

## Setting Other Test Options

These are options that an Instructor can set while in the process of deploying a test in a Content Area. They include restricting availability to certain students or within certain dates; what feedback will be presented to students after they have completed the test; whether to display answers as a continuous scroll or one at a time, and whether to randomize the appearance of the questions.

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.*

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="checkbox"/> ----Choose---- ----Choose---- After Submission One-time View On Specific Date After Due Date After Availability End Date After Attempts are graded	<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="checkbox"/>	<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.*

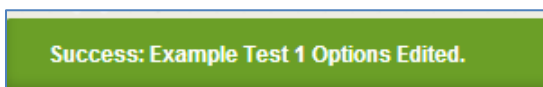
- **All at Once:** Select this option to present the entire assessment on one screen to the student.
- **One at a Time:** Select this option to display one question at a time. Students will be given navigation tools to move between questions.
- **Prohibit Backtracking:** Select this option to prevent 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.*

7. A success message is displayed.



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.

