Blackboard 9.1 – How to Add A Test & Quizzes Menu Button

A great way to structure a course shell is to have a Test & Quizzes content area. The Test & Quizzes area will serve as the central location to administer exams and quizzes - as well as a central location to keep students informed on scheduling of exams.

1. Enter the course where a Test & Quizzes menu button is needed.

2. Make sure Edit Mode is ON.

3. Click on the Add Menu Item button.

4. Select Create Content Area

5. Type in Test & Quizzes in the Name text entry box.

6. To make the content available check the Available to Users box. Note to make the content unavailable leave the Available to Users box unchecked.

7. Click the Submit button.