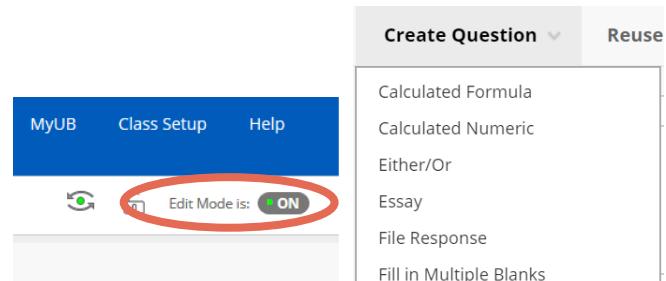


# How to: Build a test or quiz

Using UB Learns - Original Course View

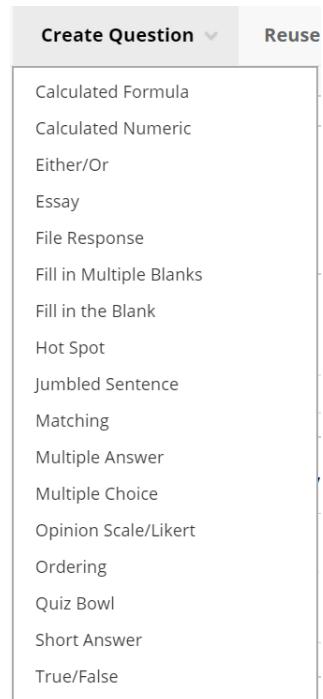
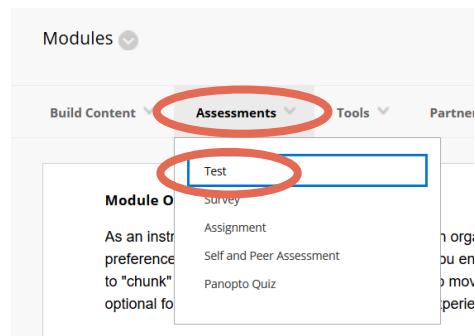
## Before building a test or quiz

- Review the available question types.
- Prepare your question items.
- Prepare any additional items for the assessment such as photographs, case studies or videos.
- Ensure *Edit Mode* is on in UB Learns.



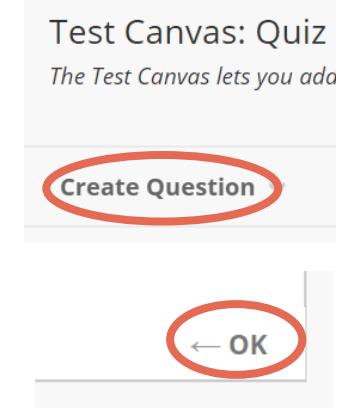
## Creating a test or quiz

1. Select the content area where the quiz will be built.
2. Click *Assessment*, then *Test*.
3. Select *Create* under *Create a New Test*.
4. Complete the assessment information including the name, a short description and testing instructions.
5. Select *Submit*.



## Building a test or quiz

1. Click *Create Question* on the *Test Canvas* page.
2. Select the question type.
3. Write the question and the possible answer choices.
4. Select the correct answer.
5. Provide question feedback, if applicable.
6. Click *Submit and Create Another* if you would like to add the same question type. Click *Submit* if you are finished or if you would like to add a different question type.
7. When finished adding the assessment questions, select *OK* in the bottom right hand corner. This will take you back to the *Create Test* page.
8. Select the quiz you created under *Add an Existing Test*.
9. Then click *Submit*.



## Selecting test options

- After clicking *Submit* in the previous step, you will be taken to the *Test Options* page. Here you will complete items such as additional test information, availability, number of attempts, due date and grading options.
- You can also edit these options at a later point in time by locating the quiz or test in your content folder or module. Click the gray arrow next to the item.
  - Select *Edit the Test Options* to change assessment settings.
  - Select *Edit the Test* to change, add or deleted individual questions.



Quiz Example 

## Additional Resources

[How to Build a Test – UB Learns for Faculty](#)

[Create Tests and Surveys – Blackboard Help](#)

[Test Pools and Surveys – Blackboard Help](#)

[Grade Tests – Blackboard Help](#)