

Adding a Test to Content Area/ Modifying Test Options

This is an advanced Blackboard feature. It is assumed that the test has already been created and is available within the Test Manager before you perform this function.

After a test is created, it will not be accessible to students until a link to the test is added to a content area of the course. Along with adding the test link, instructors must also determine which settings to use for the test under the Modify Test Options area.

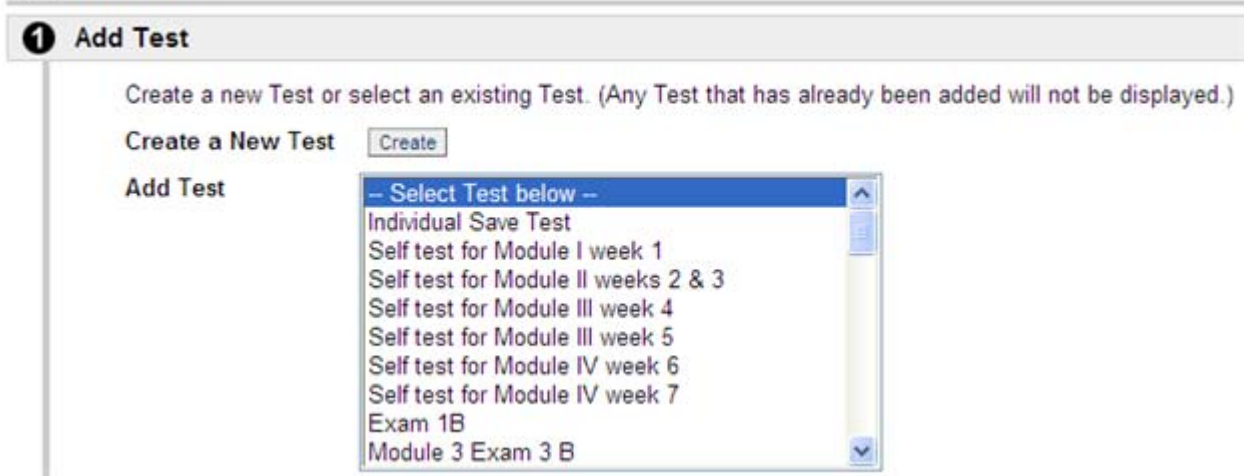
1. From the course Control Panel, select a content area, such as Exams or Assignments, where the test link should appear.
2. From the top toolbar, click the Add Test icon.

Exams



3. A list of existing tests will appear:

Add Test



4. Select the appropriate test from the list and click "Submit" and then "OK" to confirm.
5. From the Modify Test screen, select "Modify the Test options".

Modify Test

- ▶ [Modify the Test](#)
Modify the Test in the Test Canvas
- ▶ [Modify the Test options](#)
Modify the Test options, such as availability and feedback.

6. The Test Options page is used to manage the availability of the test, the type of feedback students will receive after submission and how the assessment is presented to students.

The screenshot shows the 'Test Options' page with two main sections:

- Test Information:**
 - Name: Exam 1B
 - Choose Color of Name: Black color selected, with a color picker icon.
 - Description: A large text area for entering a description.
 - Text Format: Radio buttons for Smart Text (selected), Plain Text, and HTML.
 - Open Test in new window: Radio buttons for Yes and No (No is selected).
- Test Availability:**
 - Make the link available: Radio buttons for Yes and No (No is selected).
 - Add a new announcement for this Test: Radio buttons for Yes and No (No is selected).
 - Multiple attempts:
 - Allow unlimited attempts: Radio button (unselected).
 - Number of attempts: Input field.
 - Force Completion Test must be completed the first time it is launched: Check box (unselected).
 - Set timer. Set expected completion time. Selecting this option also records completion time for this Test.
 - Hours: 1, Minutes: 00
 - Display After:
 - Dec 11 2007 09:15 AM
 - Display Until:
 - Dec 11 2007 09:15 AM
 - Password. Require a password to access this Test.
 - Password: Input field.

- Name:** The selected test name will appear, it may be edited if necessary.
- Choose Color of Name:** Default text color is black, others may be selected from the color picker.
- Description:** Enter an additional description for the test, if desired.
- Open Test in new Window:** Default setting is “No”, meaning the test will open in the same window, rather than launching in a new window.
Tip: It is recommended that you keep this option “No” to avoid possible problems with pop-up blockers which may prevent the test from opening.
- Make the link available:** Default setting is “No”, meaning the test link does not appear to students. To make the link visible to students and allow them to access the test, select the “Yes” box.
- Add a new announcement for the Test:** Default setting is “No”. If Yes is selected, an automatic announcement similar to the following will appear: *“Assessment Posted-The following Test has been made available:”*.
- Multiple attempts:** Default is “unselected”, meaning students will only be able to access the test one time. If Multiple Attempts is selected, instructors must also choose whether to “Allow unlimited attempts” or limit students to the specific number of attempts entered in the “Number of Attempts” box.
Note: For additional information, refer to the separate Gradebook-Score Handling for Multiple Assessment Attempts” tutorial.

- h. **Force Completion:** Default is “unselected”, meaning students may save, exit from a test and re-enter it to work on it again. If Force Completion is selected, students must complete and submit the test the first time it is launched. The Save button is still available, but if students try to exit and re-enter the test they will be “locked out” until the test is reset.
- i. **Set Timer:** Default is “untimed”. To use a timer, select the checkbox and enter the amount of time in the hour and minute boxes. While taking the test the elapsed time will be shown to the student, along with a one minute warning as the time limit approaches. **Blackboard does not automatically submit the test or prevent the student from continuing to work once the time limit expires**, however the gradebook will record the total time taken and indicate if it is more than the allotted time.
Note: Although three hours is the maximum length of a login session, it is highly recommended that time limits be kept to two hours or less.
- j. **Display After Date:** Default is no date limitations. To have the test display automatically to students after a certain date or time, select the Display After checkbox and enter the desired start date and time.
Display Until Date: Default is no date limitations. To have a test be automatically unavailable to students after a certain date or time, select the “Display Until” checkbox and enter the desired end date and time.
Tip: As an alternative, you can also easily control availability by using the “Make the link available” option without setting specific dates.
- k. **Password:** Default is no password. To require a password in order for students to access the test, select the checkbox and enter a password no longer than 15 characters. Passwords are case sensitive.

3 Self-assessment Options

Include this test in Gradebook score calculations.
Gradebook items excluded from summary calculations are also excluded from weighting. Also note that if some weighted items are included in calculations and other weighted items are not, grade weight calculations will be skewed.

Hide the score of this test from the Gradebook.
If this item is checked, then grade will not be displayed in the Gradebook.

4 Test Feedback

Select which feedback should be displayed upon completion.

Score

Submitted answers

Correct Answers

Feedback

5 Test Presentation

Presentation Mode

All at Once Present the entire Test on one screen.

One at a Time Present one question at a time.

Prohibit Backtracking Prevent changing the answer to a question that has already been submitted.

Randomize Questions. Randomize questions for each Test attempt.

- l. **Include this test in Gradebook score calculations:** Default is selected, meaning the test score will count in any gradebook calculations. If unselected, the test score will not affect any Gradebook calculations.

- m. **Hide the score of this test from the Gradebook:** Default is unselected, meaning both instructor and student can view the score. If selected, only the student will be able to see the score.
Tip: Select this option ***only*** if the test will be used strictly for self testing purposes and the score itself does not matter.
 - n. **Test Feedback:** Default is to display Score only. Select any combination of the following options to be displayed once the test is submitted:
Score Only: The final score is presented to students.
Submitted Answers: The answers they submitted.
Correct Answers: The correct answers.
Feedback: Feedback for the questions.
 - o. **Presentation Mode:** Default is to display questions All at Once. As an alternative, questions may be displayed One at a Time. If selected, the screen will include navigation tools to move between questions and the Submit button will appear on the last page of the test. If One at a Time presentation is selected, instructors also have the option to Prohibit Backtracking, which prevents students from returning to questions they have already answered.
Tip: In certain versions of Blackboard, there have been some problems reported when using the "One Question at a Time" mode, therefore using the All Questions At Once mode is recommended for use.
 - p. **Randomize Questions:** Default is no randomization. If selected, questions will be displayed in a random order each time the test is taken.
7. To finish, click Submit and then click OK on the "Test Options Modified Successfully" page.

Frequently Asked Questions

Q. My students seem to have a lot of lock-ups when I have "Forced Completion" enabled. What can they do to help eliminate problems?

A. Before taking a test, students should review the Student Test Taking tip page available at: <http://ddlcampus.cmich.edu/orientation/new/bb4b.htm>

Q. Because of the possibility of technical problems, I don't like to enable the Force Completion setting, but I also don't want my students previewing the test questions and looking up answers in the textbook. Any suggestions?

A. One suggestion is to keep the Force Completion setting off, but set a fairly short time limit on the test. Make your students aware that exceeding the time will result in points taken off their score. That way, students have the ability to re-enter the test should they encounter technical problems, but there won't be time to look up each answer.

Q. I'd want my students to just see their score after submitting the test, but then I'd like to show the correct answers once the entire class has taken the test. Is this possible?

A. Yes, it is possible to adjust the test settings. To do so, follow these steps:

1. After you've verified all students have taken the test, go to the content area where the test link is deployed in your Blackboard course.
2. Click on the small "Edit/View" link in the upper-right corner of the window.
3. Click the "Modify" button next to the link.
4. Select the second option, "Modify the test options."
5. Under "Test Feedback" check the boxes for "Submitted Answers" and "Correct Answers."
6. Scroll to the bottom of the page and click "Submit" and then "OK" on the next screen.