Step by Step: Creating a Test

1. In the **Control Panel** of your course, click **Course Tools** to expand the selection.

2. Click the **Tests, Surveys, and Pools** link.

3. Click the **Test** link.
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4. On the Test page click the Build Test button.

5. Enter the test Name.

6. Enter the test Description.

7. Enter the test Instructions.

8. Click the Submit button.
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9. On the **Test Canvas** page, click the **OK** button at the bottom right corner to create the test (See separate Step-By-Steps adding on adding questions)

10. Deploy the test to students (See separate Step-By-Step on deploying a test)