open any content area, select Create Assessment, then click Test.)
5. Give the test a **Name** with optional description and instructions then click **Submit** when done.
6. At the **Test Canvas**, begin creating questions, by clicking the down-arrows at **Create Question** to choose the question type.
7. The **Create/Edit** window opens where you enter the details of the first question. Enter the question text, point value, and complete the remaining options which pertain to that particular type of question. Click **Submit** when done to return to the Test Canvas. This question can be modified by clicking the drop-down arrows next to it and selecting the **Edit** button. Also, a new question may be created either above or below it. Continue manually entering the questions until the entire test is completed.
8. Once the test has been created, it must be added to a course menu item so students can access it. Open the course menu item, point to **Create Assessment** then click **Test**. Highlight the test name, then select **Submit**.
9. At **Test Options**, carefully select options for test access and grading then click then **Submit** button when done.

The steps to create new surveys and pools are almost identical to those just explained for tests. Surveys must first be created then added to a content area for access however, the survey will not contain answers. And pools are questions and answers that were created to be used in tests.

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