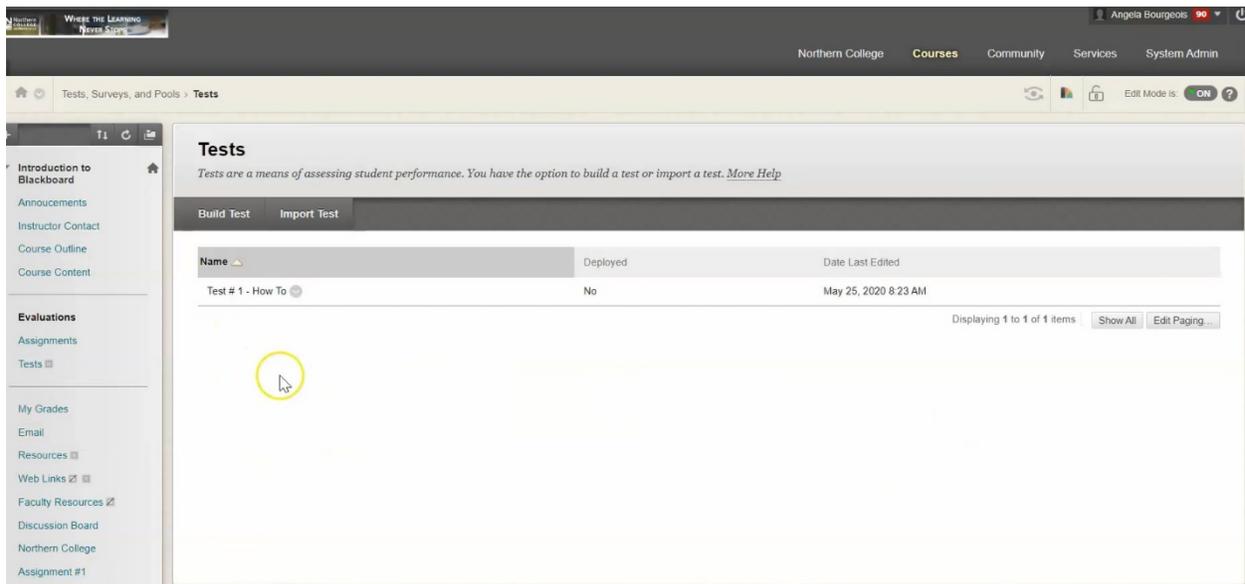


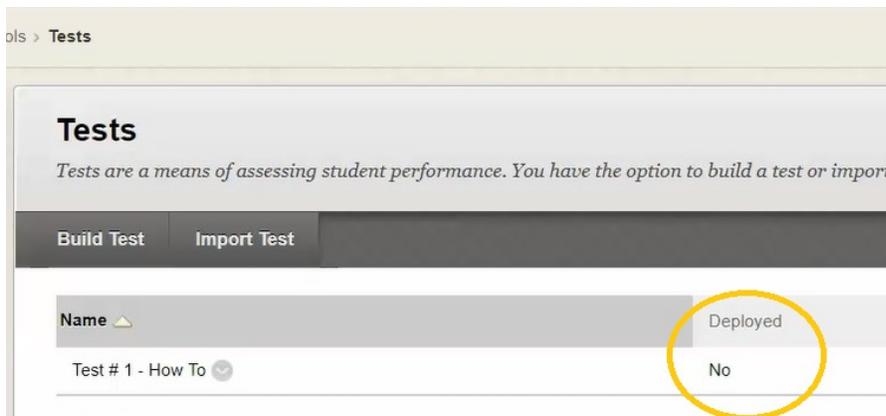
CREATING A TEST IN BLACKBOARD

STEP THREE: Deploy the Test and Set All Test Parameters

Once you have clicked the **OK** button, you will see this screen, indicating to you that you have created Test #1, called "How To"...

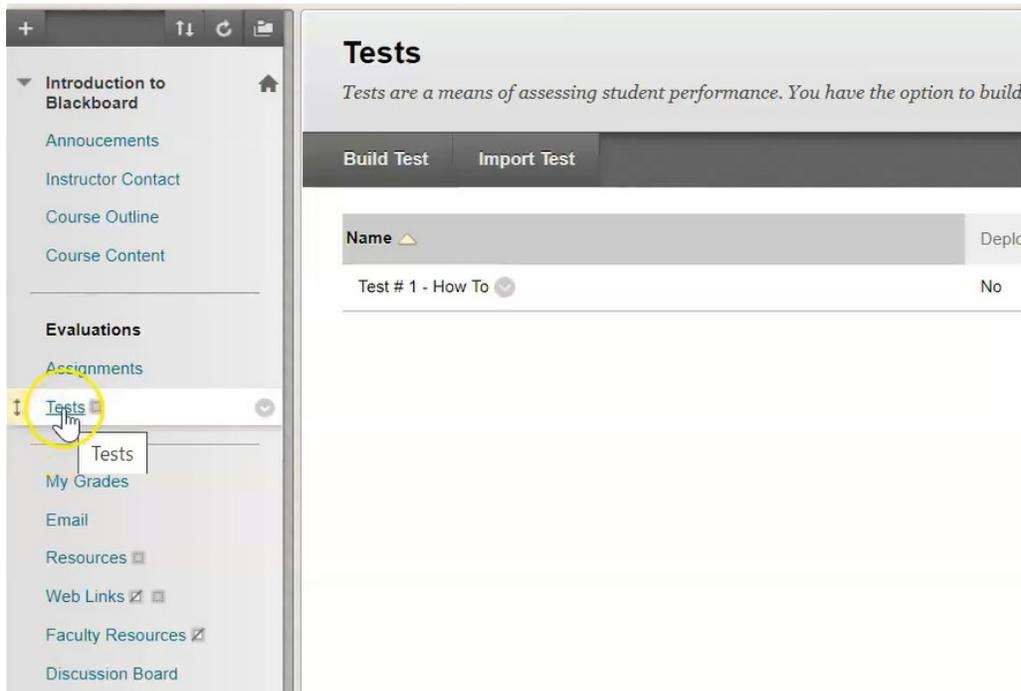


...but it is not currently deployed anywhere in your course.

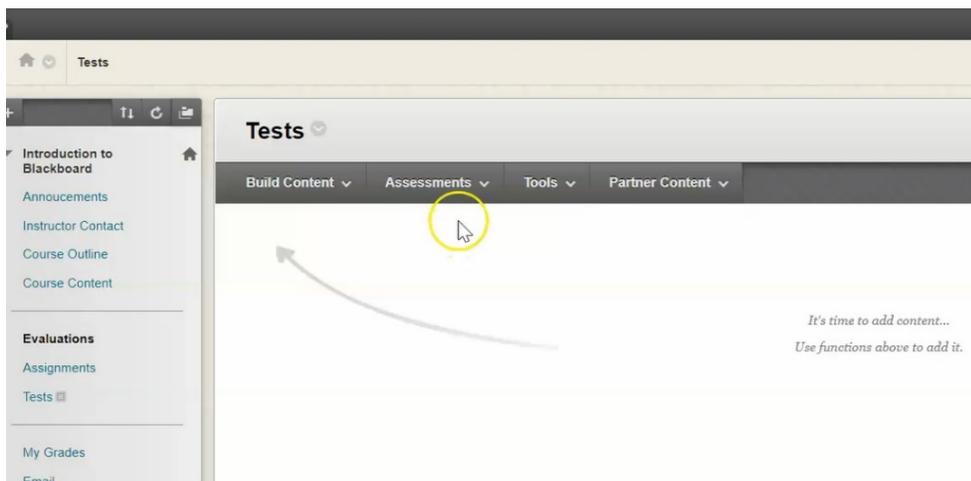


In order to do that you need to select an area within your course that you would like this test to show for the students. In this course, we built in earlier videos a test link on the left hand side, so I'm going to choose to deploy my test in this area.

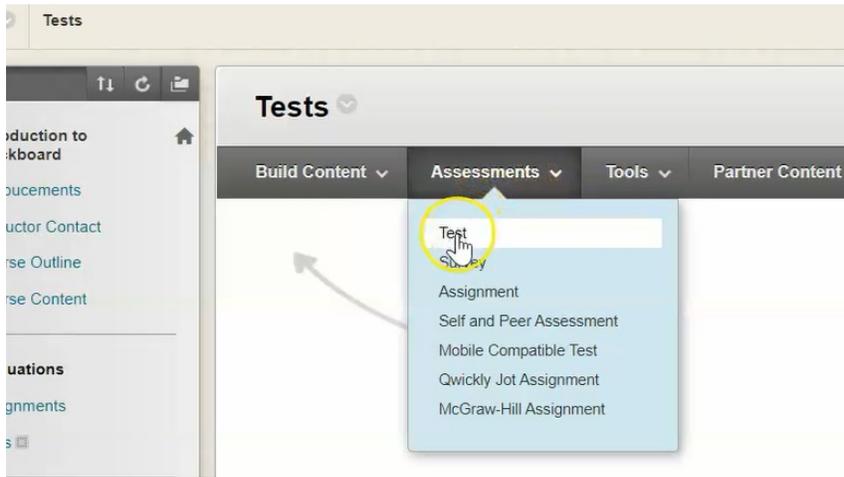
1. Click on **Tests**.



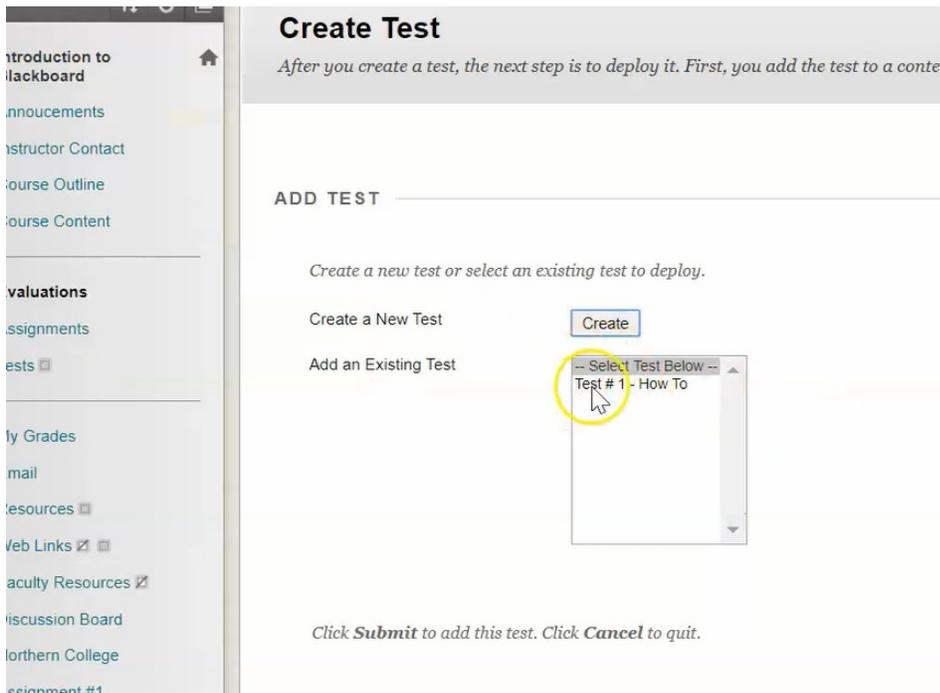
2. Click **Assessments**.



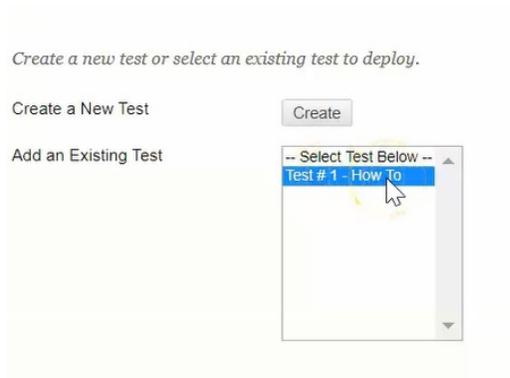
3. Then Test.



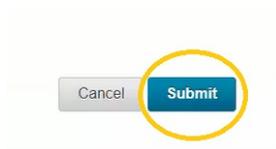
At this step you'll see the test that you created, indicated right here.



4. Click it to highlight it.

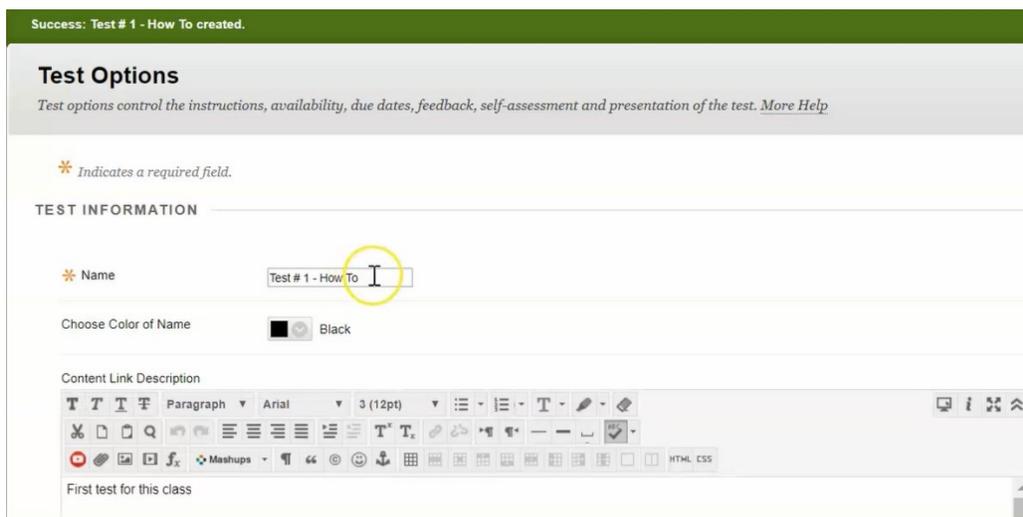


5. And click **Submit**.



A. Test Information

So you'll see your test name indicated, and again if you wanted to change this you could highlight it and change it now.



We indicated the description earlier on, we could also edit that here.

* Indicates a required field.

TEST INFORMATION

* Name

Choose Color of Name

Content Link Description



First test for this class

I

Path: p Words: 5

B. Test Description Display Options

There are options as to whether or not you want to show the test description to students before they begin the test.

Test Description	First test for this class
<input type="checkbox"/> Show test description to students before they begin the test.	
Test Instructions	You have 10 minutes to complete this test

So when they first load it up, before they get in to see the questions, if you select this it's going to give that description right then.

Test Description First test for this class

Show test description to students before they begin the test.

Test Instructions You have 10 minutes to complete this test

Show Instructions to students before they begin the test.

Open test in new window Yes No

It will provide these instructions to the students that “you have 10 minutes to complete this test”, and if you wanted them to see that before you let them into the test you could also do that.

The next option for all of your tests is whether or not you want this test to open in a new window that's completely up to you it's whatever you decide.

Test Instructions You have 10 minutes to complete this test

Show Instructions to students before they begin the test.

Open test in new window Yes No

C. Test Availability

Under Test Availability, by default, Blackboard has indicated “NO”

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

Force Completion

Once started, this test must be completed in one sitting.

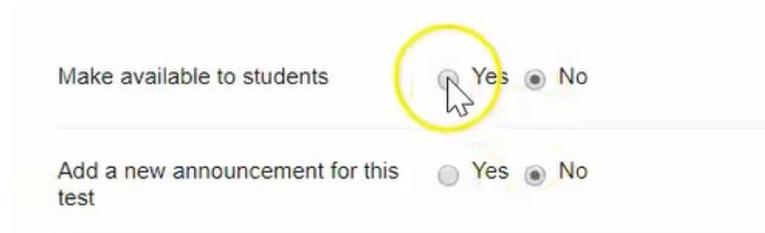
Set Timer

Set expected completion time. Selecting this option also records completion time for this test. Students will see the timer option before they begin t

Minutes

What this means is that when you create your test it automatically stays hidden from the students until you actively go and make it available.

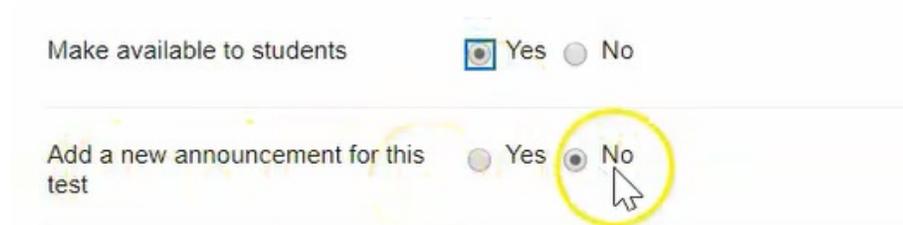
1. Click to say “Yes”.



Make available to students Yes No

Add a new announcement for this test Yes No

2. It asks if you'd like to create a new announcement for this test, I'm going to leave that at the default of “No”.



Make available to students Yes No

Add a new announcement for this test Yes No

If I wanted the users to have more than one attempt for this test I could select multiple attempts and then enter the number of attempts but I only want them to have one

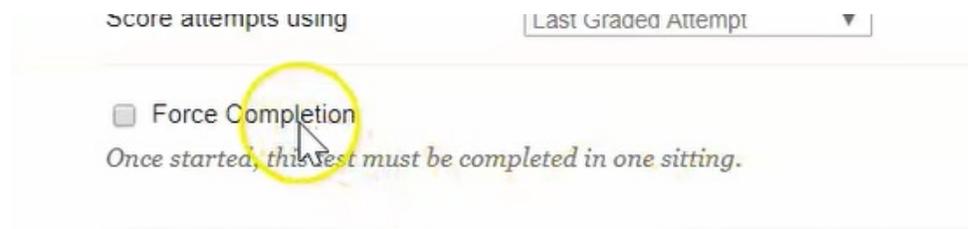


Multiple Attempts

- Allow Unlimited Attempts
- Number of Attempts

D. Forced Completion

Forced Completion is an option that you should *never* use.



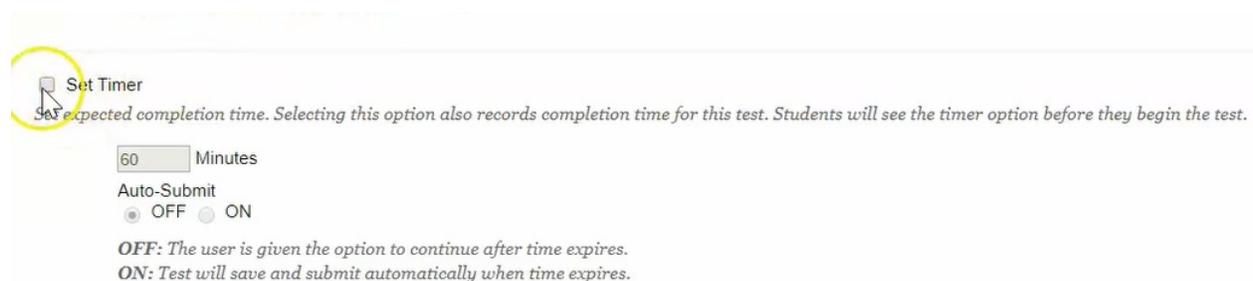
Score attempts using Last Graded Attempt

Force Completion
Once started, this test must be completed in one sitting.

What happens when you select **Force Completion**, is it sort of locks student into the test and if anything were to happen like their Wi-Fi bumped or their computer froze, anything at all, then that test is automatically submitted as soon as that happens. So whether the student is on question 1 or question 50, their test is automatically submitted and they are done.

E. Setting A Test Timer

We can set a timer for our test if you're very particular about the amount of time that I want the students to spend on the test.



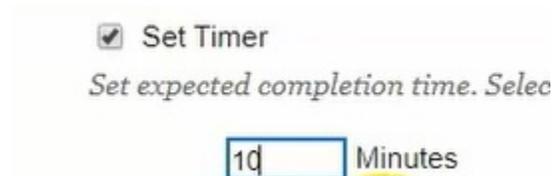
Set Timer
Set expected completion time. Selecting this option also records completion time for this test. Students will see the timer option before they begin the test.

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.*

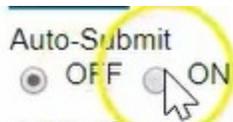
1. I'm going to select "**Set Timer**" and I'm going to put a time limit of 10 minutes as I indicated in the instructions.



Set Timer
Set expected completion time. Select

Minutes

The next option is whether or not to use an **Auto-Submission**.



OFF: The user is given the option to continue after time expires.

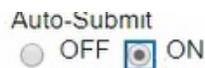
ON: Test will save and submit automatically when time expires.

If you leave it to “**OFF**”, the time rule will countdown for the students in the test. At the end of 10 minutes, it's going to go past the timer and indicate to the student that they are over the amount of time allowed, and it will indicate to you in your grade center when you go look at that test, that this student took more than the 10 minutes.

If you want you can select it to auto submit which means at the end of 10 minutes, it doesn't matter what question they're on, that test will automatically submit to you.

F. Setting When Test Is Displayed

Now I've made the test available, but I know that that I only want the students to see the test next week so I have date restrictions here:



OFF: The user is given the option to continue after time expires.

ON: Test will save and submit automatically when time expires.



1. I'm going to select "Display After" and click on my calendar.

Display After  
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until  
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

2. I'm going to choose June 2nd.

Set expected completion time. Selecting this option also records time for this test.

Minutes
Auto-Submit
 OFF ON
OFF: The user is given the option to continue after the test.
ON: Test will save and submit automatically when the test is completed.

Display After  
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until  
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

June 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	01	02	03	04	05	06
07	08	09	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Today is: Monday, May 25, 2020

3. I'm going to pick a time of 9:30 in the morning.

Set expected completion time. Selecting this option also records time for this test.

Minutes
Auto-Submit
 OFF ON
OFF: The user is given the option to continue after the test.
ON: Test will save and submit automatically when the test is completed.

Display After  
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until  
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

06:30 AM
07:00 AM
07:30 AM
08:00 AM
08:30 AM
09:00 AM
09:30 AM
10:00 AM
10:30 AM
11:00 AM



4. And I only want the test to display until June 2nd at 10:30 in the morning.



That link is only going to be there for that hour and the students coming into class after 10:30AM won't have the option to start it.

G. Setting Test Password

If you would like, you can include a password for your test, this is helpful if you want to ensure that only the students that come to your class received the password and can start the test.

1. Check off the box.



2. Type in a password.



H. Setting Test Availability Exception

Under the **Test Availability Exception** heading, you can include students that for whatever reason may need to write the tests at a different date or a different time.

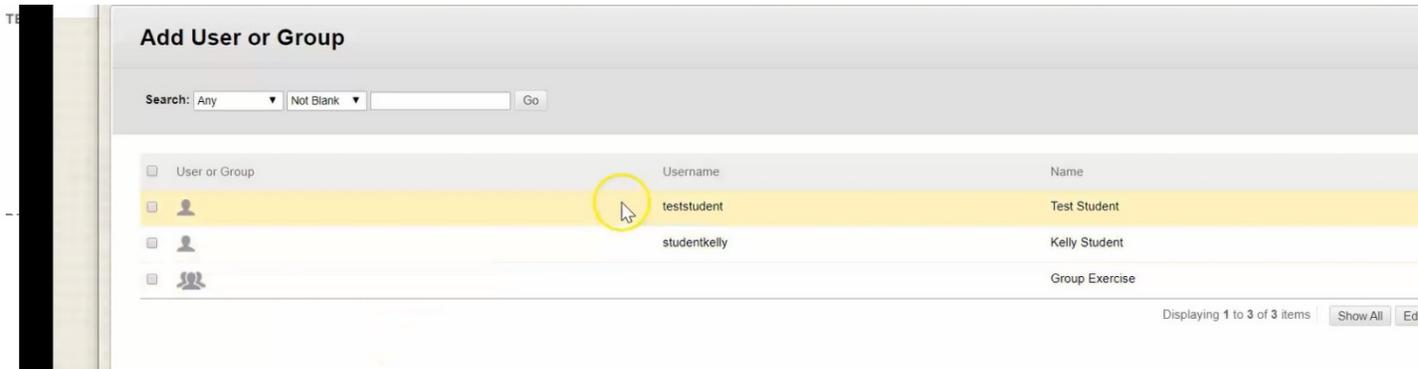
1. Click on **Add User or Group**.

TEST AVAILABILITY EXCEPTIONS

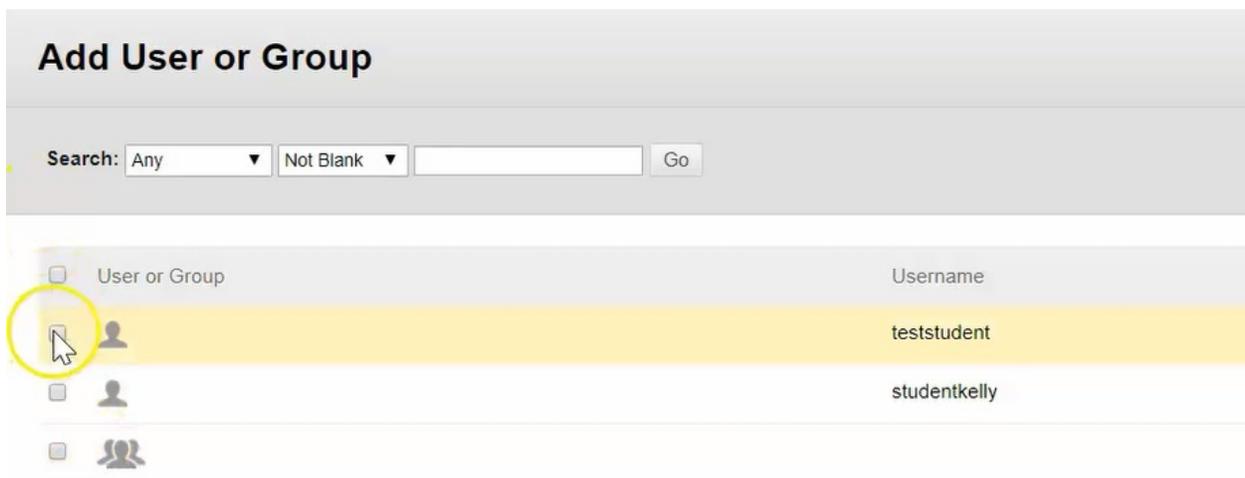
Click **Add User or Group** to search for course users and groups to add to the exception list. Timer and force completion must be enabled in the previous test availability step to enable those settings for exceptions. If you choose to use groups, you must make the group unavailable if you do not want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



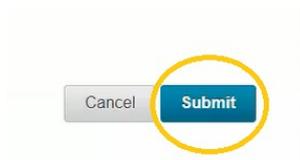
2. It's going to bring up your class list of students, so you can simply select the student and hit submit and indicate what the changes are.



3. So because I want to be able to do the test today to show you how it's going to look, I'm going to select my teststudent.



4. Click **Submit**.



5. This brings me up to the options that I can set for this specific student.

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 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

Name	Attempts	Timer	Availability
Test Student	Single Attempt	<input checked="" type="checkbox"/> 10 <input checked="" type="checkbox"/> Auto Submit	

DUE DATE

6. I'm going to leave it at single attempt, I'm going to leave the timer set to 10 minutes, but under the Availability...

Timer	Availability
<input checked="" type="checkbox"/> 10 <input checked="" type="checkbox"/> Auto Submit	

7. I'm going to change the date to today, that way at 11:30AM I will have access to this test.

Timer	Availability
<input checked="" type="checkbox"/> 10	

After: 05/25/2020 11:30 AM
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Until: 05/25/2020 12:30 PM
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Take a test once the due date has passed.

I. Setting A Due Date

You can include a due date for this test however if you do that and you have a student under the exception there is the risk that that test will never show up for that student if it's past the due date, so typically you leave this part blank.

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
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.

J. Self Assessment Options

For Self-Assessment Options, you always just leave the default of "Include This test in Grade Center score calculations". This means that when the students do the test the results will automatically filter to your grade Center for you to mark.

SELF-ASSESSMENT OPTIONS

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 after it was hidden, 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.

K. Show Test Results And Feedback to Students

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 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"/>

1. It is important here to ensure that you remove this check mark under “Score per Question”.

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 to students; such as scores, answers, and feedback for each question.

The screenshot shows the 'Score per Question' settings in Blackboard. It features three columns: 'When', 'Score per Question', and 'Answers'. Under 'When', there is a dropdown menu set to 'After Submission'. Under 'Score per Question', there is a checked checkbox (highlighted with a yellow circle and a mouse cursor) and a dropdown menu set to '---Choose---'. Under 'Answers', there are three checkboxes: 'All Answers', 'Correct', and 'Submitted', all of which are currently unchecked.

By default, Blackboard will allow the students to see the test after they've submitted it, and if it's been auto-marked, which questions they've got right and which questions they got wrong. This can be a helpful learning tool for the student, however it also provides them an opportunity to be away from class and have a copy of your test

So, to ensure academic honesty we ask that you remove this check mark so that when the students submit their test they don't have an opportunity to see all of their questions and what they got right and what they got wrong.

If they would like to review their test specifically, we recommend that they make an appointment with you to come and have a look at it while you're together.

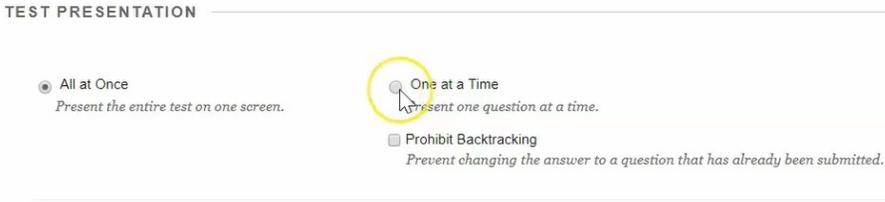
L. Test Presentation

1. By default this test is going to display all at once, which most mimics a paper copy of a test.

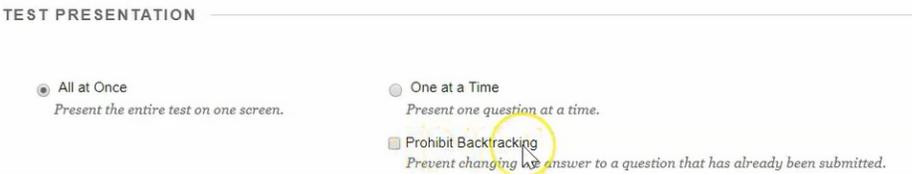
TEST PRESENTATION

The screenshot shows the 'TEST PRESENTATION' settings in Blackboard. It includes three radio button options: 'All at Once' (selected and circled in yellow), 'One at a Time', and 'Prohibit Backtracking'. Below these are two checkboxes: 'Randomize Questions' and 'Prohibit Backtracking'. At the bottom, there is a note: 'Click **Submit** to edit options for this test. Click **Cancel** to quit.'

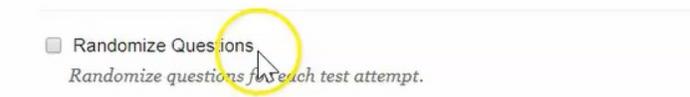
2. You can also choose to have my questions display only one question on the screen at a time.



3. If you do that you can prohibit back tracking, so that once they answer question #1 and #2, they cannot go back to question #1 and edit it.

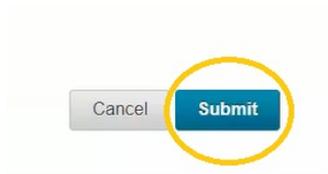


4. You can also choose to randomize my questions



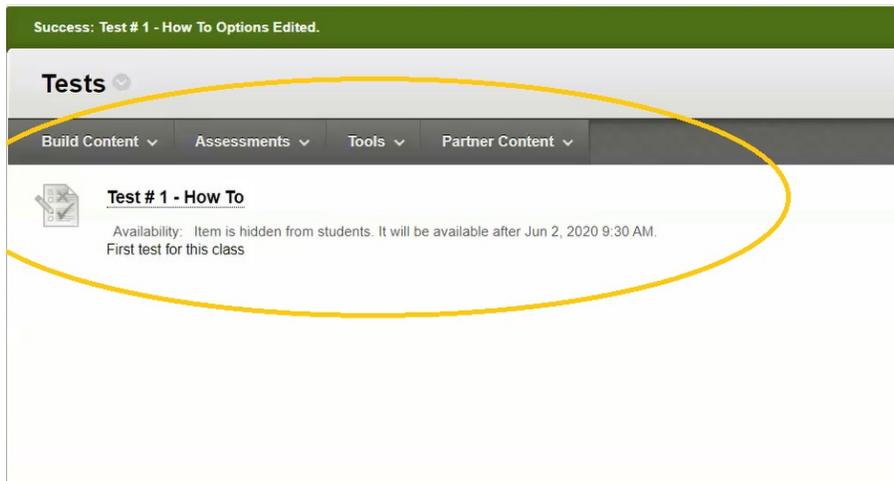
I had mentioned this earlier if you wanted all of your questions for all of your students to show up in a different order I would select randomize.

5. Click "Submit".

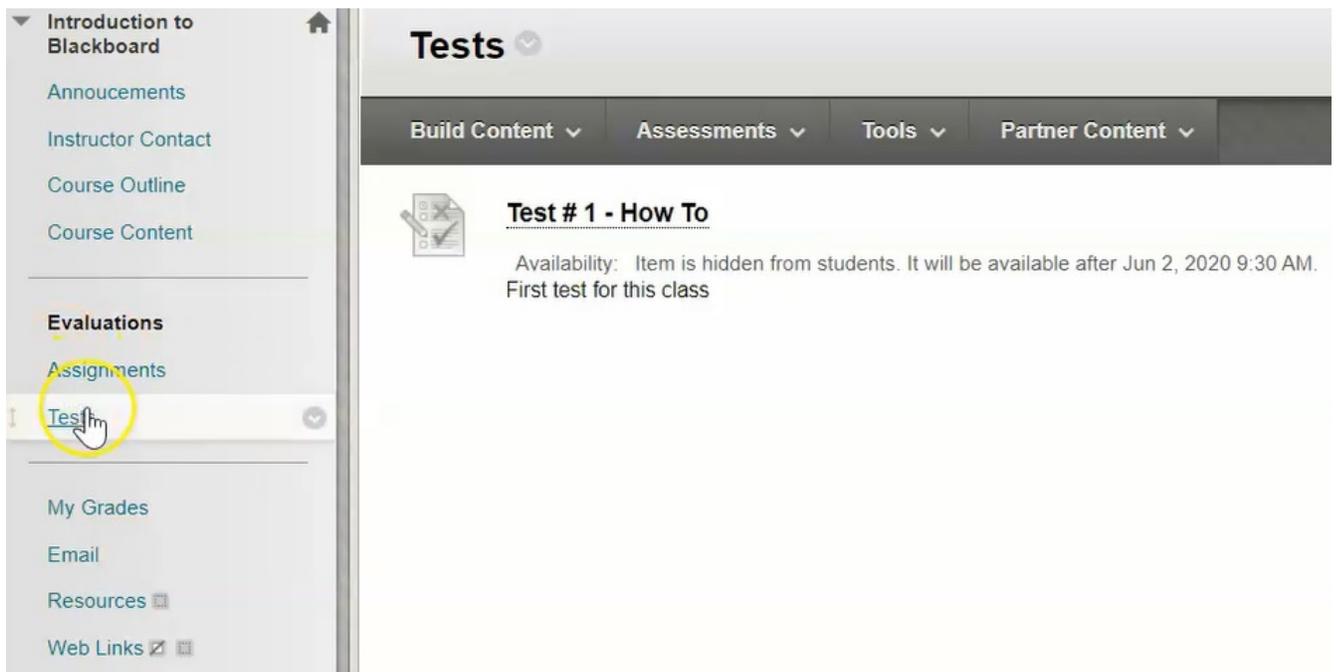


M. Overview Your Test

1. You now have a test...



...That is displayed in this test link for students.



2. You can see that it's grayed out.



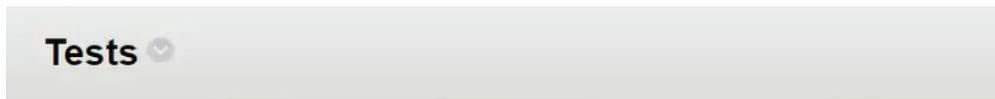
Build Content ▾



Test # 1 - H

Availability: I
First test for th

While it is available, it's only going to be available on June 2nd at 9:30 in the morning. So if you were to go into this folder as a student, you wouldn't see anything today, but you will see this link on June 2nd at 9:30 AM.



Tests ▾

Build Content ▾ **Assessments** ▾ **Tools** ▾ **Partner Content** ▾



Test # 1 - How To

Availability: Item is hidden from students. It will be available after Jun 2, 2020 9:30 AM.
First test for this class