

Setting Test Options

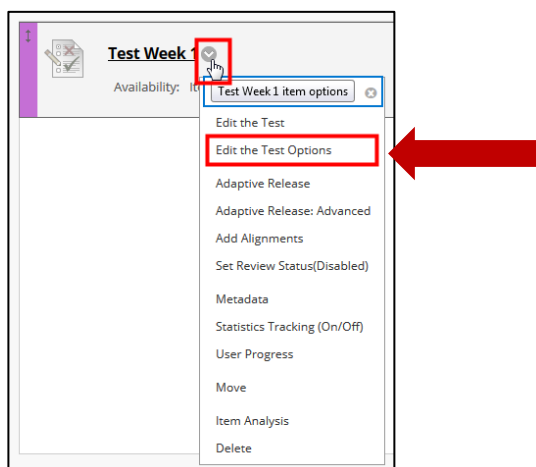
After deploying a test to a content area, instructors set the **Test Options**. These options determine how the test is presented to students and which test results the students see after test submission.

Note: If adding Respondus Lockdown Browser to the test, review the related step-by-step instructions.

1. Make sure the **Edit Mode** is **ON**.



2. Got to the content area where the test is deployed. Click the test's options menu and select **Edit the Test Options**.



3. The **Test Options** page displays. It contains 8 sections, each described below.

a. Test Information

TEST INFORMATION

* Name

Choose Color of Name █ Black

Content Link Description
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

Paragraph Arial 3 (12pt)

Rich text editor toolbar with icons for bold, italic, underline, link, unlink, list, indent, outdent, undo, redo, etc.

This test covers the materials for Chapter 1.

Take the test after you read all the materials for this chapter.

Path: p Words:20

Add a course link description for the test.

Setting Test Options

Test Description This test covers materials for Chapter 1.

Show test description to students before they begin the test.

Test Instructions Take the test after you read all materials for Chapter 1.

Show instructions to students before they begin the test.

Open test in new window Yes No

Click the checkboxes to show **Test Description** and **Test Instructions** to students before they start the test.

Click **Yes** or **No** to **Open test in new window**.

b. Test Availability

TEST AVAILABILITY

Make the link available Yes No

Add a new announcement for this test Yes No

Make the link available
Students can access the test after you choose **Yes** and **Submit**.

Add a new announcement for this test

- Select **Yes** to create a new announcement.
- The announcement includes date and states, “**The following Test has been made available in “[Course area that includes the link to the Assessment.]”**”
- This announcement appears in the course **Announcements** section on the Blackboard home page.

Setting Test Options

Force Completion requires students to complete the test once they begin it. A student cannot leave the test and come back to resume it.

Note: With Force Completion ON if the students lose internet connection during the test, they cannot access the test again.

We recommend using Respondus LockDown Browser (free tool for all UAMS faculty) to enforce completing a test in one sitting.



Force Completion
Once started, this test must be completed in one sitting.



Set Timer sets a time limit for finishing the test.

- Enter the amount of time in the **Minutes** box. During the test, the elapsed time displays to students. As students approach the time limit, a one-minute warning appears. Selecting this option also records the student's completion time.
- If a student saves and exits the test before submitting it, the time continues. For example, if the student begins the test on Tuesday, saves and exits it, then completes it on Thursday; the completion time will show as 2880 minutes out of 48 hours on the student's attempt in the gradebook.
- If you want the test to be automatically submitted when time expires, click the **Auto-Submit ON** button.

Set Timer
Set expected completion time. Selecting this option also records completion time for this test. Students will see the timer option before they begin the test.

 Minutes
 Auto-Submit
 OFF ON
OFF: The user is given the option to continue after time expires.
ON: Test will save and submit automatically when time expires.

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.

Display After and **Display Until** restricts visibility of the test to the students to specific dates and times.

The **Test Availability** link must be set to **Yes** for students to see the item during the restricted dates/times.

Setting Test Options

Password sets a password for the test.

This is not a password used by Respondus LockDown Browser. If you are using Respondus LockDown Browser, a generated password will appear in this field. Do not delete or modify it.

Password

Require a password to access this test. (If you're using Respondus Lockdown Browser for this test do not change this field.)



c. Test Availability Exceptions

These options allow accommodations to students with disabilities or language and technology differences. Faculty can set exceptions for **Attempts**, **Timer**, **Availability**, and **Force Completion**. See more detailed information in the step-by-step instructions for **Setting Test Availability Exceptions**.

TEST AVAILABILITY EXCEPTIONS

*Click **Add User or Group** to search for course users and groups to add to the exception list. Timer and force completion must be enabled in the previous test availability step to enable those settings for exceptions. If you choose to use groups, you must make the group unavailable if you do not want students to see group members. Click **Remove all Exceptions** to delete all exceptions for the test.*

Add User or Group
Remove All Exceptions

NAME	ATTEMPTS	TIMER	AVAILABILITY
 John Doe	<input type="text" value="Single Attempt"/>	<input checked="" type="checkbox"/> 90 <input type="checkbox"/> Auto Submit	 After: 01/29/2018 11:59 PM ✕

d. Due Date

This option sets the date the test is due. It is important to set this option because the Due Date appears in the **Course Calendar** when the test is available.

28	<div style="background-color: #c00000; color: white; padding: 2px; display: inline-block;">11:59p test ✓</div>	29
4		5

Setting Test Options

DUE DATE

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

*Submissions are accepted after this date, but are marked **Late**.*

Due Date

Enter dates as mm/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 be unable to start the Test if this option is selected.

Do not allow students to start the test if the due date has passed
If you leave this box unchecked, students can take a test after the due date has passed but it will be marked "**Late**." Late submissions are clearly marked in the **Grade Center**.
If you check this box, students will be unable to start the test and will receive a notification.

e. Self-Assessment Options

A deployed test is included in the **Grade Center** calculations by default. If you decide to use the Hide results for the test, you will see **no** results from the test.

SELF-ASSESSMENT OPTIONS

If this test is a self-assessment, choose to include or hide the scores 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 weighted items are included in calculations and other weighted items are not, grades are 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.

Include this Test in Grade Center Score Calculations

- By default, this box is checked to include test results in Grade Center calculations.
- Test scores can be hidden from students in the Grade Center or can be ignored for the Total or Weighted columns in the Grade Center.

Hide Results for this Test Completely from Instructor and the Grade Center

- The **Grade Center** displays Complete/Incomplete and N/A (not applicable); zero appears on the Grade Details page. Faculty will not be able to see any student grades, view answers, aggregate results, or download result details for this test. To protect student privacy, this choice cannot be reversed later without deleting all attempts.

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f. Show Test Results and Feedback to Students

This option allows you to post test scores, correct answers, and make feedback available to students after they complete a test. See details in the step-by-step instructions on **Showing Test Results and Feedback to Students**.

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.

WHEN ⓘ	SCORE PER QUESTION ⓘ	ANSWERS ⓘ	FEEDBACK ⓘ	SHOW INCORRECT QUESTIONS ⓘ
After Submission	<input checked="" type="checkbox"/>	<input type="checkbox"/> All Answers <input type="checkbox"/> Correct <input type="checkbox"/> S...	<input type="checkbox"/>	<input type="checkbox"/>
---Choose---	<input type="checkbox"/>	<input type="checkbox"/> All Answers <input type="checkbox"/> Correct <input type="checkbox"/> S...	<input type="checkbox"/>	<input type="checkbox"/>

g. Test presentation

TEST PRESENTATION

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.

All at Once

- Displays all questions on one page

One at a Time

- Displays questions one at a time; **Prohibit Backtracking** is available for this option.
- The **Submit** button appears only on the last page of the test.

Randomize Questions

- Select this option to display questions in a random order each time the test or survey is taken.
- If you included references to the question numbers as they appear on the Test Canvas, do not use this option because the random order changes the question numbering.

4. Submit the Test Options.

Cancel
Submit