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# Blackboard for Employees

## Deploying and Setting Test Options

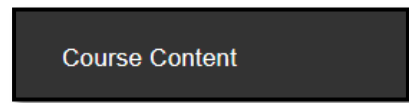
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This document describes how to deploy a test to a Blackboard course site and set test options.

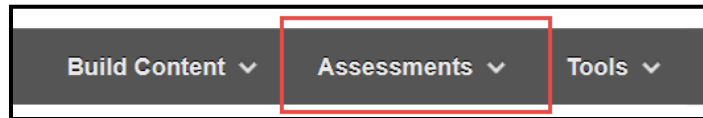
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### Instructions

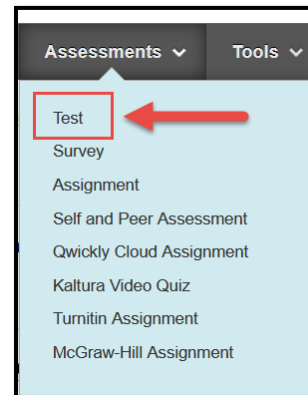
1. Login to your Blackboard course.
2. Select **Course Content** from the left column menu.



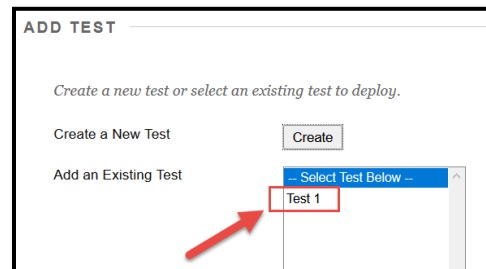
3. In the Content Area, click on **Assessments** from the top menu bar.



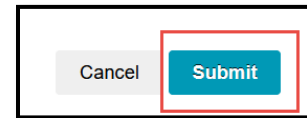
4. In the drop-down menu, select **Test**.



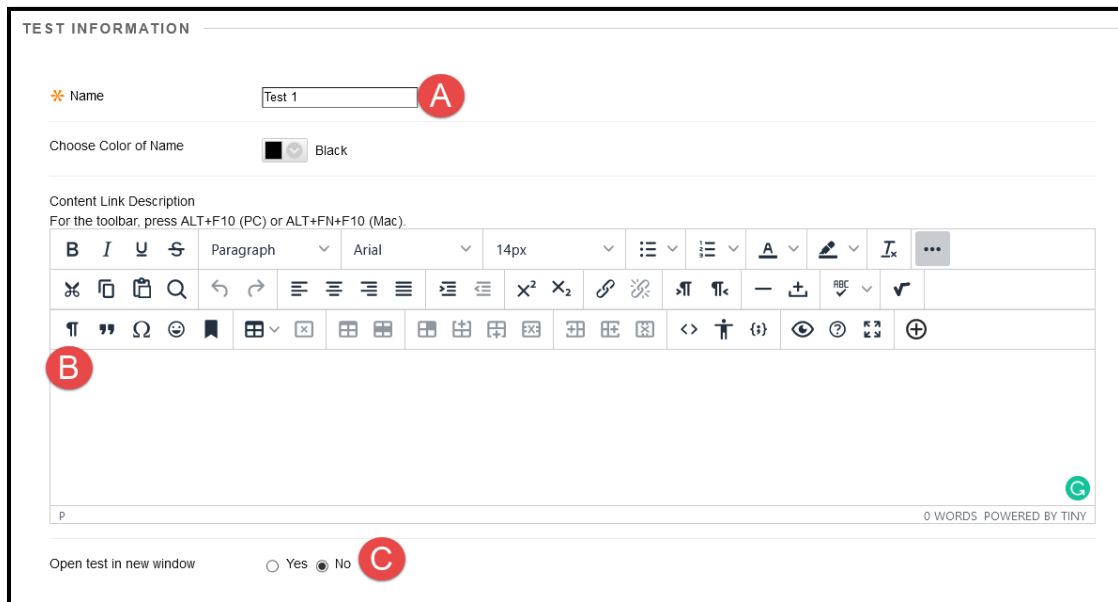
5. On the new page, select your test from the list.



6. Click **Submit**.

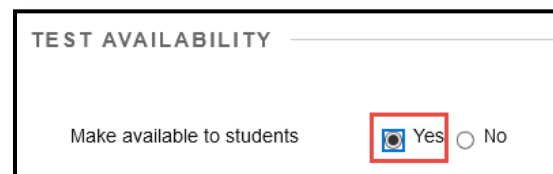


7. Under **Test Information**, complete the three areas for
- Test Name
  - Link Description
  - Open Test in New Window



8. Under **Test Availability**, make the link available by selecting **Yes**.

**Note:** Skipping this step will prohibit students from the viewing the exam even if you have date/time preferences set.



9. Also, under **Test Availability**,
- Multiple Attempts** determines how many attempts the student has to take the test. Leaving Multiple Attempts unchecked means students have one attempt.
  - If multiple attempts were selected the **Scoring** options determines which attempt is used in the Blackboard grade center.
  - Force Completion** means that once a course is started the test

- must be completed in one setting. If a student navigates away from the testing window, the test is automatically submitted.
- d. **Set Timer** for the time students have to complete the test.
  - e. **Auto-Submit** determines if the test is automatically submitted when time expires, or if the student can continue.

Multiple Attempts A

Allow Unlimited Attempts  
 Number of Attempts

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Score attempts using

Last Graded Attempt

B

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Force Completion C

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

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Set Timer D

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

Minutes

Auto-Submit  
 OFF  ON

E

***OFF:** The user is given the option to continue after time expires.  
**ON:** Test will save and submit automatically when time expires.*

10. In the final relevant section under **Test Availability**, set the **Display After/Until** dates and times for the test.

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.*

11. Scroll down to **Show Test Results and Feedback to Students**. Select the options that best fit your remediation desires for your students.

**Note:** Read the feedback options from left to right. Students will only be able to see the options that have been marked: Ex. *After Submission students will see their score per question, the correct answers and feedback.* For more information, review [Blackboard's Results and feedback Options Page](#).

When	Score per Question	Answers	Feedback	Show Incorrect Questions
After Submission	<input checked="" type="checkbox"/> A <input checked="" type="checkbox"/> B	<input type="checkbox"/> All Answers <input type="checkbox"/> Correct <input type="checkbox"/> Submitted	<input type="checkbox"/> C <input type="checkbox"/> D	<input type="checkbox"/> E
---Choose---	<input type="checkbox"/>	<input type="checkbox"/> All Answers <input type="checkbox"/> Correct <input type="checkbox"/> Submitted	<input type="checkbox"/>	<input type="checkbox"/>

12. Under **Test Presentation** make selections to determine how students see the questions on the test.
- All at once or one at a time?
  - If one at a time, do you want to prohibit backtracking?
  - Randomize Questions for each test?

**A**  All at Once  
*Present the entire test on one screen.*

**A**  One at a Time  
*Present one question at a time.*

**B**  Prohibit Backtracking  
*Prevent changing the answer to a question that has already been submitted.*

**C**  Randomize Questions  
*Randomize questions for each test attempt.*

13. Click **Submit**.

Cancel Submit