# Create Questions in Blackboard Tests

There are different types of questions that you can create in Blackboard. This tutorial demonstrates how to create a multiple-choice question as an example.

For more details about other questions types, you can visit the questions type on Blackboard help website.

First, you need to create a test, or open a test that you have already created earlier.

To open an existing test, from "**Course Tools**", select "**Tests, Surveys, and pools**" and then select "**Tests**".
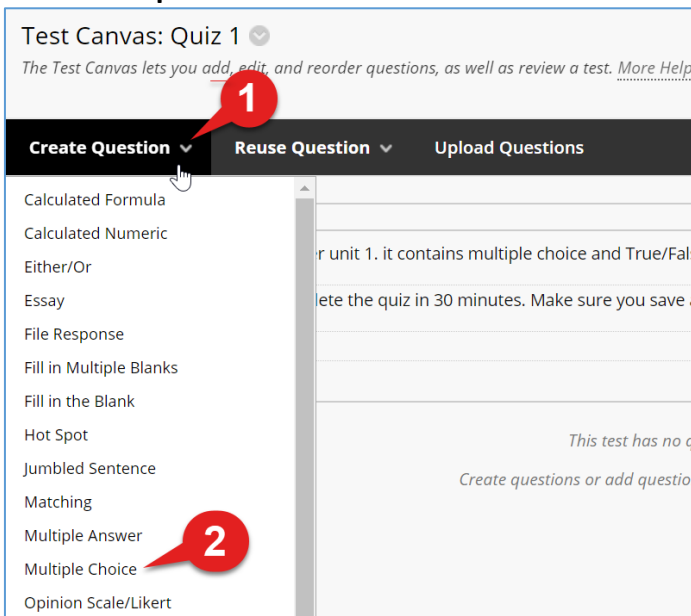
1- In the tests page, click the **arrow** next to the test that you want to edit.
2- Click "**Edit**" to open the test canvas.
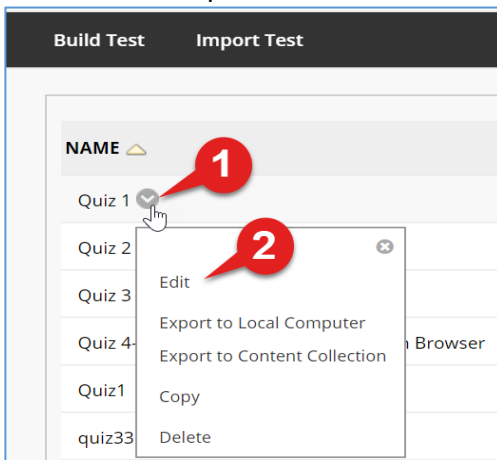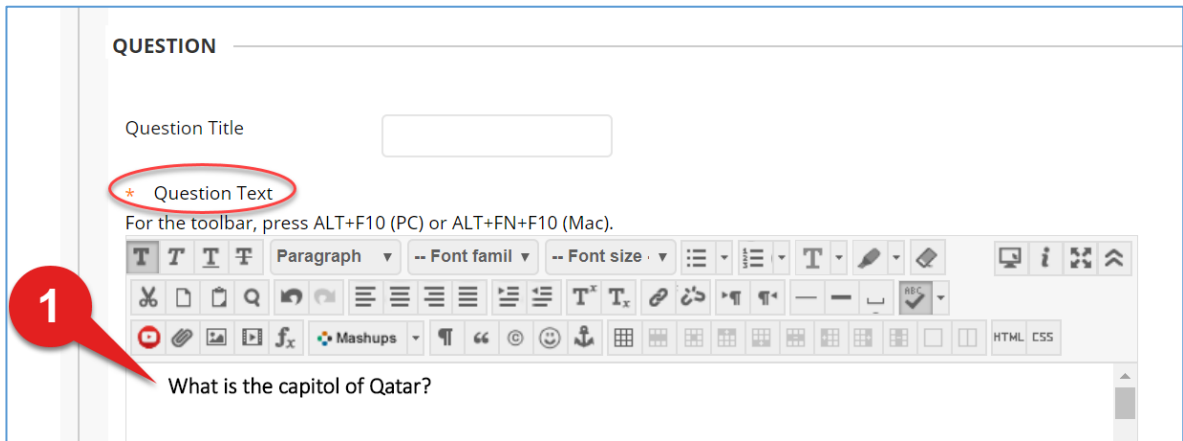

Add a Question

In the "Test Canvas" page:

1- Click on "**Create Question**", then
2- Click "**Multiple Choice**".

Question Settings

In the **Create/Edit Multiple Choice Question** page:

    1- Enter **Question Text**. You can format the text and include images, links and mashups using the text editor.
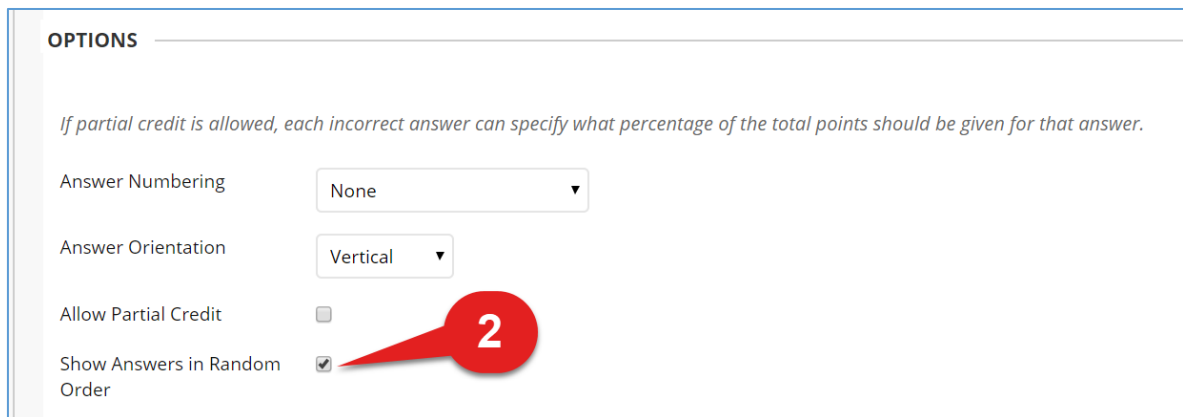

    2- Under options, make sure you check the option "**Show answers in Random Order**" to randomize answers.

    3- Enter the **correct answer** in the first option. Make sure **"Correct" is checked**.

4- Enter the other options in Answer 2, Answer 3, Answer 4, etc.

5- You may enter **feedback** for correct and incorrect responses (**Optional**).

6- Under categories and keywords, you can add some kind of metadata (**Categories**, **Levels of Difficulty**, **Topics**, and **Keywords)** to the question to make it easier to retrieve later in searches. This metadata can be very useful if you are planning to reuse the question in pools and other tests (**Optional**).

7- Click "**Submit**" to save the question.

The question will appear in the "Test Canvas".
8- You may click the arrow next to the question text to **edit** the question and modify its options.
9- You may click on the number to **change the points** allocated to this question

10- You can add as many questions as needed by following the same steps.