



## 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.

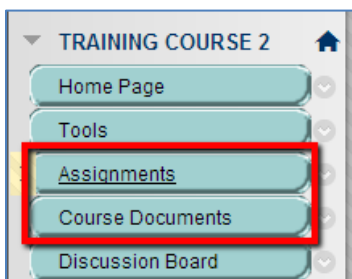
There are two overall steps in deploying a test:

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

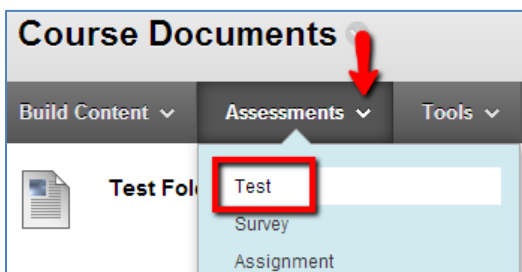
When a test has been deployed, there is a quick and easy way to change the availability of a test, using the **Make Available** or **Make Unavailable** command on the test's contextual menu.

### Adding the Test to a Content Area

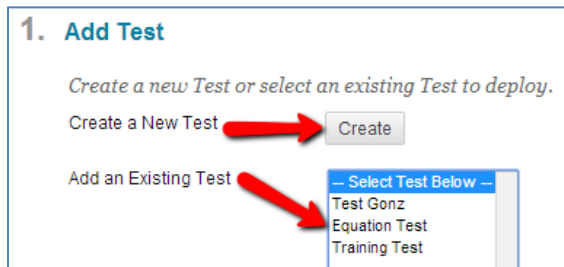
1. Click on a Content Area link in which you want to place the test.



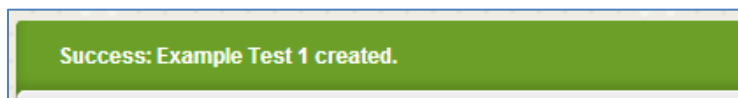
2. Point to the **Assessments** action bar button, and select **Test**.



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.



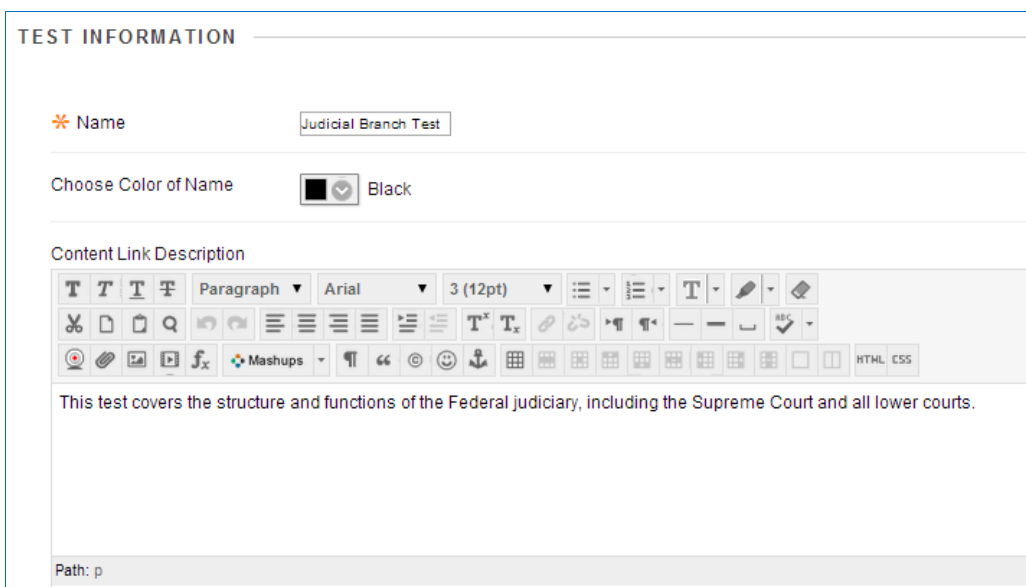
4. A Test Created message is displayed at the top of the page.



## 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.

1. In the Test Information section, you can modify the Name or Description of the test, but not the Instructions.



2. However, you can decide whether to display the Description and Instructions to students before they click **Begin** to start the test. The test may also be set to open in a new window or tab.

The screenshot shows a form with three sections. The first section, 'Test Description', has the text 'This test covers the structure and functions of the Federal judiciary, incl' and a checkbox labeled 'Show test description to students before they begin the test.' which is unchecked. The second section, 'Test Instructions', has the text 'There are 50 objective questions in various formats. You have 1 hour a half, the test will be automatically submitted and graded.' and a checkbox labeled 'Show Instructions to students before they begin the test.' which is checked. The third section has a radio button group labeled 'Open test in new window' with 'Yes' selected and 'No' unselected. All three checkboxes and the radio button group are highlighted with a red border.

3. 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.

The screenshot shows a form titled 'TEST AVAILABILITY'. The first section has a radio button group labeled 'Make the link available' with 'Yes' selected and 'No' unselected. The second section has a checked checkbox labeled 'Display After' followed by a date field containing '09/17/2014', a calendar icon, a time field containing '08:00 AM', and a refresh icon. Below this is the text 'Enter dates as mm/dd/yyyy. Time may be entered in any increment.' The third section has a checked checkbox labeled 'Display Until' followed by a date field containing '09/18/2014', a calendar icon, a time field containing '08:00 AM', and a refresh icon. Below this is the text 'Enter dates as mm/dd/yyyy. Time may be entered in any increment.'

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

**TEST AVAILABILITY**

Make the link available  Yes  No

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Add a new announcement for this test  Yes  No

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Multiple Attempts  
 Allow Unlimited Attempts  
 Number of Attempts

---

Score attempts using

---



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



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Set Timer  
*Set expected completion time. Selecting this option also records completion time for this 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.*

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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.*

---

Password   
*Require a password to access this test.*

- **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.
- **Add a New Announcement for This Test:** Select **Yes** to have Blackboard create a generic announcement, informing students that the test is available. You may edit the announcement in the Announcements section of the course.
- **Multiple Attempts:** Select this option to allow students to take as many attempts at the quiz as you wish.
- **Score Attempts Using:** Determine whether the score registered will be the last, first, best, worst, of average of all attempts.

- **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 current question beyond the time allotment. There will be a notation in the Grade Center for students who exceed the time limit.
    - When Auto-Submit is **ON**, the exam stops when time is up, and the student may not continue or resume the attempt.
  - **Display After:** Check this checkbox 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:** Select this option to require a password to access the test. Students will need to get the password from the Instructor. Password protection is not required.
5. You may have students whose abilities limit their testing speed. You may wish to provide additional attempts or time for students with special needs. In the Test Availability Exceptions section, click the **Add User or Group** button to choose students or groups for whom the current test will not be available.

- A separate window appears with all student users and groups listed. Check the checkboxes for all users and groups for which you wish to create exceptions, and click **Submit**.

### Add User or Group

Search: Any Not Blank

<input type="checkbox"/>	User or Group	Username or Group Name	Name
<input type="checkbox"/>		joinert_s	Test Student
<input type="checkbox"/>		lopezcc_s	Test Student
<input checked="" type="checkbox"/>		sangstj_s	Test Student
<input type="checkbox"/>		training01_s	Test Student
<input type="checkbox"/>		training14_s	Test Student
<input checked="" type="checkbox"/>		wilcox_s	Test Student
<input type="checkbox"/>		collindb_s	Test Student
<input type="checkbox"/>		collindb_f_s	Test Student
<input type="checkbox"/>		Bonus Project Group	Bonus Project Group
<input type="checkbox"/>		Group 1	Group 1
<input type="checkbox"/>		Mentors	Mentors
<input type="checkbox"/>		Random Set 1	Random Set 1

- For each user or group selected, modify the number attempts, time permitted, Auto-Submit, time range for availability, or Force Completion setting. Click the **X** icon on the right to remove any individual exception, or click **Remove All Exceptions** to start over.

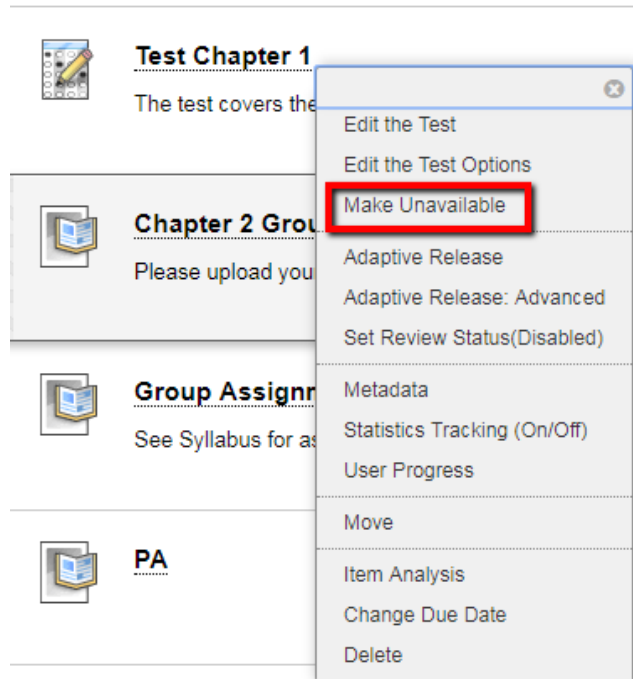
### TEST AVAILABILITY EXCEPTIONS

*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.*

Name	Attempts	Timer	Availability	Options
Test Student	<div style="border: 1px solid #ccc; padding: 2px;">           Single Attempt  <span style="background-color: #0056b3; color: white; padding: 1px;">Single Attempt</span>            Multiple Attempts            Unlimited Attempts         </div>	<input checked="" type="checkbox"/> 90 <input type="checkbox"/> Auto Submit		<input checked="" type="checkbox"/> Force Completion <span style="float: right;">✕</span>
Test Student	Single Attempt	<input checked="" type="checkbox"/> 90 <input type="checkbox"/> Auto Submit		<input checked="" type="checkbox"/> Force Completion <span style="float: right;">✕</span>

## Changing Availability via the Contextual Menu

Instructors can easily toggle the availability of a test that has been deployed in a content area, learning module, or folder. Click the contextual arrow for the test, and select either **Make Available** or **Make Unavailable** from the menu.



These commands merely change the **Make available to students** setting found on the Edit Test Options page. If the test has any Display Dates and Times set, those dates and times may still restrict the availability when you select **Make Available**. A notification will appear if the test is currently marked Unavailable or the time is not within the Display Date range.