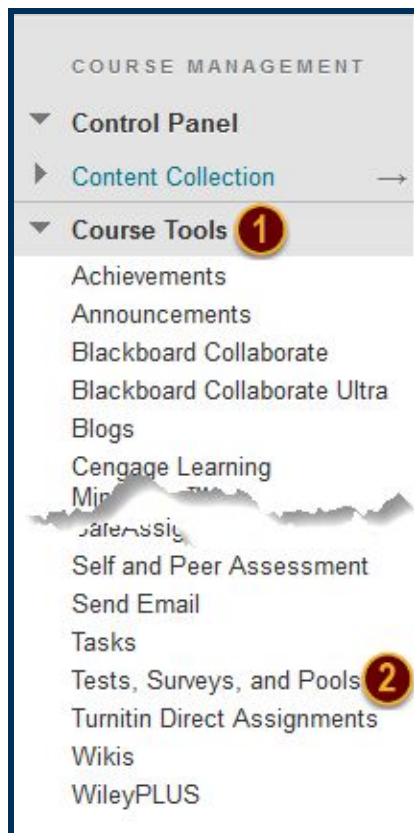# Create a Test or Survey

Overview

This tutorial will explain how to create a **Test** or **Survey**. Questions are added to Tests and Surveys in the same way, but no points are assigned to Survey questions. You can add new questions and organize them before students take the Test or Survey using the Canvas.

Quick Steps

Control Panel > Course Tools > Tests, Surveys, and Pools > Choose > Build Test > Set Options > Question Settings > Create Questions
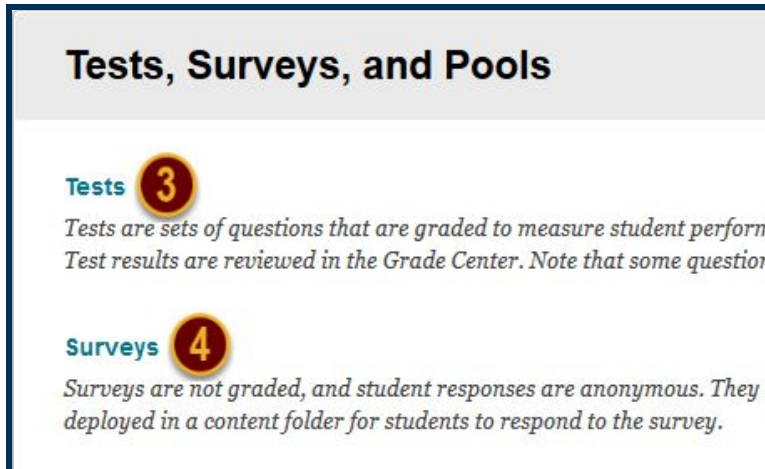
Step 1

To create a Test or Survey, you must first access the Tests, Surveys, and Pools tool. The Tests, Surveys, and Pools tool can be found in the *Course Management* navigation pane beneath the *Control Panel* section. Click on *Course Tools* [1], and then click on the "Test, Surveys, and Pools" option [2].

COURSE MANAGEMENT

▼ **Control Panel**

▶ Content Collection   →

▼ Course Tools ①

Achievements
Announcements
Blackboard Collaborate
Blackboard Collaborate Ultra
Blogs
Cengage Learning
Mi~~
~~afeAssig~~
Self and Peer Assessment
Send Email
Tasks
Tests, Surveys, and Pools ②
Turnitin Direct Assignments
Wikis
WileyPLUS

Step 2

On the Tests, Surveys, and Pools page, select "Tests" [3] or "Surveys" [4].
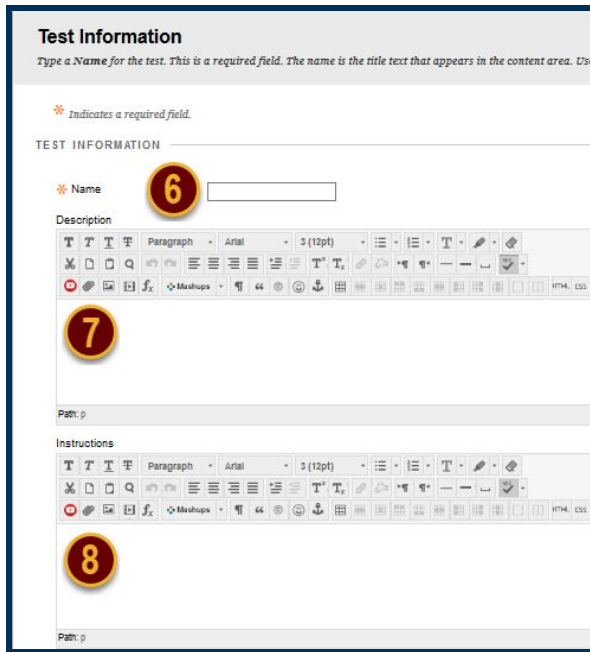

Step 3

On the Tests (or Surveys) page, click the *Build Test* (or *Survey*) button on the Action Bar [5].

Step 4

On the Test (or Survey) Information page, in the Test (or Survey) Information section, type the name for your Test (or Survey) in the Name box [6]. You can also type a description in the Description editor [7] and instructions in the Instructions editor [8].
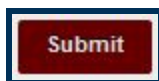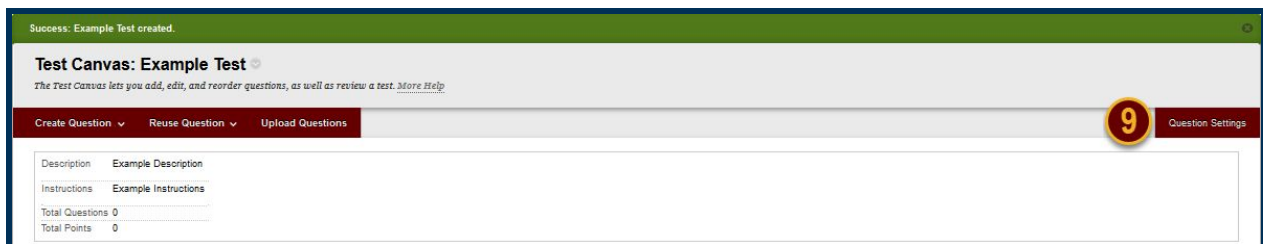
Step 5

Click the *Submit* button.

Step 6

The Test (or Survey) Canvas page will appear.

Before adding questions to the Test (or Survey), click *the Question Settings* button [9] on the Action Bar to enable options for adding images, files, or web links to feedback or answers, set default point values for Test questions, or specify whether to offer partial, negative, and extra credit.

To learn more, visit the Question Settings page.

Step 7

To begin adding questions, on the Test or Survey Canvas page, hover over *Create Question* on the Action Bar and select a question type.
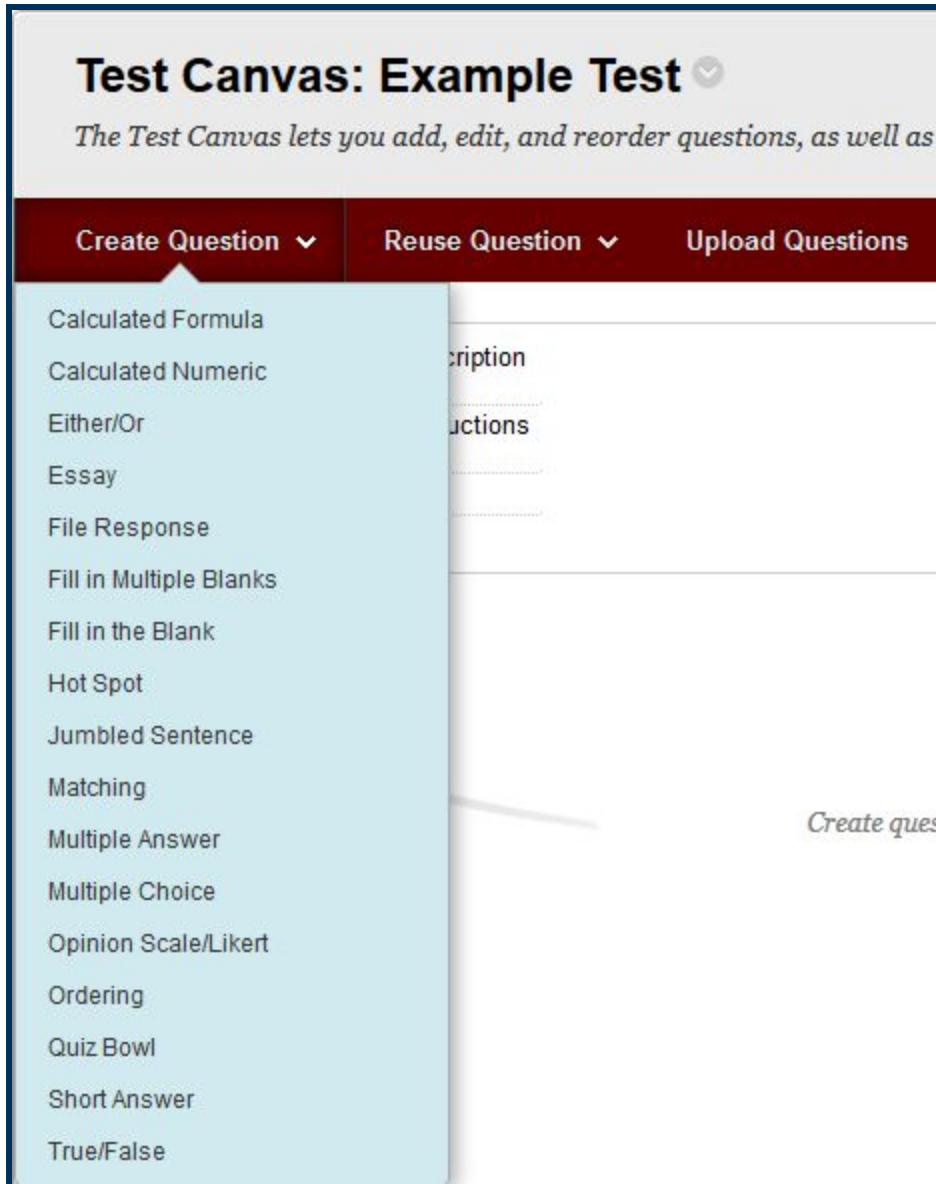
To learn more about the available question types, visit the Question Types page.

Step 8

Use the Create/Edit Question page to create the question, Add a Rubric, add categories and/or keywords to the question, or add instructor notes.
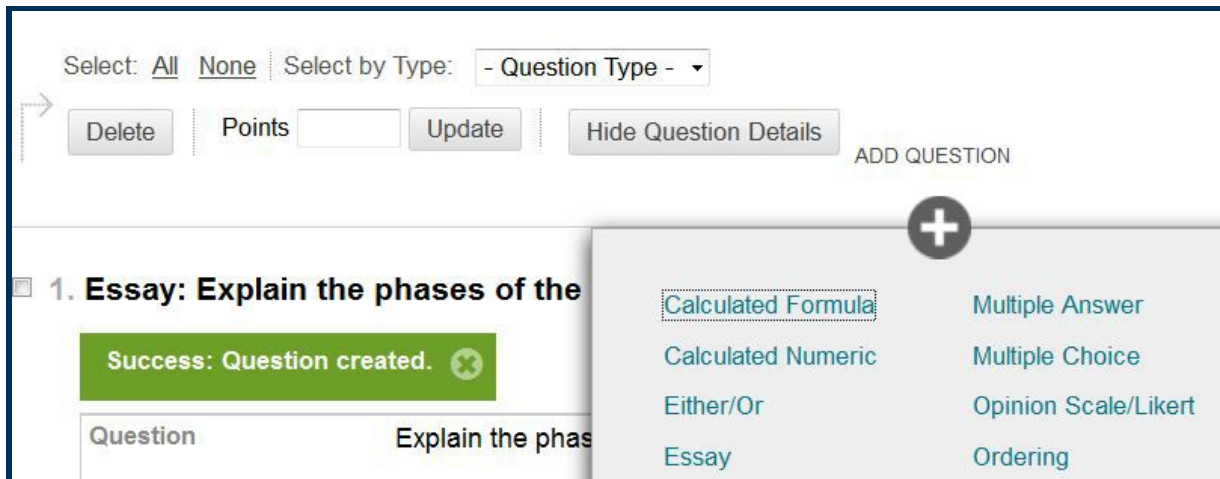
Step 9

Click the *Submit* button.

When you are finished adding questions, click the OK button at the end of the Test (or Survey) Canvas. The Test (or Survey) is added to a list on the Tests (or Surveys) page. When you are ready, you can Deploy the Test or Survey in a Content Area or Learning Module.

Note

You can organize questions on the Test (or Survey) Canvas. Click the plus sign before or after another question and choose a question type. You can edit a question, change a question's point value (tests only), or re-order questions.
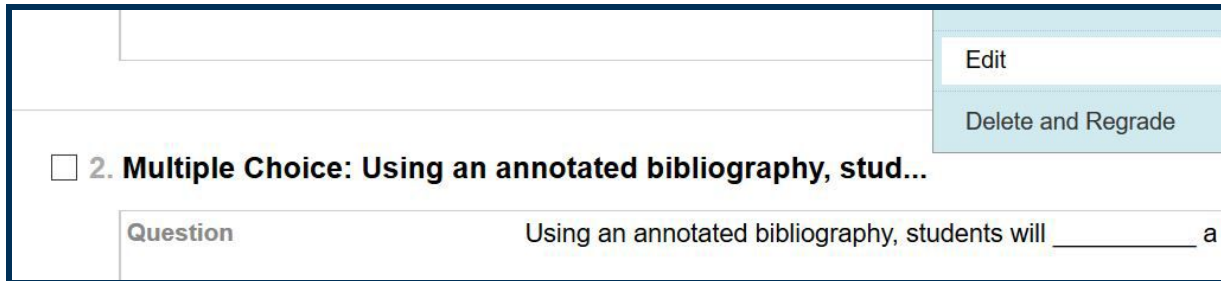
Edit Test or Survey Questions

Step 1

From the Test (or Survey) Canvas, access the question's Question Options menu by clicking on the Question Options arrow that follow the question's title and selecting "Edit".
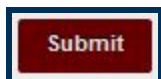

Step 2

The question's Create/Edit page appears. Make the desired changes to the question content or point values.

 Blackboard WILL update and re-grade any attempts that have already been submitted.
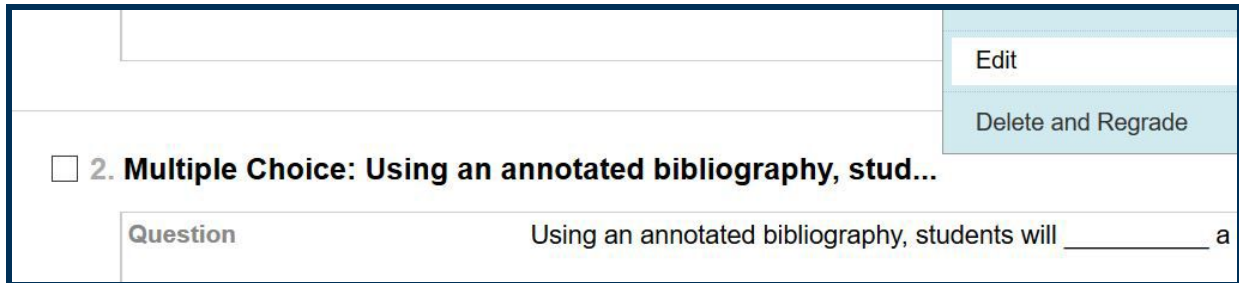
Step 3

Click the *Submit* button.

Delete Test or Survey Questions

Step 1

From the Test (or Survey) Canvas, access the question's Question Options menu by clicking on the Question Options arrow that follow the question's title and selecting "Delete".

! This option will appear as "Delete a Regrade" *if there are attempts that have already been submitted.*

Step 2

Confirm that you would like to delete the question.

Change a Question's Point Value (Tests Only)

Step 1

From the Test (or Survey) Canvas, click a question's current point value.

Step 2

Using the Update Points pop-up box, edit the points. Select the checkbox for Extra Credit if extra credit will be given for correctly answering this question.
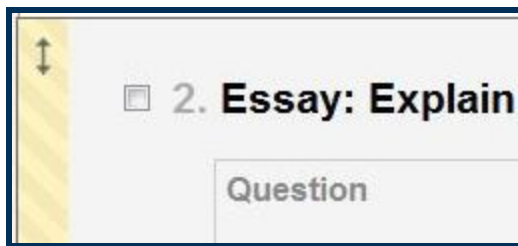
Step 3

Click Submit.

Reorder Questions

Step 1

By default, when you create new a question with the *Create Question* button, it is added to the end of the Test (or Survey).

On the Test (or Survey) Canvas, you can reorder questions by hovering over a question and revealing a double-tipped arrow. Click and hold this arrow to drag and drop a question to a different location.

Alternatively, use the Keyboard Accessible Reordering tool ( ) on the Action Bar. Click a question and use the up and down arrows below the Title box to adjust the order.

Step 2

Continue adding questions.

Note

Changing question order only affects new attempts, assuming the test is not set to display questions in random order. Attempts already submitted retain the order as originally viewed when the test was taken.

Questions are numbered automatically in the order they are added, and the question numbers update when items are reordered or randomized. Therefore, use caution when referring to specific question numbers in the questions' text.