

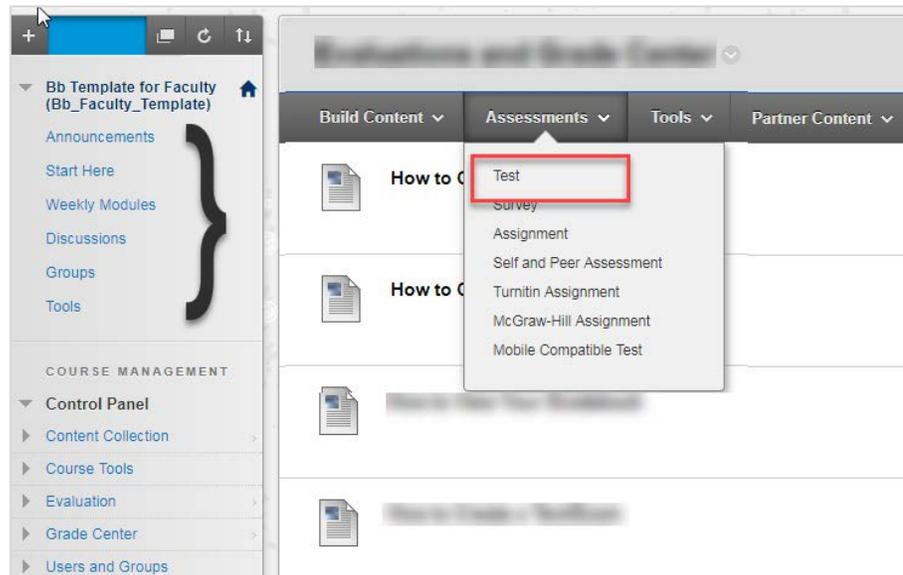
# BLACKBOARD - HOW TO MAKE AN EXAM AVAILABLE

Once you have created an exam, test, or quiz, you will need to make the exam available to the students.

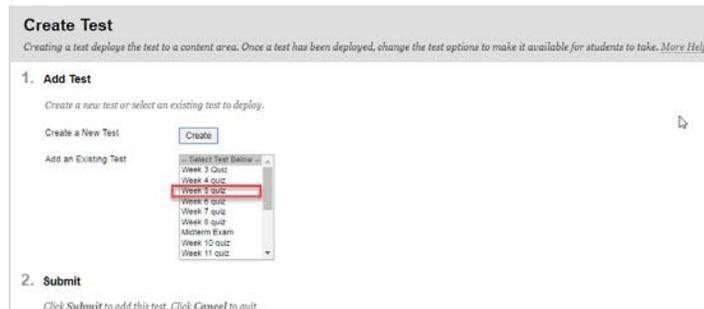
1. Once you have navigated to where you want to place the test, click the corresponding folder. For the purpose of training, we selected Weekly Modules.

**RECOMMENDATION: PLACE TEST WITHIN THE MODULES OR WEEK FOLDER.**

2. In the top drop-down menu, click on **Assessments**, and then **Test**.



3. In the **Create Test** window, select an **Existing Test** and click **Submit**.



## TEST OPTIONS PAGE

In the **Test Options** page, you control the instruction, availability, due dates, feedback, self-assessment and presentation of the test.

1. In **Test Information** section, you can provide a description and decide if you want the test to open in a new window.



2. In the **Test Availability**, you can do the following:

- a. **Make the Link Available**
- b. Add a new announcement for the test, when you make the test available
- c. **Multiple Attempts** – Decide if students will be allowed unlimited or specific number of attempts
- d. **Score attempts using:** Last Graded Attempt, Highest or Lowest Grade, First Graded attempt, or Average of Graded attempts
- e. **Force Completion** – Once started, the test must be completed in one sitting.
- f. **Set Timer** – You can set expected completion time. This option will also record completion time for the test. **Auto-Submit:** By turning this off you will give the user the option to continue after time expires.
- g. **Display After and Display Until** – These dates will allow you to control when the test will display to students and when the test will be made unavailable to students.
- h. **Password:** Option to password protect access to the test.

**2. Test Availability**

Make the link available  Yes  No **a**

Add a new announcement for this test  Yes  No **b**

Multiple Attempts  
 Allow Unlimited Attempts **c**  
 Number of Attempts

Score attempts using  **d**

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

Set Timer **f**  
*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.*  
60 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.* **g**

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

Password   
*Require a password to access this test.* **h**



## TEST AVAILABILITY EXCEPTIONS

- Click **Add User to Group** to search for course users and groups to add to the exception list.

**PLEASE NOTE: TIMER AND FORCE COMPLETION MUST BE ENABLED IN THE PREVIOUS STEPS FOR THIS OPTION TO WORK.**

- If you choose to use groups, you must make the group unavailable if you do NOT want students to see their group member.
- Click **Remove All Exceptions** to delete all exceptions for the test.

### 3. Test Availability Exceptions

*Click **Add User or Group** to search for course users and groups to add to the exception list. Click **Remove all Exceptions** to delete all exceptions for the test.*

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## DUE DATE

- Set the **date the assessment is due**. You can also prevent students from taking the test after the due date has passed.

### 4. Due Date

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

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

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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

5. Please **leave this box checked** so the assessment is automatically include in the Grade Center calculations.

**5. Self-assessment Options**

*If this test is a self-assessment, choose to include or hide the scores in the Grade Center. NOTE: If an instructor decides to include the test in the Grade Center after it was hidden, all prior attempts will be deleted.*

Include this Test in Grade Center score calculations  
*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 the instructor and the Grade Center  
*If this option is selected, 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.*

## SHOW TEST RESULTS AND FEEDBACK TO STUDENTS

6. Select when and how you wish to share test results and feedback with students. Select one of the drop-down menu options.

**6. Show Test Results and Feedback to Students**

*Test results and feedback are available to students after they complete a test. Set up to question.*

When <i>i</i>	When <i>i</i>	Score per Question <i>i</i>
After Submission	After Submission	<input checked="" type="checkbox"/>
----Choose----	----Choose----	<input type="checkbox"/>
----Choose----	After Submission	
	One-time View	
	On Specific Date	
	After Due Date	
	After Availability End Date	
	After Attempts are graded	

## TEST PRESENTATION

7. You can choose to present the test **all at once** or you can present **one question at a time**, while preventing backtracking. You may also choose to **Randomize questions** for each test attempt.

**7. 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.*

Once you have made all changes and updates, click Submit to activate the selections and the test.