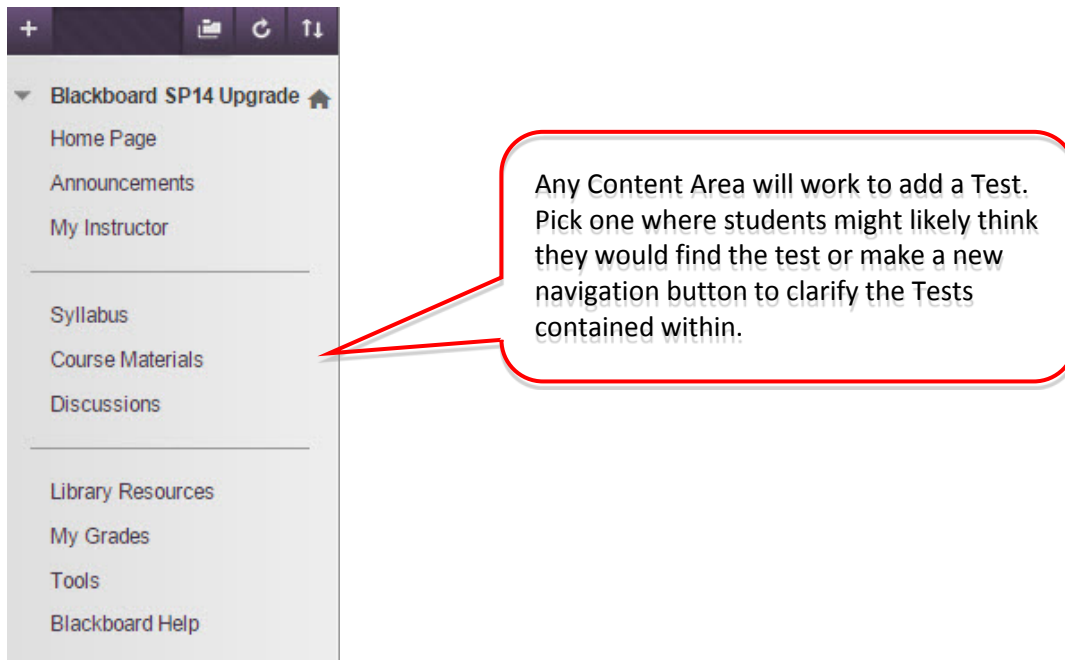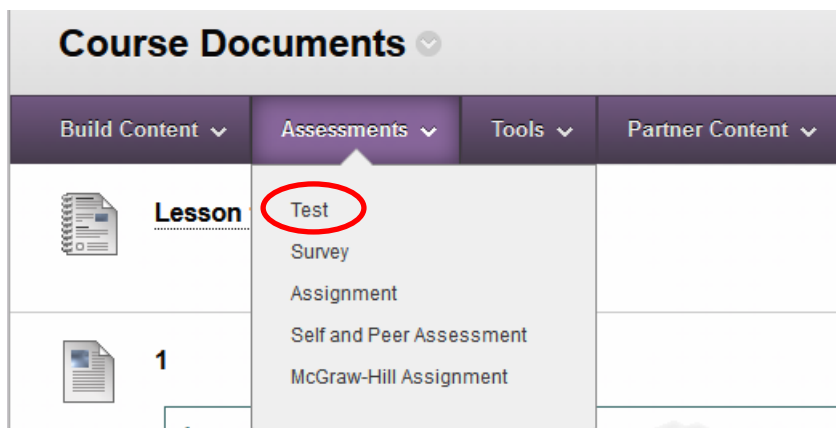**Create Assessment: Test**

There are four parts to Tests: 1. Naming, 2. Creating, 3. Deploying and/or Deleting, 4. Grading.

The test assessment tool provides instructors with a way to measure student knowledge and/or gauge the progress students are making. When you create an online test, a column is automatically generated in the Grade Center and the students' grades are calculated based on the points you have allocated for each question.

Step 1: Navigate to a **CONTENT** area of the Course.

Any Content Area will work to add a Test. Pick one where students might likely think they would find the test or make a new navigation button to clarify the Tests contained within.

Step 2: Point to the **CREATE ASSESMENT** drop-down list and select **TEST**.

Step 3: Select **CREATE A NEW TEST**.

Step 4: Click **SUBMIT**. The **TEST INFORMATION** page appears. Fill in the windows below.

ADD TEST

Create a new test or select an existing test to deploy.

Create a New Test   Create

Add an Existing Test   -- Select Test Below --
Test 1

Click **Submit** to add this test. Click **Cancel** to quit.

Cancel   Submit

Step 4: Fill in **NAME**, **DESCRIPTION,** and **INSTRUCTIONS**.

Step 5: Click **SUBMIT**.

TEST INFORMATION

✳ Name

Description

Path: p   Words:0

Instructions

Path: p   Words:0

Click **Submit** to proceed. Click **Cancel** to go back.

Cancel   Submit
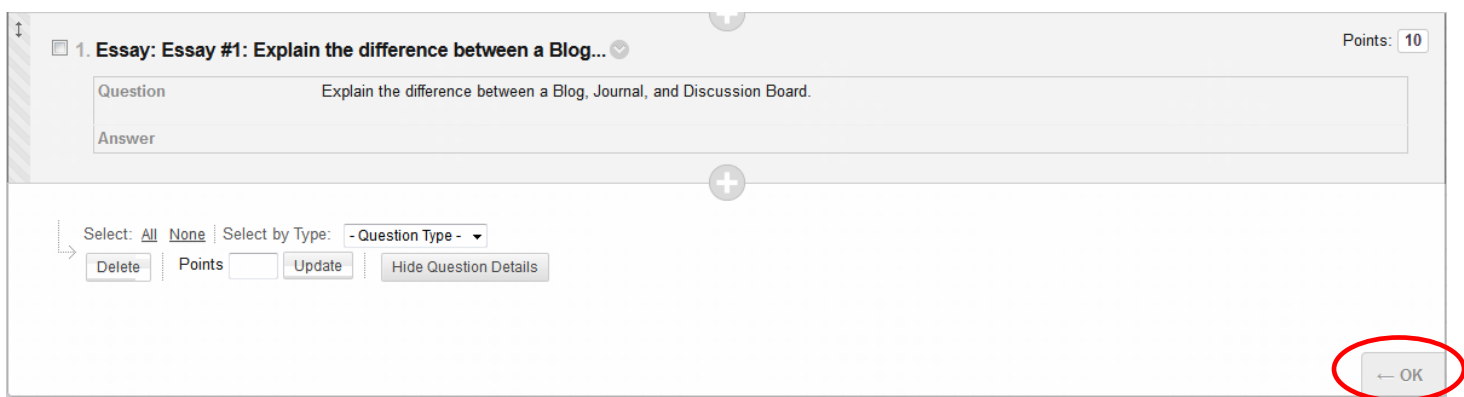
Step 6: Add questions. There are three ways to do so: **CREATE, REUSE, OR UPLOAD.**

To create test questions, hover your mouse over **CREAT E QUESTION** and click on the type of question you would like to add. Follow the directions and fill in the needed information to complete the question.
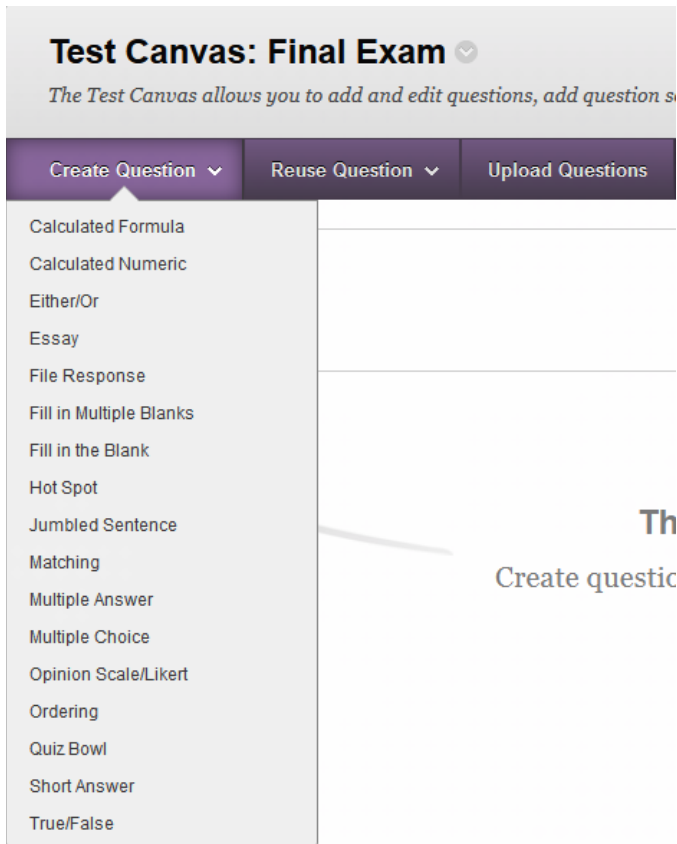
Step 7: Once you have added all the questions, click **OK** at the bottom of the page.

Step 8: Make sure the Test is highlighted and click **SUBMIT.**

ADD TEST

Create a new test or select an existing test to deploy.

Create a New Test   [Create]

Add an Existing Test
```
-- Select Test Below --
Test 1
Final Exam
```

*Click **Submit** to add this test. Click **Cancel** to quit.*

[Cancel]   [Submit]

Step 9: On the Test Options Page type the **NAME**. Fill in a **DESCRIPTION** in the text box (optional) and choose if you would like to have the test open in a new window.

Test Options

Test options control the instructions, availability, due dates, feedback, self-assessment and presentation of the test. More Help

* *Indicates a required field.*   [Cancel]   [Submit]

TEST INFORMATION

* Name   [Final Exam]

Choose Color of Name   ■   Black

Content Link Description

```
T T T T   Paragraph ▼   Arial   ▼   3 (12pt) ▼   ...
```

Path: p   Words:0

Open test in new window   ○ Yes ⦿ No

Step 10: Set the following Test Availability Options for the **TEST**:

10.1 Click **YES** to **MAKE THE LINK AVAILABLE** to Users. If this option is set to **NO**, it will not appear to Students. Instructors may make the link available, then use the Display After and Display Until fields to limit the amount of time the link appears.

10.2 **ADD A NEW ANNOUNCEMENT FOR THIS TEST**. The Announcement will include the date and state "an Assessment has been made available in [Course area that includes the link to the Assessment]."

10.3 Multiple Attempts. Select either **ALLOW UNLIMITED ATTEMPTS** for Students to take the assessment as many times as they wish or **NUMBER OF ATTEMPTS** and enter a number to indicate a specific number of attempts that is allowed. If this option is selected choose which submission should be used to score the exam.

10.4 **FORCE COMPLETION**. This forces users to complete the Test once it has been launched. Students may not exit the assessment and continue working on it at a later date.

10.5 **SET TIMER.** This option sets a time limit for completing the test.

10.6 Display After and Display Until - defines the availability of the Test. Click both the **DISPLAY AFTER** and **DISPLAY UNTIL** check boxes in order to enable the date and time selections.

10.7 Click the **PASSWORD** check box if you would like to require a password to access the test.

TEST AVAILABILITY

Make the link available   ○ Yes ◉ No   1

Add a new announcement for   ○ Yes ◉ No   2
this test

☐ Multiple Attempts   3
    ○ Allow Unlimited Attempts
    ○ Number of Attempts [   ]

It is recommended to turn **OFF** Force Completion (leave this box **UNCHECKED**). See comments below on "Best Practices for Tests in Blackboard".

Score attempts using   [Last Graded Attempt   ▾]

☐ Force Completion
Once started, this test must be completed in one sitting.   4

☐ Set Timer   5
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.

[60] Minutes
Auto-Submit
◉ OFF ○ ON

It is recommended to select **OFF** for the Auto-Submit option. See comments below on "Best Practices for Tests in Blackboard".

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

Display After 12/11/2014 📅 10:49 AM 🕐 **6**

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until 12/11/2014 📅 10:50 AM 🕐

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Password [＿＿＿＿＿＿] **7**

Require a password to access this test.

Step 11: Enter a **DUE DATE.**

Step 12: Fill in **SELF-ASSESSMENT OPTIONS** (optional).

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.

SELF-ASSESSMENT OPTIONS

If this test is a self-assessment, choose to include or hide the scores in the Grade Center. NOTE: If an instructor decides to include the test 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 weighting. Also note that if some weighted items are included in calculations and other weighted items are not, grade weight calculations will be 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.

Step 13: Select the feedback and presentation options.

13.1 Determine the kind of **Feedback** that is displayed upon completion:
- **When** – this determines at what point the feedback is displayed to students.
- **Score** - presents the final score to Students. This is only available for Tests.
- **Submitted Answers** - presents the Student's answers.
- **Correct Answers** - presents the correct answers to the questions. This is only available for Tests.
- **Feedback** - presents the question feedback to the Student. This is only available for Tests.

13.2 Select the Presentation Mode of **ALL AT ONCE** - Present the entire assessment on one screen. Students scroll through all the questions and can move up and down from question to question. If this is selected, **PROHIBIT BACKTRACKING** cannot be selected OR **ONE AT A TIME**- Displays one question at a time. The screen includes navigation tools to move between questions. The **SUBMIT** button will only appear on the last page of the assessment. **PROHIBIT BACKTRACKING** and **RANDOMIZE QUESTIONS** may be selected.

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 ⓘ 1	Score per Question ⓘ	Answers ⓘ	Feedback ⓘ	Show Incorrect Questions ⓘ
After Submission ▼	☑	☐ All Answers ☐ Correct ☐ Submitted	☐	☐
----Choose---- ▼	☐	☐ All Answers ☐ Correct ☐ Submitted	☐	☐

TEST PRESENTATION   2

It is recommended to select **ONE AT A TIME** for Test Presentation. See comments below on "Best Practices for Tests in Blackboard".

◉ 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.

Step 14: Click **SUBMIT.**

*Click **Submit** to edit options for this test. Click **Cancel** to quit.*

Cancel   Submit

BEST PRACTICES FOR TESTS IN BLACKBOARD:

1. Turn OFF Force Completion (leave the box unchecked):

    Force Completion requires the students to complete the exam in one sitting without exiting the browser or the system. With "force completion" turned OFF (as suggested), students who lose internet connection or get kicked out of the test can go back to the exam where they stopped (when they lost connection) and continue taking the test. Unfortunately, the time lapse when the students were out of the test (since they lost internet connection or the server was down) will count against their exam time because the system will continue to count down the time remaining. That's why we also recommend that you turn OFF Auto Submit.

2. Turn OFF Auto-Submit:

    When you set a timer for a test (for example: 2 hours), with Auto-Submit ON, the test would automatically be submitted after 2 hours. If Auto-Submit were OFF, the student could finish past this time. You can add instructions to the test that says: "if you exceed the time allotted for this exam by more than 15 to 20 minutes, you will have points taken off". This would allow ample time for them to get back online if they were kicked out

for some reason, and Blackboard keeps track of how long the student spends in the exam, so you would know how long they took to finish.

3. Set Questions to Display ONE AT A TIME:

    This ensures a continuous Blackboard session. Once students click on the arrow for the next question, his/her answer will be saved.