

Test Options in Blackboard

To learn how to create and deploy a test in Blackboard, review this video:

[Creating and Deploying a Test in Blackboard](#)

Please Note: if using **Respondus Lockdown Browser** for tests, these options must be set first. They **cannot be modified** after the Lockdown Browser has been enabled.

Test Name, Test Description, and Open in New Window options

- The test name can be changed from the name originally given when it was created.
- A description can be added. The standard WYSIWYG text editing window is available so that links, images, or attached documents can be added as needed for the test.
- The default setting is to not allow the test to open in a new window. This is recommended.

The screenshot shows the Blackboard test creation interface. At the top, there is a text input field for the test name, which contains "Quiz 1". Below this is a "Choose Color of Name" dropdown menu set to "Black". The main section is a WYSIWYG text editor titled "Content Link Description", which is currently empty. At the bottom of the interface, there is a radio button option labeled "Open test in new window" with "Yes" selected and "No" unselected. The interface also shows a "Path: p" field and a "Words:0" counter.

Test Availability Description

- **Make available to students:** [This option overrides all of the below options] the default option is *No*. You must select *Yes* if you want students to access the link for the test.
- **Add a new announcement:** An announcement with specific details for a test can be automatically added on the Announcements page when the test is made available.
- **Multiple attempts:** if you allow multiple attempts for the test, select which score will be added to the grade center. From the *Score Attempt Using* dropdown menu, choices include: *Last Graded Attempt*, *Highest Grade*, *Lowest Grade*, *First Graded Attempt*, and *Average of Graded Attempts*.
- **Force Completion:** This option is not recommended. If a student has a connectivity issue with the internet their test is submitted. You could grant another attempt (follow instructions below) but they will have to start over.

Blackboard: Allowing Another Attempt on a Test

In the Course Management menu on the left, click on Grade Center to expand the options and then click Full Grade Center.

Locate the student and the test for which you would like to allow an additional attempt.

Click the Allow Additional Attempt box at the bottom of the Grade Details area.

- **Set Timer:** Set the number of minutes allowed for completing the test. Note the Auto-Submit option. If enabled, the test will be automatically submitted when the time runs out.
- **Display After and Display Until dates:** Set start and end dates for when the student can see the link to the test. If you would like your students to review their results it is easiest for the students to be able to click on the link where they took the test. Display Until may be left blank. Students cannot retake it if you are not using Multiple attempts. Setting the Due date and ticking 'Do not allow students to start the Test if the due date has passed' would prevent students from taking it late..
- **Password:** a password option is available. (most often used in Face-to-Face classes)

TEST AVAILABILITY

Make available to students Yes No

Add a new announcement for this test Yes No

Multiple Attempts
 Allow Unlimited Attempts
 Number of Attempts

Score attempts using

Force Completion **(Not Recommended)**
Once started, this test must be completed in one sitting. If a student's network connection is interrupted they will not be able to complete the assessment.

Set Timer
Set expected completion time. Selecting this option also records completion time for this test. Students will see the timer option before they begin 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.

Password

Require a password to access this test.

Test Availability Exceptions

These options allow you to apply time, availability and number of attempt options for specific users or groups. More information is available from Blackboard's website.

[Test and Survey Options](#)

TEST AVAILABILITY EXCEPTIONS

Click **Add User or Group** to search for course users and groups to add to the exception list. Click **Remove all** to remove all exceptions. Click **Unavailable** to make the group unavailable if you do not want students to see group members. Click **Remove all** to remove all exceptions.

Add User or Group

Due Date

Due dates are encouraged since they populate the calendar in Blackboard. When setting a due date, be sure the due date is the same as the end date for the availability of the link.

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

These options allow a test score to be excluded from the grade center calculations and to hide the results from both the instructor and grade center. The default option includes the test score in the grade center calculations. Disregard the hide results option. Hide results cannot be changed.

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 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. **Not Recommended: This choice cannot be reversed.**

Show Test Results and Feedback to Students

Options are available as to when and how test results and feedback are displayed to students. Two options can be set. By default, only the first option is enabled, which simply shows the score per question. Choosing when to show test options include *After Submission*, *One-time View*, *On Specific Date*, *After Due Date*, *After Availability End Date*, and *After Attempts are Graded*. Select the *Answer*, *Feedback*, and *Show Incorrect Question* options as desired.

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 ^(?)
After Submission	<input checked="" type="checkbox"/>	<input type="checkbox"/> All Answers <input type="checkbox"/> Correct <input type="checkbox"/> Submitted	<input type="checkbox"/>	<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"/>

Test Presentation

Test presentation options include providing all questions to students or presenting questions one at a time. If one at a time is chosen, an additional option to prevent backtracking to previously answered questions is available. Additionally, randomizing questions for each test so that students do not receive questions in the same order is available.

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.
- Randomize Questions
Randomize questions for each test attempt.

Once all test options have been decided, click Submit.

Cancel

Submit