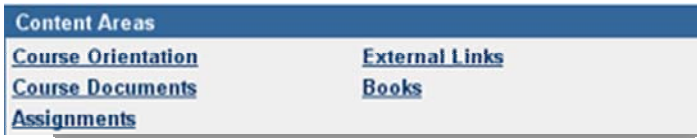



## Making a Quiz Available for Students and Using Options

Once a quiz is created, you can make it available for students to take through the Content Areas. Assessment properties, such as availability and presentation options, are all managed through the Content area where the test appears to Students

**Step 1:** Click on the **Content Area** where you want to add a test **link**



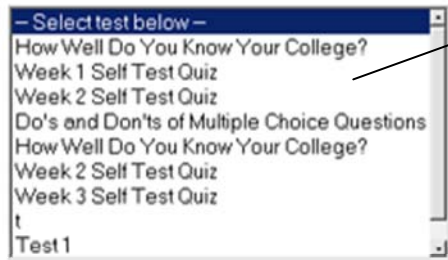
**Step 2:** Click the **Test** icon at the top of the page. 

**Step 3:** Choose which test you would like to add or create a new test (see tip sheet on creating tests)

Either create a new test or select an existing test. (Any test that has already

Create a new test:

Select an existing test:



Once you make a test available it will no longer show in this list.

**Step 4:** Click submit.

**Step 5:** Click on **Modify the test options** to set availability.

- ▶ [Modify the test](#)  
Modify the test in the Test Canvas
- ▶ [Modify the test options](#)  
Modify the test options, such as availability and feedback

Click on **Modify the test** to edit a test canvas, such as questions, etc. (see Creating a Test tip Sheet)

Click on **Modify the Test Options** to make a test available.

**Step 6: Edit or Update the test information.**

The screenshot shows the Blackboard 'Test Options' page for a test titled 'Assessment training'. The page is divided into two main sections: '1 Test Information' and '2 Test Availability'. In the 'Test Information' section, the 'Name' is 'Assessment training', the 'Description' is 'just a training', and the 'Open Test in new window' option is set to 'No'. The 'Test Availability' section includes options for 'Make the link available' (set to 'No'), 'Add a new announcement for this Test' (set to 'No'), 'Multiple attempts' (set to 'Allow unlimited attempts'), 'Force Completion' (checked), 'Set timer' (set to 1 hour and 00 minutes), 'Display After' (set to Jul 16, 2008, 08:15 AM), 'Display Until' (set to Jul 16, 2008, 08:15 AM), and 'Password' (checked, with a password field).

If necessary, re-name the test (not recommended). This title should be as clear as possible

The description should be **concise and clear**. This is what the **student will see** when they take the test

Click **yes** to have the test open in a **new window**.

Set the test link to be visible/invisible to students. The Display After/Display Until will override this option

Allow students to take the test an unlimited amount of times.

Allow students to take the test more than once. You can specify how many attempts can be tried

Do not allow students to close and re-open the test.

Set a time limit for the student to complete the test. Students will NOT be disconnected from the test at the end of the time limit; the extra time will be reported to the instructor.

You can control the display dates of the content.

Enter a password for students in order to take the test. You will need to give students the password.

Click on the **Display After** checkbox to set the day/time the content **appears** to students

Click on the **Display Until** checkbox to set the day/time the announcement will **disappear** for students.

Students can begin the test just prior to the display until date/time and are allowed to complete the test even if it is after the ending time.

**3 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 excluded from summary calculations, the overall test score 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 or aggregate results, nor download result details later without losing all attempts.

**4 Test Feedback**

Select which feedback should be displayed upon completion.

**Score**

**Submitted answers**

**Correct Answers**

**Feedback**

**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.

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

**Randomize Questions.** Randomize questions for each Test attempt.

**6 Submit**

Click **Submit** to update options for this Test. Click **Cancel** to return to the Test.

Cancel Submit

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.

If this option is checked, the instructor will not be able to see any student grades, view answers or aggregate results, nor download result details. To protect student privacy, this choice cannot be reversed later without losing all attempts.

Choose the kind of feedback you want to give to your students to see AFTER they have submitted their test.

If **All at Once** is selected, the entire Assessment will appear on one screen for the Student.

Presenting test questions one at a time is possible with this choice and you can prevent the student from backtracking as well

You can randomize the order of the test questions each time the test is taken by any student at any time with this choice

Step 7: Click Submit 