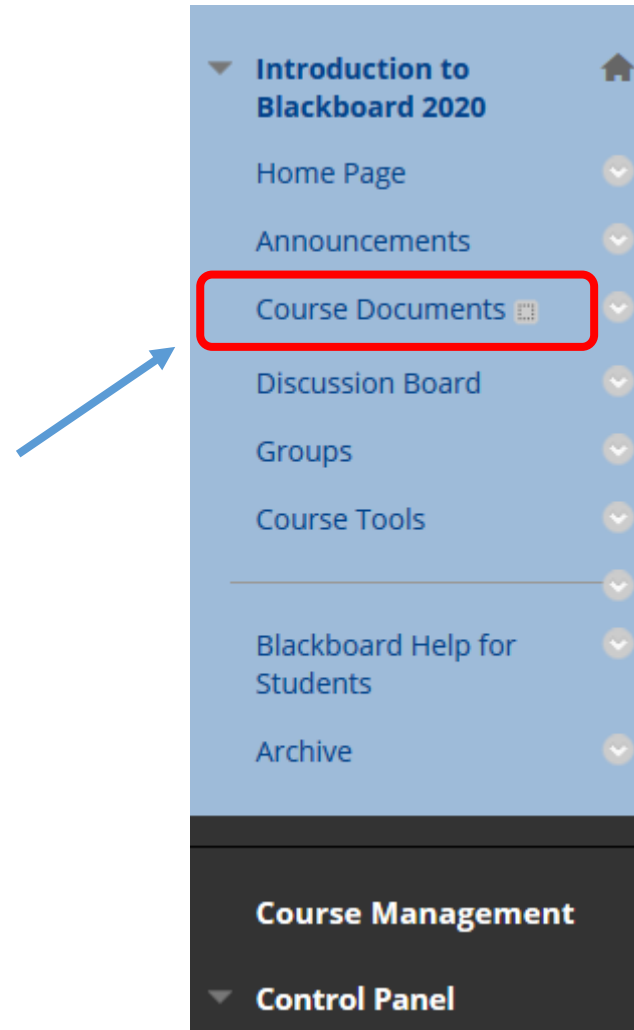




How to Edit the Test Options for Exam Links

1. Log in to the Course on Blackboard. Go to a content area in your course that contains the exam link. In this example the exam link we will work with is in ***Course Documents***.



2. Click ***the arrow circled in green*** for more options, and then click ***Edit the Test Options*** from the drop down menu.

The screenshot displays the Blackboard interface for a course titled "Introduction to Blackboard". The left sidebar contains navigation options such as "Home Page", "Announcements", "Syllabus", "Course Documents", "Discussion Board", "Groups", "Course Tools", "Blackboard Help for Students", "Archive", and "Course Module". The main content area is titled "Course Documents" and includes tabs for "Build Content", "Assessments", "Tools", and "Partner Content". Two items are listed: "Week 1 Assignment" and "Midterm Exam". The "Midterm Exam" item has a dropdown arrow circled in green, with a blue arrow pointing to it. A second blue arrow points from the "Edit the Test Options" option in the dropdown menu to the text. The dropdown menu includes options like "Edit the Test", "Edit the Test Options", "Make Unavailable", "Adaptive Release", "Adaptive Release: Advanced", "Set Review Status(Disabled)", "Metadata", "Statistics Tracking (On/Off)", "User Progress", "Move", "Item Analysis", "Change Due Date", and "Delete".

3. The following pages will describe the various options on the *Edit the Test Options* page:

Test Options

Test options control the instructions, availability, due dates, feedback, self-assessment and presentation of the test. [More Help](#)

* Indicates a required field.

TEST INFORMATION

* Name

Choose Color of Name Black

Content Link Description

Rich text editor toolbar with options for text formatting (bold, italic, underline, strikethrough), paragraph alignment, font face (Arial), font size (3 (12pt)), bulleted and numbered lists, indentation, link, unlink, insert link, insert image, insert video, insert audio, insert table, insert table of contents, and other tools. Includes a 'Mashups' dropdown and 'HTML CSS' toggle.

Path: p Words:0

Open test in new window Yes No

This is the title of your exam link as it appears to students.

This text will appear below the Title. Could be used for showing test instructions, or other details.

Leave this selected as **No**.

Edit the Test Options page descriptions continued...

TEST AVAILABILITY

Make available to students Yes No

If the exam is ready to be administered, select **YES**. Otherwise students will not see the Exam link.

Add a new announcement for this test Yes No

Multiple Attempts
 Allow Unlimited Attempts
 Number of Attempts

Exams allow for one submission per student, unless you select multiple attempts. You can enter a specific number of attempts allowed, or allow an unlimited number.

Score attempts using Last Graded Attempt

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

Leave this option unchecked.

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.

120 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.

Timers begin when a student is presented with the first question of an exam.

If students leave the exam page, ***the timer continues.***

Auto-Submit should be **ON**. This will save the student's progress at the time and submit the exam to the Grade Center once the time is up.

You are able to **Select Date and Time Restrictions** for all course material posted on Blackboard. **Please note you must select YES for “Make Available to Student” under Test Availability for the Date and Time Restrictions to work.**

For example, you can configure each **Exam link** you create to schedule when the exam link will appear and disappear from Student’s view. Exam links will appear for students at the set Date / Time under **Display After**, and disappear at the set Date / Time of **Display Until**.

Click the boxes to the left of **Display After** and **Display Until** to activate those features.

In this example, I will configure this Exam link to **Display After** on November 11th, 8:00 AM. It will be available (or will **Display Until**) November 9th, at 8:00 AM. So students would have a full 24 hours to take the exam.

Set Timer
Set expected completion time. Selecting this option also records completion time for 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.

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.

Password

Require a password to access this test.



Set Timer
Set expected completion time. Selecting this option also records completion time for 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.

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.

Password

Require a password to access this test.

No need to enter a password.

Edit the Test Options page descriptions continued...

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

You can use this feature to give extra time to students who require an accommodation.

Click [HERE](#) to learn more.

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.

Leave this unchecked.

Adding a due date will prevent Blackboard from auto-grading your exam.

Edit the Test Options page descriptions continued...

- 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.

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.

Do not change these options.

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.

Edit the Test Options page descriptions continued...

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"/>

You can use this feature to show students the correct answers on an exam, which questions they answered incorrectly, and more.

Click [HERE](#) to learn more about Test Results and Feedback to Students.

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 present all of the questions of the exam on one web page (**All at Once**), or **One at a Time**.

- Randomize Questions
Randomize questions for each test attempt.

Selecting this randomizes the order of questions on the exam for each student.

Click **Submit** to edit options for this test. Click **Cancel** to quit.

Cancel Submit

Click **Submit** to finalize your Test Options.