

## Making a Test Available (Deployment)

Once you have created a test, you will need to make it available (deploy it) in order for your students to take it. You may choose to make the test available immediately or within a specified time frame.

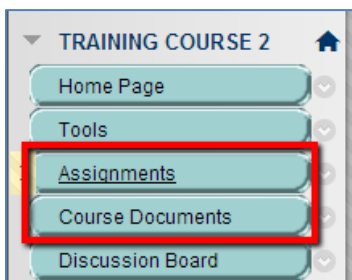
There are two overall steps in deploying a test:

- Add the test to a Content Area, and
- Make the test available to students by selecting the appropriate test options.

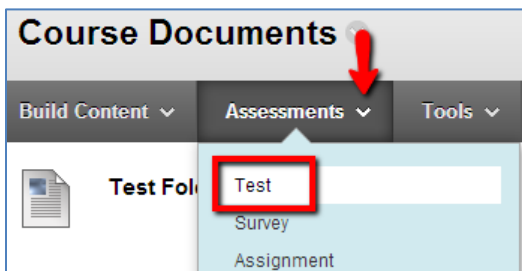
If you are familiar with previous releases of Blackboard, you may notice that version 9.1, SP 13, provides some new and enhanced options in this process.

### Adding the Test to a Content Area

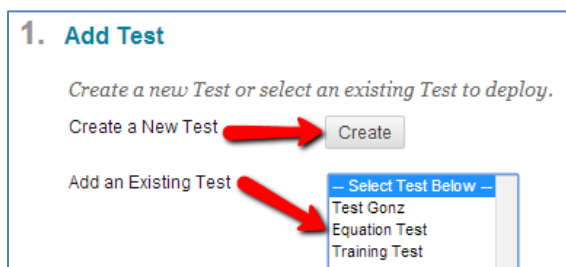
1. Click on a Content Area link in which you want to place the test.



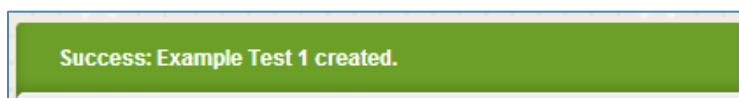
2. Point to the **Assessments** action bar button, and select **Test**.



3. You have two options: deploy a test that you have already created by clicking on it from the Add Test list, or click the **Create** button to create a new test. In this example, we will use an existing test.



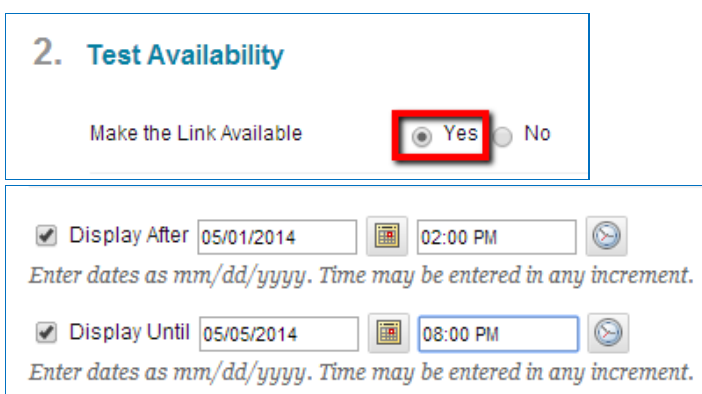
4. A Test Created message is displayed at the top of the page.



## Making the Test Available

The next steps take place on the Test Options page. Here you can set the Availability, Feedback, and Presentation options for the test. Some of the properties cannot be modified after any student has attempted the test; however, if necessary, you can make the test unavailable before all students have completed it.

Choose from the following Test Availability Options that best suit your needs. You will need to select the radio button **Yes** next to **Make the Link Available** in order for students to see the test in the content area; *this is the most important step in the entire process*. Usually, making the test available is accompanied by setting the **Display After** and **Display Until** dates and times, making the test visible automatically at the specified time.



You may want to modify some of the remaining Test Availability options or accept all the default settings.

## 2. Test Availability

**Make the Link Available**  Yes  No

Add a New Announcement for this Test  Yes  No

Multiple Attempts  
 Allow Unlimited Attempts  
 Number of Attempts

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 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

*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.*

- **Make the Link Available:** Select **Yes** to make the link to this assessment visible. Select **No** to keep the link hidden from students. If you use the **Yes** option in conjunction with the **Display After** date and time, the test will become visible to students at the time specified.
- **Multiple Attempts:** Select this option to allow students to take as many attempts at the quiz as you wish. This option tracks only the *last* score of the multiple attempts for each student. It will not average the scores or track the best score.
- **Force Completion:** When an exam is deployed with the **Force Completion** option checked, it forces a student to complete the test within the initial launch of the exam, with exit and re-entry permitted.

***Note:** With the Force Completion option selected, if a student logs out of Blackboard, experiences a computer crash, encounters a browser or network timeout, or Internet connection is lost, the student will not be able to resume the exam once the problem is fixed or by switching to a different computer. The Instructor must then choose whether or not to clear the student's exam attempt. This forces the student to start over.*

- **Set Timer:** Select this option to time the exam. This option provides students with a running clock and a warning when time is up. When a timer is set, the Instructor may choose to add Auto-Submit.
  - When Auto-Submit is **OFF**, the student will be allowed to finish the exam past the time allotment. There will be a notation in the Grade Center for the student that exceeds the time.
  - When Auto-Submit is **ON**, the exam stops when time is up, and the student may not continue or resume the attempt.
- **Display After:** Click this check box to make the test visible to students after a specified date and time; click the calendar and clock icons to specify the date and time to begin displaying the link. In order for a test to become automatically available at this date and time, make sure that **Make the Link Available** is set to **Yes**.
- **Display Until:** Click this check box to stop displaying the link on a specific date. Click the calendar and clock icons to select the date and time after which the link will no longer be visible.
- **Password Protect:** Select this option to require a password to access the test. Students will need to get the password from the instructor in order to access the test. Password protection is not required.

### Setting Other Test Options

1. If there are students or groups you would like to restrict or exempt from taking the exam, click the Add Users or Groups button in the Test Availability Exceptions section.

**3. 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.*

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2. Optionally, set a Due Date and Time, and determine whether students may start the test after that time has passed.

#### 4. 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 checked.

3. If the test is an ungraded pre-test, practice test, or self-assessment, uncheck **Include this Test in Grade Center Score Calculations**, which is checked by default. You may also choose to hide the results from Instructors in Grade Center.

#### 5. 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 Instructor and the Grade Center

If this option is checked, 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.

4. Determine what feedback to provide to students and when.

#### 6. 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.

When (i)	Score (i)	Answers (i)	Feedback (i)	Show Incorrect Questions (i)
<input type="text" value="----Choose----"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> All Answers <input checked="" type="checkbox"/> Correct <input checked="" type="checkbox"/> Submitted	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="----Choose----"/>	<input type="checkbox"/>	<input type="checkbox"/> All Answers <input type="checkbox"/> Correct <input type="checkbox"/> Submitted	<input type="checkbox"/>	<input type="checkbox"/>

- **When:** Choose the time to reveal feedback in the students' My Grades view.
- **Score:** Present to students their final scores. This is checked by default.
- **All Answers:** Display all answer choices for Multiple Choice and Multiple Answer questions.
- **Correct Answers:** Present the correct answers after completion of the test. (**NOTE:** If other students have yet to take the exam, unless a robust honor system is in place, this may not be a wise option.)

- **Submitted Answers:** Present the students' answers for their review.
  - **Feedback:** Present any feedback comments, built into the questions, to students regarding their answers, whether correct or incorrect.
  - **Show Incorrect Questions:** Present questions answered incorrectly, without necessarily showing the correct answers.
5. Choose from the following Test Presentation options. In this example the questions will be given all at once and not randomized.

**7. 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.*

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Randomize Questions  
*Randomize questions for each Test attempt.*

- **All at Once:** Select this option to present the entire assessment on one screen to the student.
  - **One at a Time:** Select this option to display one question at a time. Students will be given navigation tools to move between questions.
  - **Prohibit Backtracking:** Select this option to prevent students from returning to questions they have already answered. This option is available only if questions are presented one at a time.
  - **Randomize Questions:** Select this option to display questions in a random order each time the assessment is taken.
6. Click **Submit**.

**8. Submit**


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

Cancel **Submit**

7. A success message is displayed.

**Success: Example Test 1 Options Edited.**

8. The test now appears in the Content Area selected. The Instructor may continue editing the test content and options until the specified Display After time arrives.



**Equation Test**

**General Instructions:**

This is a copy of the take-home mid-term