Making a Test or Survey Available in Blackboard

1. Select the Content Area (Assignments, Course Documents, Course Information) where you want to add a test or survey and select Test from Assessments.

2. Choose which Test or Survey you would like to add to your course from the list and click Submit. If you haven’t created your test or survey, click on the Create icon. See “Creating Tests/Surveys” handout for details on this function.

3. Fill out the Test Information that you want applied to this test or survey.
4. Choose the **Test Availability** options.  
*Note: Make sure that you select “yes” to Make the Link Available or your students will not have the ability to see the survey or test.*

5. **Apply Test Availability Exceptions** specific students may need. You can also come back to this option at a later time point. This feature can be used to allow students to have an extended period of time to take the test, a different amount of attempts, and different availability dates.

6. **Choose a Due Date** (optional)
7. Choose the **self-assessment options**.
8. Choose the **Show Test Results and Feedback to Students** options.

9. Choose the **Test Presentation** options and then click **Submit** when finished. Results of your test will be found in the Grade Center.