Managing Your Test or Survey Once It’s Been Created

1. Navigate to [https://blackboard.towson.edu](https://blackboard.towson.edu).
2. Log in with your TU NetID and Password.
3. Enter the course with the test/survey you would like to manage.
4. Locate the test/survey you created.
5. Click on the down arrow next to the test/survey.

![Screen capture of Blackboard interface](image)

**Figure 1**

**Selecting Edit the Test/Survey Options**...

This will bring up the test/survey settings where you can add a description, change the availability, change the test presentation, etc.

**Selecting Edit the Test/Survey ...**

This will open up the test/survey for editing. Here you can add/delete questions, change the answer to a question, change the points for grading, etc.

**Selecting Delete...**

This will delete the test/survey and all of its contents.