

Making a Test Available to Students



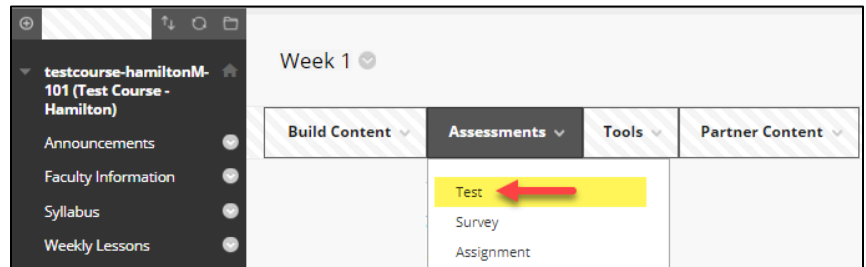
Tests, Surveys, and Pools

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 choose.

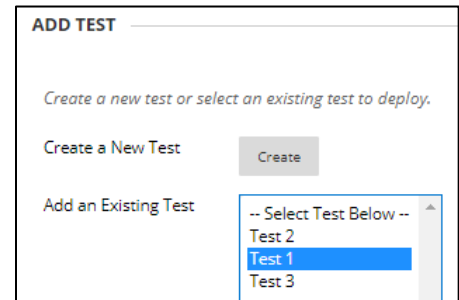
MAKING THE TEST AVAILABLE

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.

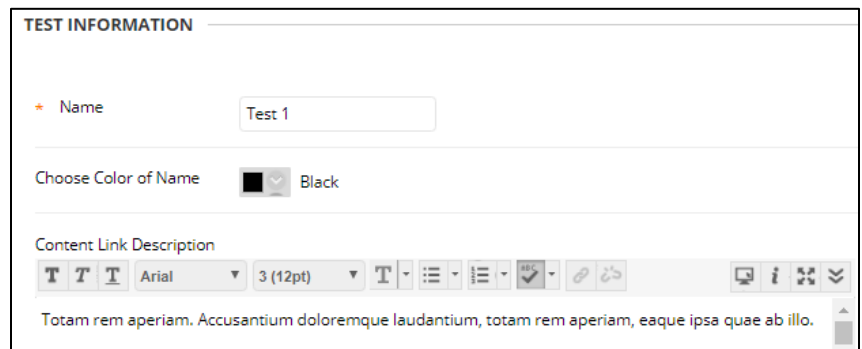
1. When in the course, navigate to the location where you would like to add the link to your test. In this Content Area or Content Folder, roll your mouse over the **ASSESSMENTS** button and select **TEST** from the drop-down menu.



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. Review the settings listed under **TEST INFORMATION**.



4. 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](#).

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 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 Last Graded Attempt

Force Completion

Set Timer

Minutes

Auto-Submit

OFF ON

Display After

Display Until

5. Next, scroll down to the optional **TEST AVAILABILITY EXCEPTIONS¹** 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 may adjust a test's availability options for the specific student.

Click "Add User or Group" to select a student, then use the tools to configure test settings for the student.

TEST AVAILABILITY EXCEPTIONS

NAME	ATTEMPTS	TIMER	AVAILABILITY
Annie Asterisk	Single Attempt	<input checked="" type="checkbox"/> 120 <input type="checkbox"/> Auto Submit	After: 05/31/2018 12:00 AM Until: 06/15/2018 11:59 PM <input type="button" value="x"/>

¹ More information about Test Availability Exceptions is available [here](#). The exceptions will override the general availability settings of the test for the chosen student/s.

- 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 ⓘ	SCORE PER QUESTION ⓘ	ANSWERS ⓘ	FEEDBACK ⓘ	SHOW INCORRECT QUESTIONS ⓘ
After Submission ▼	<input checked="" type="checkbox"/>	<input type="checkbox"/> All Answers <input type="checkbox"/> Correct <input checked="" type="checkbox"/> Submitted	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
After Attempts are graded ▼	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> All Answers <input checked="" type="checkbox"/> Correct <input checked="" type="checkbox"/> Submitted	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Test results and feedback will be available to students after all students enrolled into the course are graded.

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.

- 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.

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

An unavailable test (students can't access it yet).

Test 1 ▼

Availability: Item is not available. It will be available after Jun 1, 2018 12:00 AM.

Totam rem aperiam. Accusantium doloremque laudantium, totam rem aperiam, eaque ipsa quae ab illo.

A test that is available to students.

Test 1 ▼

Totam rem aperiam. Accusantium doloremque laudantium, totam rem aperiam, eaque ipsa quae ab illo.