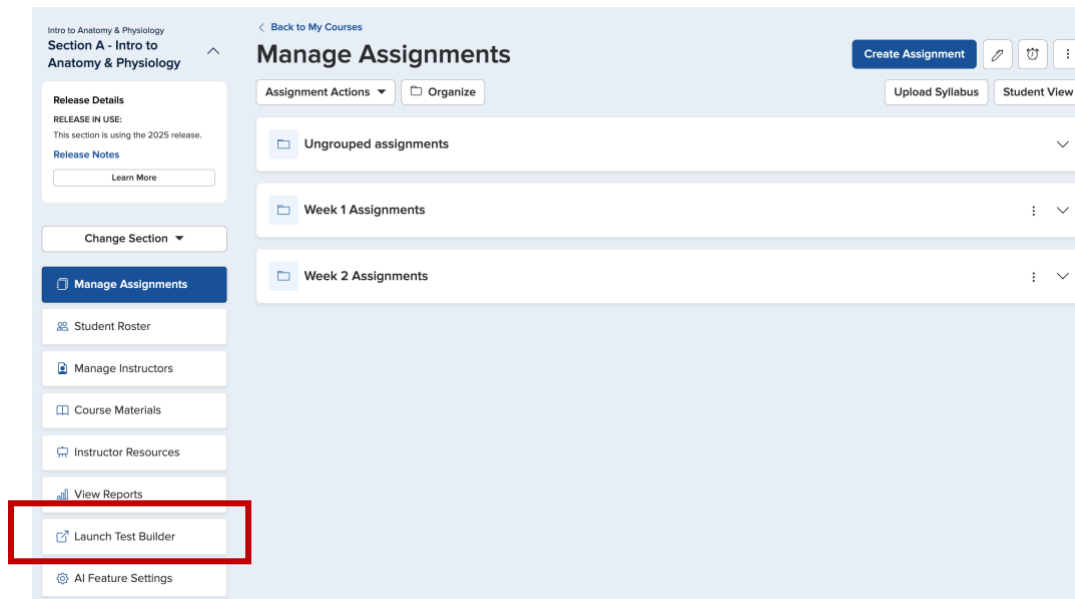


Test Builder Overview

1. Step 1: Launch Test Builder

Test Builder allows you to create exams that can be printed or administered through your learning management system. You can launch Test Builder from the Manage Assignment page on your Connect Section Dashboard. Click the **“Launch Test Builder”** link on the left side of your screen.



2. Step 2: My Test

Test Builder will open in a new tab. On the “my tests” page, any previously created exams will populate on this screen. Here, the column headers are sortable, and you can search for existing tests.

My Tests						
Search by Test Title						
Test Title	Date modified	Product Title	Author	Edition	Format	Actions
Chapter 1	Jul 18, 2025, 12:37:24 PM	Cost Management: A Strategic Emphasis	Blocher		Regenerate	
Blackboard	Jun 23, 2025, 10:29:50 AM	Cost Management: A Strategic Emphasis	Blocher		Regenerate	
Chapter 5 Quiz	Jun 20, 2025, 9:02:50 AM	Cost Management: A Strategic Emphasis	Blocher		Regenerate	
Chapter 6 quiz	Jun 20, 2025, 8:56:14 AM	Cost Management: A Strategic Emphasis	Blocher		Regenerate	
Chapter 3	Jun 19, 2025, 4:20:10 PM	Cost Management: A Strategic Emphasis	Blocher		Regenerate	
Quiz Chapter 1	Jun 12, 2025, 10:26:53 AM	Cost Management: A Strategic Emphasis	Blocher		Regenerate	
Test 2	Jun 6, 2025, 11:56:57 AM	Cost Management: A Strategic Emphasis	Blocher		Draft	

The “Format” column will display the status of links available to download. If your test is still in progress or the output file format has not been submitted, it will show in “Draft” mode. If your test format shows “Pending”, that means it has been submitted and is processing. You can click the “Refresh List” to see if the file is available. Your test will expire after 30 days; however, you can resubmit by selecting the “Regenerate” link.

≡◇ Edition	≡◇ Format	Actions
	Pending	⋮

3. Step 3: Create Or Import Test

At the top right, click on “Create Test.” You can select either “Create New Test” or “Import Test,” depending on whether you would like to start from scratch or use a previous test. Note that if you would like to import a test, it MUST be a zip file downloaded from Test Builder with the same ISBN.

My Tests					
Search by Test Title			Refresh List		Create Test ^ Create New Test Import Test
≡◇ Test Title	≡◇ Date modified	≡◇ Product Title	≡◇ Author	≡◇ Edition	≡◇ Format
Blackboard	May 11, 2026, 6:42:40 PM	Cost Management: A Strategic Emphasis	Blocher		QTI
Chapter 1	May 11, 2026, 6:37:07 PM	Cost Management: A Strategic Emphasis	Blocher		DOCX
Chapter 5 Quiz	Jun 20, 2025, 9:02:50 AM	Cost Management: A Strategic Emphasis	Blocher		Regenerate
Chapter 6 quiz	Jun 20, 2025, 8:56:14 AM	Cost Management: A Strategic Emphasis	Blocher		Regenerate
Chapter 3	Jun 19, 2025, 4:20:10 PM	Cost Management: A Strategic Emphasis	Blocher		Regenerate
Quiz Chapter 1	Jun 17, 2025, 10:26:53 AM	Cost Management: A Strategic Emphasis	Blocher		Regenerate
Test 2	Jun 6, 2025, 11:56:57 AM	Cost Management: A Strategic Emphasis	Blocher		Draft
1-7 of 7					

4. Step 4: Create Test

Name your test and click the Add Question icon.

Mc Graw Hill

< Title: (required) Entry Level Test Ch. 1

Total Questions: 0 Total Points: 0

1 Content 2 Settings

Your test is empty.

+ Add question

Cancel Save and Exit Continue

You will see a list of chapters to choose from. Select the chapter you would like to test from. Once you decide on the chapter, click on **Use Source**.

Mc Graw Hill

< Title: (required) Entry Level Test Ch. 1

Total Questions: 0 Total Points: 0

Add Question Your Test Create a Question

ISBN: Cost Management: A Strategic Emphasis Author: Blocher Edition:

- Chapter 01 Test Bank - Static
- Chapter 02 Test Bank - Static
- Chapter 03 Test Bank - Algorithmic and Static
- Chapter 04 Test Bank - Algorithmic and Static
- Chapter 05 Test Bank - Algorithmic and Static
- Chapter 06 Test Bank - Algorithmic and Static
- Chapter 07 Test Bank - Algorithmic and Static
- Chapter 08 Test Bank - Algorithmic and Static
- Chapter 09 Test Bank - Algorithmic and Static
- Chapter 10 Test Bank - Algorithmic and Static
- Chapter 11 Test Bank - Algorithmic and Static
- Chapter 12 Test Bank - Algorithmic and Static
- Chapter 13 Test Bank - Algorithmic and Static
- Chapter 14 Test Bank - Algorithmic and Static
- Chapter 15 Test Bank - Algorithmic and Static

No Questions have been added to this test yet

Use Source

Cancel Save and Exit Continue

5. Step 5: Add to Test

Select the questions you would like to add to the test. You can use the Filter option to help narrow the questions down. Once you have decided on the questions you would like to add, click on Add to Test.

McGraw Hill

Title: (required) Entry Level Test Ch. 1

Total Questions: 0 Total Points: 0

Add From Chapter 01 Test... Change Source

Search Source Filter Add To Test

Question 82 Questions Expand All

Multiple Choice

☒ TB MC Qu. 1-1 Which of the following does not r...
Which of the following does not represent a main focus of cost management information?
[Show Answers](#)

Multiple Choice

☒ TB MC Qu. 1-2 Strategic management can be defin...
Strategic management can be defined as the development of a sustainable:
[Show Answers](#)

1 2 3 4 5 1-20 of 82

Cancel Save and Exit Continue

Edit the points you would like each question to be worth, then click Continue in the bottom right-hand corner.

McGraw Hill

Title: (required) Entry Level Test Ch. 1

Total Questions: 10 Total Points: 100.00

Add From Chapter 01 Test... Change Source

Search Source Filter Add To Test

Question 82 Questions Expand All

Multiple Choice

☐ TB MC Qu. 1-1 Which of the following does not r...
Which of the following does not represent a main focus of cost management information?
[Show Answers](#)

Multiple Choice

☐ TB MC Qu. 1-2 Strategic management can be defin...
Strategic management can be defined as the development of a sustainable:
[Show Answers](#)

1 2 3 4 5 1-20 of 82

Cancel Save and Exit

Continue



connect[®]

McGraw Hill

<

Title: required

Entry Level Test Ch. 1

Total Questions: 10

Total Points: 100.00

1

Content

2

Settings

Test Preferences

Export As:

☒ D2L/Blackboard/Canvas (Classic Quiz Only)/Moodle

Use Blackboard Ultra or D2L as the content type for importing "Classic Quizzes" into Canvas

☐ Canvas QTI (New Quiz Only)

☐ DOCX

Cancel

Save and Exit

Submit

Check out our other test builder how-to videos for more information on: Editing Questions, Export to Learning Management System (QTI), Export to Microsoft Word, and Import and Export Test Builder Files for Collaboration.