How do I add a test or survey to a Blackboard content area?

Tell Me

1. Navigate to a content area of the course
2. Point to the Assessment drop-down list and select Test or Anonymous Survey

3. Select an existing Test or Survey from the list provided, or create a new survey.
4. Click Submit.
5. At the next screen, configure the test or survey options for delivery.
   - Set the options for feedback & due date
   - Set the timer, number of attempts, and presentation format

   • If you select Force Completion, students must complete the test or survey when they launch it. Students may only access the test or survey ONE TIME. Please review this FAQ: What are the benefits and challenges to using Force Complete on a Blackboard test?
   • Manage date availability
   • Create exceptions to provide an accommodation to a student who is disabled or for technology and language differences.

TIP: Review Blackboard's documentation on Test & Survey Options.

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