



Dear Faculty Member



When creating a test on Blackboard, we recommend the following:

1. Enter a clear name for the test, for example: (First assessment test for "name of the course").
2. Provide an accurate description of the test for students, for example: (the topics covered and the number of questions for each type (example: multiple choice (20 questions) and "true, false" (30 questions)).
3. Provide a detailed test instructions for the students, which include:

A- Test Information:

Make sure to write detailed test information within the test instructions as follows:

- The test duration, for example: (Test duration: 30 minutes).
- The test availability: date, day, and time.
- Explain for the student if the test includes pictures, equations or audio files (mp3).
- Mention if the test is supported on mobile application or not.

Note that the students can't take the test using "Blackboard Student" mobile application if:

- The test shows one question at a time.
- The questions or options include pictures, equations or audio files(mp3).

In these cases, the students must take the test either by mobile web browser or through pc browser which is the best to use.

B- Test settings:

Make sure you write all the added settings within the test instruction, for example:

- The student has only one attempt to take the test.
- If the option (Force Completion) is activated, it is necessary to alert the students that once they started, this test must be completed in one sitting.
- Explain how the test questions are displayed example: (each question will be appeared on a page where the questions will be displayed one after one).
- Clarify if the option (Prohibit Backtracking) is activated, for example: (going back to previous questions you have answered is prevented).
- Emphasize the importance of (Save Answer) after each question before moving on to the next question.
- The test timer appears on the status bar and will change colors as approaching the deadline (**Green**: the time is sufficient to solve the test, **Yellow**: the time began to decrease, and **Red**: the time is about to finish).
- Emphasize the importance of clicking on (Save and Submit) after completing the test.
- Explain how the student can get the test scores (appear directly or not).

C- Guide the student to the procedure they will follow when encountering any technical problems, for example: (take a screen capture and send it to the responsible faculty member via e-mail).