

Setting up Test Options

Blackboard provides multiple different options and settings for tests. This guide will show you how to modify an existing test's options.

1. Navigate to the test you'd like to modify. Click the **grey drop-down arrow**, then click on **Edit the Test Options** (Figure 1).

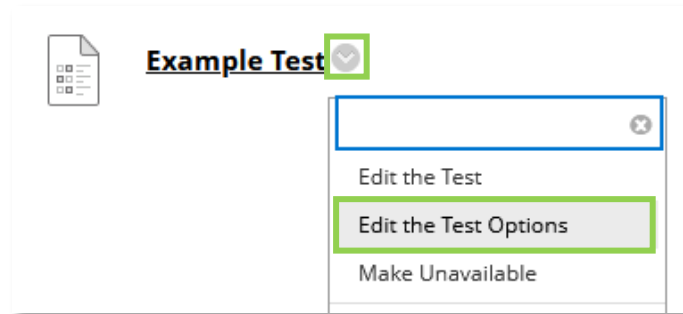


FIGURE 1

2. The **Test Options** screen will appear.
 - You can change the test description by typing under **Content Link Description** (Figure 2).

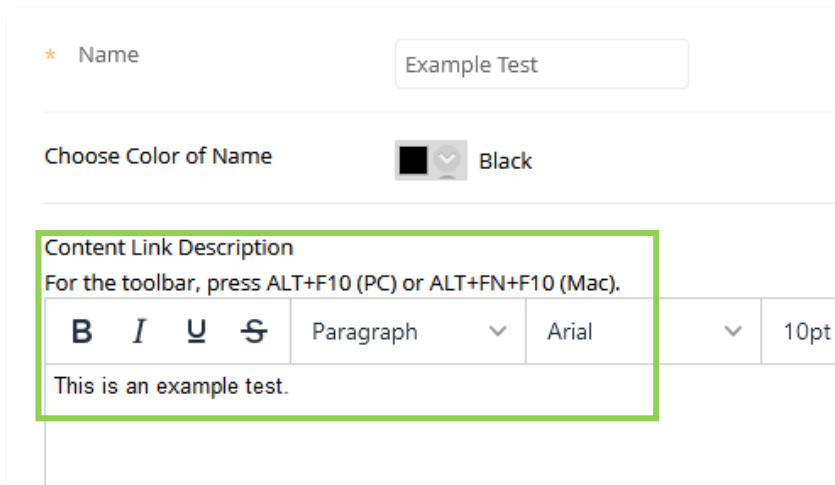


FIGURE 2

- If you have installed **Honorlock**, you can enable it by clicking the **Click to Enable** button (Figure 3). Check the [Honorlock](#) documentation on the Knowledgebase for more information.

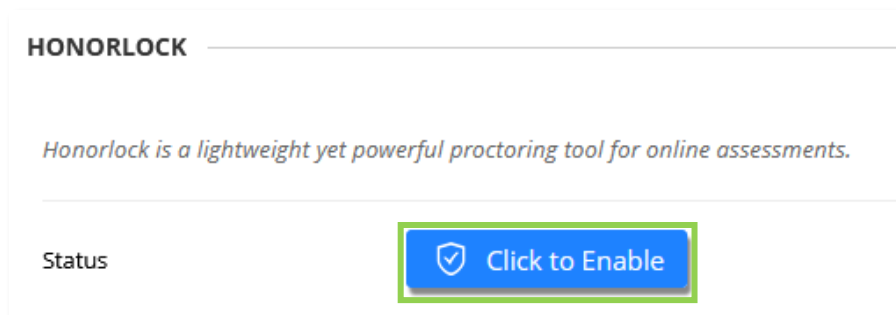


FIGURE 3



Setting up Test Options

- The **Test Availability** section allows you to set when your test will be visible by students, the number of attempts allowed, and more (Figure 4).
 - **Make available to students:** Sets whether students can see and take the test.
 - **Add a new announcement for this test:** Automatically creates a new announcement with test details when it is made available.
 - **Multiple Attempts:** Allows you to set the number of times students can take the test.
 - **Score attempts using:** Sets how the attempts should be scored.
 - **Last Graded Attempt:** The last attempt the student submitted will be scored.
 - **Highest Grade:** The highest grade the student receives on the test will be scored.
 - **Lowest Grade:** The lowest grade the student receives on the test will be scored.
 - **First Graded Attempt:** The first attempt the student submitted will be scored.
 - **Average of Graded Attempts:** An average of all attempts will be taken and scored.
 - **Force Completion:** Requires the student to complete the test in one sitting. If the student loses connection or closes the test, then it will be submitted, even if it hasn't been completed yet.

Note: This option is not recommended. If a student disconnects, even temporarily, then the test will be submitted before they are ready to submit it.
 - **Set Timer:** Sets the number of minutes a student is given to complete the test.
 - **Auto Submit:** If left off, the student will be told they are out of time, but they will be allowed to continue taking the test. If turned on, the test will be automatically submitted after the time runs out.
 - **Display After & Display Until:** Allows you to set the time the test is made available and the time the test is made unavailable.

Note: If you set a Display Until date, students may be unable to see their results after the date has passed.
 - **Password:** Allows a password to be set for the test. The test will prompt the student for the password before taking the test and will only allow students to begin if they input the correct password.

Setting up Test Options

TEST AVAILABILITY

Make available to students Yes No

Add a new announcement for this test Yes No

Multiple Attempts
 Allow Unlimited Attempts
 Number of Attempts

Score attempts using First Graded Attempt ▼

Force Completion
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.
 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.

FIGURE 4

- **Test Availability Exceptions** allows you to set an exception to the availability settings for students who need it. Please refer to [this document](#) to learn more about making exceptions.
- It is recommended that you set a **Due Date** so it will appear in the Blackboard calendar for students. By default, students can still take a test after the due date. Click on **Do not allow students to start the Test if the due date has passed** to prevent students from taking the test after the due date (Figure 5).



Setting up Test Options

DUE DATE

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

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

Due Date 07/30/2023 09:49 AM

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.

FIGURE 5

- The **Self-Assessment Options** section allows you to exclude scores from the Grade Center (Figure 6). You can also completely hide results from the instructor. Please note that this option will prevent you from seeing any test results.

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 weighting. 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, view answers without deleting all attempts.

FIGURE 6



Setting up Test Options

- The **Show Test Results and Feedback to Students** allows students to see feedback after they submit their test (Figure 7). You can decide when and how results are shown. There are six main settings options:
 - **Score per question (Automatically set by default):** Shows the overall test scores and the scores earned for each individual question.
Note: If you leave this default box checked, all the exam questions (but not the answer choices) will be available for the student to view after they submit their exam.
 - **All Answers:** Shows the questions and all answer choices.
 - **Correct:** Shows the questions and correct answers.
 - **Submitted:** Shows the questions and the answer choices selected by students.
 - **Feedback:** Shows the questions and any instructor feedback messages for each question.
 - **Show Incorrect Questions:** Shows the questions and the answer choices selected by students with an indication that the answer is incorrect.
 - Checking none of the boxes will show the overall test score only.

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 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"/>

FIGURE 7

- The **Test Presentation** options allow you to set whether all the questions can be seen at once, or if they can only be viewed one at a time (Figure 8). You can also prohibit backtracking. You may also set the order of questions to be randomized so they appear in a different order for each student taking the test.
Note: These options are useful to combat cheating.

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.

FIGURE 8

3. Once you are done setting up your test, click on **Submit**.