



How to Create a Test

- Click **Tests** in the **Tests, Surveys, and Pools** area on the Control Panel to open the Tests page; see image located on previous page.
1. Click **Build Test** on the Tests page.
 2. Enter a test name (required) any optional description and instructions; click **Submit**.
 3. Click on **Creation Settings** and make any changes necessary; see below for more details.

Test Canvas

Create, edit, and delete questions. Select a question type from the Add Question drop-down list to add questions. Use Creation Settings to establish which default options, such as feedback and images, are available for question creation. [More Help](#)

Create Question **Reuse Question** **Upload Questions** **Creation Settings**

Header

Name Solving Quadratic Equations

4. Select a question type from the **Create Question** drop-down button on the Test Canvas.

Test Canvas

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Create Question **Reuse**

- > Calculated Formula
- > Calculated Numeric
- > Either/Or
- > Essay
- > File Response
- > Fill in Multiple Blanks
- > Fill in the Blank
- > Hot Spot
- > Jumbled Sentence
- > Matching
- > Multiple Answer
- > Multiple Choice
- > Opinion Scale/Likert
- > Ordering
- > Quiz Bowl
- > Short Answer
- > True/False

5. Create the question, answer choices (if applicable), point value, and any other desired options.
6. If desired, enter feedback that students will see based on their answer.
7. Repeat Steps 3 through 5 until finished adding questions.
8. Click Submit to end creation of the test.