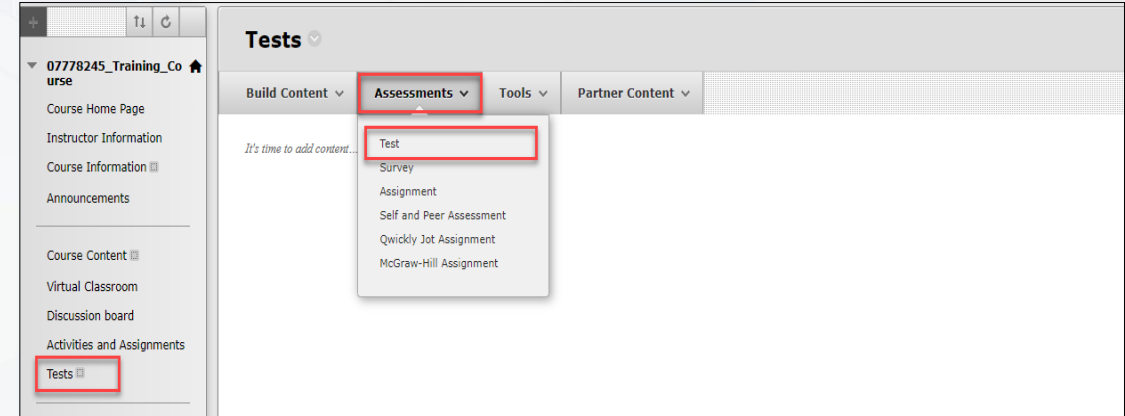




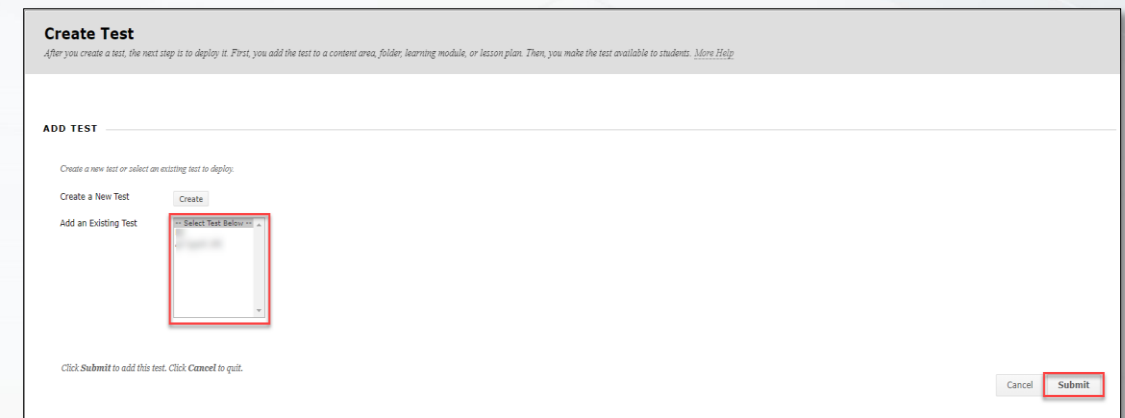
The Most Important Points to be Considered when Deploying a Test in the E-learning Management System (Blackboard)

Deploy Test

- After a test has been created and all the questions have been added, the test must be deployed for the students to access the test. These instructions will demonstrate how to add a test to a content area and set up test settings.
 1. Click on **(Tests)** at the right side of the screen.
 2. Then, click on **(Assessment)** at the top menu.
 3. After that, select **(Test)** from the drop-down menu .
- Then select the test you want to deploy for the students from **(Add an Existing Test)** list, then click on Submit.
- After that, you can set up how the test appears to students in **(Test options : Test information - Test availability - Test availability exceptions - Due date - Self assessment options - Show test results and feedback to students - Test presentation)** as shown in the next slides.



(1)



(2)

Test Information

- From test Information page you can edit the information (name and description) that is shown to students in the link for the test.
- **Name:** Enter a new name for the test in this field.
- **Description:** You can type a note or a description of the test, for example: test duration and number of questions.
- **Instructions:** You can include instructions for the test, for example: use a calculator or you should open the test from a computer.
- **Open test in new window:** To open the test in a new window in a web browser.

Test Options
Test options control the instructions, availability, due dates, feedback, self-assessment and presentation of the test. [More Help](#)

* Indicates a required field.

TEST INFORMATION

* Name

Choose Color of Name ☒ Black

Content Link Description

Path: p Words:1

Test Description

☒ Show test description to students before they begin the test.

Test Instructions

☒ Show Instructions to students before they begin the test.

Open test in new window ☒ Yes ☐ No

Test Availability

- **Make available to students:** Allow students to access the test.
- **Add a new announcement for this Test:** Automatically generate a message that the test has been posted. The test announcement will appear only when the test is available.
- **Multiple attempts:** For multiple attempts you can add the number of attempts allowed. Leave this option unchecked for a single attempt (the default option).
- **Force Completion:** Enabling this option will force the students to complete the test as soon as they begin, and it prevents students from re-entering the test if they exit the test without submitting.

Note: If the student accidentally close the browser, or lose the connection to the test, they cannot continue with the test.

TEST AVAILABILITY

Make available to students ☒ Yes ☐ No

Add a new announcement for this test ☒ Yes ☐ No

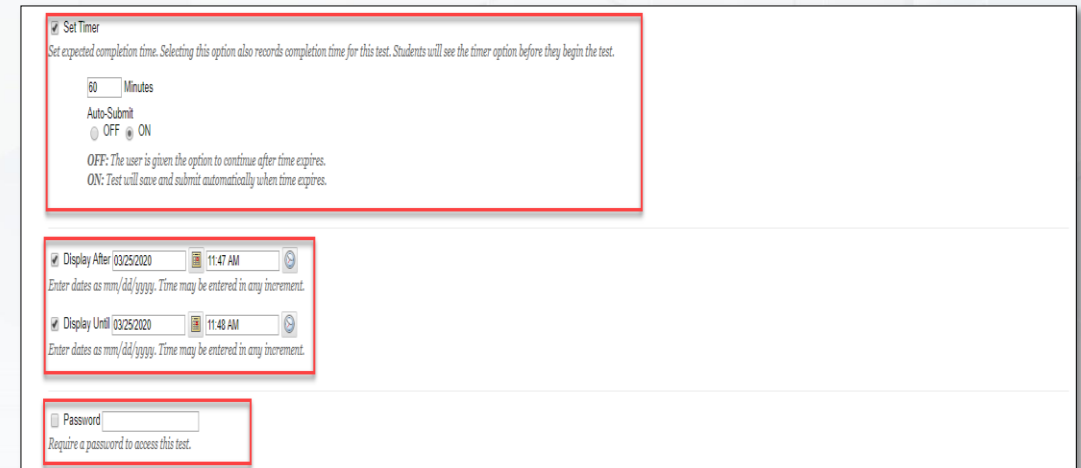
☒ Multiple Attempts
☐ Allow Unlimited Attempts
☐ Number of Attempts

Score attempts using

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

Test Availability

- **Timer:** Enable a time limit for the test.
Note: The duration must be entered in minutes.
- **Auto-Submit:** Select **On** to enable Auto Submit, in which the test will automatically submit after the timer ends. If you select **Off**, students can continue past the time limit.
- **Display After / until:** You can use the date and time pickers to select the date in which the test would become available to students.
- **Password:** You can set a password for students to use to access 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.

60 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** 03/25/2020 11:47 AM
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

☒ **Display Until** 03/25/2020 11:48 AM
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

☐ **Password**
Require a password to access this test.

Test Availability Exceptions

- You can specify individual students or groups to provide exceptions to the availability settings listed above by clicking on **(Add User or Group)**. For example: allowing more attempts or increasing test duration for some students.

Note: Not recommended to activate test availability exceptions.

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](#)

Due Date

- Allows you to specify a due date for the submissions. You can select the option **(do not allow students to start the test if the due date has passed)**, to prevent students from beginning the test after the due date has passed.

Note: Not recommended to activate Due Date.

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.

Self Assessment Options

- Enable option (**Include this Test in Grade Center score calculations**) to include this test in Grade Center calculations.

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, 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.

Show Test Results and Feedback to Students

Instructors can set up the rules for displaying results to students as follows:

- To allow students to see their test scores:
 - Use **(when)** from the drop-down menu to specify when students can view specific results.
 - Enable option **(score pre Question)**.
- You can prevent students from seeing their score following these two steps:
 1. Do not activate any of the options as shown in picture (2).
 2. Hide the column from students in the **(Grade Center)**, will be explained more in slide(11) **“Hide test results from 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 to show students; such as scores, answers, and feedback for each question.

When (i)	Score per Question (i)	Answers (i)	Feedback (i)	Show Incorrect Questions (i)
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"/>
After Submission	<input type="checkbox"/>	<input type="checkbox"/> All Answers <input type="checkbox"/> Correct <input type="checkbox"/> Submitted	<input type="checkbox"/>	<input type="checkbox"/>
One-time View	<input type="checkbox"/>	<input type="checkbox"/> All Answers <input type="checkbox"/> Correct <input type="checkbox"/> Submitted	<input type="checkbox"/>	<input type="checkbox"/>
On Specific Date	<input type="checkbox"/>	<input type="checkbox"/> All Answers <input type="checkbox"/> Correct <input type="checkbox"/> Submitted	<input type="checkbox"/>	<input type="checkbox"/>
After Due Date	<input type="checkbox"/>	<input type="checkbox"/> All Answers <input type="checkbox"/> Correct <input type="checkbox"/> Submitted	<input type="checkbox"/>	<input type="checkbox"/>
After Availability End Date	<input type="checkbox"/>	<input type="checkbox"/> All Answers <input type="checkbox"/> Correct <input type="checkbox"/> Submitted	<input type="checkbox"/>	<input type="checkbox"/>
After Attempts are graded	<input type="checkbox"/>	<input type="checkbox"/> All Answers <input type="checkbox"/> Correct <input type="checkbox"/> Submitted	<input type="checkbox"/>	<input type="checkbox"/>

(1)

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 (i)	Score per Question (i)	Answers (i)	Feedback (i)	Show Incorrect Questions (i)
—Choose—	<input 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"/>

(2)

Test Presentation

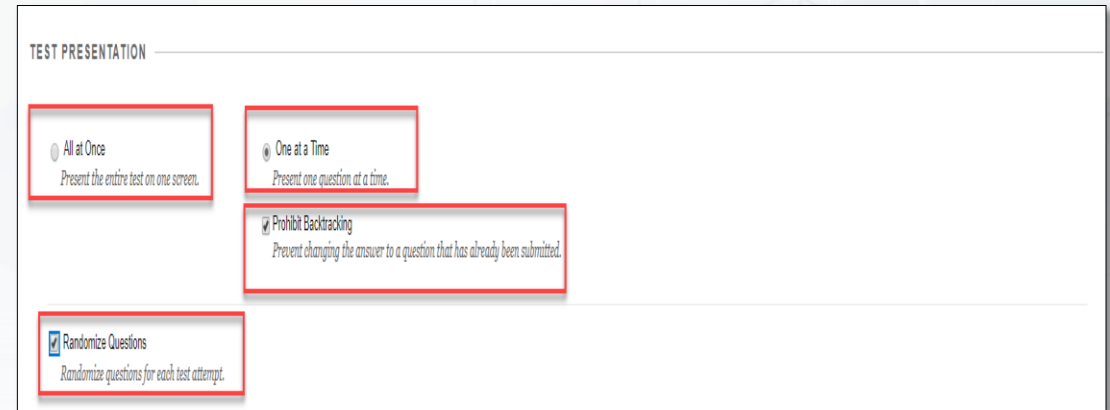
There are two ways to choose how the test is presented to students as follow:

1. Present the test all at once to students on one screen (**All at Once**).
2. Present one question at a time to students (**One at a Time**).

Note: (All at once) is not supported in mobile application (Blackboard Student), it is preferred to open it from mobile browser or through desktop device.

- ✓ Checking the option (**Prohibit Backtracking**) will prevent students from going back to previous questions they have answered.
- ✓ To allow students scroll through all the questions, do not choose (**Prohibit Backtracking**).

It's recommended to enable (**Randomize Questions**) option to display the questions in random order for each attempt.



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.

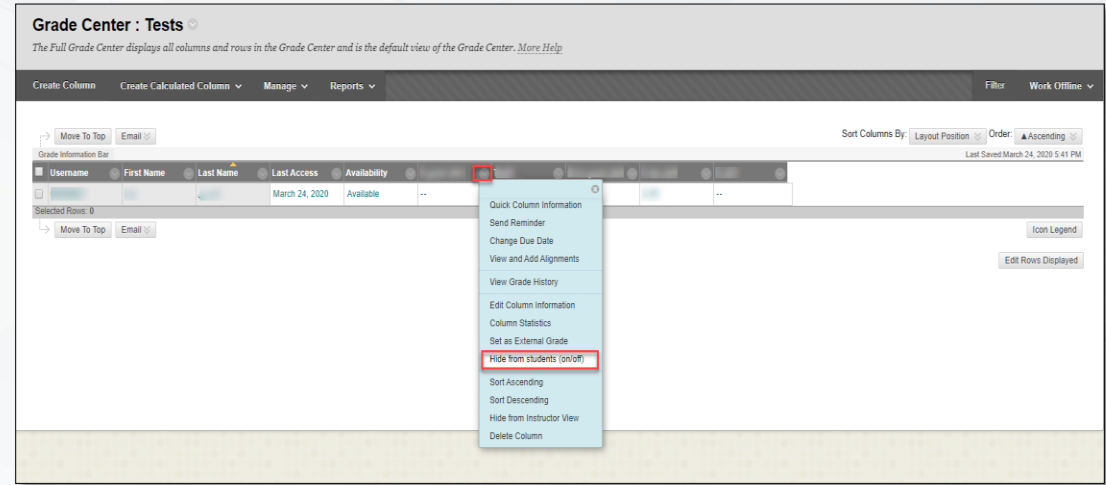
☒ Randomize Questions
Randomize questions for each test attempt.

Hide Test Results from Students

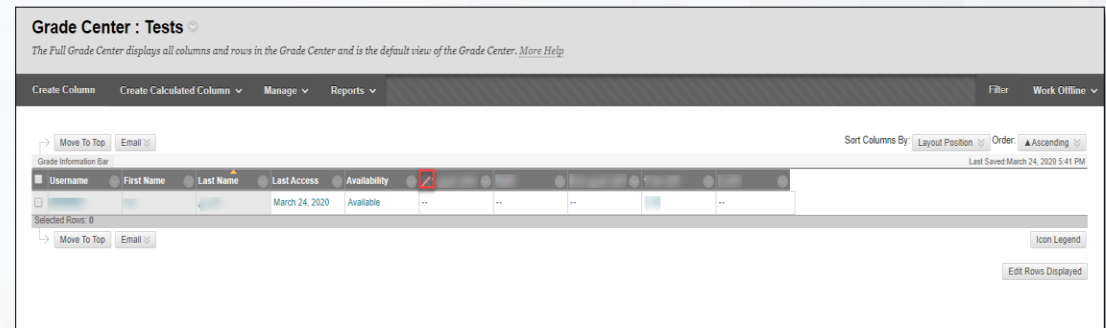
- In order to hide test results from students there is one more step to do after deploying the test as follow:

- ✓ Go to Grade Center, click on the chevron in the column that you wish to hide from students, after that select from the drop-down menu (**Hide students (on / off)**).

you will notice that, a column hidden from students will have a red slash inside a circle in the column header as shown in picture (2).



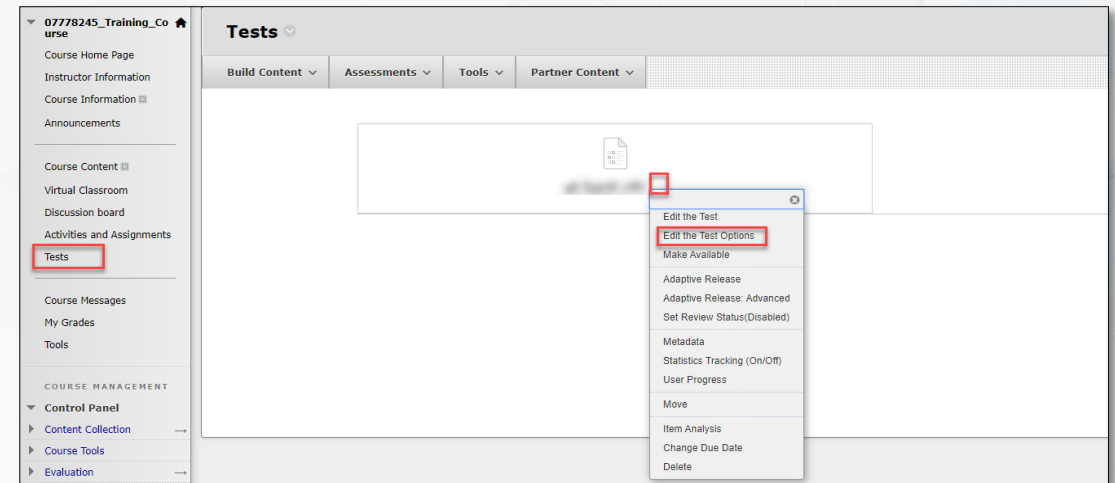
(1)



(2)

Editing the Test Option

- The following instructions will demonstrate how to change the test settings on a test that has already been deployed:
 1. Go to the **(Tests)** page at the right menu.
 2. Then, click on the chevron next to the test you want to edit.
 3. From the drop-down menu select **(Edit the test options)**.





Thank you