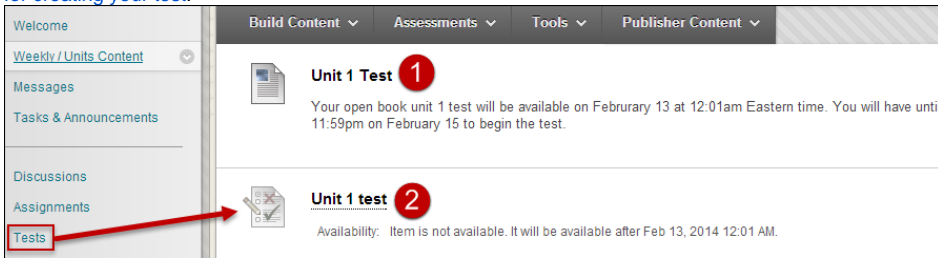


# Test Setup Best Practices

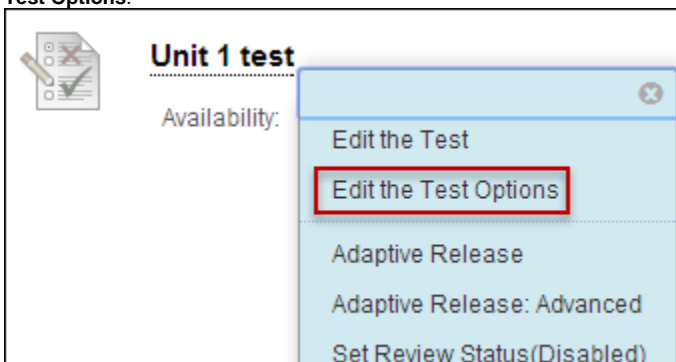
## Test Setup Best Practices

This is a set of best practice suggestions for setting up a test in Blackboard Learn. For more detailed assistance with any of the settings please contact the CPE eLearning instructional design team at [facilne@oe.umass.edu](mailto:facilne@oe.umass.edu).

1. In the Tests content area, [create an Item](#) to inform students when the test is scheduled to open (students do not see unavailable content). You can also use this space to provide other relevant instructions.
2. [Deploy the test](#) in the Tests content area. This gives student easy access for taking tests and reviewing their work. If you need, see [instructions for creating your test](#).

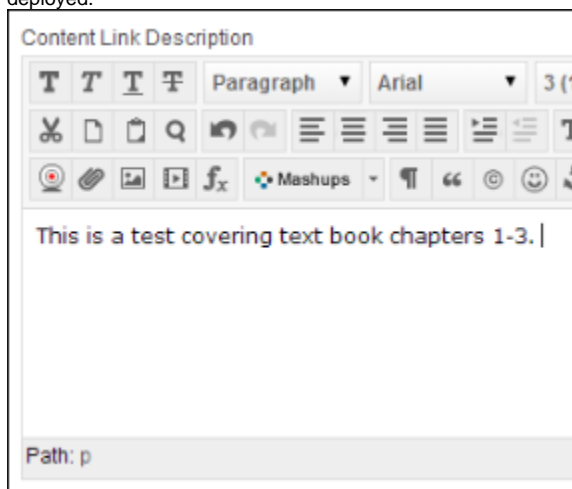


3. Set the test options as you deploy the test or edit the options at any time by clicking on the Actionlink of the deployed test, and selecting **Edit the Test Options**.

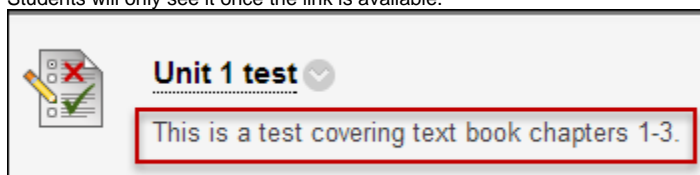


a. Test Information:

- i. Add instructions or descriptive text to the **Content Link Description**. It will appear under the test link in the area where it is deployed.



- ii. Students will only see it once the link is available.



- iii. Test Description and Test Instructions: If you had entered information in the Test Description and Test Instructions fields while setting up the test, check the **Show to students before they begin the test** boxes to make the content available.

The screenshot shows two sections: 'Test Description' and 'Test Instructions'. The 'Test Description' section contains the text 'This is a test covering text book chapters 1-3' and a checked checkbox labeled 'Show Test Description to students before they begin the test.' The 'Test Instructions' section contains the text 'This is an open book test. You may use your text questions.' and a checked checkbox labeled 'Show Instructions to students before they begin the test.' Red arrows point to each of the checkboxes.

- iv. Text will appear on a screen just before students begin the test and while the test is in progress

The screenshot shows a preview of the test screen. At the top right are 'Cancel' and 'Begin' buttons. Below is a section titled '1. Instructions'. It contains two fields: 'Description' with the text 'This is a test covering text book chapters 1-3' and 'Instructions' with the text 'This is an open book test. You may use your text book or notes to help you answer the questions.' Both text boxes are highlighted with red rectangles.

- b. Test Availability:

- i. Make sure that Make the Link Available is set to **Yes**. This will allow for the test to open automatically on the specified date.

The screenshot shows the '2. Test Availability' section. It features the text 'Make the Link Available' followed by two radio buttons: 'Yes' (which is selected) and 'No'. A red arrow points to the 'Yes' radio button.

- ii. If you wish your students to take the test once, leave the Multiple Attempts box un-checked.

The screenshot shows the 'Multiple Attempts' section. It has a checkbox labeled 'Multiple Attempts' which is un-checked. Below it are two radio buttons: 'Allow Unlimited Attempts' and 'Number of Attempts' followed by a text input field. A red arrow points to the 'Multiple Attempts' checkbox.

- iii. Leave the Force Completion box un-checked. In the case of a network disruption, this allows students to re-enter the test and resume their work.

The screenshot shows the 'Force Completion' section. It has a checkbox labeled 'Force Completion' which is un-checked. Below it is the text 'Once started, this test must be completed in one sitting.' A red arrow points to the 'Force Completion' checkbox.

- iv. Check the **Set Timer** box. Enter the desired test duration *plus an additional 10 minutes*. This gives students with network disruptions sufficient time to complete their work. All work is time stamped, so you will see the total amount of time used. Set Au

**to-Submit to ON** so that the tests automatically submit once the time has run out. Students see the timer setting before they begin the test.

Set Timer  
*Enter the expected completion time. Selecting this option also records completion time when they begin the Test.*

Minutes

Auto-Submit  
 OFF  ON

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

v. Set the date and time when you want the test to open in the **Display After** field. Leave the Display Until box un-checked.

Display After

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

Display Until

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

c. Due Date: Set the date and time when you want the test to close in the **Due Date** field. Check the box **Do not allow students to start the Test if the due date has passed**.

### 4. Due Date

*Set the date the assessment is due. Optionally, do not allow student submissions 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 checked.*

d. Show Test Results and Feedback to Students: From the When drop down menu, select **After Due Date**. Check all of the feedback option boxes to provide the most complete feedback to students.

### 6. 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.*

When	Score	Answers	Feedback	Show Incorrect Questions
After Due Date	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> All Answers	<input checked="" type="checkbox"/> Correct <input checked="" type="checkbox"/> Submitted	<input checked="" type="checkbox"/>
---Choose---				
After Submission				
One-time View				
On Specific Date				
After Due Date	<input type="checkbox"/>	<input type="checkbox"/> All Answers	<input type="checkbox"/> Correct <input type="checkbox"/> Submitted	<input type="checkbox"/>
After Availability End Date				
After Attempts are graded				

- e. Test Presentation: select **All at Once** to present the entire test on one screen. Check the **Randomize Questions** box (note: if your questions must be in a pre-determined order do not check the Randomize Questions box).

**7. Test Presentation**

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.*

Randomize Questions  
*Randomize questions for each Test attempt.*

4. [Create a course link](#) to the test in the appropriate weekly content folder or learning module.

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