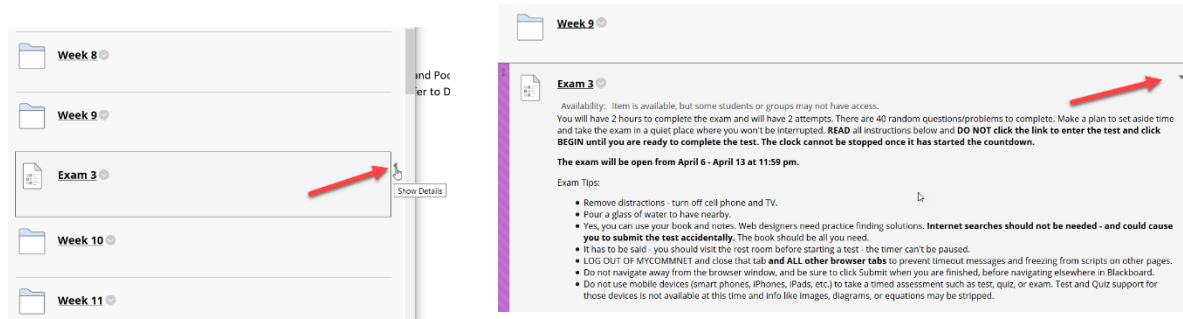


# Deploying a Test and Setting Test Options in Blackboard

## Where to Deploy a Test

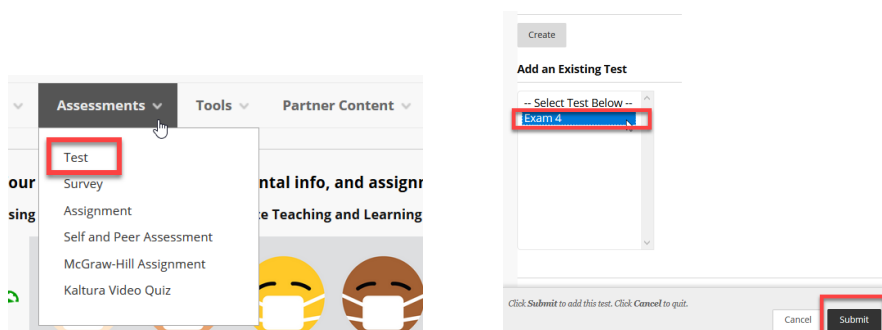
You've made a test and now you're ready to deploy it to students. If the test is still in Course Tools > Tests, Surveys, and Pools, go to Course Content to deploy it. It is recommend deploying it in Course Content **after** the folder(s) containing the related material. (Refer to Demo Course with Folders course in Blackboard)

The content would resemble this layout. I have collapsed the test section to hide the details (instructions) from my view. This does not change the view for students. Students see the instructions.



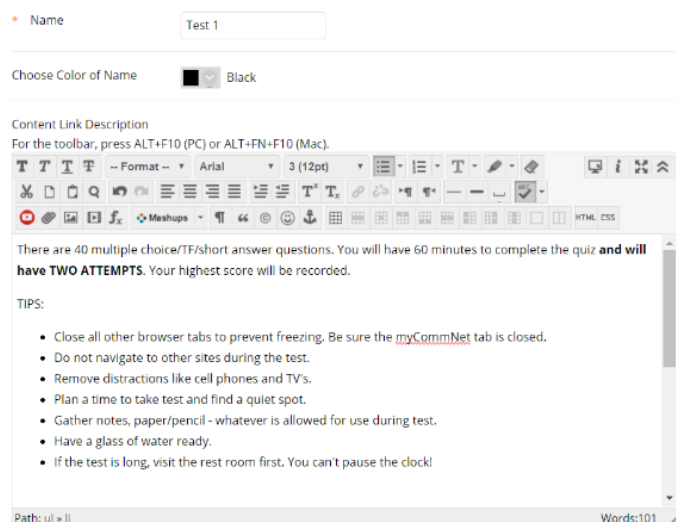
## Choose Test to Deploy

1. In Course Content click Assessments > Test
2. Select Test to deploy and click Submit



Set Test Options - After you submit, you will see the Test Options screen.

1. Add Link Description – this will show to students. Include information about the test: number of questions, length of time to complete, number of attempts and any other info about using books, having paper/pencil, etc.
2. Show test description before they begin – I leave unchecked as students read the link description before they start. Optional setting.




3. Don't change the setting to open the test in a new window. Leave setting as is.

Show test description to students before they begin the test.

Open test in new window     Yes     No

#### 4. Test Availability and Attempts

**TEST AVAILABILITY**

Make available to students     Yes     No    

Add a new announcement for this test     Yes     No

Multiple Attempts  
     Allow Unlimited Attempts  
     Number of Attempts

Score attempts using    Highest Grade

Force Completion  
**XXXXXX - Do Not Use**    Do not use this setting. It is designed to detect network connections and will submit if WiFi connection is lost/computer crashed. We want students to return to test if computer has crashed/WiFi restored and there is remaining time on the clock.

Set Timer  
*Set expected completion time. Selecting this option also records completion time for this test. Students will see the timer option before they begin the test.*  
     Minutes  
    Auto-Submit  
     OFF     ON  
*OFF: The user is given the option to continue after time expires.  
ON: Test will save and submit automatically when time expires.*

Display After    03/23/2020    06:00 AM

Display Until    03/31/2020    11:59 PM

Password   

By Default, tests are always set to No. This always has to be changed to YES. Using date picker below does not change

Default setting is single attempt. There will not be a check. No changes needed for single attempt.

Settings here show settings for multiple attempts.

Set availability window.

Not needed. Could be used for in-class test or proctoring/make-up scenarios.

## Test Availability Exceptions – if student has accommodation for extra time, set it here

### 1. Find user(s)

**TEST AVAILABILITY EXCEPTIONS**

Click **Add User or Group** to search for course users and groups to add to the exception list. Timer and availability step to enable those settings for exceptions. If you choose to use groups, you must make group members. Click **Remove all Exceptions** to delete all exceptions for the test.

**Add User or Group**

### 2. Select students that need exceptions and click **SUBMIT**

<input type="checkbox"/>	USER OR GROUP	USERNAME	NAME
<input type="checkbox"/>		XXXXXXXX	John Smith
<input checked="" type="checkbox"/>		XXXXXXXX	Jessica Brown
<input type="checkbox"/>		XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX
<input checked="" type="checkbox"/>		XXXXXXXX	John Smith
<input type="checkbox"/>		XXXXXXXX	John Smith

### 3. Edit options for student(s) individually and click **SUBMIT**

**TEST AVAILABILITY EXCEPTIONS**

Click **Add User or Group** to search for course users and groups to add to the exception list. Timer and force completion must be enabled in the previous test availability step to enable those settings for exceptions. If you choose to use groups, you must make the group unavailable if you do not want students to see group members. Click **Remove all Exceptions** to delete all exceptions for the test.

**Add User or Group** **Remove All Exceptions**

NAME	ATTEMPTS	TIMER	AVAILABILITY
	Multiple Attempts <input type="text" value="2"/>	<input checked="" type="checkbox"/> 90 <input checked="" type="checkbox"/> Auto Submit	✖
	Multiple Attempts <input type="text" value="2"/>	<input checked="" type="checkbox"/> 90 <input checked="" type="checkbox"/> Auto Submit	✖

## Due Date

1. You can set a due date to show in the calendar (Global Navigation in upper right)

**DUE DATE**

*Set the date the assessment is due. Optionally, do not allow students to take a test once the due date has passed.*

*Submissions are accepted after this date, but are marked **Late**.*

Due Date 04/28/2020 11:59 PM  
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Do not allow students to start the Test if the due date has passed.  
Students will be unable to start the Test if this option is selected.

Optional settings. Due Date will show in calendar that students can access through the Global Navigation area in the upper right.

When you deploy a test, a Grade Column is automatically created and test score will be entered when grading is complete.

**SELF-ASSESSMENT OPTIONS**

If you DON'T want this score to be included in calculations, uncheck the box below.

*If this test is a self-assessment, choose to include or hide the scores in the Grade Center. NOTE: If an instructor decides to include the test in the Grade Center, all prior attempts will be deleted.*

Include this Test in Grade Center score calculations  
Grade Center 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 results for this test completely from the instructor and the Grade Center  
If this option is selected, the instructor will not be able to see any student grades, view answers, aggregate results, or download result details. To protect student privacy, this choice cannot be reversed later without deleting all attempts.

## Results and Feedback

1. Select options for students

The default options are shown below. Students will see the score received for each question AND they will see the questions. They won't see choices or correct answer. If you don't want students to see the questions (if you want to wait until the test period is over, until all are graded, or allowing multiple attempts), UNCHECK the Score per Question in the first row.

Students will see their score if the test is auto graded. If you have questions that require manual grading (short answer, no auto submit used, or questions Blackboard can't score), the test will show in Needs Grading and you will have to manually grade questions. **If you did not use auto submit, you may have to use Needs Grading to submit the test** and allow to be processed if student went over the time limit allowed.

If you do want students to view the test, their choices, and the correct answers, you can uncheck box in first row and in second row use the drop down to select a scenario. If you choose to do this, especially "after all attempts are graded," you must enter 0 (zero) for those students who did not complete the exam. It is recommended you do that for tests/assignments as a matter of good record keeping.

Definitely uncheck the score per question for multiple attempt tests.

**SHOW TEST RESULTS AND FEEDBACK TO STUDENTS**

*Test results and feedback are available to students after they complete a test. Set up to two rules to show results and feedback. Rules occur based on the events selected. Each rule specifies when and what to show students; such as scores, answers, and feedback for each question.*

WHEN ⓘ	SCORE PER QUESTION ⓘ	ANSWERS ⓘ	FEEDBACK ⓘ	SHOW INCORRECT QUESTIONS ⓘ
After Submission	<input checked="" type="checkbox"/>	<input type="checkbox"/> All Answers <input type="checkbox"/> Correct <input type="checkbox"/> Submitted	<input type="checkbox"/>	<input type="checkbox"/>
----Choose----	<input type="checkbox"/>	<input type="checkbox"/> All Answers <input type="checkbox"/> Correct <input type="checkbox"/> Submitted	<input type="checkbox"/>	<input type="checkbox"/>

## Test Presentation and Randomization

1. Choose how students receive questions and whether to randomize.
2. Click **SUBMIT** – You are done!

**TEST PRESENTATION**

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.*

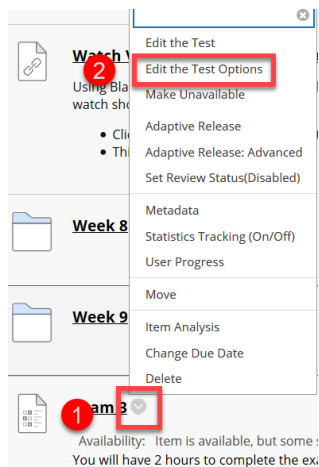
*Click **Submit** to edit options for this test. Click **Cancel** to quit.*

Cancel **Submit**

## OOPs Time! I need to edit the dates or make another accommodation! How do I edit this?

1. Once test is deployed and settings need to be changed, it starts the same way other edits do – the ACTION LINK on the right.  
(Modifications are always made from the right with the action link, reorders happen from the left side using the crossed arrows)

- Click the action link to the right of the test name.
- Choose Edit the Test Options (you will return to the screen with the options we reviewed above).
- Click **SUBMIT** when done.



[https://help.blackboard.com/Learn/Instructor/Tests\\_Pools\\_Surveys/Test\\_and\\_Survey\\_Options](https://help.blackboard.com/Learn/Instructor/Tests_Pools_Surveys/Test_and_Survey_Options)