

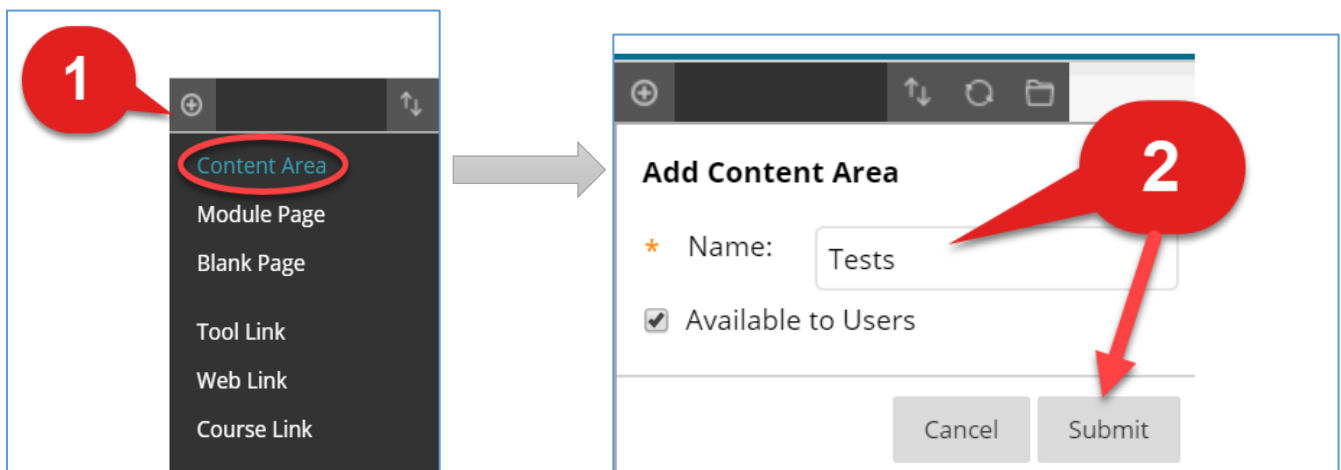


Deploy a Test in Blackboard

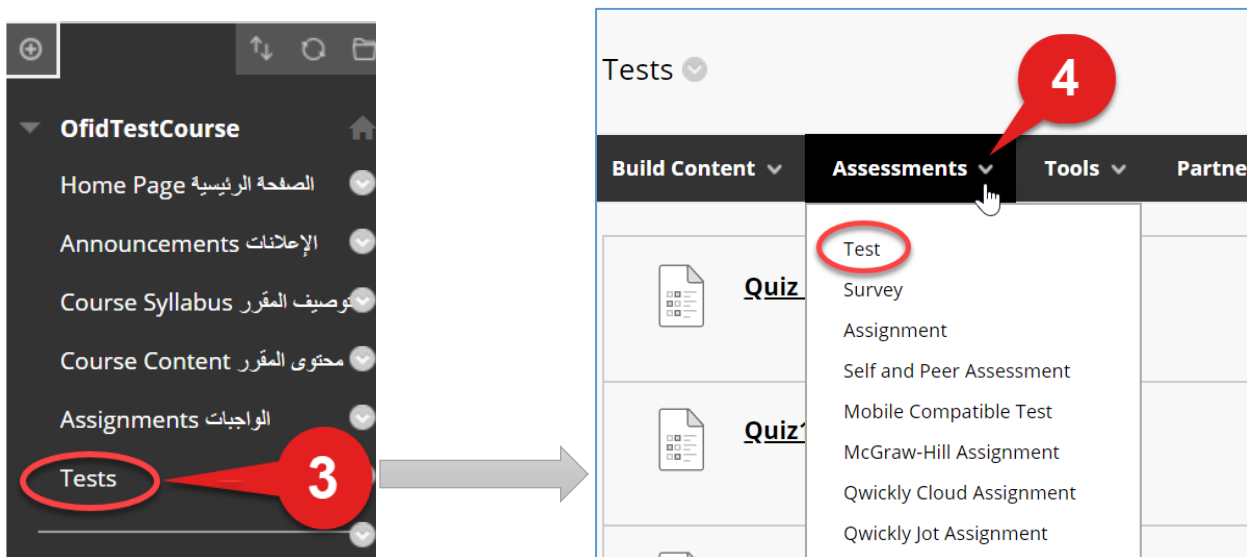
This instructional tutorial demonstrates how you can deploy a test that you have already created. The test must be deployed to a content area (e.g. Tests) in order for students to be able to access it.

To add a content area especially for tests to the course menu, and deploy the test to it:

- 1- Click the “+” on the top left of the course menu and select “**Content Area**”
 - 2- Write the name of the new content area (e. g. **Tests**), and click “**Submit**”.
- The content area “Tests” will be added to the course menu.



- 3- Click on the “**Tests**” content area on the course menu to open it.
- 4- In the Tests content area, click on “**Assessments**” and then select “**Test**”.



- 5- In the “Create Test” window, and within the “Add Existing Test” menu, select the **test/quiz name** that you want to deploy.
- 6- Click “**Submit**”.

Create Test
After you create a test, the next step is to deploy it. First, you add the test to a content area, folder, learning module, or lesson plan. Then, you make the test available to students. [More Help](#)

ADD TEST

Create a new test, or select an existing test to deploy.

Create a New Test

Add an Existing Test

-- Select Test Below --
Quiz 1

Click **Submit** to add this test. Click **Cancel** to quit.

Test Options

The test options screen allows you to set up how the test will appear to students and how you want to control the test environment.

- 1- In the “**Test Information**” section, make sure you have a correct **Name** for the test. You can set other optional settings.

TEST INFORMATION

* Name

Choose Color of Name

Content Link Description
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

This quiz will cover unit 1. it contains multiple choice and True/False Questiones.

Path: p

Test Description

☒ Show test description to students before they begin the test.

Test Instructions

☒ Show Instructions to students before they begin the test.

Open test in new window ☒ Yes ☐ No

- 2- In the **“Test Availability section”**, make sure you set the test availability. If you set it to **“Yes”**, make sure you select the date **“Display After and Display Until date and time”** to determine when the test will be open to students.
- 3- **Multiple Attempts**: Do not allow multiple attempts for an exam.
- 4- **Force Completion**: Do not check this option. Checking this option will not allow the students to re-open the exam if the browser closed or if they got disconnected for any technical reason.
- 5- **Set Timer**: Set a timer for the exam and set auto-submit to **“On”**. This will limit the exam time for the students and submit their answers automatically at the end.
- 6- **Password**: if you are conducting the exam remotely, then this option is not important. Also, if you are requesting the use of Respondus LockDown Browser (RLB), do not alter the password here. It will be set in the RLB options. *See Respondus LockDown Browser Tutorial.*

TEST AVAILABILITY

Make available to students ☒ Yes ☐ No

Add a new announcement for ☒ Yes ☐ No this test

☐ Multiple Attempts

- ☐ Allow Unlimited Attempts
- ☐ Number of Attempts

Score attempts using Last Graded Attempt

☐ Force Completion
Once started, this test must be completed in one sitting.

5 ☒ Set Timer
Set expected completion time. This option also records completion time option before they begin the test.

Minutes

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

☒ Display After
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

☒ Display Until
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

☐ Password
Require a password to access this test.

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- 7- Keep the **Test Availability Exceptions, Due Date**, and **Self-Assessment options** at the default settings.

TEST AVAILABILITY EXCEPTIONS

*Click **Add User or Group** to search for course users and groups to add to the exceptions. If you choose to use groups, you must make the group unavailable if you are not the group owner.*

Add User or Group

DUE DATE

Set the date the assessment is due. Optionally, do not allow students to take a test after the due date.

*Submissions are accepted after this date, but are marked **Late**.*

☐ Due Date
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

☐ Do not allow students to start the Test if the due date has passed.
Students will be unable to start the Test if this option is selected.

SELF-ASSESSMENT OPTIONS

If this test is a self-assessment, choose to include or hide the scores in the Grade Center.

☒ Include this Test in Grade Center score calculations
Grade Center items excluded from summary calculations are also excluded from weighted items are not, grade weight calculations will be skewed.

☐ Hide results for this test completely from the instructor and the Grade Center
If this option is selected, the instructor will not be able to see any student grades, and this choice cannot be reversed later without deleting all attempts.

In the “**Show test results and feedback to students**” you can choose what you want to display to the students and when.

- 8- We recommend that you **uncheck all**, so the student will only get the overall score of the exam. This way, they cannot view the exam paper after submission.

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 <i>i</i>	SCORE PER QUESTION <i>i</i>	ANSWERS <i>i</i>	FEEDBACK <i>i</i>	SHOW INCORRECT QUESTIONS <i>i</i>
After Submission ▼	<input type="checkbox"/>	<input type="checkbox"/> All Answers <input type="checkbox"/> Correct <input 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"/>

- 9- Alternatively, you can **uncheck all** for the first option “**after submission**”, and **check** what you would like to display to the students afterwards, **on a specific date** for example.

SHOW TEST RESULTS AND FEEDBACK TO STUDENTS

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WHEN <i>i</i>	SCORE PER QUESTION <i>i</i>	ANSWERS <i>i</i>	FEEDBACK <i>i</i>	SHOW INCORRECT QUESTIONS <i>i</i>
After Submission ▼	<input type="checkbox"/>	<input type="checkbox"/> All Answers <input type="checkbox"/> Correct <input type="checkbox"/> Submitted	<input type="checkbox"/>	<input type="checkbox"/>
On Specific Date ▼	<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"/>
03/31/2020 				
08:00 AM 				

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

In the “**Test Presentation**” section, you can choose how you want the test to be displayed to students. You are free to choose what you see suitable to your exam and students.

10- **All at Once**: All questions will be displayed in one page.

11- **One at a Time**: one question will be displayed at a time.

12- **Prohibit Backtracking**: this option will not allow the students to go back to the questions that they have answered.

13- **Randomize Questions**: Display questions in a random order for each student (recommended).

14- Click “**Submit**”.

The screenshot shows a 'TEST PRESENTATION' configuration window. It contains four radio button options: 'All at Once' (selected), 'One at a Time', 'Prohibit Backtracking' (unchecked), and 'Randomize Questions' (checked). Each option has a descriptive subtext. At the bottom, there is a instruction line and two buttons: 'Cancel' and 'Submit'. Red callout bubbles with numbers 10 through 14 point to the 'All at Once' option, the 'One at a Time' option, the 'Prohibit Backtracking' option, the 'Randomize Questions' option, and the 'Submit' button, respectively.

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.

Click **Submit** to edit options for this test. Click **Cancel** to quit.

Cancel Submit

The test is now ready. You need to inform the students about the date and time of the exam and where can they find it in the course menu.