

## Setting Test Options in Blackboard

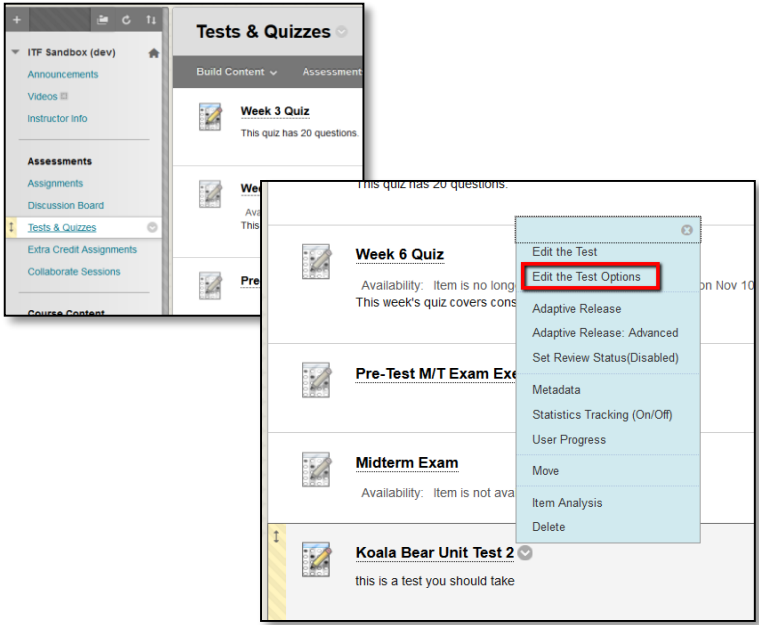
In Blackboard Tests, you can set many different Test Options relating to how/when students complete tests, what feedback they receive, and exceptions for individual students.

This guide

- Test availability (Step 2)
- Setting time limits, enable force completion and/or auto-submit (Step 3)
- How to set test exceptions for individual students or groups (Step 4)
- Setting a due date (Step 5)
- Setting rules for feedback to students (Step 7)
- Options for test presentation to students (Step 8)

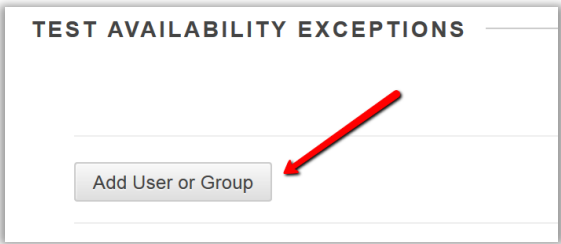
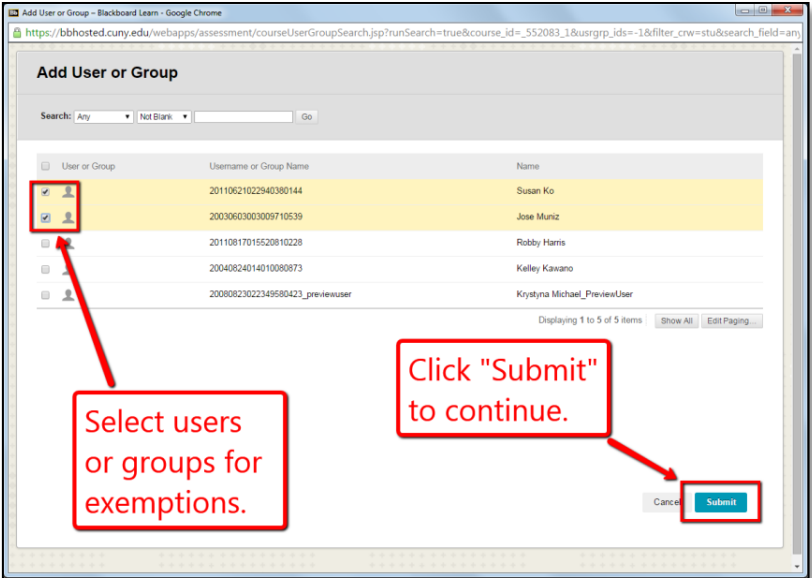
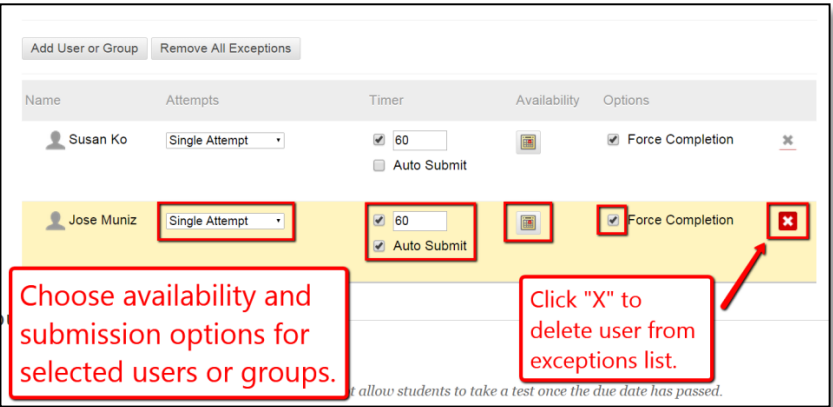
This guide assumes you have experience creating and deploying tests. For help with creating tests, see our [Quick Guide for Tests, Surveys and Pools](#) on our website.

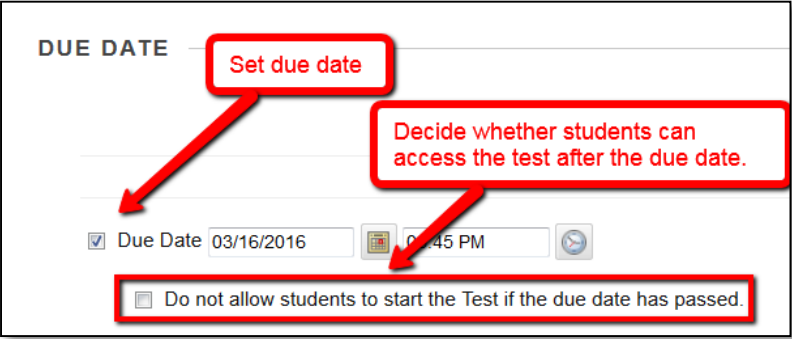
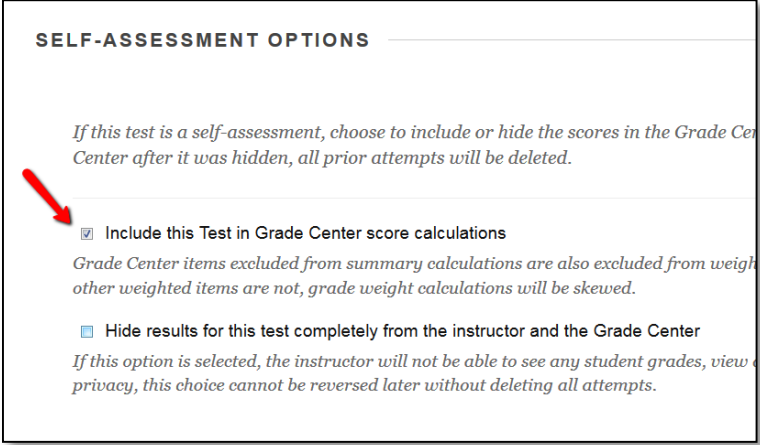
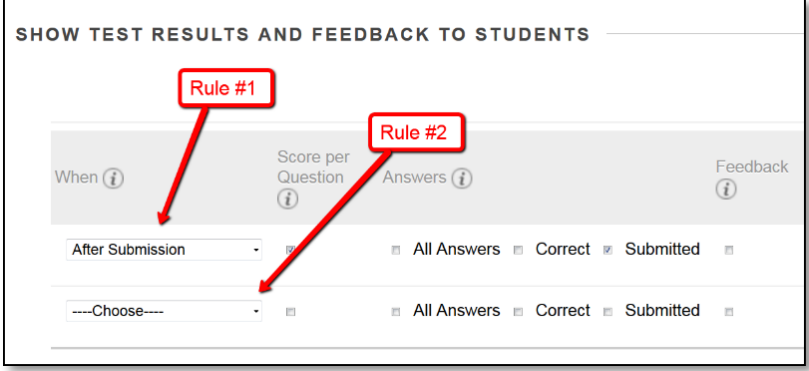
For more help on these options, check out the [Blackboard Instructor's Help site](#).

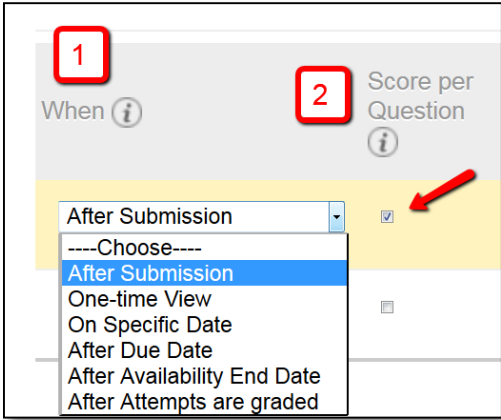
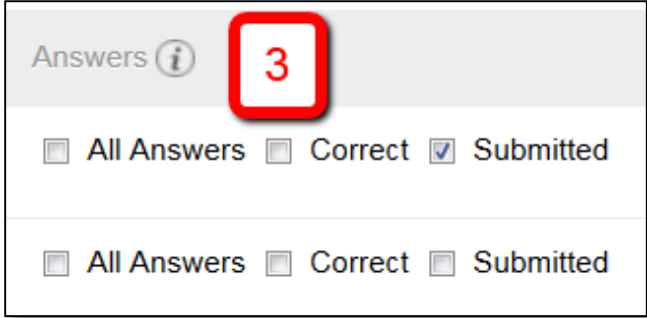
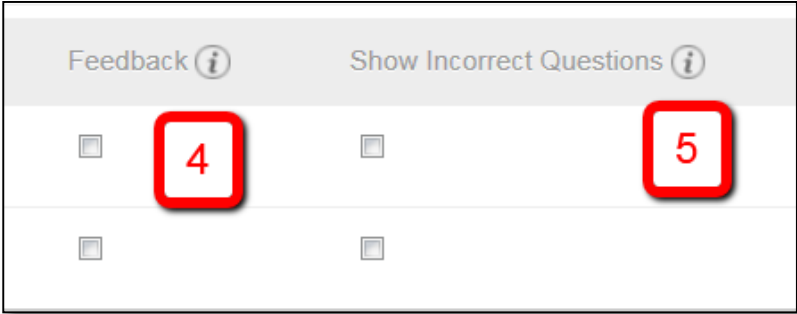
Step Number and Description	Screenshot
<p><b>Step 1</b> <b>Access test options page</b></p> <p>To access the page with test options, go to the content area where your test is deployed.</p> <p>Click the downward arrow next to the test's name and select "Edit Test Options."</p>	 <p>The screenshot shows the Blackboard interface for 'Tests &amp; Quizzes'. On the left is a navigation sidebar with 'Tests &amp; Quizzes' selected. The main content area lists several tests: 'Week 3 Quiz', 'Week 6 Quiz', 'Pre-Test M/T Exam Exe', 'Midterm Exam', and 'Koala Bear Unit Test 2'. A dropdown menu is open for 'Week 6 Quiz', with 'Edit the Test Options' highlighted in a red box. Other menu items include 'Edit the Test', 'Adaptive Release', 'Adaptive Release: Advanced', 'Set Review Status(Disabled)', 'Metadata', 'Statistics Tracking (On/Off)', 'User Progress', 'Move', 'Item Analysis', and 'Delete'.</p>

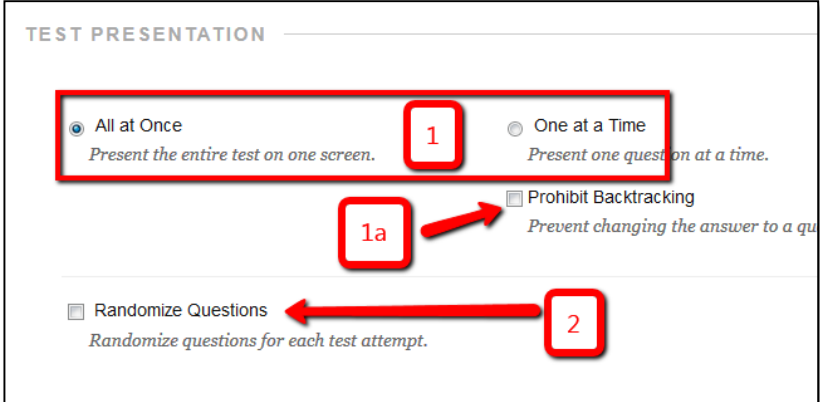


Step Number and Description	Screenshot
<p style="text-align: center;"><b>Step 3</b> <b>Number of Attempts, Force Completion, Set Timer</b></p> <p>1. <b>Multiple Attempts:</b> You can set the number of times a student can take the test, and how multiple attempts will be graded; i.e. choose to count their highest, their lowest, their first, or their last grade, or the average grade for all of their attempts.</p> <p>2. <b>Force Completion:</b> Decide if students must complete the test in one sitting. Force completion means that if students accidentally close their browsers, leave the test or survey page, or lose power or their internet connections, they cannot continue. If you have not checked Multiple Attempts, they must contact you to allow them to start over with a new attempt.</p> <p>3. <b>Set Timer:</b> Tick "Set Timer" if the test will be timed, and fill in the number of minutes students will be allotted. If Auto-Submit is off, students can keep going after time is up, and you will see that they submitted the test after the timer expired and you can decide whether to adjust their grade. The advantage of this option is that if a student has technical difficulties, they can complete the test. If "Auto-Submit" is on, the test will save and close automatically when the time is up.</p>	<div style="border: 1px solid black; padding: 10px;"> <p style="text-align: center;"><b>TEST AVAILABILITY</b></p> <p>Make the link available <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <hr/> <p>Add a new announcement for this test <input type="radio"/> Yes <input checked="" type="radio"/> No An announcement was created on 11/17</p> <hr/> <div style="border: 2px solid red; padding: 5px; margin-bottom: 10px;"> <input checked="" type="checkbox"/> Multiple Attempts           <ul style="list-style-type: none"> <li><input type="radio"/> Allow Unlimited Attempts</li> <li><input checked="" type="radio"/> Number of Attempts <input type="text" value="3"/></li> </ul> </div> <div style="border: 2px solid red; padding: 5px; margin-bottom: 10px;"> <input checked="" type="checkbox"/> Force Completion Once started, this test must be completed in one sitting.         </div> <div style="border: 2px solid red; padding: 5px; margin-bottom: 10px;"> <input checked="" type="checkbox"/> Set Timer Set expected completion time. Selecting this option also records completion time for           <p>60 Minutes</p> <p>Auto-Submit <input type="radio"/> OFF <input checked="" type="radio"/> ON</p> <p><b>OFF:</b> The user is given the option to continue after time expires. <b>ON:</b> Test will save and submit automatically when time expires.</p> </div> <hr/> <p><input checked="" type="checkbox"/> Display After 11/17/2015 04:38 PM <i>Enter dates as mm/dd/yyyy. Time may be entered in any increment.</i></p> <p><input checked="" type="checkbox"/> Display Until 11/24/2015 04:39 PM <i>Enter dates as mm/dd/yyyy. Time may be entered in any increment.</i></p> </div> <p><b>Note:</b> Forced completion means that the test must be completed in one browser session, whether there is a time limit or not. Auto-submit means the test will automatically save and close at the end of the time limit.</p> <p>If Force Completion is OFF and Auto-Submit is ON, students can close the test and come back to it, <i>as long as they are within the time limit.</i></p> <p>If Force Completion is ON and Auto-Submit is OFF, they can work on the test as long as they want to <i>as long as they never close the browser window or lose their internet connection.</i></p>

Step Number and Description	Screenshot
<p><b>Step 4</b> <b>Test Availability Exceptions</b></p> <p>Occasionally, you might want to grant exceptions for various test settings (e.g. extra time, or more attempts) to individual or groups of students; e.g. to those requiring accommodations while taking tests.</p> <p>To grant exceptions, click “Add User or Group” under “Test Availability Exceptions”.</p> <p>In the window that opens, tick the boxes next to the students or group for whom you like to make exceptions and click “Submit.”</p> <p>Back on the main page, choose the settings – such as number of attempts, time limit, or force completion, for each user in their respective fields. The settings available for customization are determined by the settings for the test generally. (If there is no time limit, you cannot set a time limit for an individual student, for example.)</p> <p>To delete a user or group from the exceptions list, click the red “X” all the way to the right.</p>	  

Step Number and Description	Screenshot
<p><b>Step 5</b> <b>Set a due date</b></p> <p>Set a due date if you'd like (which will be automatically put on the course calendar as well).</p> <p>You can also check the option preventing students from taking the test after the due date.</p>	
<p><b>Step 6</b> <b>Optional: Set self-assessment options</b></p> <p>If this test is a formative evaluation or student self-assessment, you can exclude the test results from total or weighted total calculations, and hide the results from the Grade Center so only the students can see their results.</p>	
<p><b>Step 7</b> <b>Set Feedback Options</b></p> <p>Blackboard allows you to set up to two rules for test feedback to students. For example, you might want students to see only their overall score immediately after they complete the test, and to review the whole test along with feedback for each question after all students' tests are graded.</p>	

Step Number and Description	Screenshot
<p><b><u>Step 7 cont'd.</u></b></p> <p>For each rule, set the following:</p> <ol style="list-style-type: none"> <li>1. Choose an option for when students will see feedback from the drop-down menu.</li> <li>2. Decide if you will allow students to see their scores for each question. If not, untick "Score per Question", and they will just see their overall score.</li> <li>3. Indicate which answers students will be able to see (this is pertinent for multiple choice and multiple answer question types). You can show them all the possible answers for the questions, only the correct answer, or only the answer they selected. You can also combine these selections (ex., All Answers with Correct answers indicated).</li> <li>4. If you have created feedback for correct and incorrect responses when you created test questions, tick the Feedback box to show it to students.</li> <li>5. Indicate whether you want students to only see the questions they answered incorrectly, instead of all of the test questions.</li> </ol> <p>Repeat these steps to set a second feedback rule if you'd like.</p>	 <p>"One-time View" means students can view their results once, any time after they have completed the test. "After Submission" means that students see their results as soon as they submit their individual test.</p>   <p>Note that <b>you can change these settings retroactively</b>, and students will see the new options, except for rules you set as "One-time View". In that case, for students to be able to view the test again, you will have to reset this to "After Submission".</p>

Step Number and Description	Screenshot
<p style="text-align: center;"><b>Step 8</b></p> <p><b>Test Presentation to Students</b></p> <p>1. Select if you can present all the test questions to students at the same time, or you can present questions one at a time.</p> <p>1a. If you present questions one at a time, you can choose to let students backtrack or not.</p> <p>2. You can have Blackboard randomize the order in which questions are presented, by ticking that box. <b>Note:</b> If you have test questions that refer to other questions, you should not randomize the order of questions.</p> <p>When you have set all the test options, click <b>Submit</b>.</p>	 <p>The screenshot displays the 'TEST PRESENTATION' configuration screen. It features three radio button options: 'All at Once' (selected), 'One at a Time', and 'Prohibit Backtracking'. Below these are two checkboxes: 'Randomize Questions' and 'Prohibit Backtracking'. Red annotations highlight key settings: a box labeled '1' encloses the 'All at Once' and 'One at a Time' options; a box labeled '1a' is placed between the radio buttons with an arrow pointing to the 'Prohibit Backtracking' checkbox; and a box labeled '2' is around the 'Randomize Questions' checkbox with an arrow pointing to it.</p>