Blackboard Course – Create Tests

The following steps show instructions on how you can create Tests within a Blackboard Learn course.

Steps for creating a Test:

1. Go to your Blackboard course.
2. Place your mouse right where you want to create the Test and click on the cross (+) symbol.

A red arrow pointing to a line

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1. Select “Create”

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1. Click on the “Test” option in the right panel.

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1. Give a name to the Test.

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1. Click on the gear icon on the right to set the various settings of the test.
2. Make sure to set the due date of the test as well as its total marks.
3. Click on “save”

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1. On the test’s main window, click on the cross (+) symbol

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1. Click on the “Add local file” option if you want to upload a file from your PC

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1. You can also choose to add questions to the test yourself or use the “Auto-Generate Questions” to have Blackboard create questions based on the course’s content.

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1. Make the test visible to the students (top right corner).

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