

Making a Test Available to Students

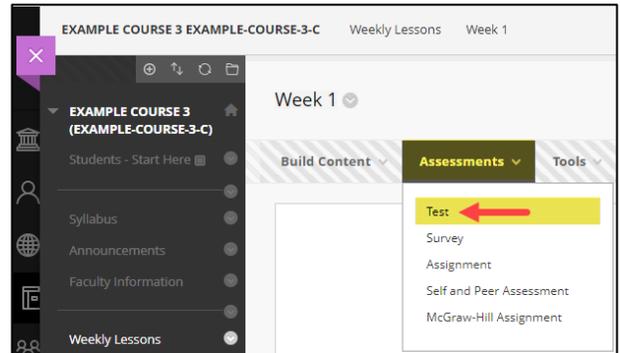


Blackboard

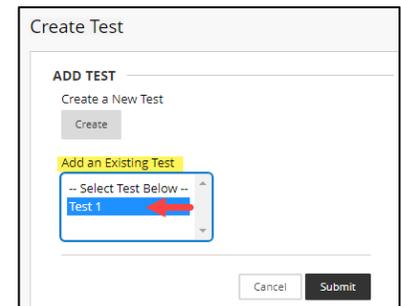
Once you have [created a Blackboard test](#), you can deploy it to your course's menu for students to access it. The deployed test will automatically become an item in your course's Grade Center. Students take the test online according to the test options settings you choose.

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. Roll your mouse over the **ASSESSMENTS** button and select **TEST**.



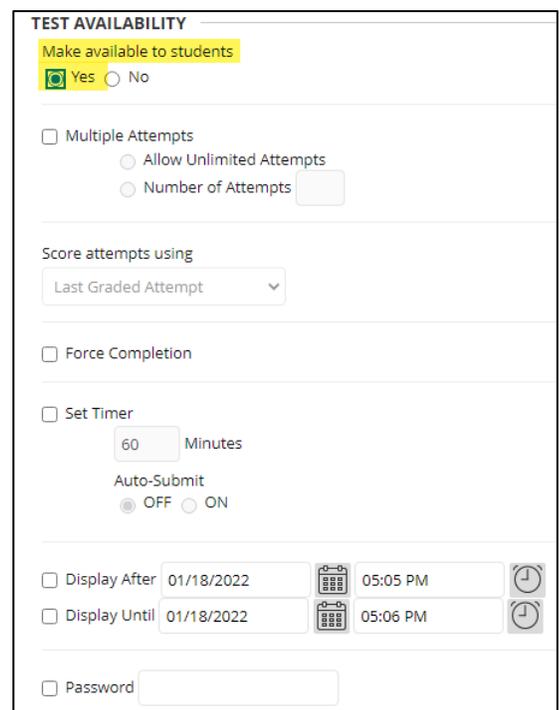
2. On the **CREATE TEST** page, scroll down to the **ADD AN EXISTING TEST** list. This list displays all your tests from your Tests, Surveys, and Pools area which are not deployed. Select the test that you want to deploy. Then, **CLICK** the **SUBMIT** button.



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. Please note:

- a. **Multiple Attempts** - By default students can complete a test one (1) time unless you equip **Multiple Attempts**.
- b. **Force Complete** – If selected, this requires students to complete a test in **one (1) timed sitting that auto-submits at the end of the timer's count-down**. Set Timer and Auto-Submit turn on if you select Force Complete. If a student has a technical problem, they cannot resume the test unless you [clear the attempt](#).
- c. To make a test available during a specific timeframe, use the **Display After** and **Display Until** settings.



- Next, scroll down to the optional **TEST AVAILABILITY EXCEPTIONS** area. An exception overrides the test’s general availability settings for a specific student. 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 on a different date, create an exception.

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

TEST AVAILABILITY EXCEPTIONS

Add User or Group Remove All Exceptions

NAME	ATTEMPTS	TIMER	AVAILABILITY
Annie Asterisk	Multiple Attempts 2	<input checked="" type="checkbox"/> 120 <input checked="" type="checkbox"/> Auto Submit	<input checked="" type="checkbox"/> After: 01/16/2022 12:00 AM <input checked="" type="checkbox"/> Until: 01/28/2022 11:59 PM

- 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.

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.

SHOW TEST RESULTS AND FEEDBACK TO STUDENTS

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 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"/>

- 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.