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.

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.

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.

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.

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.

If you have any questions, please do not hesitate to reach out to us at [TLT@purdue.edu](mailto:TLT@purdue.edu).
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.

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.

The ‘Restrict Location’ feature should not be used.

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.

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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.

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

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

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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.

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

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

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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’.

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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 ‘Browser My Computer’ or ‘Browser Content Collection’ options.

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