

How to make online tests "visible" to students

After you have created an online test in Blackboard, in order for students to see it, you must create a link to it somewhere in your course. (This is known as "deploying" the test.) To begin taking the test, students click on the link you create. You can make the link invisible when you no longer want students to be able to take the test.

1. First, create and save the test under **Control Panel / Test Manager**. Check the test thoroughly to make sure the correct answers are selected and correct points are assigned.
2. In the Control Panel, go to the Content Area where you want the test link to appear. If you want, you can make a folder to put the test in.
3. Click on the **Test** icon in the "Add" toolbar to create a link to the test.



4. Select a test from the list and click Submit.
Note: Tests that have already been deployed will show up in the list.
5. You will receive a message that says: "The test was successfully added." The test is now "deployed", **however, the test is NOT YET visible to students!!** Click OK anyway.

6. You now see 2 menu items:

- o Modify the test
- o Modify the test options

Select **Modify the test options** to make test visible to students

7. Under Section 1, the test title is shown, along with the test description---if you entered a one when creating the test. If not, we recommend that you enter a description now. It should include info that students need to know BEFORE they start taking the test (what material is covered in the test, whether students can use books or notes, etc.).

IMPORTANT: Do NOT set the test to open in a new window. If you do, students with pop-up blockers will have trouble accessing the test.

8. Under Section 2, select "Test Availability" options. Recommended settings:

2 Test Availability

Make the link available Yes No

IMPORTANT: You must select YES here in order for students to see the test link.

Add a new announcement for this Test Yes No

Multiple attempts

Allow unlimited attempts.

Number of attempts

Force Completion Test must be completed the first time it is launched.

To reduce technical problems for students:
DO NOT choose Force Completion
DO set a timer

Set timer. Set expected completion time. Selecting this option also records com

Hours Minutes

Display After

Sep 10 2007

08 00 AM

Display Until

Sep 12 2007

10 00 PM

Allows you to set a time frame during which students can access the test

9. Section 3 offers " Self-assessment Options". Most instructors leave these as is.
10. Under Section 4, "Test Feedback", specify what information you want displayed to students immediately after they complete the test.

To discourage cheating on important tests:

- We recommend NOT checking the box to show **Correct Answers**. (Not yet...)
- After all students have completed the test and the test link is no longer available to students, return here and **MODIFY** the test options to show students their **Score**, **Submitted Answers**, and the **Correct Answers**.
- To view the correct answers, students can go to **TOOLS > MY GRADES** and click on the test grade.

11. Under Section 4, select "Test presentation" options:
 - **Presentation Mode** – Most instructors and students prefer "All at once"
 - **Randomize questions** – If you check this box, questions should appear in a different order for each student.
12. After selecting your options, click **SUBMIT** and the link to the test is created.