Faculty: Deploy a Test to Content Area in Blackboard 9.1

There are several ways to create a test in Blackboard 9.1. You can create a test within the test bank which saves all the tests created without assigning them to a particular content area; you can create a test from a test-question pool that you’ve created at an earlier time, or you can create a test directly in the content area in which you want to present it to your students. This document will discuss how to deploy a test that you have copied from a prior course or created within the test bank.

Deploying a Previously Created Test to a Content Area

1. Login to Blackboard 9.1.
2. In the “My Course” module, click the link for the course within which you wish to work.
3. Toward the upper, right-hand side of the screen, make sure the “Edit Mode” switch is “On.” If it is “Off,” click Edit Mode once to turn it “On.”
4. Navigate to the Content Area in which you want to deploy the test.
5. Next, click Assessment in the “Action Bar” and select Test:

6. The “Create Test” screen will appear. You should see a box with a list of your undeployed test names:
1. Click on the name of the test you wish to deploy to highlight it.

2. Click **Submit**.

3. This should take you to the "Test Options" page, where you can change the test name or description, make the test available to users either immediately or between certain dates and times, change the number of times a user can take the test, set a time for the test, require a password to enter the test, choose the presentation mode, and set "Grade Center" options.

4. After filling out the Test Options as you desire, scroll down and click the **Submit** button.
   a. You can change the questions or the test options by clicking on the **gray circle with a down arrow** located next to the name of your test to reveal a drop-down menu and selecting **Edit**.
   b. This will take you to the "Test Information" screen.
   c. Change the information you want and click **Submit** to return to the “Test Canvas” page.

5. Your test is now located in a “Content Area” and ready for users to complete and submit.