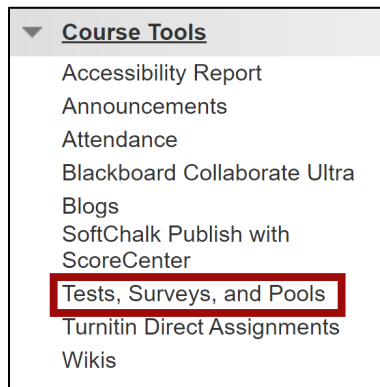


Course Content – Tests – Editing and Applying Test Settings

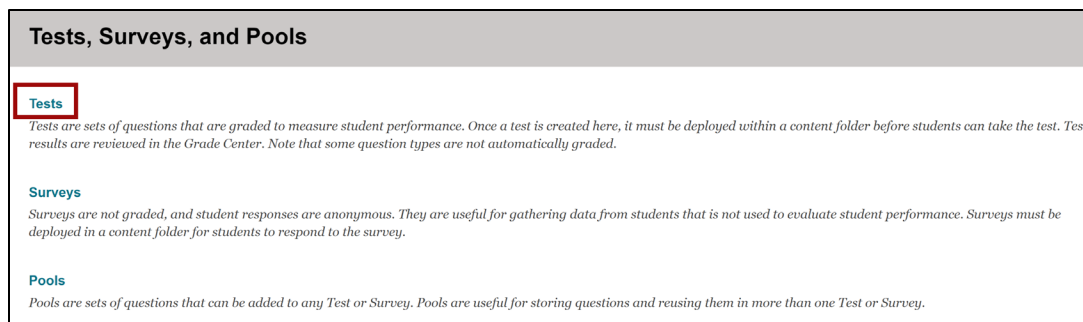
Once a test has been created in Blackboard or published to Blackboard from Respondus, it may need to be edited and instructors will need to choose the settings for the test. The steps below will walk through how to edit a test and apply test settings before making it available to students.

Navigate to the Test and Review Test Instructions

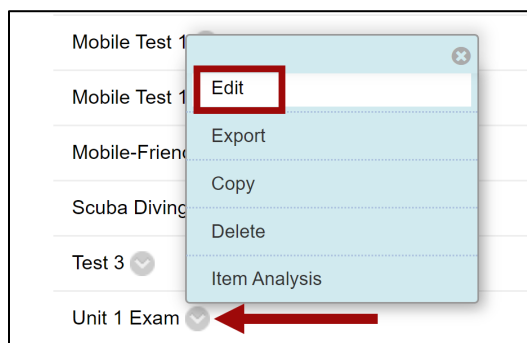
- a. Navigate to the Blackboard course.
- b. From the *Control Panel*, select **Course Tools**.
- c. Select Tests, Surveys, and Pools.



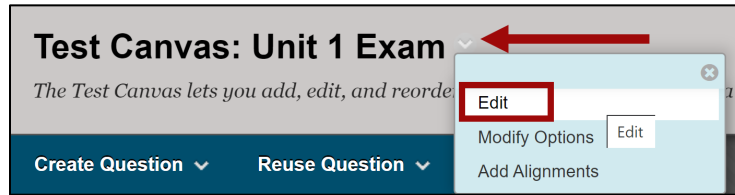
- d. Select **Tests**.



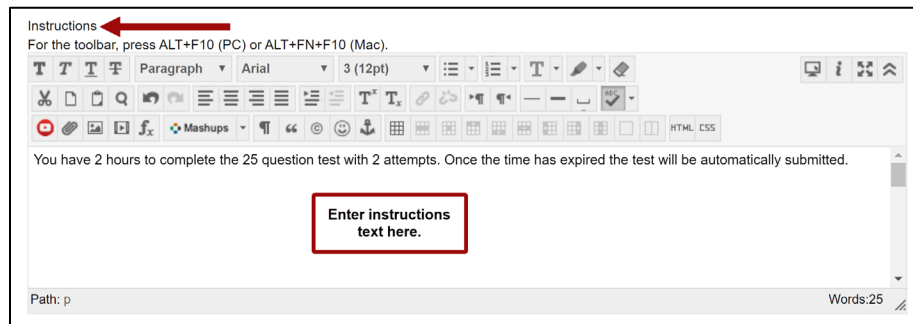
- e. Locate the test and select the context menu next to the test name. Choose **Edit** from the list.



- f. The *Test Canvas* page will appear. Select the context menu next to the test name and then choose **Edit**.



- g. The *Test Information* page will appear. Navigate to the Instructions content editor and enter the instructions for the test.



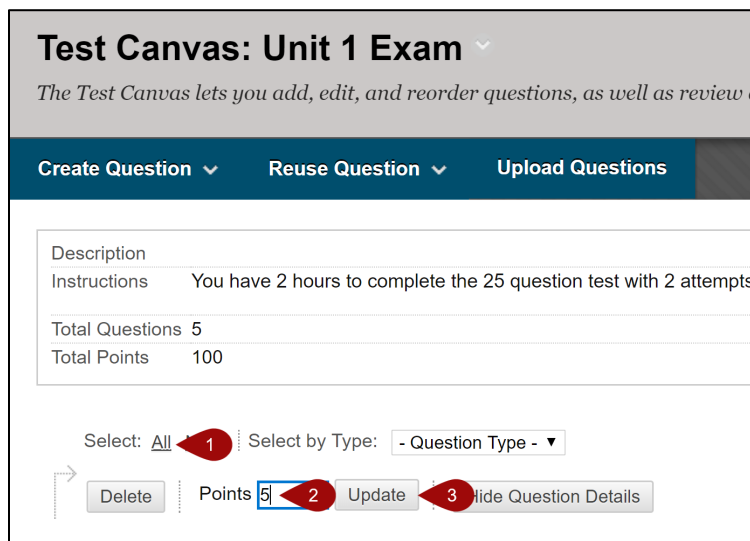
- h. Select **Submit**. The Test Canvas page will re-appear.

Review the Test Questions Point Value/Total Points

Review the total points currently available for the test as well as the individual question point values. These are usually the same by default. The steps below walk through editing the point value for all questions at once, if needed. Individual test question point values can be modified by editing the value assigned to each question.

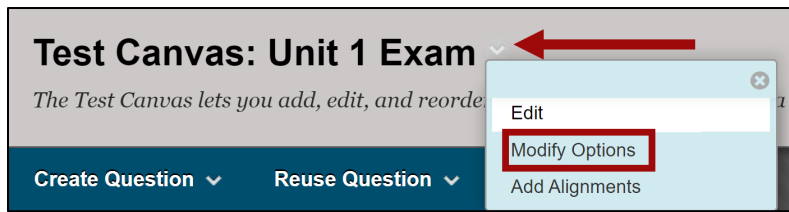
To edit the value for all questions at once:

1. From the *Test Canvas* page, select the **Select All** link.
2. Enter a value in the *Points* field.
3. Select **Update**. All of the questions will be updated.



Verify or Set the Test Settings

1. From the *Test Canvas* page, select the context menu next to the title.
2. Select **Modify Options**. The *Test Options* page will appear.



3. Choose your settings from the available test options (described below).

NOTE: If the **Modify Options** menu option is not available then the test has not been deployed. To deploy the test and set the test options follow these steps.

- Navigate to the content area and folder location where the test should be deployed.
- Choose **Assessments** from the top menu bar.
- Choose **Test**.
- Select the test from the **Existing Test** list.
- Choose **Submit**. This will load the test options (described below). Continue through the review process.

Test Information

- a. **Content Link Description** – Enter a link description that will appear in the Content Area along with the test link.
- b. **Show test description to students before they begin the test** – This option will allow students to view the test description before beginning the test.
- c. **Open the Test in a New Window** – Select **Yes** to open the test in a new window.

A screenshot of the 'TEST INFORMATION' form. The form has a title bar 'TEST INFORMATION'. Below the title bar, there are several sections:

- Name:** A text input field containing 'Unit 1 Exam'.
- Choose Color of Name:** A color selection button showing a black square and the text 'Black'.
- Content Link Description:** A text input field with a placeholder text: 'For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac)'. Below this is a rich text editor toolbar with various icons for text formatting, alignment, and linking.
- Content Link Description:** A text area containing the text: 'You have 2 hours to complete the 25 question test with 2 attempts. Once time has expired, the test will be automatically submitted.' A red circle with the letter 'a' is next to this text area.
- Path:** A text input field containing 'p » span'. To the right of this field is a counter that says 'Words:24'.
- Test Instructions:** A text input field containing the same text as the Content Link Description: 'You have 2 hours to complete the 25 question test with 2 attempts. Once the time has expired the test will be automatically submitted.'
- Show Instructions to students before they begin the test:** A checkbox that is currently unchecked. A red circle with the letter 'b' is next to this checkbox.
- Open test in new window:** Two radio buttons, 'Yes' and 'No'. The 'No' button is selected. A red circle with the letter 'c' is next to these radio buttons.

Test Availability

- a. **Make available to students** – Instructors can choose **Yes** to this option once they are ready for students to begin taking the test. If the test is still being created or hasn't been previewed, choose **No** until the test is ready to be accessed by students.
NOTE: If the test is not made available to students, they will not be able to access it regardless of availability dates.
- b. **Add a new Announcement for this Test** – Select **Yes** to automatically post a new announcement letting students know that the test is available.
- c. **Multiple Attempts** – Instructors can allow students to take the test more than once.
 - **Allow Unlimited Attempts** – Select this option if students will have no specified number of times they can take the test.
 - **Number of Attempts** – Select this option to specify the number of times students can take the test.
- d. **Score attempts using** – If *Multiple Attempts* are enabled, the instructor can choose which attempt will be used in the Grade Center calculations. Select the drop-down list to make a choice.

The screenshot shows a form titled "TEST AVAILABILITY" with four sections, each marked with a red letter in a circle:

- a** Make available to students: Radio buttons for "Yes" (selected) and "No".
- b** Add a new announcement for this test: Radio buttons for "Yes" (selected) and "No".
- c** Multiple Attempts: A checked checkbox. Below it are two radio button options: "Allow Unlimited Attempts" (unselected) and "Number of Attempts" (selected), followed by a text input field containing the number "3".
- d** Score attempts using: A dropdown menu currently showing "Highest Grade".

- e. **Force Completion** – This option will force students to complete the test in one sitting. Once they start the test, they must finish it. If they have time left, they still cannot exit the test and return.
NOTE: If students leave the test for any reason force completion will not allow them to resume the test. This includes accidentally closing the tab or if the user loses their internet connection while taking the exam. If this were to occur the student would have to work with the instructor to determine if another attempt can be made.
- f. **Set Timer** – Enable this option to give students a specified amount of time to take the test. Students will be able to see how much time they have to take the test, and will see the timer count down while taking the test.
 - a. **Auto-Submit** – If the timer is enabled, instructors can choose to have test automatically saved and submitted once time has expired.
NOTE: If auto-submit is not used the student may continue the exam once the timer expires. The submission will be marked Late in the grade center and will require the instructor to accept the grade even if all questions are automatically graded. This gives the instructor the opportunity to apply any point penalties or feedback to a test submission that is late.
- g. **Display After/Until** – Use these options to determine how long the test is visible to students.
- h. **Password** – A password will be required to access the test. The instructor must enter a password in the password field, and provide it to the students to access the test.

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

f ☒ Set Timer
Set expected completion time. Selecting this option also records completion time.

120 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.

g ☒ Display After 04/27/2020 12:00 AM
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

☒ Display Until 05/01/2020 11:59 PM
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

h ☐ Password
Require a password to access this test.

Test Availability Exceptions

Instructors can give certain students a different time frame to access the test from the rest of the students. For example, an instructor may need to give a student that requires special accommodations more time to take the test.

1. Select Add User or Group.
2. Choose the student(s) who will receive additional time.
3. Choose the availability options for the specified students.
 - a. **Attempts** – Select the number of attempts allowed.
 - b. **Timer** – Enter the duration of time.
NOTE: The timer option will only be visible if it is enabled for the test.
 - c. **Availability** – Select the calendar to enter the dates and times for when the test will be available.

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
Erica Trainer2	a <input type="button" value="Multiple Attempts"/> 3	b <input checked="" type="checkbox"/> 150 <input checked="" type="checkbox"/> Auto Submit	c After: 04/27/2020 12:00 AM Until: 05/04/2020 11:59 PM

Due Date



If a due date is set, students can see the test in their *Notification* modules, calendar and in the Grade Center.

NOTE: Select the checkbox for *Do not allow students to start the Test if the due date has passed* to prevent students from starting the test after the 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

- a. **Include this test in Grade Center calculations** – Select this option to include the test in the Grade Center.
- b. **Hide results for this test completely from the instructor and the Grade Center** – Instructors can hide this test score from themselves and from the Grade Center calculations. The display in the Grade Center will read Complete/Incomplete. Instructors can't see students' answers to questions but students can view their own scores.
NOTE: If the instructor chooses to change this option later to view the students' test attempts, all previous attempts will be deleted.

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.

- 1 ☒ **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.
- 2 ☐ **Hide results for this test completely from the instructor and the Grade Center**
If this option is selected, 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.

Show Test Results and Feedback to Students

The options in this section allows instructors to choose what students will see after they complete the test. Select from the following options:

1. **When:** Choose when to show results and feedback to the students. Depending on the selection, the additional options may appear.
2. **Score per Question:** Show the score on each question to the students.
3. **Answers:** Show all answers to the student, including correct and/or submitted answers.
4. **Feedback:** Show instructor feedback to the students.
5. **Show Incorrect Questions:** Identify questions answered incorrectly and show them to the students.

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. Each rule specifies when and what to show students; such as scores, answers, and feedback for each question.

When	Score per Question	Answers	Feedback	Show Incorrect Questions
1 After Submission	2 <input checked="" type="checkbox"/>	3 <input type="checkbox"/> All Answers <input type="checkbox"/> Correct <input type="checkbox"/> Submitted	4 <input type="checkbox"/>	5 <input type="checkbox"/>
----Choose----	<input type="checkbox"/>	<input type="checkbox"/> All Answers <input type="checkbox"/> Correct <input type="checkbox"/> Submitted	<input type="checkbox"/>	<input type="checkbox"/>

NOTE: Instructors may want to delay providing correct answers and feedback until the testing period is over, especially if students are allowed multiple attempts. Instructors can manually release this feedback once all students have taken the test or after the due date has passed.

Test Presentation

The options below determine how the test is presented to the student.

1. **All at Once** – All test questions will appear on one page.
2. **One at a Time** – One test question will appear at a time. Students will have to navigate to the next page. Displaying questions one at a time makes it harder for students to select and copy the entire exam.
3. **Prohibit Backtracking** – Students are not allowed to go backwards to change answers.
4. **Randomize Questions** – Questions will appear in a random order for each test attempt.

TEST PRESENTATION

1 ☐ All at Once
Present the entire test on one screen.

2 ☒ One at a Time
Present one question at a time.

3 ☐ Prohibit Backtracking
Prevent changing the answer to a question that has already been submitted.

4 ☒ Randomize Questions
Randomize questions for each test attempt.

5. Once all selections have been made, select **Submit**.