Tests are created in the Course Tools area under Tests, Surveys, and Pools. In order for students to see and take a test, a link to the test needs to be added to a content area of your choice.

Instructions

1. Navigate to the content area you would like to place the test in. Hover over the Create Assessment button and select Test from the menu.

2. Select the desired test from the list under Add an Existing Test, then click Submit.

3. The Test Options screen will appear. The Test Title and Description are copied over from the test. Editing them here will not change the original test title and description, but will determine the title and description of the link to the test.
4. Alter the Test Availability settings as necessary. The Make the Link Available setting determines whether or not students can see the link to the test. Date Restriction settings allow you to set a timeframe in which the test is available. Note that date restriction times should be set to Eastern Standard Time, regardless of campus location. If you set a date restriction, make sure the test link availability is set to yes.

5. You can choose to add a due date by checking the due date box and entering a date and time. You can also choose whether or not to allow testing after the due date.
6. The **Test Results and Feedback** section allows you to determine what feedback, if any, students receive, and when they will receive it. You may create up to 2 rules.

![Test Results and Feedback Image]

7. Click **Submit** to save your Test Options.

![Submit Button]

8. You will see your new test link in the course content area. To make edits to the link or the test options, click on the arrow button to the right of the link’s title. Select **Edit the Test Options** from the drop down menu to be brought back to the Test Options page.

![Test Link Image]