

Steps for Working with Quizzes in Blackboard

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How to copy a Quiz in Blackboard (Option 1)

This option affords you the opportunity to work on a test or exam without placing within course content. This prevents student from accidentally seeing tests or exams early.

1. On the Course Menu
2. Under the Course Management
3. Go to Tests, Surveys, and Pools
4. Click on Tests
5. Find the test to copy
6. Click on the downward arrow to the right of the test link title
7. A contextual menu appears with options
8. Select copy
9. A copy will be created below the original, same title, followed by an (1)
 - This copy is not available to students

How to Access the Copied Quiz

If you did the above steps, you should still be in Course Management > Tests, Surveys, and Pools. If not, return to that area and continue with the following steps:

1. Click on the downward arrow to the right of the test link title
2. A contextual menu appears
3. Select Edit
4. The copy will open and you can create, delete and edit any questions you'd like

5. Click Create Question to add questions to the test
6. Click Reuse to look for other questions across all tests
 - Upload Questions is a feature where you can create a formatted spreadsheet and upload to Blackboard (Must use the Bb format for the spreadsheet - for assistance inquire with the Instructional Designers)

How to Deploy “Add” Test within Course Content

When the course is created and edited, you will need to put it somewhere in Blackboard and add date, time, and other settings.

1. In Blackboard, navigate to where you want the quiz to reside
2. With Edit Mode ON, click on the Assessment tab on the menu bar
3. A contextual menu appears
4. Click on Test
5. Locate the test in the Add an Existing Test
6. Select the test and click Submit
7. You will need to apply settings to the test. The previous settings will not apply to the new test.
8. Click Submit to save.