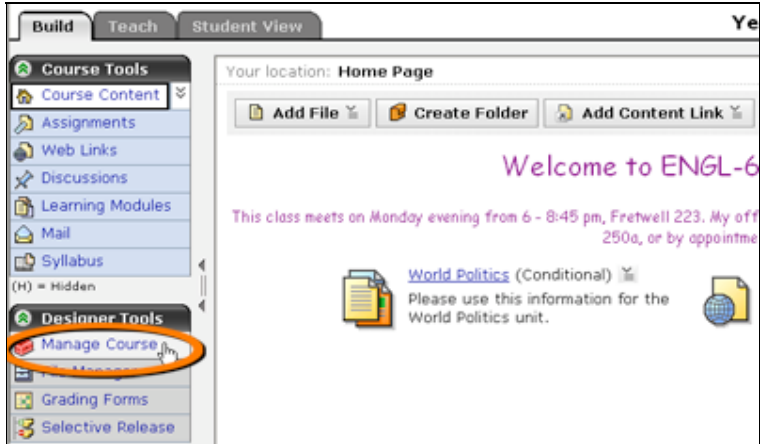
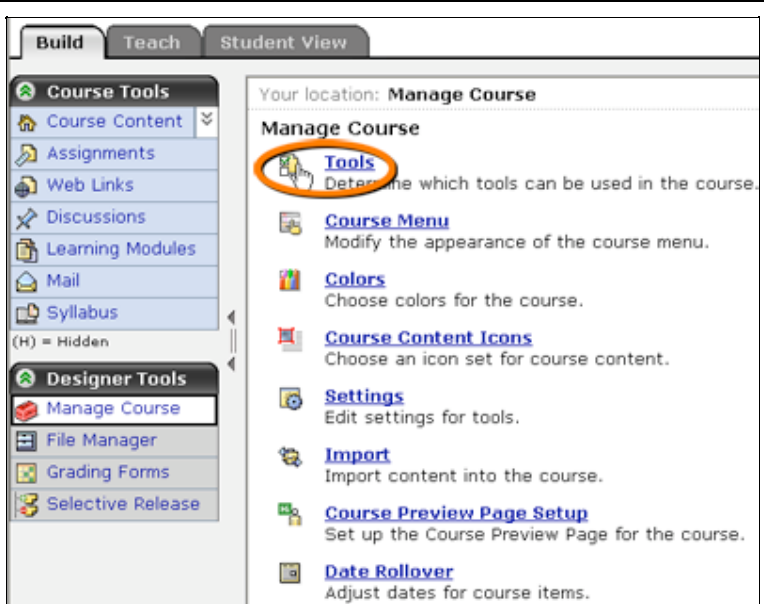
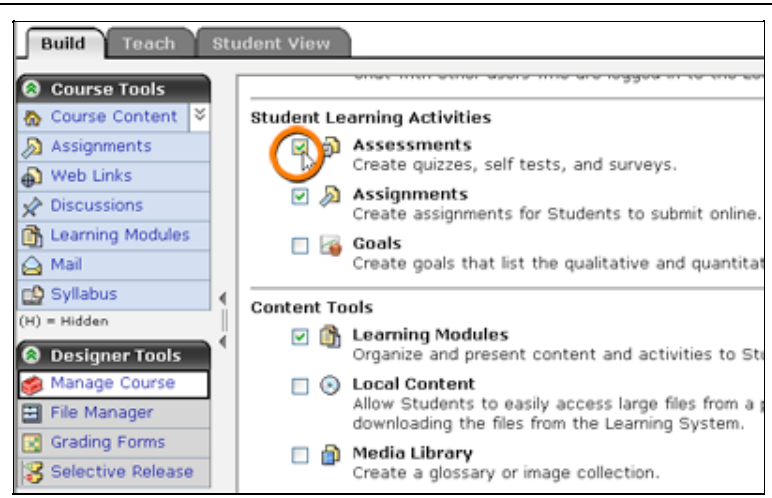


The Assessment tool is used to create quizzes, surveys and self tests. If you did not add the Assessment tool when you set up your Blackboard Vista section, you can add the tool if you are a Section Designer or Section Instructor.

<p><b>Step 1: Accessing the Manage Course Screen</b></p> <p>1. On either the Build or Teach tab, in the “Designer Tools” area, click <b>Manage Course</b>. The Manage Course screen is displayed.</p>	 <p>The screenshot shows the Blackboard Vista interface with the 'Build' tab selected. In the left-hand 'Designer Tools' menu, the 'Manage Course' option is circled in orange. The main content area shows a 'Home Page' for a course titled 'ENGL-6' with a welcome message and a link to 'World Politics'.</p>
<p><b>Step 2: Accessing the Tools Screen</b></p> <p>1. Click the <b>Tools</b> link. The Tools screen is displayed.</p>	 <p>The screenshot shows the 'Manage Course' screen. In the left-hand 'Designer Tools' menu, the 'Manage Course' option is highlighted. In the main content area, the 'Tools' link is circled in orange. Below it, several other options are listed: 'Course Menu', 'Colors', 'Course Content Icons', 'Settings', 'Import', 'Course Preview Page Setup', and 'Date Rollover'.</p>

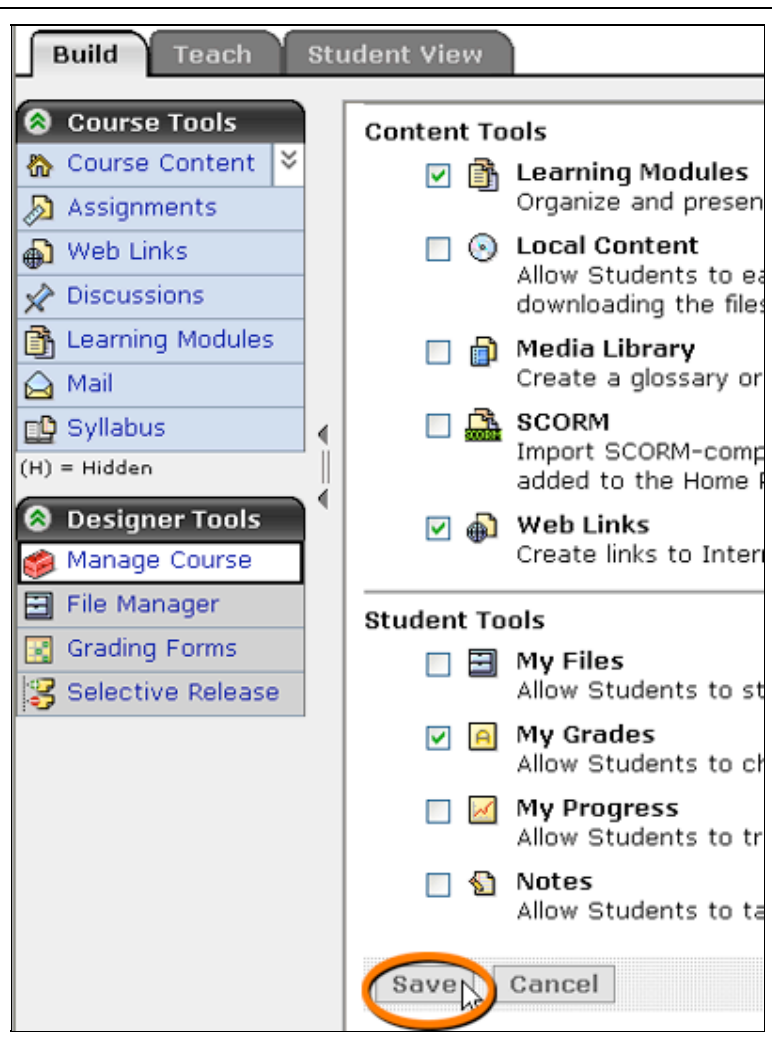
### Step 3: Select the Assessment Tool

1. Scroll to view the “Student Learning Activities” area and select **Assessments**.



### Step 4: Add the Assessment Link

1. Scroll to the bottom of the screen and click **Save**. The Manage Course screen is displayed. The Assessment tool is added to the section (not illustrated).



Your screens may look different depending upon your configuration.