How to Add/Launch a Test

1. Make sure Edit Mode is ON.
2. Go to the area in your course where you would like to add your test.
3. Rollover Evaluate.
4. Click Create Test.
5. Your screen will change and you will be on the Add Test screen.
6. In Section 1: Add Test, choose the option that applies to you.
7. Option 1: If the test has not already been created, then click Create Test. Follow instructions in the Creating a Test tutorial. Then, come back to this tutorial to continue.
8. Option 2: If you have already created the test, select it by clicking on its name in the Add Test box.
9. In Section 2: Submit, click Submit.
10. You should now be on the Test Options page.
11. In Section 1: Test Information, you can edit the Name and Description of your test, if needed. You can also choose to have the test Open in a New Window by choosing either the Yes or No radio button provided.
12. In Section 2: Test Availability, you will want to select Yes next to make the link available if you want the students to be able to begin this test after you have submitted your settings on this screen. Otherwise, click No.
13. If you would like an Announcement to appear that this Test has been added to your course for your students to see, click Yes next to Add a New Announcement for this Test. Otherwise, choose No.
14. If you would like the students to be able to take the test more than once, click the check box next to multiple attempts. Then choose the radio button for unlimited attempts or number of attempts. Be sure to specify the number of attempts you want to allow in the box provided. If you don't want multiple attempts, leave the check box empty next to multiple attempts.
15. If you only want to give the students one opportunity to take the test with no option if kicked out to return, click the check box next to force completion. Note, you can set a test so they can only submit once but if the browser kicks them out, they can go back if force completion is not checked.
16. Setting the timer will display the amount of time that students have to complete the exam. Blackboard will not kick students out who run over but it will let you know how long it took them. Some instructors post to students that they will assess a penalty for every x minutes students go over. For example, 5 points for every 10 minutes they go over the limit.
17. You can set a test to only display after a date and time and until a date and time. You have to select the check boxes or else your dates and times will not keep. Just
remember to go into your course each semester and change the dates and years to the new semester.

18. You can set a password for a Test by selecting the check box and typing a password. You will have to share this password with students through whatever method you deem appropriate.

19. In Section 3: Self Assessment Options, the first check box lets you choose whether this Test will calculate into your Grade Center calculations. The second check box allows you to hide the results for this test completely from you, the instructor, and the Grade Center. Beware, if you choose this you can't change it back without deleting all attempts.

20. In Section 4: Test Feedback, you can choose the following for what students receive after submitting the test: score, submitted answers, correct answers, and/or feedback.

21. In Section 5: Test Presentation, you can choose from the following Presentation Modes: All at Once or One at a Time. With the One at a Time option, you can allow choose to Prohibit Backtracking.

22. You can select Randomize Questions for each attempt to help prevent cheating.

23. In Section 6: Submit, click Submit.