

Set Blackboard Test Options

When you deploy a test, you'll immediately be prompted to set your test options. You can also access and change your test options any time after the test is deployed, as detailed in these instructions.

1. Access test options

1.1 Log into Blackboard

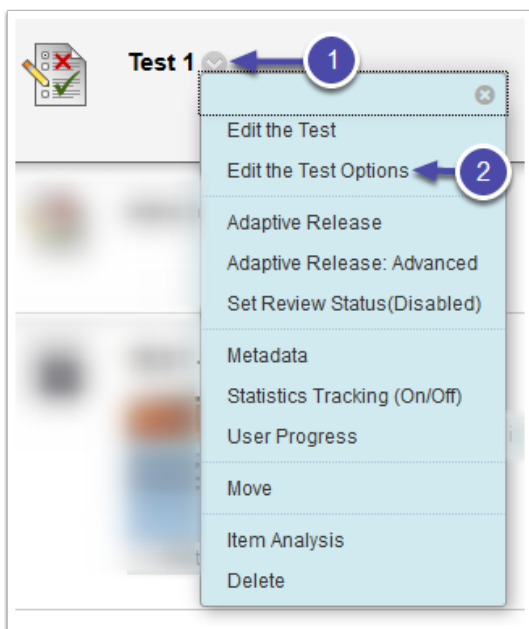
Log into Blackboard Learn at <https://learn.kent.edu> or through Flashline.

1.2 Enter your course

Click on the name of your course to access it.

1.3 Access the test options

Locate the deployed test. Click the **Action Link (drop-down arrow)** next to the test name and select **Edit the Test Options** from the menu.



2. Set test options

2.1 Set test information

- **Name:** Type in the name of the test here.
- **Description:** Type in any description or instructions for the test, which will be displayed to students under the test link.
- **Open Test in New Window:** Set to yes or no as desired (will not affect the functionality of the test).

2.2 Set test availability

- **Make the Link Available:** This must be set to Yes in order for students to be able to take the test. If you set date and time restrictions for the test, this must still be set to Yes or else this setting will override those date and time restrictions.
- **Add New Announcement for this Test:** Setting this option to Yes will automatically create a course announcement telling your students that the test has become available.
- **Multiple Attempts:** You can allow unlimited or a specific number of attempts. Leave this box unchecked if you want students to be able to take the test only once.
- **Score Attempts Using:** If allowing multiple attempts, you can choose how the student's grade is calculated (highest, most recent, average, etc.).
- **Force Completion:** Enabling this option forces students to complete the test in one sitting; however, if their internet connection is interrupted or they have another minor technical difficulty, they will NOT be able to resume the test. It is highly recommended that you do NOT use Force Completion. Instead, enable the timer and auto-submit options to make students take the test in one sitting. See the Auto-Submit description for more information.
- **Set Timer:** Enable and enter the time limit (in minutes) to time your students' test attempts. The timer begins counting down as soon as the test is opened. Students will be notified when the time limit is close to expiring. However, students can exceed the time limit if Auto-Submit is not enabled.
- **Auto-Submit:** Turn Auto-Submit on to enforce the time limit set in the previous option. Auto-Submit will automatically submit your students' test attempts once the time limit expires. The timer keeps counting down even if students leave the test page, so it does force students to take the test in one sitting; however, it does allow students to refresh the page or to leave and resume the test within the time limit, unlike the Force Completion option.
- **Display After:** Enable and enter a date and time to make the test link appear and become available for students to take. If you want the test link to become available immediately, you can leave this option blank.
- **Display Until:** Enable and enter a date and time to make the test link disappear. If you want the test link to remain available indefinitely, leave this option blank.
- **Password:** Enable this option and type in a password if you want the student or a proctor to be required to enter a password in order for the student to be taking the test. This is often used in conjunction with proctored testing.

2.3 Set test availability exceptions

Use this section to set separate test options for individual students and/or groups. Those can be used to allow students more time for a test or a different availability date range. [Learn more about test availability exceptions.](#)

2.4 Set due date options

- **Due Date:** Enabling and entering a date and time will show the due date to students before they take the test. It is very useful for students to see this information.
- **Do Not Allow Students to Start the Test if the Due Date has Passed:** Enabling this option allows you to leave the test link available to students but prohibit them from taking the test after the due date. However, if you have Test Availability Exceptions, this setting can override those date/time settings.

2.5 Set self-assessment options

- **Include this Test in Grade Center Score Calculations:** If you want the test scores to play into your total column(s) in your Grade Center, leave this option enabled.
- **Hide Results for the Test Completely from Instructor and the Grade Center:** If you want to see students' grades, do NOT enable this option.

2.6 Set test results and feedback options

Use this section to select what information is available to students to review after taking the test. You can select when certain feedback becomes available (upon submission, after due date, etc.) as well as what feedback is included (question text, answer choices, etc.).

Note: If you enable the "Score Per Question" feedback, that will show both the question text and whether the student received points for each question.

2.7 Set test presentation options

- **All at Once:** Show all test questions on one scrolling web page. Students can revisit and change answers to previous questions.
- **One at a Time:** Show only one question per page. Students will have to click the Next button to progress to the next question. Students can revisit and change answers to previous questions unless the Prohibit Backtracking option is enabled.
- **Prohibit Backtracking:** Prohibit students from navigating to previously-answered test questions. This can only be enabled with a test is set to One at a Time.
- **Randomize Questions:** Enable this option to jumble the order of the questions for each student's test.

2.8 Submit

When you are finished setting your test options, click the **Submit** button to save.