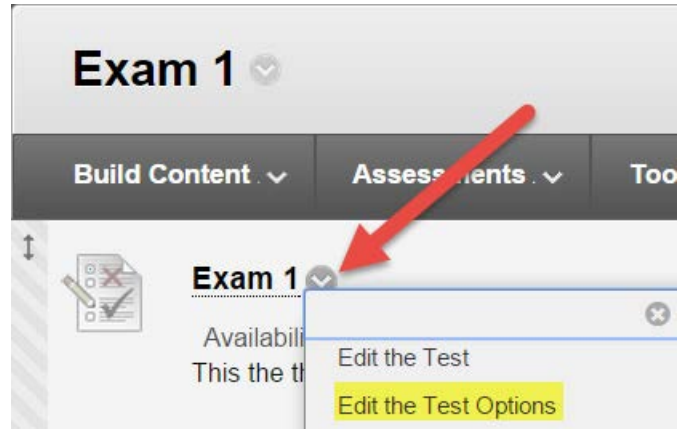


Blackboard: Setting Test Options

April 21st, 2015

Once you have created a test in your course, it's easy to change the testing options available to students. Just navigate to the test, click the chevron next to the test name, and select "Edit the Test Options."

Let's take a look at a few options you might find useful.



Force Completion vs. Set Timer (and Auto-Submit)

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.

60 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.*

Force Completion – Once students click the link to begin, they have to complete the test in that session. If students accidentally close the window, lose internet connection, or lose power, they will have to call you to reset the test.

Set Timer – Establishes the amount of time to complete a test. Once students start a test, they will have to submit it for a grade, but if Force Completion is not selected, they can re-enter the test if they get kicked out (without having to ask you to reset the test).

Auto Submit – Auto Submit is a sub-option of Set Timer. You cannot use Auto Submit without setting a time limit for the test. If Auto-Submit is set to "on," the test will automatically submit at the end of the time (60 minutes in the example). If Auto-Submit is set to "off," students can still continue working on the test, but you will see a notification that the student went over time.

Individual Student Options (Test Availability Exceptions)

At times, you may need to or choose to change the test options for one student or a group of students for a particular exam. Students may be eligible for extended time to take an exam (as referred from the Center for Access and Accommodations) or you may choose to allow students to make up an exam. Navigate to “Test Availability Exceptions” on the “Test Options” page to make these changes.

Click on “Add User or Group” to indicate which student or group of students the exceptions apply to.

Select the applicable student names and click “Submit.”

You can then select any of the following options:

Allowing individual students to take the test more than once – Under “Attempts,” select whether you want the student to have one, unlimited, or multiple attempts to take the test. If a student is allowed multiple attempts, indicate the number of attempts.

Allowing individual students additional time to take a test – Under “Timer,” indicate the number of minutes the student has to complete the test. Also select whether the test will submit automatically at the end of this time, or students can continue working when their time has elapsed.

Reopening a test for individual students – Under “Availability,” click the calendar to indicate the days and times that the student can access the test.

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.

Add User or Group **Remove All Exceptions**

Name	Attempts	Timer	Availability
Becky Benkert_PreviewUser	Unlimited Attempts ▼	<input checked="" type="checkbox"/> 60 <input type="checkbox"/> Auto Submit	