Setting Up or Editing Test Options

As part of the process of adding a test to a content area of the course, various test options must be selected to make the test available, identify score/feedback choices, presentation options, etc. Although test options are normally set up when first creating a test, they can be edited or changed at any time.

1. With the Edit Mode button switched to ON, select the content area where the test appears.

2. Click the double-arrows appearing to the right of the test name and select Edit the Test Options.

3. The Test Options page contains numerous options for managing the test, broken down into five sections. Under the Test Information section, the settings include:

   3.1. Name: Allows for editing the existing test name, if necessary.

   3.2. Choose Color of Name: Allows for customization of the color of the exam title.

   3.3. Description: Enter an additional description for the test, if desired.

   3.4. Open Test in new Window: The default is No, which means the test opens in the same window, rather than launching a new window. NOTE: It’s best to keep this set to No to avoid possible problems with pop-up blockers.
4. In the **Test Availability** section, the settings include:

4.1. **Make the Link available:** Default is **No** which means students will not see the link. Select **Yes** to make the link visible and available to students.

4.2. **Add a New Announcement for the Test:** Default is **No**. Select **Yes** to create an automatic announcement. Test announcements indicate the following:

   Assessment Posted-The following Test has been made available [Name].

4.3. **Multiple Attempts:** Default is **Unselected**, which means students get one attempt to take the test. If Multiple Attempts is selected, you must also choose whether to allow unlimited attempts or limit students to the specific number of attempts (enter this number in the “Number of Attempts” box.) **NOTE:** Refer to the separate tutorial-**Score Handling for Multiple Assessment Attempts**.

4.4. **Force Completion:** Default is **Unselected**, which means students may save, exit from the test and re-enter it later. When **Force Completion is selected**, students must complete and submit the test the first time it is launched. A **Save** button will still appear, but if students exit and attempt to re-enter the test they will be “locked out” until the attempt is cleared and reset by the instructor.

4.5. **Set Timer:** Default is **Untimed**. To set a timer, select the checkbox and enter the time in the hour and minute boxes. (As best practice, try to limit timed tests two hours or less). While taking the test, the elapsed time will be shown to the student, along with a one minute warning as the time limit end approaches. **NOTE:** Blackboard does not automatically submit the test or prevent the student from continuing once the time limit expires. The total time taken (and any overage beyond the allotted time) will be recorded in the Grade Center.

4.6. **Display After Date:** The default is **No Date Limitations**. To have the test link display automatically to students after a certain date or time, place a check in the **Display After** checkbox and enter the desired **start date and time**, or select by using the calendar and clock icons.

4.7. **Display Until Date:** The default is **No Date Limitations**. To have the test link become automatically unavailable to students after a certain date or time, place a check in the **Display Until** checkbox and enter the desired **end date and time** or select using the calendar and clock icons.

**Tip:** Test availability can be controlled manually by using the “Make the Link Available” setting without setting specific dates.
5. Under the **Self-Assessment** section, the following options are available:

5.1. **Include this Test in Grade Center Score Calculations**: Default is *Selected*, which means the test score will count in Grade Center calculations. If unselected, the test score will not affect any Grade Center calculations and/or weighting.

5.2. **Hide results for this Test Completely from Instructor and Grade Center**: Default is *Unselected*, meaning the instructor can view the score. If selected, the instructor will not be able to see any scores, answers, or test details. **NOTE**: It is recommended that this option be checked *only* if the test will be used strictly for student self testing purposes and the score itself does not matter. Once selected, the option cannot be removed or toggled off to re-display scores.

6. Under the **Test Feedback** section, the following options are available:

6.1. **Score**: The final score is shown after submission (selected by default).

6.2. **Submitted Answers**: Student answers are shown after submission.
6.3. **Correct Answers**: The correct answers are shown after submission.

**NOTE**: If multiple attempts are allowed, the correct answers will appear after every attempt.

6.4. **Feedback**: Individual feedback for each question is shown after submission. (This will occur only if such feedback has been added during test creation).

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<th>4. Test Feedback</th>
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<tbody>
<tr>
<td>Select the Type of Feedback Displayed Upon Completion</td>
</tr>
<tr>
<td>- [ ] Score</td>
</tr>
<tr>
<td>- [ ] Submitted Answers</td>
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<tr>
<td>- [ ] Correct Answers</td>
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<tr>
<td>- [ ] Feedback</td>
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7. Under the **Test Presentation** section, the following settings are available:

7.1. **Presentation Mode**: Default is *All Questions at Once*. If *One Question at a Time* is selected, the test screen will include navigation tools to move between questions. If *One at a Time mode is selected*, the option to *Prohibit Backtracking* may also be used optionally to prevent students from returning to questions they have already answered.

**NOTE**: Students have reported occasional sporadic problems when using One Question at a Time mode, therefore as best practice, the *All at Once* mode is recommended.

7.2. **Randomize Questions**: Default is *Unselected*, or no randomization. If *selected*, questions will be displayed in a random order for each student each time the test is taken.

<table>
<thead>
<tr>
<th>5. Test Presentation</th>
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<tr>
<td>Presentation Mode</td>
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</table>
| - [ ] 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 |
8. Once all options have been selected, click the **Submit** button at the top or bottom of the page. A message indicating the test options have been successfully edited should appear.

**Success: My First Exam Edited.**

**Frequently Asked Questions**

**Q.** My students seem to have a lot of lock-ups when I have *Force Completion* enabled. What can they do to help eliminate problems?

**A.** Before taking a test, students should review the Student Online Exams tip page available at: http://cnc.ucr.edu/ilearn/stu_hdi.html

**Q.** Because of the possibility of technical problems, I don’t like to enable the *Force Completion* setting, but I also don’t want my students previewing the test questions and looking up answers in the textbook. Any ideas?

**A.** One suggestion is to keep the Force Completion option off (unselected), but set a timer with a fairly short time limit, and allow just a single attempt. Make your students aware that exceeding the time limit will result in points taken off their score. That way, students will have the ability to re-enter the test should they encounter technical problems, but with the timer setting there won’t be enough time for them to physically look up each answer.

**Q.** I’d like my students to see only their score after submitting a test, but after everyone in the class has taken the test, I’d like to show everyone the correct answers. Is this possible?

**A.** Yes, it is possible to change the test options at any time. To do so, follow these steps:

1. After you’ve verified all students have taken the test, go to the content area where the test link is deployed in your Blackboard course, make sure the Mode: button in the upper-right corner is ON.
2. Click the double-arrows appearing next to the link and choose "Edit Test Options".
3. In the "Test Feedback" area, check the boxes for "Submitted Answers" and "Correct Answers."
4. Scroll to the bottom of the page and click "Submit.

**Q.** I have a pool of questions and want to draw random questions so each student see a different set of questions. Is it as simple as selecting the "Randomize Questions" box on the Test Options page?

**A.** Unfortunately, no. Please refer to the separate tutorial: “Creating Random Block Tests” for details.