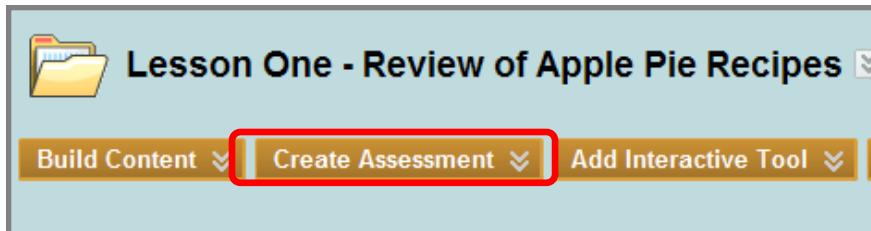


Deploying a Blackboard Test

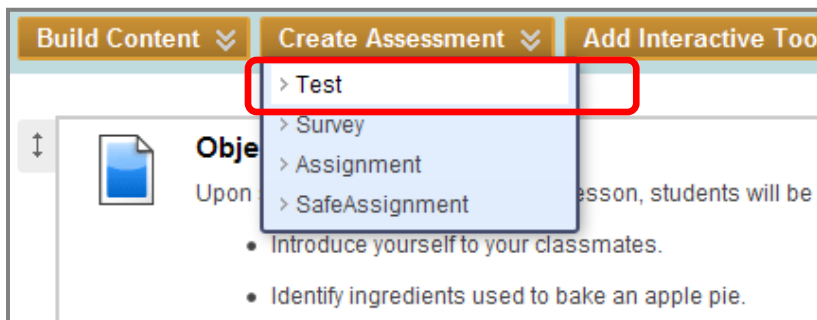
After you've created a **Blackboard test** via the Control Panel > Course Tools > Tests area, you will need to deploy the **test** in a content area to make it available to students. Deploying a **test** links the test to the content area and connects it to the Grade Center for scoring.

Follow these step by step instructions to deploy a **Blackboard Test**:

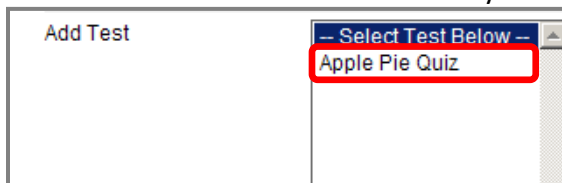
1. Go to desired content area. Hover over *Create Assessment*.



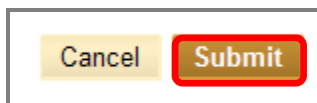
2. Click on **Test**.



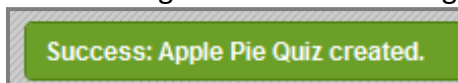
3. Select a **Test** from the Add **Test** list by clicking on its name.



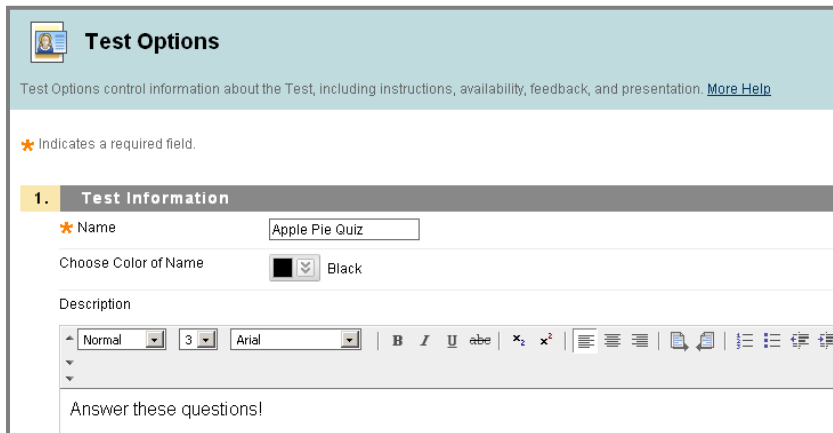
4. Click the *Submit* button.



5. Blackboard gives a Success message at the top of the screen.



6. The Test Options page appears allow instructors to set parameters for the test and make it available for students to take. You can also edit the test description here.



Test Options

Test Options control information about the Test, including instructions, availability, feedback, and presentation. [More Help](#)

* Indicates a required field.

1. Test Information

* Name

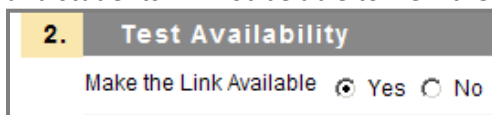
Choose Color of Name

Description

Normal 3 Arial B I U abc x₂ x² [List icons]

Answer these questions!

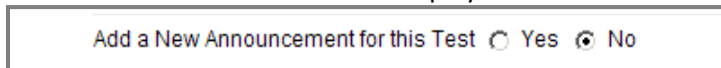
7. Click *Yes* to make the test available to students. Clicking *No* will mean that the link is not available, and students will *not* be able to view the **Test**.



2. Test Availability

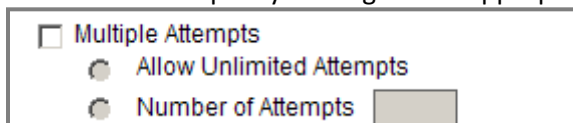
Make the Link Available Yes No

8. A Course Announcement can be displayed to let the students know the **Test** has been posted.



Add a New Announcement for this Test Yes No

9. Instructors have the option to allow multiple attempts on the Test. Set the Test for multiple attempts by selecting the checkbox next to Multiple Attempts. Designate Unlimited Attempts or set a specific number of attempts by clicking on the appropriate choice.

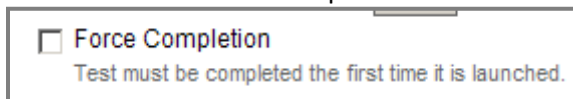


Multiple Attempts

Allow Unlimited Attempts

Number of Attempts

10. Select the checkbox to Force Completion of the **Test**. Force Completion means Test must be completed the first time the student opens it.



Force Completion

Test must be completed the first time it is launched.

11. Many instructors choose to track the time it takes the student to complete the test. Test attempts that exceed the time limit will require manual grading in the Grade Center where you can see how many minutes and seconds a student went over the time limit.





Set Timer

Set expected completion time. Selecting this option also records completion time for this Test.



Hours Minutes

12. Select Date and Time Restrictions to make the test available or unavailable to students within a certain time frame. Use the **Display After** and **Display Until** checkboxes to set display dates for the folder.

Select Date and Time Restrictions

Display After  

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

Display Until  

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

13. Designate to include the Test in the Grade Center Calculations.

4. Self-assessment Options

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 Instructor and the Grade Center

If this option is checked, the instructor will not be able to see any student grades, view answers, aggregate download result details. To protect student privacy, this choice cannot be reversed later without deleting all

WARNING: It is not recommended to check *Hide Results*, as it makes these scores and attempts unavailable to the instructor. This option cannot be reversed.

14. Select the *Type of Feedback* students receive when they complete a **Test** by clicking the appropriate checkbox. Options include the test score, submitted answers, the correct answers, and your feedback message.

4. Test Feedback

Select the Type of Feedback Displayed Upon Completion

Score

Submitted Answers

Correct Answers

Feedback

15. Select *All at Once* to display the whole **Test** on one screen for students or *One at a Time* to present students with one question at a time.

5. Test Presentation

Presentation Mode

All at Once
Present the entire Test on one screen.

One at a Time
Present one question at a time.



16. Select Prohibit Backtracking in combination with the One at a Time presentation mode to keep students from returning to previous questions.

Prohibit Backtracking
Prevent changing the answer to a question that has already been submitted.

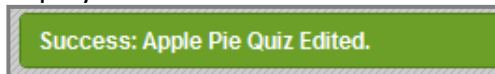
17. Change the order of the questions in each **Test** attempt select Randomize Questions.

Randomize Questions
Randomize questions for each Test attempt.

18. Click *Submit* to finalize the Test Options selection.

Cancel Submit

19. Blackboard gives a *Success* message at the top of the screen to confirm that the Test was deployed.



20. The **Test** now appears in the content area

The screenshot shows a Blackboard interface for a course. At the top, there is a folder icon and the text "Lesson One - Review of Apple Pie Recipes" with a dropdown arrow. Below this are four buttons: "Build Content", "Create Assessment", "Add Interactive Tool", and "Assign Textbook", each with a dropdown arrow. To the right of these buttons is a "Discover Content" button. Below the buttons, there is a list of content items. The first item is "Apple Pie Quiz" with a dropdown arrow and a small icon of a pencil and paper. Below the item name is the text "Answer these questions!".