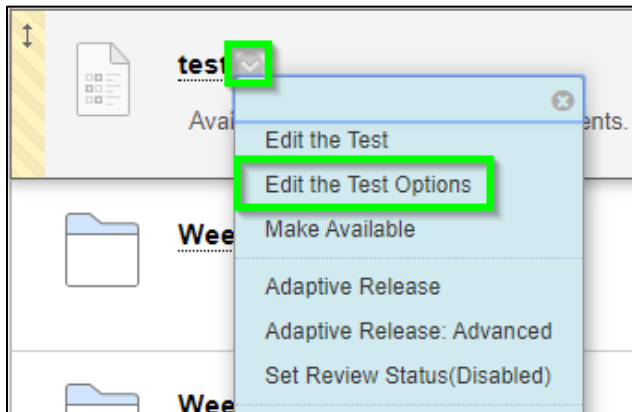


Blackboard

Test Options

To explore options for setting up your exam with improved academic integrity, open your Blackboard course and navigate to the test within your course content. Hover over the test item, click the drop-down icon to the right of the test name, and select 'Edit the Test Options' from the drop-down.



Scroll to the *Test Availability* section. Tests by default are unavailable/hidden from students. Use the 'Make available to students' option to make the test visible to them when you are ready.

TEST AVAILABILITY

Make available to students ☐ Yes ☒ No

We **DO NOT** recommend using the 'Add a new announcement for this test' option. This will immediately send an announcement once your test has been added to the Course content.

Add a new announcement for this test ☐ Yes ☒ No

If you have any questions, please do not hesitate to reach out to us at TLT@purdue.edu.

The 'Multiple Attempts' option is useful if you would like students to be able to attempt the test more than one time. If you enable multiple attempts, you will have the option to choose what grade Blackboard uses for the student's score.

☐ Multiple Attempts

☐ Allow Unlimited Attempts

☐ Number of Attempts

Score attempts using

Last Graded Attempt ▼

We **DO NOT** recommend enabling this next feature. 'Force completion' requires students to complete the test in one sitting. If a student encounters internet trouble while taking the test and temporarily loses connection, Blackboard sees that as their test session ending and students will not be able to re-enter the test to finish.

☐ Force Completion

Once started, this test must be completed in one sitting.

The 'Set Timer' feature enables you to set how much time students have to complete the test once they have started it. If you enable this feature, we recommend turning on the 'Auto-Submit' option, as well, to ensure student's responses are saved and submitted should they not finish on time.

☐ 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.

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.

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Checking the box next to the 'Display After' and 'Display Until' options will enable you to make the test available for students to complete only between the days and times you set. **NOTE:** The 'Make available to students' setting at the top of the page must be set to "yes" for the test to be available to students during the timeframe you set here.

☐ 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.

Enabling the 'Password' setting will require students to know the password you set in order to access the test. This password will be the same for all students. **NOTE:** Using this password feature in a remote teaching environment yields little benefit.

☐ Password

Require a password to access this test.

The 'Restrict Location' feature should not be used.



Restrict Location

Require Students to log on from a specific location (range of IP addresses).

This next feature will enable you to grant exceptions for students who may need accommodations. To do this, click 'Add User or Group' and select the student(s) you are granting exceptions for. You will then have the option to set an alternative number of attempts, an alternate length of time to complete the test, and/or alternate display dates.

TEST AVAILABILITY EXCEPTIONS

*Click **Add User or Group** to search for course users and groups to add to the exception list. Timer and force completion must be enabled in the previous test availability step to enable those settings for exceptions. If you choose to use groups, you must make the group unavailable if you do not want students to see group members. Click **Remove all Exceptions** to delete all exceptions for the test.*

Name	Attempts	Timer	Availability
 WL Student1	<input type="text" value="Single Attempt"/>	<input type="checkbox"/> <input type="text"/>	 ✕

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You can set a 'Due Date' if appropriate. If you set a due date, the test will appear on your course calendar. There is also an option to disallow students from beginning a test after the due date has passed.

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.

By default the test will be included in the Grade Center calculation. We recommend keeping the default settings under this section.

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.

You can then customize when and how students are presented with their test results and feedback.

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	Score per Question	Answers	Feedback	Show Incorrect Questions
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"/>

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Under *Test Presentation*, you can select whether all questions appear at one time and students are allowed to answer questions in any order or whether questions should appear one at a time. When 'One at a time' is selected, you can prohibit students from backtracking to modify their answers to previous questions.

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 that has already been submitted.

You can also choose to 'Randomize Questions' if you would like students to receive questions in an order different than their peers.

☐ Randomize Questions
Randomize questions for each test attempt.

After you have finished customizing your test options, click 'Submit' to save your changes.

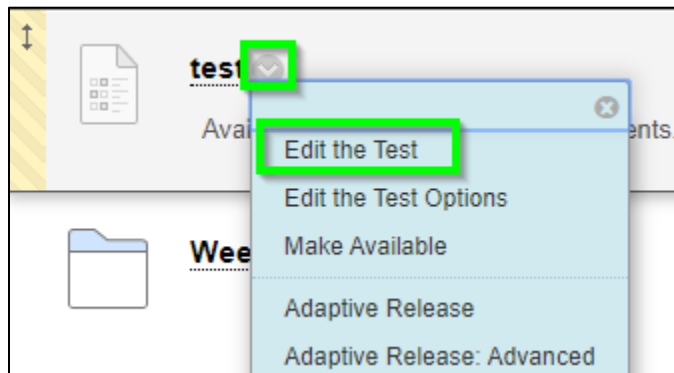
Randomize Questions from Pool

This video shows how to randomize questions from a question pool.

https://www.youtube.com/watch?time_continue=128&v=UImFGhPKVpA&feature=emb_logo

Randomize Answers on a Multiple Choice Question

Multiple Choice answer choices can be randomized so each student will receive them in a different order. Open your Blackboard course and navigate to the exam within your course content. Hover over the test item, click the drop-down icon to the right of the test name, and select 'Edit the Test' from the drop-down.



Open an existing multiple-choice question or create a new one. Scroll to the 'Options' section and check 'Show Answers in Random Order'.

OPTIONS

If partial credit is allowed, each incorrect answer can specify what percentage of the total points should be given for that answer.

Answer Numbering

Answer Orientation

Allow Partial Credit ☐

Show Answers in Random Order ☐

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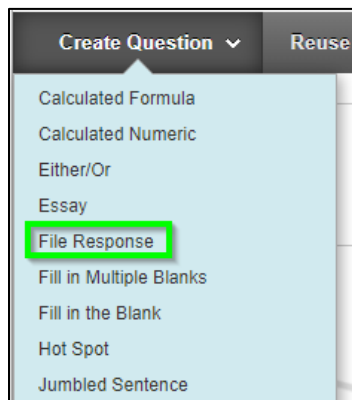
Use Calculated Formula Questions to Change the Questions Students are Given

This document explains how to create Calculated Formula questions.

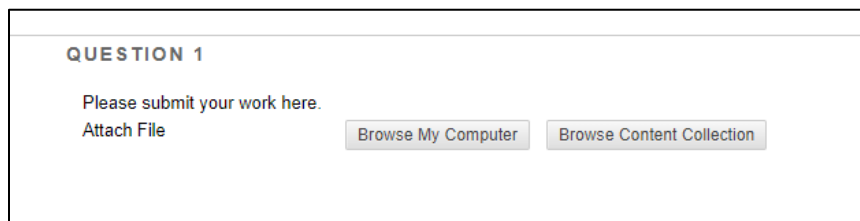
https://help.blackboard.com/Learn/Instructor/Tests_Pools_Surveys/Question_Types/Calculated_Formula_Questions

Have Students Show Their Work

By creating a 'File Response' question, students could take a picture of their work and submit it as a document or picture.



(Student Preview) Students will be able to submit images or documents from their computer using the 'Browse My Computer' or 'Browse Content Collection' options.



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