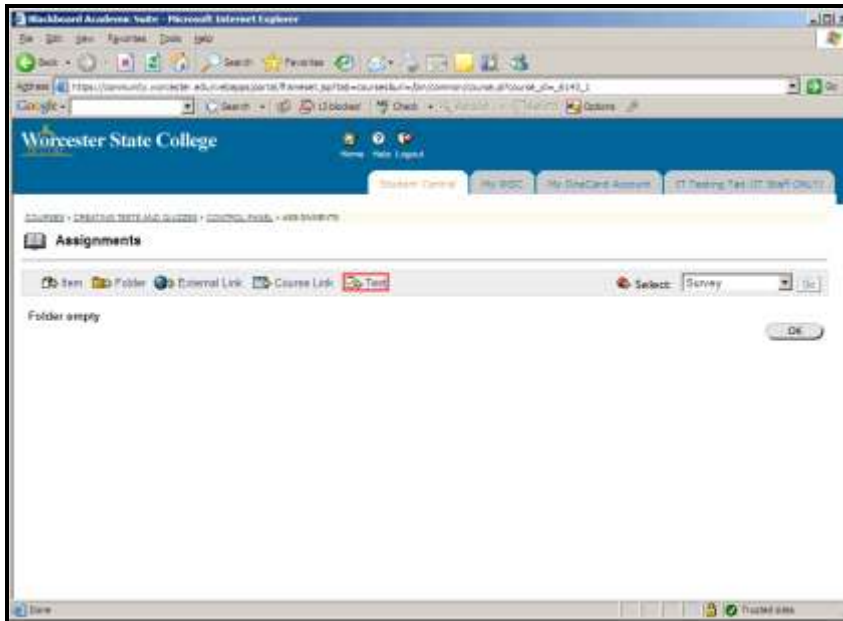


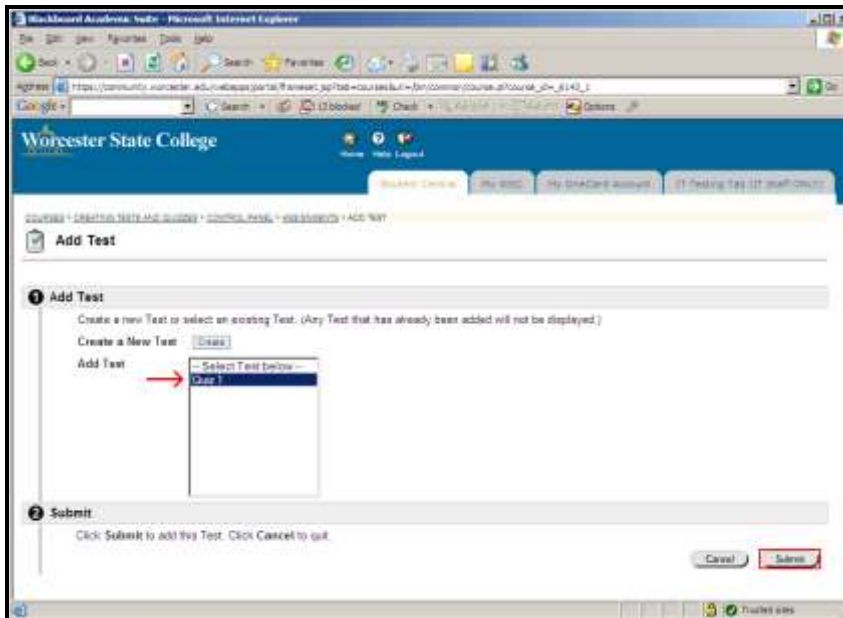
Making a Test or Quiz Available in Blackboard

This demonstration will take you through the steps to make a test or quiz available.

1. **Open the Blackboard course shell** containing the test or quiz you want to make available to students.
2. **Click the Control Panel link.** The Control Panel screen opens.
3. **Click the Assignments link** (or link for other Content area where the test will reside). The selected Content screen displays.



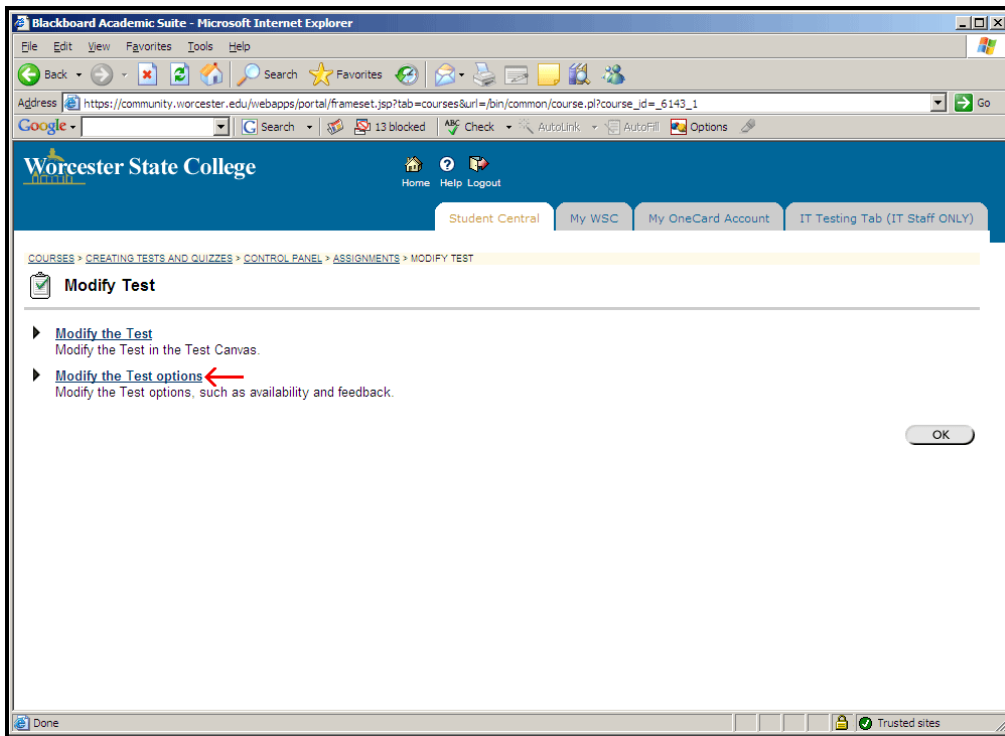
4. **Click the Add Test link.** The Add Test screen opens.



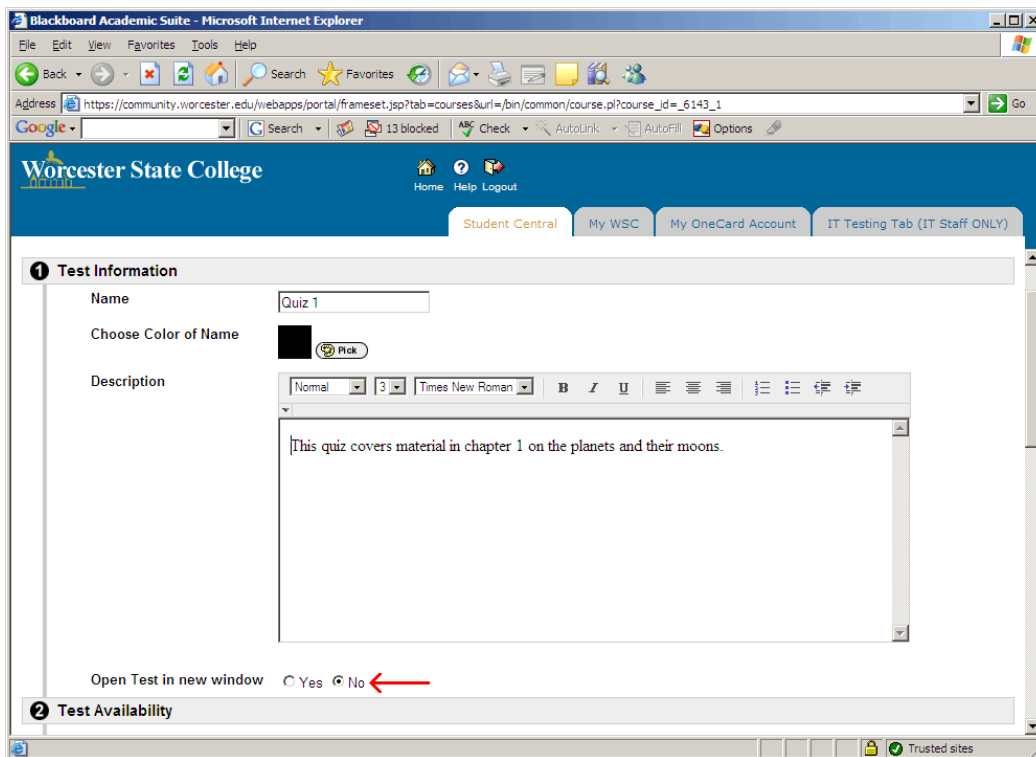
5. **Click the name of the test** you wish to make available to students.
6. **Click the Submit button.** The Test Added screen appears.

Making a Test or Quiz Available in Blackboard

7. Click the **OK** button. The Modify Test screen appears.



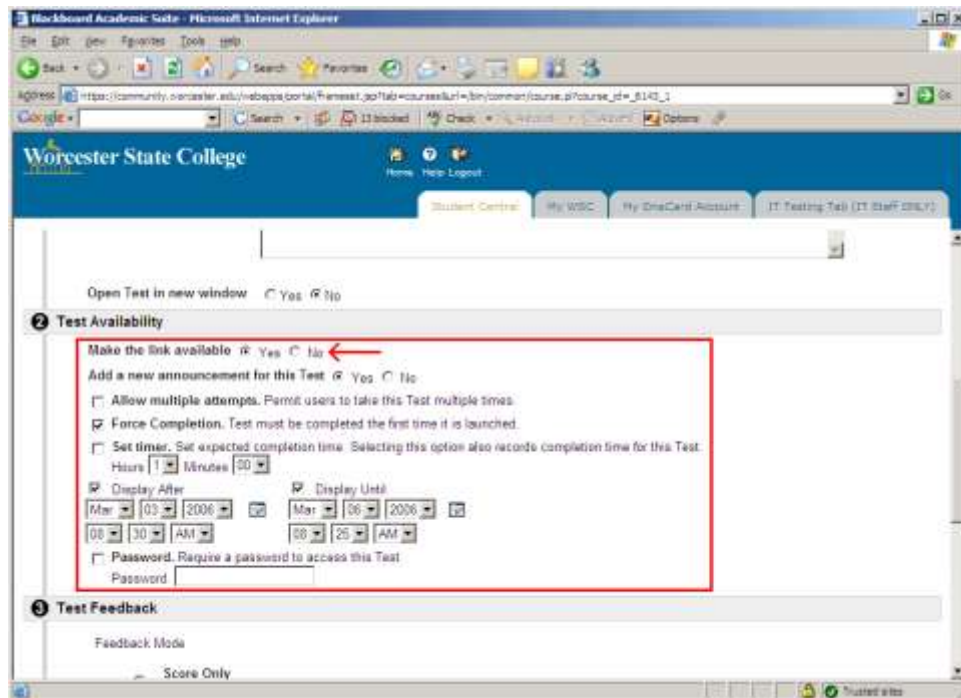
8. Click the **Modify the Test options** link. The Test Options screen opens.



Making a Test or Quiz Available in Blackboard

A. Test Information

- This section shows the name and description of the test or quiz and allows the instructor to force the test to open in a new window.
- If you wish the test to appear in a separate window, click the **Yes** radio button.
Note: This may cause problems for students who use a popup blocker.
- Scroll down** to the next section.



B. Test Availability

- Click the **Yes** radio button to make the test available to students. **Note: You must select Yes to make the test available. If you select a date and time below but do not click Yes here, the test will not be available to students.**
- All remaining choices are optional.
 - The announcement option causes Blackboard to automatically post an announcement when the test or quiz becomes available. Click the **Yes** radio button to select this option.
 - Allowing multiple attempts will let a student go into the test or quiz and take it a number of times. This option is recommended only for practice tests or quizzes. **Click the box** to select this option.
 - The force completion option prevents students from partially completing a test or quiz then resuming it later. When submitted, the test or quiz is graded. This option is recommended for graded tests or quizzes. **Click the box** to select this option.
 - Using the set timer option will limit the amount of time students have to complete and submit the test or quiz. **Click the box** to select this option. Using the dropdown boxes, **select the maximum time** that students may take to complete the test or quiz.
 - Display time limits allow you to set very specific availability for a test or quiz. You can make it available after a set time, until a set time or between two times. **Click the box(es)** of the limit(s) you wish to use and then **select the date(s) and time(s)** using the drop down boxes.
 - As classes can only be viewed by registered students, the password option is not recommended.
- Scroll down** to the next section.

Making a Test or Quiz Available in Blackboard

- D. Test Presentation
 - a. **Click the radio button beside All at Once or One at a Time** to choose the presentation method. The One at a Time option is recommended as it saves the answer to each question as it is completed. If a student encounters any technical issues, the portion of the test or quiz completed is viewable by the instructor.
 - b. **Click the box beside Randomize Questions** if you wish the questions to appear in a randomly selected order for each student accessing the test or quiz. This option is recommended.
- E. Submit
 - a. **Click the Submit button** when you have finished selecting your options.

The test availability has now been set and it will appear to students using the parameters you've selected.