

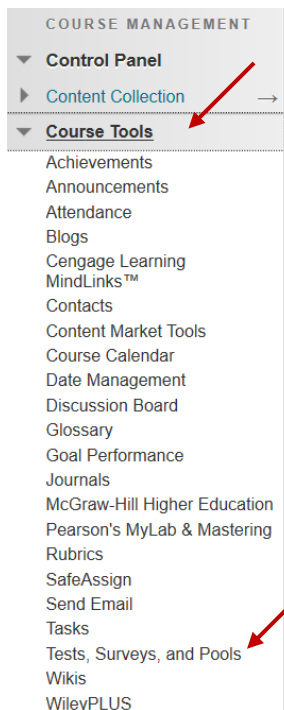
## CREATING A TEST IN BLACKBOARD

Creating a test in Blackboard is a three step process.

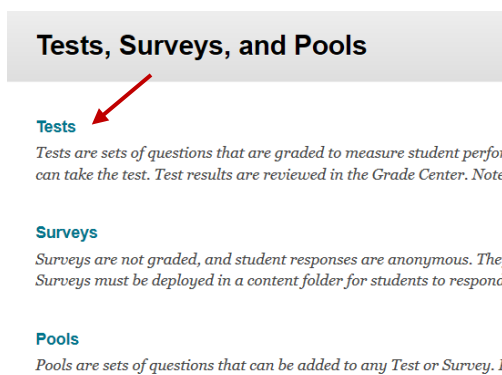
### STEP ONE: Create Test Shell

For this example, we are going to create a test and populate it with a few questions right from within Blackboard. (Additional videos on how to use Northern's Test Generator and how to create test questions from pools and existing tests will be detailed later on).

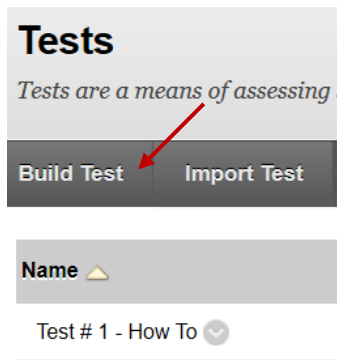
In order to start creating our test, scroll down under **Course Management Menu**. Choose **Course Tools**. Then click on **Test, Surveys and Pools**.



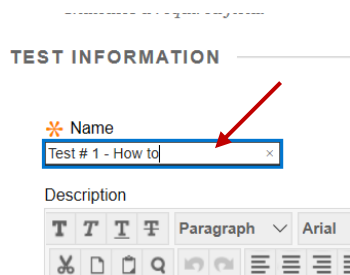
Once there click on **Tests**.

A screenshot of the 'Tests, Surveys, and Pools' page in Blackboard. The page title is 'Tests, Surveys, and Pools'. Under the 'Tests' heading, there is a description: 'Tests are sets of questions that are graded to measure student performance. Test results are reviewed in the Grade Center. Note'. Under the 'Surveys' heading, there is a description: 'Surveys are not graded, and student responses are anonymous. They must be deployed in a content folder for students to respond'. Under the 'Pools' heading, there is a description: 'Pools are sets of questions that can be added to any Test or Survey. P'. A red arrow points to the 'Tests' link.

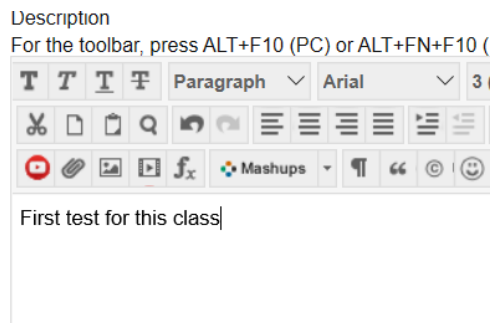
Then click on Build Test.



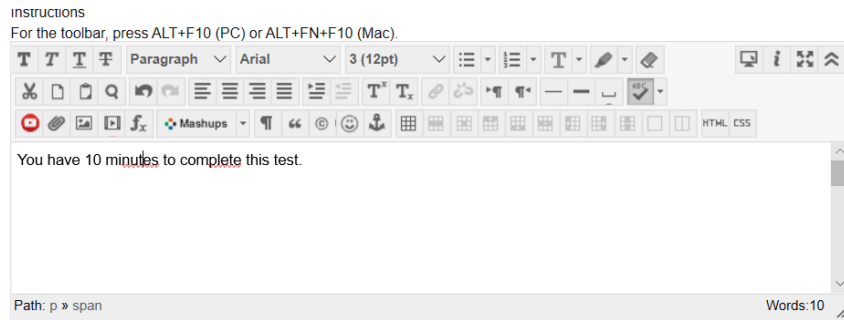
Once there, you're going to give the test a name.



You can add a description for the test as well.



And if you have instructions that you would like to include.



Click **Submit** to proceed.



Don't worry if you want to go back and add or change information in here, because you can edit this at any time.

Then click submit.