Releasing a Test to Students

Part one if applicable (Heading 2)

1. Log into Blackboard.
2. Navigate to your course.
3. Go to the lesson or week where you want to release the test/quiz to your students

4. Hover over <Assessments>, a drop down menu should appear. From there, select <Test>
5. In section 1, you will have the option of creating a test or selecting a test already uploaded to blackboard to deploy.

![Add Test Diagram](image)

6. Select <Submit>

7. This action will bring you to another window where you will have the option to configure your test as you wish. From here you can choose when to make the test visible, how much time the students have to complete the test, when the test is due etc. Once completed with this process, select <Submit>