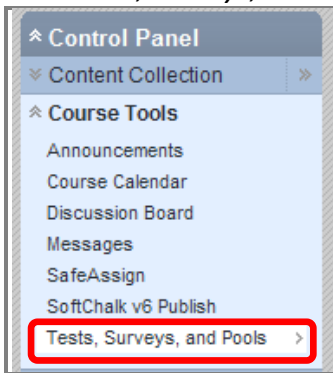


Managing Tests

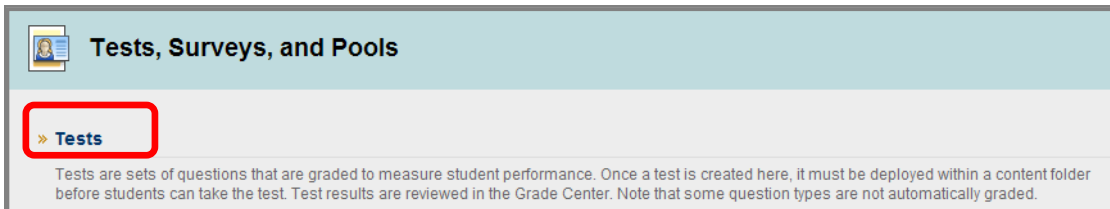
Managing Tests occurs in the “Test” area within the Control Panel > Control Tools. This is where you can create, import, and export assessments. Tests created within the “Test” area, must be deployed in a Content Area for students to see and complete the test. Instructors can also use the “Test” area can to find out where a test is deployed in the course site.

Follow these step by step instructions to **Manage Tests** in Blackboard:

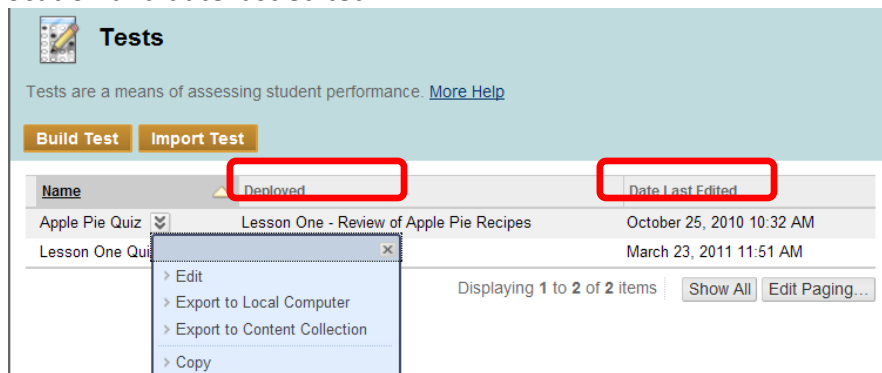
1. Click *Tests, Surveys, and Pools* on the Course Tools menu.



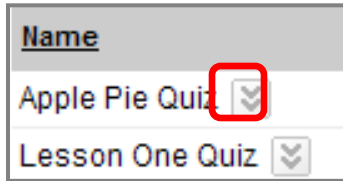
2. Click *Tests* to view the Tests area of the course site.



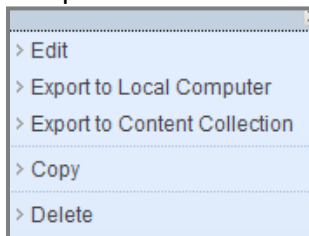
3. The **Tests** area is where tests are built, edited, and includes information about Deployment test location and date last edited.



4. Click the *Action Link* next to a given test to edit or **Manage Tests** settings.



5. The pull-down menu allows instructors to Edit, Export, Copy, or Delete a Test.



This will edit tests that have been taken. Only textual changes to existing fields are recommended. Any changes will show up on existing attempts (Tests that have been taken).

- Edit - This option allows instructors to adjust the question settings, change the name of the test, adjust the instructions for the test, and add questions to the test.
- Export to Local Computer – Saves test as a zip file to their local computer. Often used to share tests.
- Export to Content Collection - Save the test in Content Collection for trained users.
- Copy - This option allows instructors to create a duplicate copy of a designated test.
- Delete - The Delete option allows instructors to remove the test from the course site.