Add a Quiz, Test or Exam

I. Add a Content Area
II. Create a Test
III. Add Questions (Find Questions)
IV. Add Questions (Random Blocks)
V. Deploy Test (Test Options)

I. Add a Content Area

Add a new content area to your Course Menu to hold your quizzes and exams.

- Click the plus sign “+”
- Select Content Area

- Type a name (for example: Quiz, Test & Exam)
- Select “Available to Users”
- Click Submit
The new content area will appear at the bottom of the course menu. You can reposition any menu item.

- **Click** to the left of the item
- **Hold** the mouse
- **Drag** to the new position

II. **Create a Test**

Now we have a content area to add all our quizzes and exams. This is the link students will use to access quizzes and exams. We will create our Chapter 1 quiz here.

- **Click** Quiz, Test & Exam
- **Click** Assessments
- **Select** Test
First we will create the test canvas, then add questions to it.

- **Click Create**
The only required field is the name of the quiz/exam. The other fields are optional.

- **Type** a name (required)
- **Type** a Description (optional)
- **Type** Instructions (optional)
- **Click** Submit

![Image of quiz/exam input fields]

1. **Test Information**
   - **Name**: Chapter 1 Quiz
   - **Description**: This quiz covers chapter one in the textbook. It consists of 10 multiple choice questions.

2. **Submit**
   - Click **Submit** to proceed. Click **Cancel** to go back.
You are now returned to the Test Canvas where there are several options for adding questions.

III. Add Questions (Find Questions)

Use this option when you want to select specific questions from your question pools. You can select individual questions or all that are in the pool.

- Click Reuse Questions
- Select Find Questions
Sometimes in the Firefox browser pop-up blockers are on and that prevents Blackboard from opening the question window.

To allow pop-up windows:

- **Click** OK
- **Click** Options
- **Select** “Allow pop-ups for sulross.blackboard.com”
The “Find Questions” window appears. All the Pools are listed on the left.

- **Click** the checkbox to the left of the pool
- **Click** the checkbox for the Question Types
You can select all the questions or just pick and choose. Select “Link to original questions.” If you make any changes to questions, the changes will apply to the original questions, not just the ones in the quiz/test.

- **Click** the checkbox
- **Select** “Link to original questions”
- **Click** Submit
You will be taken back to the Test Canvas window where all your questions will be added to the quiz/test. 
[Here is a link to more information about "Find Questions."]
By default in most courses each question is worth 10 points. You can change this globally or individually if you want different point values for different questions.

- **Click** Select All
- **Type** the number of points per question
- **Click** Update
You can adjust the points on each question individually. Different questions can have different point values.

- Click Points
- Type the number of points per question
- Click Submit
IV. Random Blocks

Another option for adding questions is using Random Blocks. A random block is a set of questions retrieved at random from one or more question pools to be presented each time the test is taken. It ensures that each student receives a different version of the test. Here is a link to detailed information on Random Blocks.

- Click on “Reuse Question.”
- Select “Create Random Block”
- **Select** the pool of questions
- **Select** the question type or no questions will show up in the preview questions area
- **Click** Submit
You can decide how many of the questions from the pool will be displayed, and how many points each question is worth.

Once you have added the questions and adjusted the points, click the “OK” button to leave the Test Canvas.

- **Click** to set the number of questions to be displayed
- **Click** to set the number of points per question.
- **Click** OK
V. Deploy Test (Test Options)

You will be back at the Create Test page where your newly created quiz is on the “Add an Existing Test” list. Make sure it is selected and click the “Submit” button.

- **Click Submit**
Clicking the Submit button brings you to the “Test Options” page. This is where you set the when and how students will take the quiz/test.

- **Click** Submit after setting the Test Options
- **This link takes you to an explanation of all the options.**
The link is now on the Quiz Test & Exam page. If you need to go back and make any changes to the options or the test use the contextual menu to access the Test or the Test Options.
The students will see the link if you have made the quiz/test available to them. If not they will see a blank screen.

Quiz Test & Exam

Chapter 1 Quiz

This quiz covers chapter one in the textbook.