# 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.
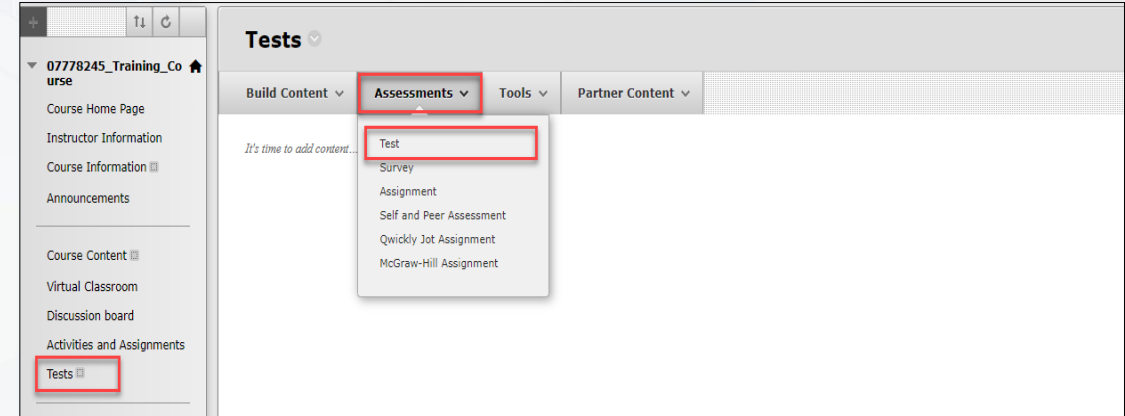
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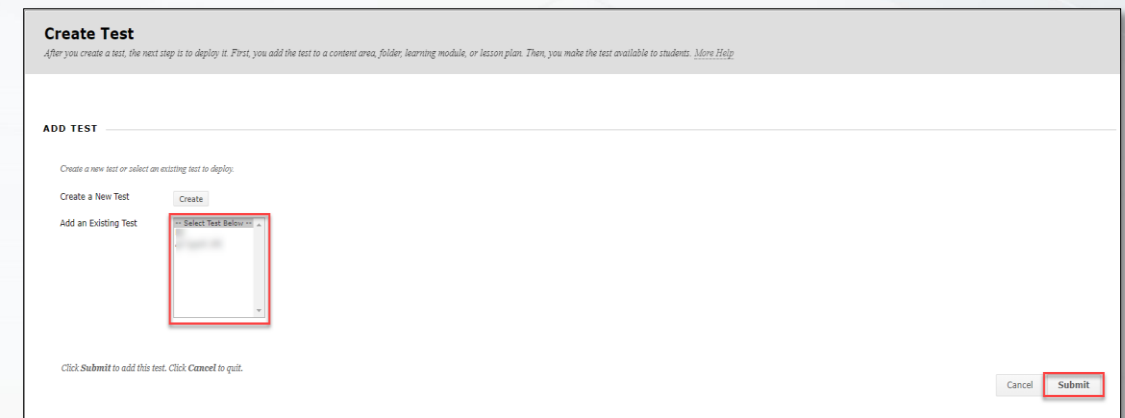
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Test Information

- 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 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.
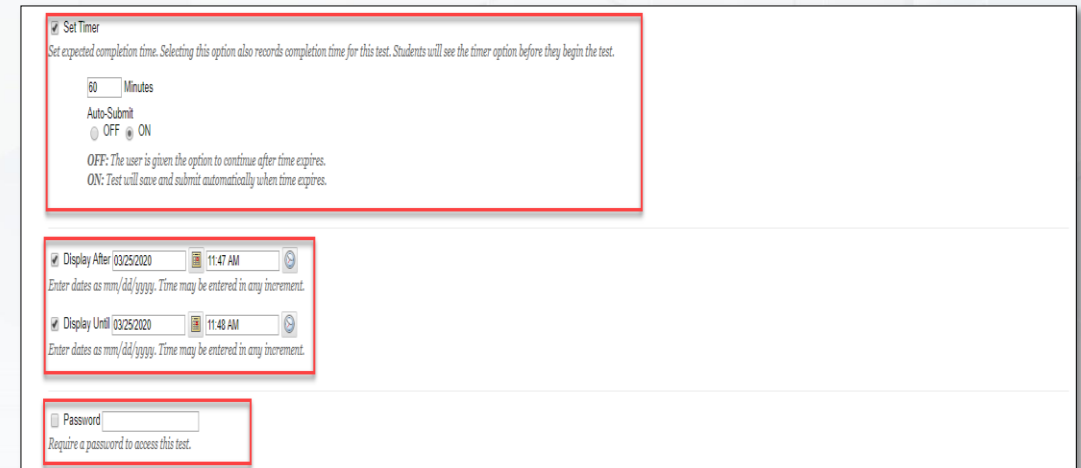
- **Multiple attempts:** For multiple attempts you can add the number of attempts allowed. Leave this option unchecked for a single attempt (the default option).

- **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

- **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.

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.

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.

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**".

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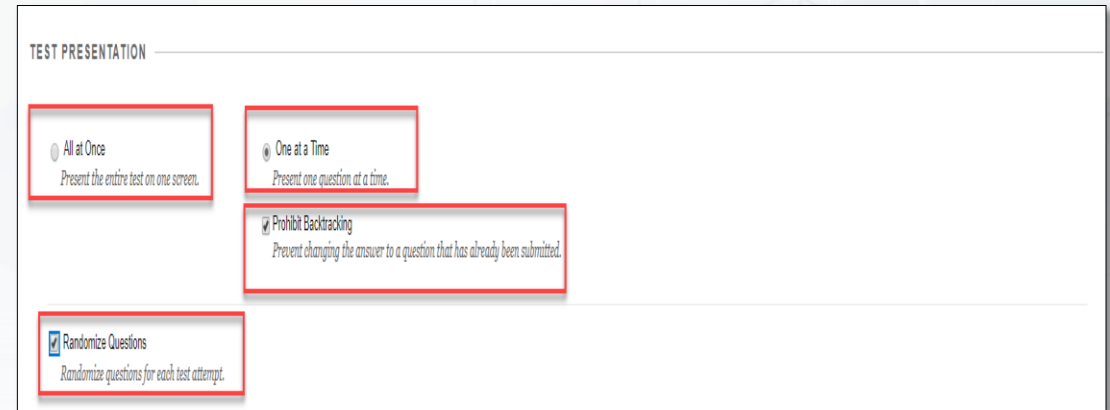

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Test Presentation

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.

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).
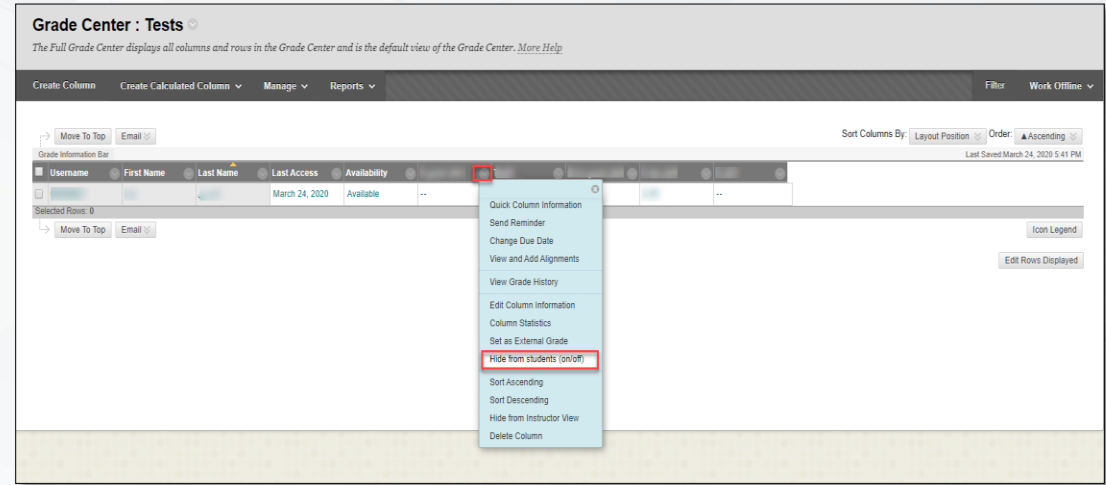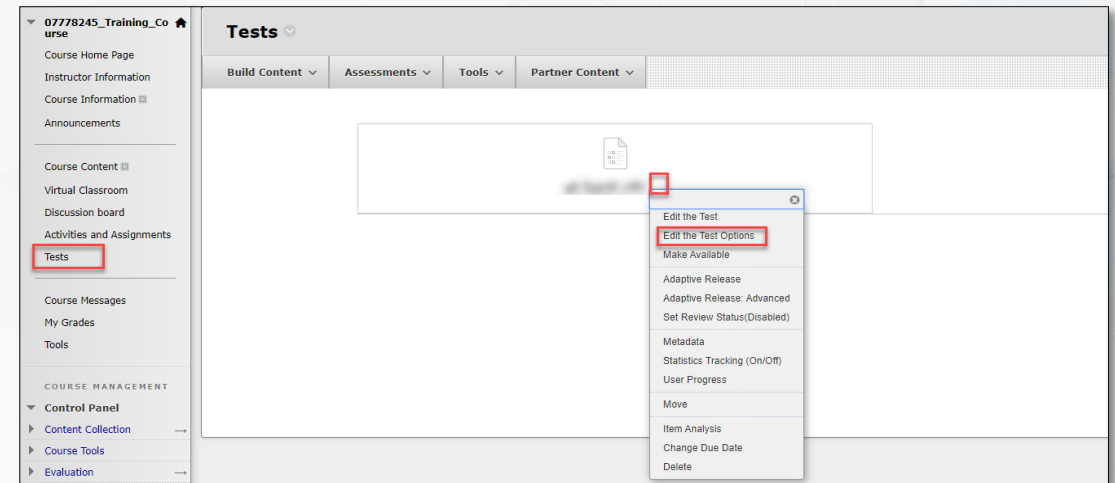

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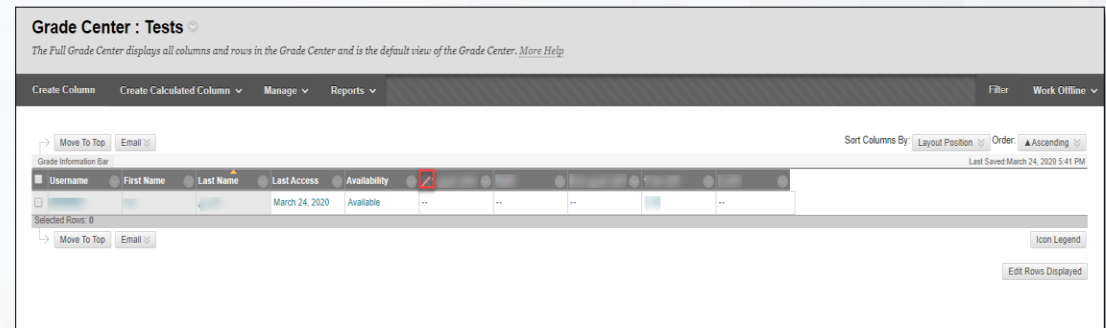
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Editing the Test Option

- 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