Blackboard Test Panel Options

An overview of the Test Panel Options available in Blackboard...when to use them; when to lose them...
If You Have Questions…
Test Options Panel

1. Test Information
2. Test Availability
3. Due Date
4. Self-Assessment Options
5. Test Feedback
6. Test Presentation
7. Submit
Encountering the Test Options Panel

Create Test

Creating a Test deploys the Test to a Content Area. Once a Test has been deployed, change the Test Options to make it available for students to take. More Help

1. Add Test
   Create a new Test or select an existing Test to deploy.
   Create a New Test

2. Submit
   Click Submit to add this Test. Click Cancel to quit.

Edit the Test Options
   Edit the Test
   Adaptive Release
   Adaptive Release: Advanced
   Add Alignments
   Set Review Status (Disabled)
   Metadata
   Statistics Tracking (On/Off)
   User Progress
   Move
   Delete
Test Information

Test Options

Test Options control information about the Test, including instructions, availability, feedback, and presentation. More Help

* Indicates a required field.

1. Test Information

Name: Test Options

Choose Color of Name: Black

Description:

Path: body

Open Test in New Window: Yes
Test Availability

2. Test Availability

- Make the Link Available: Yes or No
- Add a New Announcement for this Test: Yes or No
- Multiple Attempts:
  - Allow Unlimited Attempts
  - Number of Attempts
- Force Completion: Once started, this Test must be completed in one sitting.
- Set Timer:
  - 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.
    - Hours: 1, Minutes: 00
- Auto-Submit:
  - OFF: The user is given the option to continue after time expires.
  - ON: Test will save and submit automatically when time expires.
  - OFF or ON
- Display After: 10/01/2012 09:47 AM
  - Enter dates as mm/dd/yyyy. Time may be entered in any increment.
- Display Until: 10/01/2012 09:48 AM
  - Enter dates as mm/dd/yyyy. Time may be entered in any increment.
- Password: Require a password to access this Test.
  - Password
Auto-submit Issue

Grade Test: Test Options

Assign a grade and feedback for the current test attempt. Expand the Test Information section to clear the student's work or edit the test. More Help

User: Jan - Student Lay (Attempt 1 of 1) ! View: Full Grade Center

Test Information - Test was submitted 2 minute(s) late.
Due Date

3. **Due Date**

Enter dates as mm/dd/yyyy. Time may be entered in any increment.
Self-assessment Options

4. **Self-assessment Options**

- ✓ 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 Instructor and the Grade Center

  If this option is checked, 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.
Test Feedback

Select the Type of Feedback Displayed Upon Completion

- Score
- Submitted Answers
- Correct Answers
- Feedback
6. Test Presentation

Presentation Mode

- 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.
Submit!

Click Submit to edit options for this Test. Click Cancel to quit.
Description vs Instructions

Test Information

Enter a Name for the Test. This is a required field. The name is the title text that appears in the Content Area. Use a descriptive name to help users identify the Test. More Help

* Indicates a required field.

1. Test Information

* Name

Description

Instructions
How to edit the Instructions

1. Open the Test Options menu.
2. Select 'Edit the Test Options' to access the Test Options canvas.
3. In the Test Canvas: Test Options, click on the 'Instructions' section to edit the instructions.
   - You can edit the existing instructions or add new ones.
4. After editing the instructions, click 'Save' to ensure the changes are applied.
Ta Da!

(i.e. that’s pretty much it!)
Blackboard Resources

- Setting Test Options - video
  - http://ondemand.blackboard.com/r91/movies/bb91_tests_survey_set_test_options.htm

- Creating a Test - webpage
  - http://ondemand.blackboard.com/r91/movies/bb91_tests_surveys_creating_test.htm

- Blackboard Learn Support Page
  - http://www.clemson.edu/ccit/learning_tech/blackboard_learn/index.html

- Upcoming CCIT Computer Training Classes
  - http://www.clemson.edu/clereg/
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