

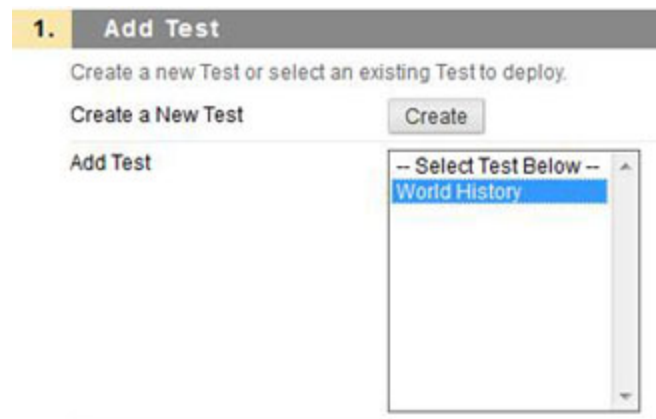
# Deploy Test

## Introduction

This handout makes the assumption that a test has already been created and resides in the Test area of Test, Surveys, and Pools under Course Tools.

## Deploy test

1. In the Content Area where the test is to be displayed to students, click Create Assessment and then select Test.
2. In the text field next to Add Test, select the test and then click Submit (see image below).  
Note: at this point, Blackboard automatically creates a Grade Center column for the test.



## Test options

In the Test Options window, fill out the following sections:

1. Test Information - test name (already set) and description (displays with the link to the test).
2. Test Availability - follow the instructions in the image below.

**2. Test Availability**

Make the Link Available  Yes  No **For test to be available, must be set to Yes whether or not *Display After* or *Display Until* are set.**

Add a New Announcement for this Test  Yes  No **If set to Yes, creates announcement immediately.**

Multiple Attempts **If Multiple Attempts is selected, must modify the Test's column in the Grade Center and select which attempt will display. Data for all student attempts are visible under Grade Details for each student.**  
 Allow Unlimited Attempts  
 Number of Attempts

Force Completion **If selected, a student locked out of the test, must have the instructor reset the Attempt before the student can re-enter.**  
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.  
Hours  Minutes  **If set, a timer displays to students during the test. If Auto-Submit is off, Blackboard still records the amount of time (including excessive time) each student took.**

Auto-Submit  
OFF: The user is given the option to continue after time expires.  
ON: Test will save and submit automatically when time expires.  
 OFF  ON

Display After    **Be sure to check the *Display After* and *Display Until* boxes if a date/time range is to be set.**  
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until    **NOTE: Make the Link Available (first item above) must be set to Yes or test will not display to students even if it is within the date/time range set.**  
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Password  
Require a password to access this Test. **The password feature is used mostly in proctored situations.**  
Password

3. Due Date - optional.
4. Self-assessment options

**4. Self-assessment Options**

Include this Test in Grade Center Score Calculations **Most commonly used option.**  
Grade Center items excluded from summary calculations are also excluded from weighting. Also note that if some weighted items are included in calculations and other weighted items are not, grade weight calculations will be skewed.

Hide Results for this Test Completely from Instructor and the Grade Center **WARNING: When this option is chosen, student results will never be available and once chosen, this option cannot be reversed.**  
If this option is checked, the instructor will not be able to see any student grades, view answers, aggregate results, or download result details. To protect student privacy, this choice cannot be reversed later without deleting all attempts.

## 5. Test Feedback

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Select the Type of Feedback Displayed Upon Completion

- Score **Score displays to students.**
- Submitted Answers **Student-submitted answers display.**
- Correct Answers **Correct answers to questions display.**
- Feedback **Instructor-provided feedback displays.**

## 6. Test Presentation

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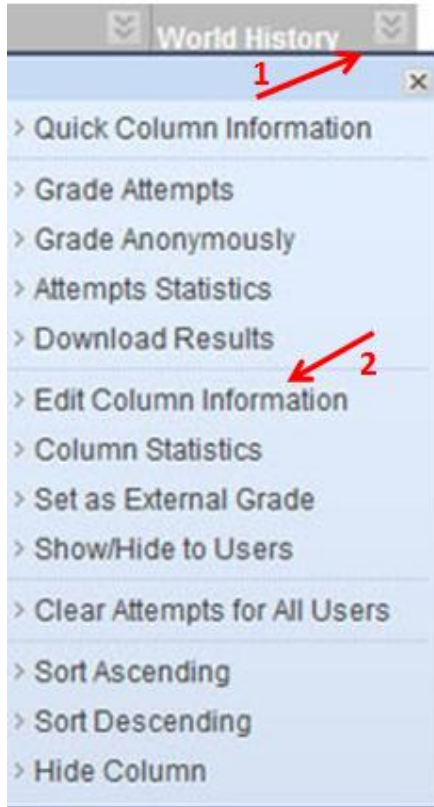
Presentation Mode

- All at Once **Most commonly used option.**  
Present the entire Test on one screen.
- One at a Time **More difficult to copy and share the test; makes taking the test more difficult.**  
Present one question at a time.
- Prohibit Backtracking **Not commonly used.**  
Prevent changing the answer to a question that has already been submitted.
- Randomize Questions **Makes cheating somewhat more difficult.**  
Randomize questions for each Test attempt.

## 7. Click Submit.

### Set choice for Multiple Attempts in Grade Center

If Multiple Attempts is selected in the Test Availability section above, it is necessary to state which attempt will be used as the student grade in the Grade Center. Follow the steps for the World History test in the images below then click Submit.



Primary Display  Grades must be entered using the sel

Secondary Display  This display option is shown in the Gri

Score attempts using  Grade of Last Attempt  
Grade of Last Attempt  
Highest Grade  
Lowest Grade  
Grade of First Attempt  
Average of Attempt Grades

Category

\* Points Possible

Associated Rubrics

