How to Build a Test or Survey and Add New Questions

1. On the Control Panel expand the Course Tools section and **Click Tests, Surveys, and Pools**
2. On the Tests, Surveys, and Pools page **Click Tests**
3. On the Tests page **Click Build Test** on the action bar
4. On the Test Information page type a name. Optionally, provide a description and instructions
5. **Click SUBMIT**
6. On the Test Canvas point to Create Question on the action bar and select a question type

![Test Canvas: Diagnostic Quiz](image)

7. On the Create/Edit page provide the necessary information to create the question
8. **Click SUBMIT**

-OR-

You can add new questions exactly where you want them on the Test Canvas. Click the plus sign before or after another question and choose a question type.
On the Test Canvas you can change a question’s point value
   a. Click a question’s current point value
   b. In the Update Points pop-up box edit points
   c. Click SUBMIT

Continue