

Test Manager

Overview

The Test Manager is used to create, modify, and remove Tests.

	<p>Note: Surveys include many of the same features and functions as Tests. Differences between the two are noted throughout this section. Surveys are managed through the Survey Manager, which functions like the Test Manager.</p>
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Find this page

Click **Test Manager** in the Assessment area on the Control Panel to open the Test Manager.

Functions

The functions available on this page are described in the table below.

To . . .	click . . .
create a Test	Add Test. The Test Info page will appear.
modify a Test	Modify next to the Test. The Test Canvas page will appear.
remove a Test	Remove next to the Test. A confirmation box appears. Removing a Test is irreversible.
export a Test	Export next to the Test. The Export Test page will appear. Tests may be exported to the local computer or to the Content Collection.
import a Test	Import. The Test Import page will appear. Tests may be imported from a local file or from the Content Collection. Tests must be imported from files that were created in Blackboard and exported out.

Questions to consider before creating an Assessment

Below are questions to consider when planning an Assessment:

- How many questions?
- Are there instructions for this Assessment?
- What type of questions?
- What is the point value associated with each question?

Warning

A warning will appear if any Students are in the process of taking the Test or have already taken the Test when **Modify** is selected. Certain areas of the Test will not be available for modification if the Test has already been taken by Students.

If the Instructor modifies an Assessment after a Student has submitted it, the Student will view the new, modified Assessment when they view their Grade and feedback. They will not view their original Assessment attempt.