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.
TEST AVAILABILITY EXCEPTIONS

3. 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.

a. If you choose to use groups, you must make the group unavailable if you do NOT want students to see their group member.

b. Click Remove All Exceptions to delete all exceptions for the test.

DUE DATE

4. Set the date the assessment is due. You can also prevent students from taking the test after the due date has passed.
SELF-ASSESSMENT OPTIONS

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

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.

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.

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