

Setting Test Options in Blackboard

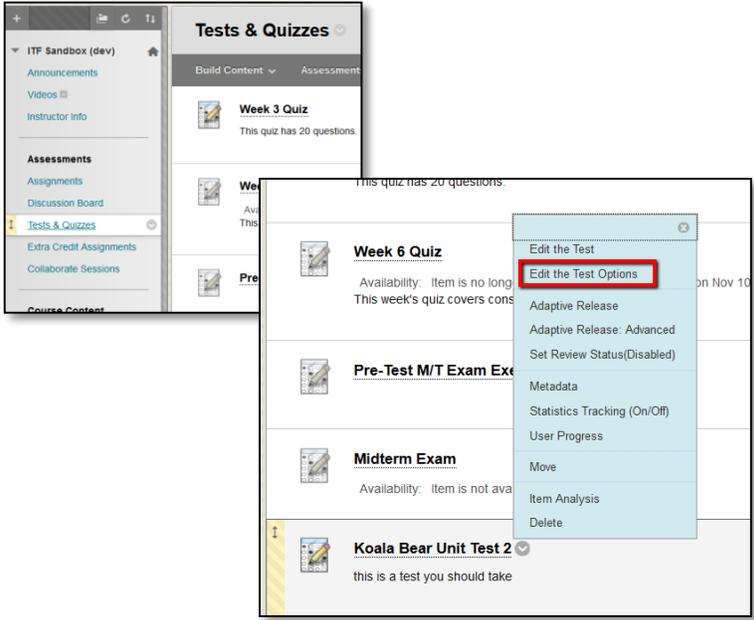
In Blackboard Tests, you can set many different Test Options relating to how/when students complete tests, what feedback they receive, and exceptions for individual students.

This guide

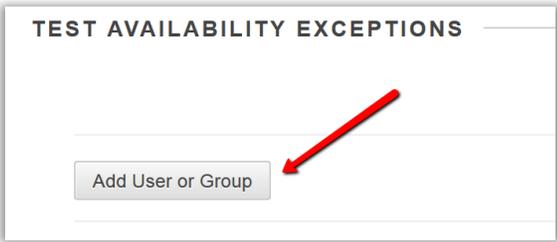
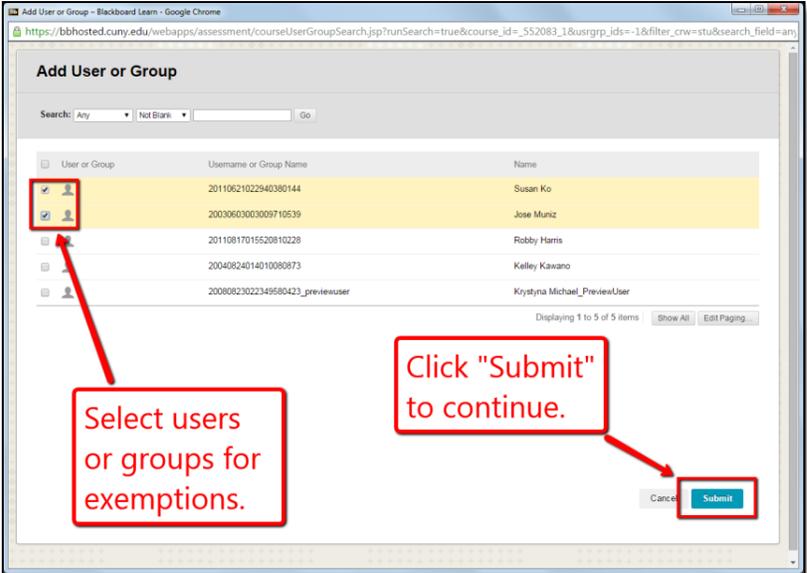
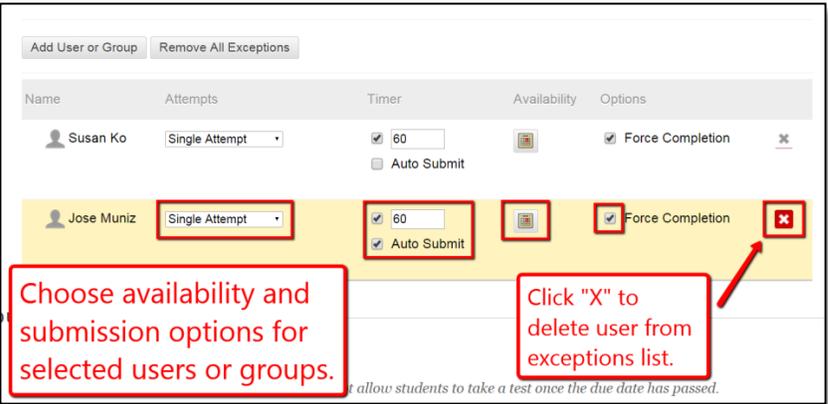
- Test availability (Step 2)
- Setting time limits, enable force completion and/or auto-submit (Step 3)
- How to set test exceptions for individual students or groups (Step 4)
- Setting a due date (Step 5)
- Setting rules for feedback to students (Step 7)
- Options for test presentation to students (Step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

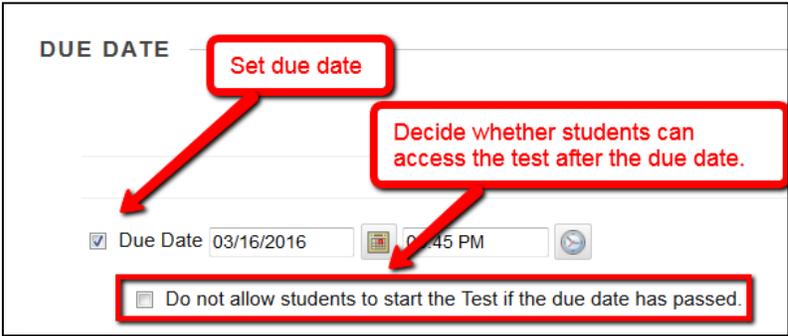
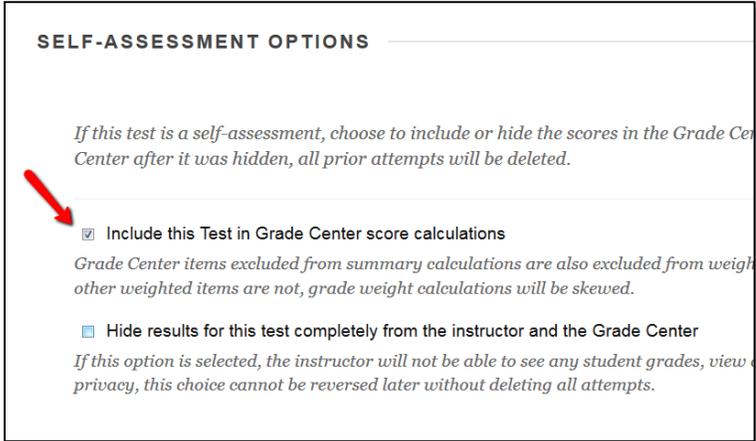
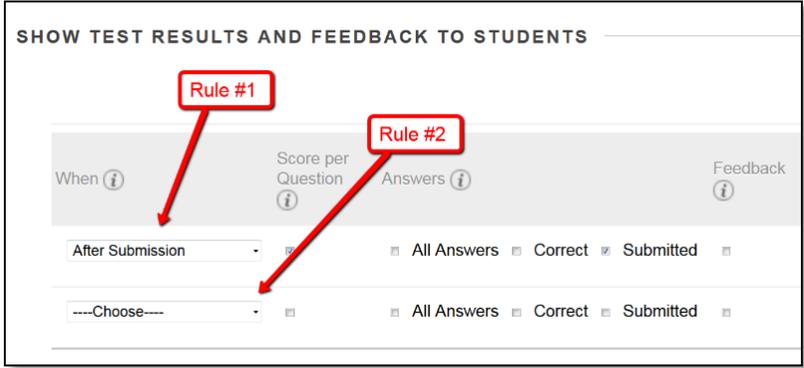
This guide assumes you have experience creating and deploying tests. For help with creating tests, see our [Quick Guide for Tests, Surveys and Pools](#) on our website.

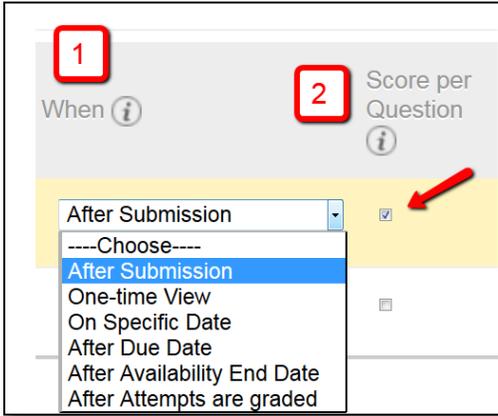
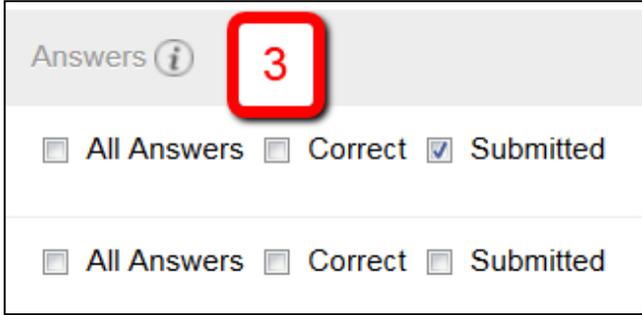
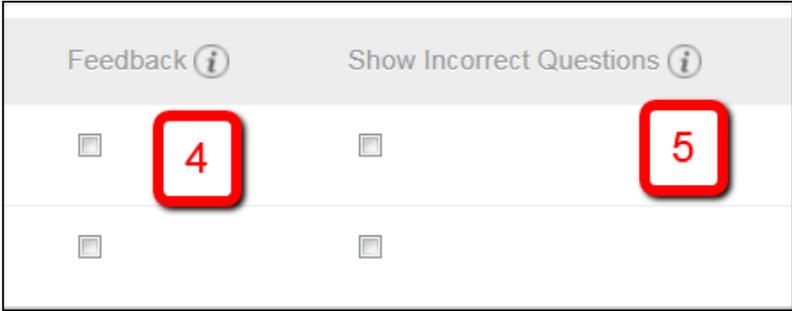
For more help on these options, check out the [Blackboard Instructor's Help site](#).

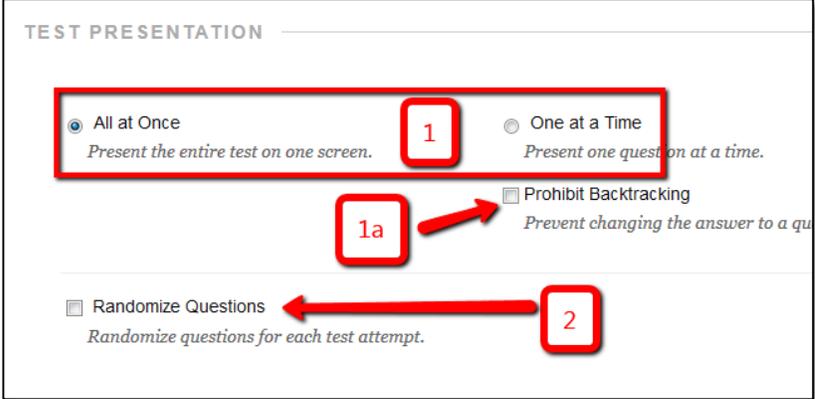
Step Number and Description	Screenshot
<p>Step 1 Access test options page</p> <p>To access the page with test options, go to the content area where your test is deployed.</p> <p>Click the downward arrow next to the test's name and select "Edit Test Options."</p>	 <p>The screenshot shows the Blackboard 'Tests & Quizzes' page. On the left, a sidebar menu has 'Tests & 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 'Koala Bear Unit Test 2', with 'Edit the Test Options' highlighted in a red box. Other options in the menu 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;">Step 3 Number of Attempts, Force Completion, Set Timer</p> <p>1. Multiple Attempts: 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. Force Completion: 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. Set Timer: 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>	<p>TEST AVAILABILITY</p> <p>Make the link available <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <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> <p><input checked="" type="checkbox"/> Multiple Attempts <input type="radio"/> Allow Unlimited Attempts <input checked="" type="radio"/> Number of Attempts 3</p> <p>Score attempts using Highest Grade</p> <p><input checked="" type="checkbox"/> Force Completion Once started, this test must be completed in one sitting.</p> <p><input checked="" type="checkbox"/> Set Timer Set expected completion time. Selecting this option also records completion time for</p> <p>60 Minutes Auto-Submit <input type="radio"/> OFF <input checked="" type="radio"/> ON OFF: The user is given the option to continue after time expires. ON: Test will save and submit automatically when time expires.</p> <p><input checked="" type="checkbox"/> Display After 11/17/2015 04:38 PM Enter dates as mm/dd/yyyy. Time may be entered in any increment.</p> <p><input checked="" type="checkbox"/> Display Until 11/24/2015 04:39 PM Enter dates as mm/dd/yyyy. Time may be entered in any increment.</p> <p>Note: 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>Step 4 Test Availability Exceptions</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>Step 5 Set a due date</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>DUE DATE</p> <p>Set due date</p> <p>Decide whether students can access the test after the due date.</p> <p><input checked="" type="checkbox"/> Due Date 03/16/2016 09:45 PM</p> <p><input checked="" type="checkbox"/> Do not allow students to start the Test if the due date has passed.</p>												
<p>Step 6 Optional: Set self-assessment options</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>SELF-ASSESSMENT OPTIONS</p> <p><i>If this test is a self-assessment, choose to include or hide the scores in the Grade Center after it was hidden, all prior attempts will be deleted.</i></p> <p><input checked="" type="checkbox"/> Include this Test in Grade Center score calculations</p> <p><i>Grade Center items excluded from summary calculations are also excluded from weighted other weighted items are not, grade weight calculations will be skewed.</i></p> <p><input type="checkbox"/> Hide results for this test completely from the instructor and the Grade Center</p> <p><i>If this option is selected, the instructor will not be able to see any student grades, view privacy, this choice cannot be reversed later without deleting all attempts.</i></p>												
<p>Step 7 Set Feedback Options</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>	 <p>SHOW TEST RESULTS AND FEEDBACK TO STUDENTS</p> <p>Rule #1</p> <p>Rule #2</p> <table border="1"> <thead> <tr> <th>When</th> <th>Score per Question</th> <th>Answers</th> <th>Feedback</th> </tr> </thead> <tbody> <tr> <td>After Submission</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/> All Answers <input type="checkbox"/> Correct <input checked="" type="checkbox"/> Submitted <input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>---Choose---</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/> All Answers <input type="checkbox"/> Correct <input type="checkbox"/> Submitted <input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </tbody> </table>	When	Score per Question	Answers	Feedback	After Submission	<input 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"/>
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<p><u>Step 7 cont'd.</u></p> <p>For each rule, set the following:</p> <ol style="list-style-type: none"> 1. Choose an option for when students will see feedback from the drop-down menu. 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. 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). 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. 5. Indicate whether you want students to only see the questions they answered incorrectly, instead of all of the test questions. <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 you can change these settings retroactively, 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>

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<p style="text-align: center;">Step 8</p> <p>Test Presentation to Students</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. Note: 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 Submit.</p>	 <p>The screenshot displays the 'TEST PRESENTATION' configuration screen. It features three radio buttons for question presentation: 'All at Once' (selected), 'One at a Time', and 'Prohibit Backtracking'. Below these are two checkboxes: 'Randomize Questions' and 'Prohibit Backtracking'. Red annotations include: a box labeled '1' around the 'All at Once' radio button and its description; a box labeled '1a' around the 'Prohibit Backtracking' checkbox, with an arrow pointing to it from the 'One at a Time' radio button; and a box labeled '2' around the 'Randomize Questions' checkbox, with an arrow pointing to it from the 'Randomize Questions' text.</p>