Adding a Test to a Content Area

Once a test has been created within the Tests/Surveys and Pools area, it does not become accessible to students until a link to the test is added in a content area of the course (a process called “deploying” in Blackboard).

1. Make sure the **Edit Mode** button is switched **ON** and select a **Content Area** (Exams, Course Materials, etc.) where the test should appear.

2. From the top toolbar, click on Evaluate and select **Create Test**

3. A list of existing tests will appear. Tests which have already been deployed are not shown in the list.

   **NOTE:** The “Create” button which appears can be used to create a brand new test--however in most cases, the workflow may be easier if the test is first created in the Tests/Surveys and Pools area.

4. Select the appropriate test from the list and click **Submit**.

If successful, a message will appear at the top of the screen indicating the test was created and the **Test Options** page will also appear. Refer to the separate tutorial “Setting Up/Editing Test Options” for complete details about each of the settings.