

Adding a Quiz in Blackboard

1. Begin by logging in to Blackboard.
2. On the left side of the screen select the navigation link for where you want the test to appear. In this course we will use the **Assignments/Quizzes** link.
3. Select the **Edit View** link at the top right of the screen.
4. In the toolbar at the top of the window, click the **Test** button.
5. A list of possible quizzes for the course shell is listed along with a button for creating a test from scratch.
6. Select a test from the list.
7. Scroll to the bottom of the window.
8. Click the **Submit** button.
9. Click **OK**.
10. The **Modify Test** window opens.
11. Click the link for **Modify the Test Options**.
12. Scroll down to **Section 2, Test Availability**. Note that, by default, the test is unavailable.
13. Use this section to make this test available, allow multiple attempts, or specify a set number of attempts, force completion of the test the first time the test is launched, add a password, set a time interval, or set up a timed release of the test.
14. After making any changes in Section 2, scroll to the bottom of the window.
15. Click the **Submit** button, then **OK** on the next two windows to complete the procedure.
16. Your test will now appear at the bottom of the list of assignments and quizzes.