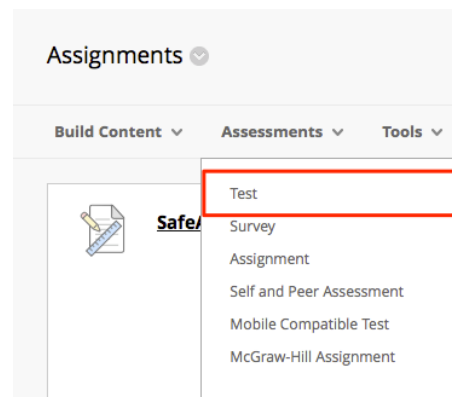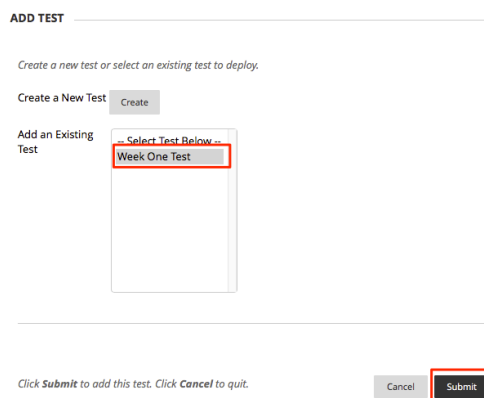# Making a Test or Survey Available in Blackboard

1. Select the Content Area (Assignments, Course Documents, Course Information) where you want to add a test or survey and select **Test** from **Assessments**

2. Choose which Test or Survey you would like to add to your course from the list and click Submit. If you haven't created your test or survey, click on the Create icon. See "Creating Tests/Surveys" handout for details on this function.

3. Fill out the **Test Information** that you want applied to this test or survey.

4. Choose the **Test Availability** options.
Note: Make sure that you select "yes" to Make the Link Available or your students will not have the ability to see the survey or test.

TEST AVAILABILITY

Make the link available   ◉ Yes ○ No

Add a new announcement for this test   ○ Yes ◉ No

☐ Multiple Attempts
    ○ Allow Unlimited Attempts
    ○ Number of Attempts [ ]

Score attempts using   [Last Graded Attempt ⬍]

☐ 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.

[60] 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 [05/14/2017] 📅 [12:00 PM] 🕐
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

☑ Display Until [05/15/2017] 📅 [08:00 PM] 🕐
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

☐ Password [ ]
Require a password to access this test.

5. Apply **Test Availability Exceptions** specific students may need. You can also come back to this option at a later time point. This feature can be used to allow students to have an extended period of time to take the test, a different amount of attempts, and different availability dates.

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.*

[Add User or Group]   [Remove All Exceptions]

NAME	ATTEMPTS	TIMER	AVAILABILITY	
👤 Anna Mennenga_PreviewUser	[Single Attempt ⬍]	☑ [120] ☑ Auto Submit	📅	✕

6. Choose a **Due Date** (optional)

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 [05/15/2017] 📅 [08:00 PM] 🕐
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.

7. Choose the **self-assessment options**.
8. Choose the **Show Test Results and Feedback to Students** options.

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 ▴▾	☑	☑ All Answers ☐ Correct ☐ Submitted ☐		☐
----Choose---- ▴▾	☐	☐ All Answers ☐ Correct ☐ Submitted ☐		☐

9. Choose the **Test Presentation** options and then click **Submit** when finished. Results of your test will be found in the Grade Center.

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.