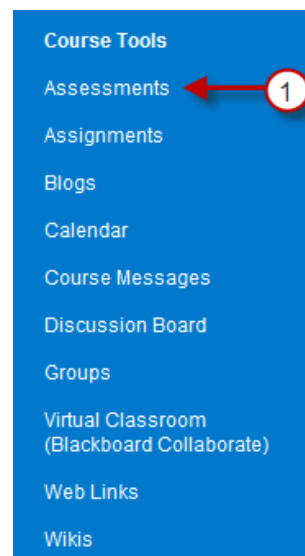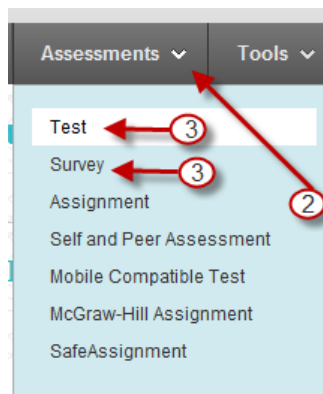# How to Create a Test or Survey

1. On the **Course Menu**, under **Course Tools** click on **Assessments.**
2. On the action bar, point to Assessments to access the drop-down list.
3. Select **Test or Survey.**

4. Choose **Create** or select an existing test from the menu.

5. Provide a name for the assessment. Provide a description if desired. Click **Submit.**

6. Click **Create Question** and select the desired question type from the drop-down list.
7. On the **Create/Edit page**, provide the necessary information to create a survey question.
8. Click Submit.
9. Repeat Step 6 through Step 8 to add more questions.
10. Click **OK**. The Test is added to the list on the Test page and is ready to deploy in a content area.
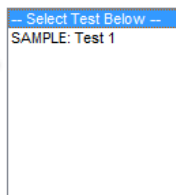
## Reordering Questions

By default, when you create new questions, they are added to the end of the test.

1. Reorder questions using the drag-and-drop function or the keyboard accessible reordering tool.

**For more help on using Blackboard 9.1 go to: http://tinyurl.com/d3zajw8
or visit the Blackboard On Demand site at http://ondemand.blackboard.com/**