

Managing Your Test or Survey Once It's Been Created

1. Navigate to <https://blackboard.towson.edu/>.
2. Enter the course with the test/survey you would like to manage.
3. Locate the test/survey you created.
4. Click on the down arrow next to the test/survey.

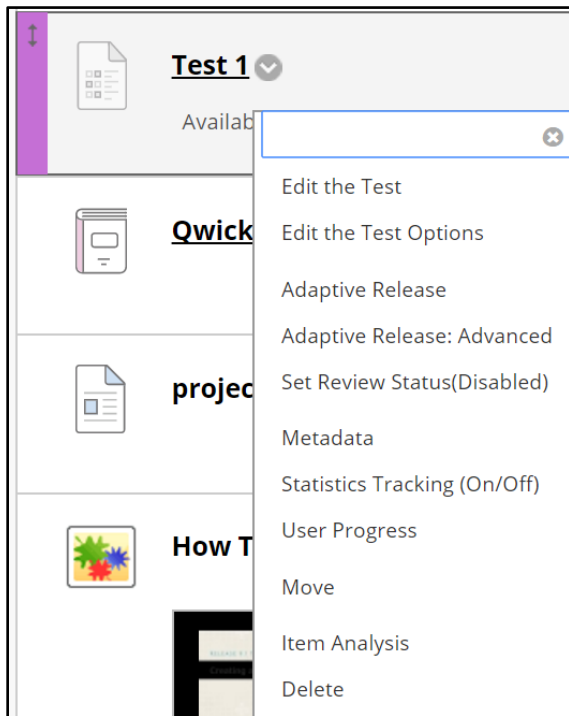


Figure 1

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 bring up the 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.