Setting Up Test Options in Blackboard Learn

Find test you want to modify and click drop-down arrow, choose Edit the Test Options.

Test Name, Test Description, and Open in New Window options
- The test name can be changed, and a description can be added.
- The default setting is to not allow the test to open in a new window (recommended).

Test Availability Description
- **Make available to students:** The default option is No. You must select Yes if you want students to access the test.
- **Add a new announcement:** An announcement with specific details for a test can be automatically added on the Announcements page when the test is made available.
- **Multiple attempts:** If you allow multiple attempts for the test, select which score will be added to the grade center. From the `Score Attempt Using` dropdown menu, choices include Last Graded Attempt, Highest Grade, Lowest Grade, First Graded Attempt, and Average of Graded Attempts.
- **Force Completion:** This option is not recommended. If a student has a connectivity issue with the internet, their test will be submitted – even if it’s not completed. You could grant another attempt (follow instructions below) but they will have to start over.

Blackboard: Allowing Another Attempt on a Test
In the Course Management menu on the left, click on Grade Center and then click Full Grade Center.

Locate the student and the test for which you would like to allow an additional attempt.

Click the Allow Additional Attempt box at the bottom of the Grade Details area.

- **Set Timer:** Set the number of minutes allowed for completing the test. Note the Auto-Submit option. If enabled, the test will be automatically submitted when the time runs out.
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- **Display After and Display Until dates**: Set start and end dates for when the student can see the test. If you would like your students to review their results, it is easiest for the students to be able to click on the link where they took the test. Display Until may be left blank. Students cannot retake it if you are not using Multiple attempts. Setting the Due date and check 'Do not allow students to start the Test if the due date has passed' would prevent students from taking it late. You can also set up a MyGrades Tool Link so students can view all graded items from one link in the course. Refer to Blackboard document on how to add a Tool Link.

- **Password**: A password option is available.

### Test Availability

- Make available to students: Yes or No
- Add a new announcement for this test: Yes or No
- Multiple Attempts: Allow Unlimited Attempts or Number of Attempts
- Score attempts using: Last Graded Attempt
- Set Timer: Select expected completion time. This option also records completion time for this test. Students will see the timer option before they begin the test.

### Test Availability Exceptions

These options allow you to apply time, availability, and number of attempt options, for specific users or groups. Refer to Blackboard documentation on how to set up a Test Exception.
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Due Date

Due dates are encouraged since they populate the calendar in Blackboard. When setting a due date, be sure the due date is the same as the end date for the availability of the test.

DUE DATE

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

Due dates are accepted after this date, but are marked Late.

Enter dates as mmm/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 not be able to start the Test if this option is selected.

Self-Assessment

These options allow a test score to be excluded from the grade center calculations and to hide the results from both the instructor and grade center. The default option includes the test score in the grade center calculations. Hide results cannot be changed.

SELF-ASSESSMENT OPTIONS

If this 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. Not recommended. This choice cannot be reversed.

Show Test Results and Feedback to Students

Options are available as to when and how test results and feedback are displayed to students. Two options can be set. By default, only the first option is enabled, which simply shows the score per question. Choosing when to show test options include After Submission, One-time View, On Specific Date, After Due Date, After Availability End Date, and After Attempts are Graded. Select the Answer, Feedback, and Show Incorrect Question options as desired.

SHOW TEST RESULTS AND FEEDBACK TO STUDENTS

Test results and feedback are available to students after they complete a test. Set up to two rules to show results and feedback. Rules occur based on the events selected. Each rule specifies when and what to show students; such as scores, answers, and feedback for each question.
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SHOW TEST RESULTS AND FEEDBACK TO STUDENTS

There are 6 main settings options:

1. **Score per question** *(Automatically set by default)* – Shows the overall test scores and the scores earned for each individual question. **PLEASE NOTE:** if you leave this default box checked, ALL of the exam questions (but not the answer choices) will be available for the student to view after they submit their exam.
2. **All Answers** – Shows the questions and all answer choices.
3. **Correct** – Shows the questions and correct answers.
4. **Submitted** – Shows the questions and the answer choices selected by students.
5. **Feedback** – Shows the questions and any instructor feedback messages for each question.
6. **Show Incorrect Questions** – Shows the questions and the answer choices selected by students with an indication that the answer is incorrect.

If you check NONE of the Checkboxes, it shows the overall test score only.

Test Presentation

Test presentation options include providing all questions to students or presenting questions one at a time. If one at a time is chosen, an additional option to prevent backtracking to previously answered questions is available. Additionally, randomizing questions for each test so that students do not receive questions in the same order is available.

Once all test options have been decided, click Submit.