

Steps to Add an Exam in Blackboard Ultra

1. **Navigate to Course Content:**
 - Go to your course in Blackboard Ultra and navigate to the **Course Content** page.
2. **Create a New Exam:**
 - Click the **plus sign (+)** where you want to add the exam.
 - Select **Create** from the menu, then choose **Test**.
3. **Enter Exam Details:**
 - **Title:** Provide a descriptive title for your exam.
 - **Instructions:** Add any instructions or details for the exam. You can format the text, add links, images, and other media.
4. **Add Questions:**
 - Click the **plus sign (+)** to add questions to your exam.
 - Choose the type of question you want to add (e.g., multiple choice, true/false, essay).
 - Enter the question text, answer choices, and correct answers. You can also add feedback for each question.
5. **Configure Exam Settings:**
 - Click on the **Settings** icon (The gear shaped icon) to open the exam settings panel.
 - **Due Date:** Set a due date and time for the exam.
 - **Grading:** Specify the points possible for each question.
 - **Visibility:** Choose when the exam will be visible to students. You can set availability conditions based on date, time, or performance on other items.
 - **Randomize Questions:** Enable this option if you want the questions to appear in a random order for each student.
 - **Time Limit:** Set a time limit for the exam if needed.
6. **Save and Publish:**
 - Once you've configured all the settings, save the exam.
 - Make sure to set the exam to be visible to students when you're ready for them to access it.

Additional Tips

- **Question Pools:** You can create question pools to draw random questions from a larger set, ensuring each student gets a unique set of questions
- **Proctoring:** If you need to ensure academic integrity, consider using a proctoring service like Respondus LockDown Browser or YuJa Verity