Creating a Test

1. Make sure **Edit Mode** is **ON**.
2. If **Control Panel** is not expanded, please click on the words **Control Panel** to expand it.
3. Click **Course Tools**.
4. Click **Tests, Surveys, and Pools**.
5. Click **Tests**.
6. Click **Build Test**.
7. In **Section 1: Test Information**, enter your desired test name in the **Name** text box. Please note that this is a required field.
8. Optional, type a brief description of this test in the **Description** text box.
9. Optional but recommended, enter your instructions for the students in the **Instructions** text box provided.
10. In **Section 2: Submit**, click **Submit**.
11. A blank test has now been created, for more information please the other tutorials regarding testing and assessment.
12. If for some reason you get kicked out after creating the test and you would like to edit, follow steps 1-4 above and then click next to the name of your test and click **Edit**.
13. To change the name, description, or instructions for your test, click next to **Header** and click **Edit**.