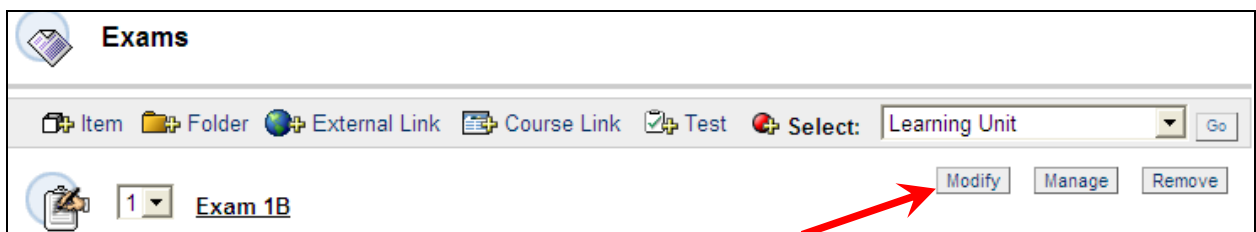


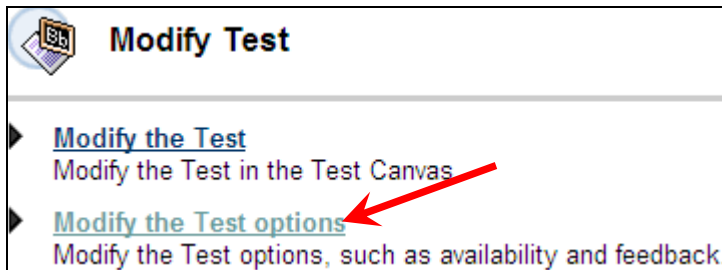
This is an advanced Blackboard feature. We recommend that you have experience creating and deploying tests before attempting to utilize this element.

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 (deployed). After deploying the test, test options must be modified to make it available, identify score/feedback choices and presentation options.

1. Click Control Panel and select the content area where the test was deployed.
2. Locate the test and choose Modify on the right side of the screen.



3. Click: Modify the Test options.



4. The Test Options page (see screenshots on following pages) contains numerous options for managing the test. These include:
  - a. **Name:** You can edit the test name here, if necessary .
  - b. **Choose Color of Name:** The default text color is black, others may be chosen by clicking the color picker.
  - c. **Description:** Enter an additional description for the test, if desired.
  - d. **Open Test in new Window:** The default is *No*, which means the test opens in the same window, rather than launching a new window.  
 Note: We recommend keeping this option *No* to avoid possible problems with pop-up blockers which may prevent the test from opening.
  - e. **Make the link available:** The default is *No* which means students cannot see the link. To make the link visible and the test available to students, select *Yes*.
  - f. **Add a new announcement for the Test:** The default is *No*. Selecting *Yes* will launch an automatic announcement such as: ***Assessment Posted-The following Test has been made available.***

**1 Test Information**

Name

Choose Color of Name

Description

Normal 3 Times New Roman | **B** *I* U ~~S~~ |  $x_2$   $x^2$  |

Path: [body](#)

Open Test in new window  Yes  No

**2 Test Availability**

Make the link available  Yes  No

Add a new announcement for this Test  Yes  No

- g. **Multiple attempts:** The default is *unselected*, which permits students only one attempt to take the test. If Multiple Attempts is selected, you must also choose whether to *allow unlimited attempts* or limit students to the specific number of attempts (this number is entered in the “Number of Attempts” box.)  
**Note:** For additional information, refer to the separate tutorial-“*Score Handling for Multiple Assessment Attempts*”.
- h. **Force Completion:** The default is *unselected*, which means students may save, exit from the test and re-enter it later. When *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 exit and attempt to re-enter the test they will be “locked out” until the test is reset by the instructor.
- i. **Set Timer:** The default is *untimed*. To use a timer, select the checkbox and enter the 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. The Grade Center does, however record the total time taken and will indicate if it is more than the allotted time.  
**Note:** We recommend limiting timed tests to two hours or less, even though the timer allows up to three hours.
- j. **Display After Date:** The 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:** The default is *no date limitations*. To have the test become automatically unavailable to students after a certain date or time, select the *Display Until* checkbox and enter the desired *end date and time*.  
**Tip:** Test availability may also be controlled manually through use of the “Make the link available” option without setting up specific dates.

- k. **Password:** The default is no password. To require a password to access the test, select the checkbox and enter a password (15 or less characters). Passwords are case sensitive.

Add a new announcement for this Test  Yes  No

**Multiple attempts**

- Allow unlimited attempts.
- Number of attempts

**Force Completion** Test must be completed the first time it is launched.

**Set timer.** Set expected completion time. Selecting this option also records completion time for this Test.

Hours  Minutes

**Display After**  **Display Until**

Sep 18 2008  Sep 18 2008

10 10 AM 10 10 AM

**Password.** Require a password to access this Test.

Password.

- l. **Include this test in Grade Center score calculations:** The default is *selected*, which means the test score will count in any Grade Center calculations. If unselected, the test score will not affect any Grade Center calculations.
- m. **Hide results for this test completely from Instructor and Grade Center.** The default is *unselected*, meaning both instructors and student can view the score. If selected, only the student will be able to see their score.
- Note:** We recommend changing this option, **\*only\*** if the test will be used strictly for student self testing purposes and the score itself does not matter. Once selected, the option cannot be toggled off to re-display scores.

**3 Self-assessment Options**

**Include this test in Grade Center score calculations.**

Grade Center items excluded from summary calculations are also excluded from weighting. items are not, grade weight calculations will be skewed.

**Hide results for this test completely from instructor and the Grade Center.**

If this option is checked, the instructor will not be able to see any student grades, view answers, or choice can not be reversed later without losing all attempts.

- n. **Test Feedback:** The default is to display *Score* only when the test is submitted. Feedback choices include:
- Score:* The final score is shown to students.
  - Submitted Answers:* Student answers are shown.
  - Correct Answers:* The correct answers are shown.
  - Feedback:* Individual feedback for each question is shown. (If such feedback has been added during test creation).
- o. **Presentation Mode:** The default is to display questions *All at Once*. If *One at a Time* is selected, the test screen will include navigation tools to move between questions. With *One at a Time* presentation, the option to *Prohibit Backtracking* is also available to prevent students from returning to questions they have already answered.

**Note:** Occasional problems have been reported while using One Question at a Time mode, therefore the All Questions at Once mode is recommended.

- p. **Randomize Questions:** The default is no randomization. If *selected*, questions will be displayed in a random order for each student each time the test is taken

**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.

5. Once all options have been selected, click *Submit*. 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 Online Exams tip page available at: [http://www.cmich.edu/blackboard/tutorials/student/online\\_exam\\_tips.pdf](http://www.cmich.edu/blackboard/tutorials/student/online_exam_tips.pdf)

**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 timer setting with a fairly short time limit, in conjunction with single attempt. Make your students aware that exceeding the time limit 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 enough time to look up each answer.

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

**A.** Yes, it is possible to adjust the test settings later. 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. Under the "Test Feedback" area, check the boxes for "Submitted Answers" and "Correct Answers."
5. Scroll to the bottom of the page and click "Submit" and then "OK" on the next screen.