

Tests, Surveys, and Pools

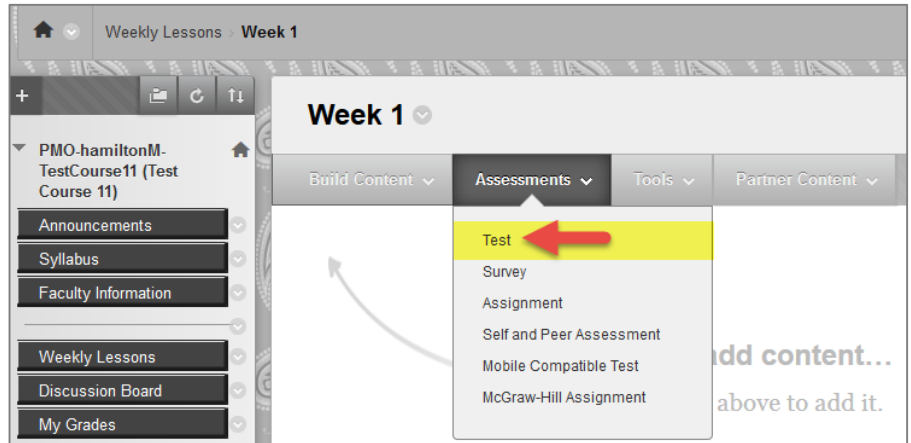
Once you have [created a Blackboard test](#), you can deploy it to your course's menu for students to access it. The deployed test will automatically become an item in your course's Grade Center. Students take the test online according to the test options settings you indicate. Before you deploy your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

MAKING THE TEST AVAILABLE

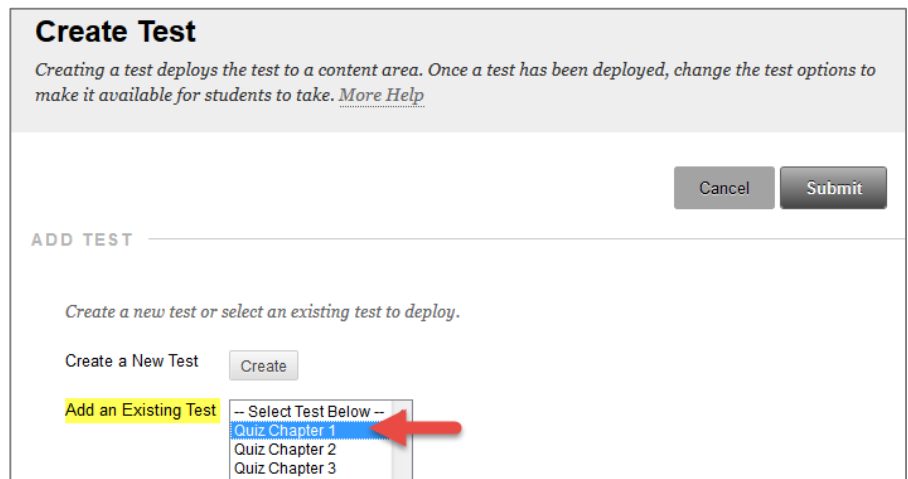
These instructions assume that you have [EDIT MODE](#) turned on in the course and have created a [CONTENT AREA](#) or [CONTENT AREA FOLDER](#) for you to add your materials.

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.

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!

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

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

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.

- 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

*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
Annie Asterisk	Single Attempt ▼	<input checked="" type="checkbox"/> 120 <input type="checkbox"/> Auto Submit	✕

- 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

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 (i)	Score per Question (i)	Answers (i)	Feedback (i)	Show Incorrect Questions (i)
After Submission ▼	<input checked="" type="checkbox"/>	<input type="checkbox"/> All Answers <input type="checkbox"/> Correct <input checked="" type="checkbox"/> Submitted <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
After Availability End Date ▼ 12/23/2014 01:22 PM	<input checked="" type="checkbox"/>	<input type="checkbox"/> All Answers <input checked="" type="checkbox"/> Correct <input checked="" type="checkbox"/> Submitted <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

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.

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.

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

Week 1 ▾


Build Content ▾ Assessments ▾ To

 **Quiz Chapter 1**

Availability: Item is not available. It will be available after Dec 17, 2014 1:21 PM.

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.

Week 1

 **Quiz Chapter 1**

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