Creating New Tests or Exams from Existing Tests in the Test Manager

Access your Blackboard course Test Manager, then click “Add Test” and input test name, information, and then click Submit.

Next, check your “Creation Settings” and make any changes you feel are necessary for your test. Then, click the drop-down arrow and select “From a Question Pool or Assessment” and click the Go button.

Select from the existing tests that are available in the “Search the Pools and assessments...” window (to select more than one Test press the Ctrl button on your keyboard, then select). Next, click Search at the bottom.
Now choose the questions you wish to include in your newly created test by clicking the check boxes on the left and click submit at the bottom.