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).

2. The Test Options screen will appear.
   - You can change the test description by typing under Content Link Description (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.
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- 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.
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<table>
<thead>
<tr>
<th>TEST AVAILABILITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Make available to students</td>
</tr>
<tr>
<td>Add a new announcement for this test</td>
</tr>
<tr>
<td>Multiple Attempts</td>
</tr>
<tr>
<td>Allow Unlimited Attempts</td>
</tr>
<tr>
<td>Number of Attempts</td>
</tr>
<tr>
<td>Score attempts using</td>
</tr>
<tr>
<td>Force Completion</td>
</tr>
<tr>
<td>Set Timer</td>
</tr>
<tr>
<td>Auto-Submit</td>
</tr>
<tr>
<td>OFF: The user is given the option to continue after time expires. ON: Test will save and submit automatically when time expires</td>
</tr>
<tr>
<td>Display After</td>
</tr>
<tr>
<td>Display Until</td>
</tr>
</tbody>
</table>

**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).
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.
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- 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.

![](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.

![](Figure 8)

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