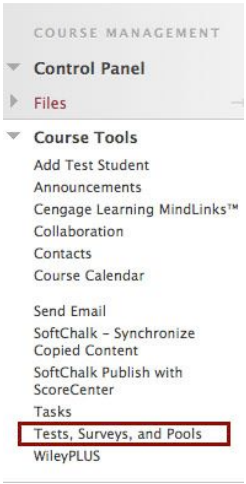
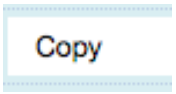
Edit Blackboard Tests and Quizzes – Removing Answer Options

Blackboard provides an assessment tool in which faculty members can create an assessment with multiple types of question (multiple choice, true/false, short-answer, matching, etc.) to determine the students' level of understanding. You can create multiple versions of a test and edit the tests to meet individual student needs.

1. Log into the Blackboard course where you wish to add a test or quiz.
2. Under Course Management, click the **Control Panel** button.
3. Click the **Course Tools** button.
4. Near the bottom of the drop down, select **Tests, Surveys and Pools.**
5. From the next screen, click the **Tests** button.

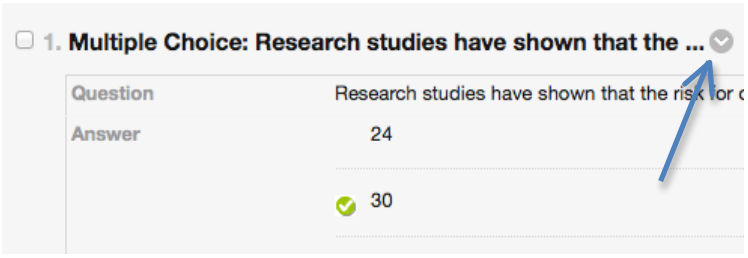


6. Click the down arrow next to the name of the test you want to duplicate and then edit.
7. Click **Copy**.

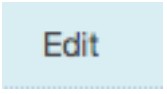


Note: This will make a copy of the test that has the same name as the original test with a 1 at the end of the test name.
Example of copied test: Chapter 1 Test (1)

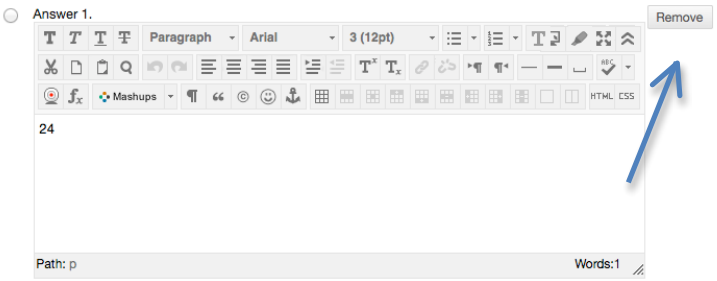
8. Click the down arrow next to the copied test and click **Edit**
9. In Test Canvas, locate the question you want to edit.
10. Click the down arrow to the right of the question.



11. Click **Edit**.

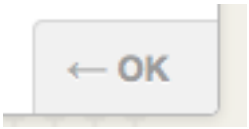


12. Click Remove to the right of the answer choice(s) you want to remove



13. Click the **Submit** button.

14. Repeat Steps 10 – 13 for each question you want to edit.
15. When finished, click **Ok** at the bottom of the test.



Note: Now you must deploy this test for your students.