PART 1: Express Checklist

Use this quick checklist to configure commonly used options!

If you are new to Blackboard Learn’s Test options, or wish to use items not covered in the Express Checklist below, be sure to use the following Part 2, 3 and 4 to go over your test!

<table>
<thead>
<tr>
<th>ITEM</th>
<th>RECOMMENDED SETTING:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Make the link available</td>
<td>Yes</td>
</tr>
<tr>
<td>Set Timer</td>
<td>Length of time to take the exam</td>
</tr>
<tr>
<td>Auto Submit</td>
<td>Off</td>
</tr>
<tr>
<td>Display After</td>
<td>Exam’s scheduled starting date/time</td>
</tr>
<tr>
<td>Display Until</td>
<td>Add 20-25% addl time to allow for any problems in starting/conducting exam</td>
</tr>
<tr>
<td>Password</td>
<td>Skip this if you are using Respondus LockDown Browser</td>
</tr>
<tr>
<td>Self-Assessment Options</td>
<td>Check the checkbox for “Include this test in Grade Center options…”</td>
</tr>
<tr>
<td>Show Test Results and Feedback to Students</td>
<td>Change the dropdown list to “---Choose---”</td>
</tr>
<tr>
<td>Test Presentation</td>
<td>Check off “All at once” and “Randomize”</td>
</tr>
</tbody>
</table>

Links for more info:

Click here for Blackboard’s FAQ on Test Options.

Click here for Blackboard’s video on setting some basic Test Options.

Click here for Blackboard’s FAQ on Adaptive Release controls.

Click here to open our ACT Office Workshop Calendar.

Need help? Email us at help@downstate.edu
PART 2: Understanding the Test Options settings

Keep in mind that some access controls are available via different setting pages in Bb Learn. You may wish to review the separate “Understanding the Adaptive Release settings” FAQ.

TEST INFORMATION:

1. **Name**: You can edit the title of the test and select a distinct color.

2. **Description**: The text you enter in this box appears beneath the test title on content pages. It is available to the user *before* they click on the link to access the test.

3. **Open Test in New Window**: Setting this to ‘No’ (recommended) will display the test inside your course’s main display area.

TEST AVAILABILITY:

1. **Make the link available**: If set to ‘no’, students cannot see the link to the exam. **We recommend setting this to ‘yes’ and use other settings to control access.** If you do set this to ‘no’, you will have to remember to change this to ‘yes’ before the start of the test!

2. **Add a new Announcement**: Use this to alert all students to test particulars such as location, areas to study, items to bring for the test (stethoscopes, for example), etc.
3. **Multiple Attempts**: Usually this option is **unchecked** by default. They only will be allowed to take the test once. You can specify how many attempts are allowed.

**Force completion**: **Not Recommended.** This option will attempt to “punish” the student if they leave the exam window. It will lock them out of the exam if they click ‘out’ of the exam window browser – for example, by clicking on something else open on that computer such as another browser tab or program, if they close the browser and try to come back to the test later or even if they have a too-long period of inactivity.

We recommend using the Respondus LockDown Browser (Part 3 below) if you want higher exam security and are giving an exam in one of the campus locations.

4. **Set Timer**: Users will see this countdown timer display during the exam. AutoSubmit will close and submit the test when time has elapsed. We **do not recommend using AutoSubmit** in case the user experiences delays during the exam.

5. **Display After/Display Until**: This date/time selector controls when the test icon and link are visible to the student.

6. **Password**: If you have set your test to use the Respondus Lock-Down Browser (LDB) installed in a computer lab, note that a unique random password appears here. **DO NOT CHANGE OR REMOVE IT.** The password is part of the security automation connecting Blackboard Learn and the Respondus LDB. Students will not see nor need to know this password. If you do not use Respondus LDB, you can set your own test password. Note that the password in this text box is fully readable (not obscured) to instructors when they choose Edit Test Options. You should keep this in mind when projecting views of your course in the classroom.
TEST AVAILABILITY EXCEPTIONS: You only need to use this option to override the standard test access settings for selected individuals – for example, to grant extra time, to allow early start / late finish or to allow multiple attempts.

1. **Click on “Add User or Group”**: A new page will appear.

2. **Select Users or Groups**: Choose specific individuals from the list of enrolled users. If you have already created a group (for example, a “Special Exam Requirements” group) drop down the List and select “Group Name”.

3. Then select your group from the available Groups and click on “Submit”.

Choose the exceptions to apply for each selected user/group. You can have different exceptions for different selected users/groups:
4. **Attempts.** By default this is unchecked, thus ensuring only one attempt is allowed. You can choose Multiple Attempts and designate how many to give, or choose Unlimited.

5. **Timer:** Apply a different amount of time to take the test. You will have to calculate and enter the proper amount here. For example, to give “time and a half” to a student in a 60 minute exam, enter 90 here.

6. **Test availability:** Click on the calendar icon and clock icon to set an earlier starting time or later closing time for test availability.

![DUE DATE]

**DUE DATE:**

Use this feature to place a reminder in the course calendar that Blackboard will use to automatically remind the students about this upcoming event. As with other date/time items, clicking on the calendar and clock icons will pop up a selection list. Want it to be available all day but close at midnight on the correct date? Scroll down to the bottom of the Time list, choose End of Day. This will autofill “11:59 PM” on the date you select.

![SELF-ASSESSMENT OPTIONS]

**SELF-ASSESSMENT**

In most cases you will want the results from this test to display in the Grade Center. Leave the first checkbox (Include This Test) checked off; leave the second checkbox (Hide results) unchecked.

If, however, this test is not to be used for course grading – for example, an optional weekly self-test – you can remove it from your views:

- uncheck the checkbox for “Include this Test in Grade Center calculations”;

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• check the checkbox for “Hide results for this test completely from the instructor”

**SHOW TEST RESULTS AND FEEDBACK TO STUDENTS**

Note that there are two rows of selectable options here. This allows more flexibility – for example, releasing the question scores after submission while granting access to review the questions and answers during a later day/time slot.

1. **When**: Generally most instructors do not want any data released until after all submissions have been completed and they have inspected the test’s item analysis. To remove all views from students, change the default from “After Submission” to “-Choose-“.

2. **Score per question**: Check to allow students to see how they scored on each question. Only the score is show, however; choose the next options under Answers to reveal more about each question.

3. **Answers**: You may want to limit how much of the test students can see after taking it. Choose any combination of these independent choices:
   a. to show each student what answer option they chose,
   b. what the correct answer actually is,
   c. All of the original answer options for that question.

4. **Feedback**: If you have created question feedback, students will only see it if you check this option.
5. **Show Incorrect Questions**: Only questions that the student got wrong are displayed. Useful especially if you give multiple attempts for students to review and then retake a test.

### TEST OR SURVEY PRESENTATION

1. **All at Once**: Generally the most common (default) option. Students receive a full display of all questions once they begin the test.

2. **One at a Time**: Check the square checkbox to deliver each question separately. You can allow them to navigate via the Previous/Next buttons, or you can limit this by choosing the additional round radio dial button next to “Do not allow backtracking”. Once a student moves to the next question, their answer on the current question is recorded and they cannot return to revise or answer it.

3. **Randomize questions**: Provide additional exam security by choosing this option to scramble the question order.
PART 3: Using the Respondus Lock-Down Browser

This client, installed on campus computers, blocks the user from opening any other items or programs during a test. If you wish to use this option, you can’t select it from Test Options. Instead, go to your Course Tools, choose Respondus LockDown Browser.

Don’t see the Respondus LockDown Browser in your Course Tools list? Check to make sure it is enabled for your course. In the Course Management menu, select Customization, then Tool Availability. Check off the checkbox for Respondus LockDown Browser if it isn’t already checked and then choose Submit.

A list of your deployed tests appears in the main display area. Click on the icon to the left of the test’s title and choose “Modify Settings”.

Various LockDown browser settings are available. We recommend enabling the Calculator since they will not have access to the computer’s embedded programs. We also recommend skipping an exam password since a “secret” strong random password will already be autogenerated and used by Blackboard Learn to connect securely to the Respondus LDB. Once you choose to require the Respondus LDB for your test, a long random password will automatically appear in the Password field in your test’s Test Options. DO NOT CHANGE OR REMOVE THE RESPONDUS LDB PASSWORD THAT IS SHOWN IN THE TEST OPTIONS IF YOU ARE USING RESPONDUS LDB. Students will be unable to open the test!

If the Respondus LDB password has been deleted or changed, students will see a message to notify their instructor when they try to access the test in the Respondus LDB. A “FixIt” button will appear here to the right of the exam title. Click it to add the password back.