Step 1: Click on the Course Tools area of the Control Panel. Then select Tests, Surveys, and Pools from the drop down menu.

Step 2: Next, click Tests and then select Build Test.

Step 3: Type a Name, Description, and Instructions. Then click Submit.

Step 4: On the Test Canvas page, select Reuse Question and then click Find Questions.

Step 5: Select a method for adding questions.

Find Question Mode
Choose a method for adding questions: copying or linking. The difference is that if a linked question is changed, those changes are reflected in every test and survey where that question appears. Once you have selected a question, you can change this option before adding the question to a test or survey. Click continue.

Step 6: On the Find Questions page, on the left column select Tests or Pools or both.

*Note: The default is set for all tests and all pools to show; however you can manually select individual tests or pools OR uncheck the pools category so that only the Tests category shows up and vice versa.
**Step 7:** On the Find Questions page, select the question(s) you would like to reuse and then click Submit.

*Note: If you are uncertain, select ALL. You will be able to delete unnecessary questions later. If you have dozens of questions, though, that is not recommended.

**Step 8:** On the Test Canvas page click ok.

*Note: At this point the Test you just created has NOT been deployed. You have to follow the proper procedures to deploy (add) it so that it is available to your students. Go to a content area, choose Create Assessment > Test and you will see your list of tests. Choose the settings for date restrictions, etc. and the test now shows up in your content area!

Questions?

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http://blog.ecu.edu/sites/blackboard/faculty-support/