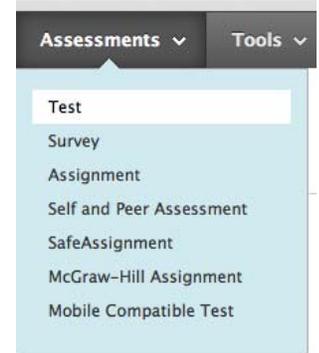


Deploying a Test, Quiz or Survey in Blackboard

Note: After the test or quiz is created the instructor must make it available, or deploy it, for the students.

1. Click on the area in your course where you want the students to access the Test, Quiz or Survey.
2. Click the **Assessments** button.
3. From the drop down menu, select **Test** or **Survey**.



Note: If you want to allow students to use any of their other electronic devices, such as: iPad, iPhone, or Android users to take this test, you will need to deploy two assessments; one **Test** and one **Mobile Compatible Test**. Those students who have downloaded the Blackboard Mobile app will be able to take their test or quiz on a mobile device.

For this documentation, we will be deploying a regular Test or Quiz.

4. Under Add Test click to highlight the desired test or quiz.

Note: If you have not previously created the test or quiz, you do have the option to do so by clicking the **Create** button.

5. Click the **Submit** button.
6. On Test Options page, set the desired options for the test, quiz, or survey.

Note: If the quiz or test name needs to be changed, type the name of the test or quiz next to **Name**. In addition, if you desire to provide a description of the test for reference you can do so by typing in the Description textbox area.

7. Under the Content Link Description, determine if the test will appear in a new window when the test is

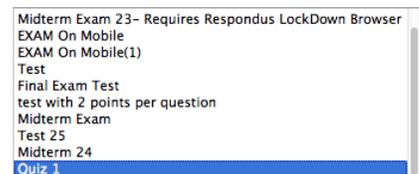
1. Add Test

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

Create a New Test

Create

Add Test



Cancel

Submit

TEST INFORMATION

* Name

Quiz 1

Choose Color of Name



Black

Content Link Description



launched. The default is No.

- Next to **Make the Link Available**, click the **Yes** radio button.

Note: *Make the link available and set the Display After and Display Until options. This way the test will become available on the dates you set.*

- If you want **Add a new announcement for this test**, click the **Yes** radio button.
- If you want to provide the students with multiple attempts to take the quiz, click the checkbox next to **Multiple Attempts** and then indicate the number of attempts: either **Allow Unlimited Attempts** or type in the box next to the **Number of Attempts**.

Note: *If you use Multiple attempts, you can determine which attempt to use for the student grade. Select either Last Graded Attempt, Highest Grade, Lowest Grade, First Graded Attempt, or Average of Graded Attempts.*

TEST AVAILABILITY

Make the link available Yes No

Add a new announcement for this test Yes No

Multiple Attempts
 Allow Unlimited Attempts
 Number of Attempts

Score attempts using

Force Completion

Set Timer
 Minutes
 Auto-Submit
 OFF ON

Display After
 Display Until

Password

- Click the checkbox next to **Force Completion** if you want students to complete the test in one sitting.
- If the test is limited to a specific time, click the checkbox next to **Set Timer** and indicate the number of hours or minutes the student is allowed.

Note: *Auto-Submit determines if the student will be allowed to finish the test after the time (OFF) or if the test will automatically be submitted for grading (ON).*

- Using **Display After** and **Display Until** will let you set an availability date and time for the test.
- Determine if your test or quiz will need a password. If you use a password, then make sure you tell the students the password prior to them taking the test.

15. Use **Test Availability Exceptions** to give specific students different test availability options.

TEST AVAILABILITY EXCEPTIONS

Add User or Group

Note: *Timer and force completion must be turned on to enable those settings for exceptions.*

16. Due Date indicates when the test or quiz must be completed.

DUE DATE

Due Date

Do not allow students to start the Test if the due date has passed.

Note: *This Due Date will appear in the students' course calendar.*

17. Click the checkbox for **Do not allow students to start the Test if the due date has passed.**

18. The Self-Assessment Options let you determine if you want to include the test in the Grade Center calculations or if you want to hide the results completely.

SELF-ASSESSMENT OPTIONS

Include this Test in Grade Center score calculations Hide results for this test completely from the instructor and the Grade Center

19. For the Show Test Results and Test Feedback section determine what students will see after they complete a test; such as scores, answers, and feedback for each question.

- a. **Score:** how many total correct out of total points possible.
- b. **All Answers:** the question answers
- c. **Correct:** What the correct answer is for that particular question.
- d. **Submitted:** What the student selected as the answer.
- e. **Feedback:** Shows instructor feedback to the student. This will only be effective if you provided feedback for each question when you were creating the test or quiz.
- f. **Show Incorrect Questions:** Marks questions answered incorrectly.

SHOW TEST RESULTS AND FEEDBACK TO STUDENTS

When ⁽ⁱ⁾	Score per Question ⁽ⁱ⁾	Answers ⁽ⁱ⁾	Feedback ⁽ⁱ⁾	Show Incorrect Questions ⁽ⁱ⁾
After Submission	<input checked="" type="checkbox"/>	<input type="checkbox"/> All Answers <input type="checkbox"/> Correct <input type="checkbox"/> Submitted	<input type="checkbox"/>	<input type="checkbox"/>
----Choose----	<input type="checkbox"/>	<input type="checkbox"/> All Answers <input type="checkbox"/> Correct <input type="checkbox"/> Submitted	<input type="checkbox"/>	<input type="checkbox"/>

20. Under Test Presentation, determine how the test or quiz will be shown to the students:
- All at Once** will be a running list of every question on the test shown on one page
 - One at a Time** will be one question per page
 - Determine if you want to **randomize the questions** to prevent memorizing the order of the questions and answers.

21. When finished, click the **Submit** button.

TEST PRESENTATION

- All at Once One at a Time
 Randomize Questions Prohibit Backtracking