

How to make online tests "visible" to students

To "deploy" a test means to create a link to it somewhere in your course. 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 that all of 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: Only tests that have not been deployed elsewhere in the course will show up in the list of available tests.
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:

- Modify the test
- Modify the test options

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

7. To make the test link visible to students, you have 2 options:
 - To make the test to available to students RIGHT NOW, you must click on YES beside the question "Do you want to make the link visible?"
 - To schedule the test to be available at a FUTURE date/time, answer YES to the above question, and select the date/time when you want it to be visible to students (under "Display after").

NOTE: There are two ways to make the test link become *invisible* to students:

- You can return to this area later and manually change the question "Do you want to make the link visible?" to NO
- OR, you can specify under "Display until" the date/time you want the link to the test to disappear. The link will automatically become invisible to students at that date/time.

8. Select other options under "Test Availability"

- Allow multiple attempts*

Recommended only for practice or self-evaluation tests.

If you check the "allow multiple attempts" box, students will be able to take the test as many times as they want. In the gradebook, the instructor will only see the results of the student's LATEST attempt, and there will be no record of how many times the student took the test.

❑ *Force Completion*

If you select this option, students will NOT be able to leave the test screen and come back in later. In other words, once they start the test, they will have to finish it and submit it "in one sitting", without leaving the test screen.

❑ *Set time limit*

Time limits can be used as a deterrent against cheating. (With a time limit, students have less time to check their books or notes.)

If this box is checked and a time limit is specified, a clock will begin running in the lower left corner when the student starts the test. When 1 minute is left, the student will see a warning. **The student will NOT be kicked out of the test when time expires!** The student can continue taking test. HOWEVER, the student's total time on the test will be reported to the instructor. (Some instructors deduct points for each minute the student exceeds the time limit.)

❑ *Set password*

Rarely used. If you check this box, you create must a password. Then, to access the test, students must type in that password (which you have provided to them, somehow). Can be useful for make-up tests, which only certain students are allowed to take.

9. Select options under "Test Feedback"

TIP: A good deterrent against cheating is to select show "**Score only**" (to eliminate the possibility of students sharing correct answers with others who haven't yet taken the test). Then, after all students have completed the test, you can return here and MODIFY the option to show "**correct answers**" and/or "**detailed results**".

10. Select test presentation options

4 Test Presentation

Presentation Mode:

- All at Once:** The student is presented the entire assessment on one screen
- Question:** The student is presented only one question at a time
- Prohibit Backtracking:** Prevent students from returning to questions they've already answered.
- Randomize Questions:** Randomize the assessment questions for each assessment attempt (each student will see a different order)

TIPS for selecting presentation options:

- ❑ *Prohibit backtracking* is only applicable if you select to present questions "one at a time".
- ❑ If you do NOT select force completion, students can exit the test (and exit Blackboard, visit other sites, disconnect from the Web, etc.) and return later to finish it.

BUT if test is timed, this will show up in the time that is reported to instructor---this time calculation will be total number of hours and minutes that elapsed between the time student started test and time they submitted it.

11. After selecting your options, click SUBMIT and the link to the test is created.