Uploading a Test to Blackboard

1. Log into Blackboard.
2. Navigate to your course.
3. From the <Control Panel> select <Course Tools> and a drop down menu should appear. From there, select <Tests, Surveys and Pools>

4. In the next window, select <Tests>
5. Select <Build Test>

6. Give your test a title. In the description section, describe what the goal of the test is. In the instruction section provide any instructions relevant to the quiz.

7. Once done, click <Submit>

8. This action will take you to the Test Canvas, from there select <Upload Questions>
9. In the next window, select **<Browse>** to search your computer for the test you wish to use.

![Upload Questions](image)

1. **Upload Questions**
   
   **Click Browse to locate a file to import.**
   
   File containing questions to import
   
   ![Browse](image)

10. Select the test, then select **<Open>**

![Open](image)

11. Once done, click **<Submit>**

*Note: This action will take you to the test canvas again where you will be able to edit the test as you wish. Once done, click the **<Ok>** button on the bottom right hand corner of the screen. This action will make the test visible on the test screen.*