Making a Test Available to Students

Once you have created a Blackboard test, you can deploy it to your course’s menu for students to access it. The deployed test will automatically become an item in your course’s Grade Center. Students take the test online according to the test options settings you indicate. Before you deploy your test, we recommend reviewing the Test Creating Tips best-practices guide.

**MAKING THE TEST AVAILABLE**

These instructions assume that you have **EDIT MODE** turned on in the course and have created a **CONTENT AREA** or **CONTENT AREA FOLDER** for you to add your materials.

1. When in the course, navigate to the location where you would like to add the link to your test.

   In this Content Area or Content Folder, roll your mouse over the **ASSESSMENTS** button and select **TEST** from the drop-down menu.

2. On the **CREATE TEST** page, scroll down to the **ADD AN EXISTING TEST** list. This list displays all your tests from your Tests, Surveys, and Pools area which are not deployed. Select the test that you want to deploy. Then, **CLICK** the **SUBMIT** button.
3. You will be taken to the **TEST OPTIONS** page. Scroll down to the section of the page called **TEST AVAILABILITY**. To make the test available, set **MAKE THE LINK AVAILABLE** to **YES**. Then, review and select any additional settings you would like to apply.

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**Make test available by setting this option to “Yes”**

**Students can take the test only one (1) time UNLESS you equip this setting. Additional attempts are added to the student’s grade history in the course.**

**Please note that if you equip “Force Complete”, students must complete the test once opened. If a student has a technical problem that interrupts the test session, he/she cannot resume the test unless you clear the attempt.**

**If you would like to make the test available during a specific timeframe, check the Display After and Display Until checkboxes and use the date picking tools. The test link will only be available to students during the indicated timeframe!**

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4. Next, scroll down to the optional **TEST AVAILABILITY EXCEPTIONS** area. If you have a student who has an accommodation request for additional time when testing or have a student who needs to make up a missed test, you can now adjust a test’s availability options for a specific student!

To create a test availability exception for a student, first click the **ADD USER OR GROUP** button to select the student from the course’s roster. Then, customize the **ATTEMPTS**, **TIMER**, and **AVAILABILITY** settings for the student. These settings will only apply to the selected student.

![Test Availability Exceptions](image)

5. Next, scroll down to the area of the page called **SHOW TEST RESULTS AND FEEDBACK TO STUDENTS**. Here, you can indicate what feedback students will see once the test is complete and when such feedback will be available to them.

![Show Test Results and Feedback to Students](image)

**PLEASE NOTE**
Selecting any answer or feedback checkboxes will show students a copy of the test when they review their grade through the **My Grades** tool. If this is something you do not want, just leave **SCORE** selected.
6. Next, scroll down to the **TEST PRESENTATION** area of the page to indicate your preferences.

7. When you are done choosing your settings, click the **SUBMIT** button. The test will be added to your content area.

**PLEASE NOTE**
When a test is unavailable (based on your settings), the instructor will see an unavailability status message underneath the link and the test’s icon will be grayed out. Students cannot see unavailable content.

When a test becomes available to students, students will see the link to take the test.