

Deploying Your Assessment

This will take you to the Test options window. If you are not at this window, click on the chevron to the right of your assessment and choose test options.

The screenshot shows the Blackboard Test Options window. The left sidebar contains navigation options: Grade Center, Users and Groups, Customization, Packages and Utilities, and Help. A 'Quick Unenroll' button is also visible. The main content area includes the following settings:

- Force Completion:** A checkbox with a callout box stating "Student must complete test when started". Below it is the text: "Once started, this test must be completed in one sitting."
- Set Timer:** A checkbox with a callout box stating "Limit time length for test". Below it is the text: "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." It includes a "60" Minutes input field and an "Auto-Submit" section with "OFF" and "ON" radio buttons. Below the radio buttons is the text: "OFF: The user is given the option to continue after time expires. ON: Test will save and submit automatically when time expires."
- Display After:** A checkbox with date and time pickers (01/26/2017, 03:46 PM) and a callout box stating "Only make the test available during your class a certain week etc.". Below it is the text: "Enter dates as mm/dd/yyyy. Time may be entered in any increment."
- Display Until:** A checkbox with date and time pickers (01/26/2017, 03:46 PM) and the same text as above.
- Password:** A checkbox with a text input field and a callout box stating "Students must have a password to access test. I use this even when they are taking the test in the class to prevent students from taking the test somewhere else during my class time." Below it is the text: "Require a password to access this test."
- TEST AVAILABILITY EXCEPTIONS:** A section with a callout box stating "Students must have a password to access test. I use this even when they are taking the test in the class to prevent students from taking the test somewhere else during my class time." It includes the text: "Click **Add User or Group** to search for course users and groups to add to the exception list. Click **Remove all Exceptions** to delete all exceptions for the test." and an "Add User or Group" button.
- DUE DATE:** A section with a callout box stating "Students must have a password to access test. I use this even when they are taking the test in the class to prevent students from taking the test somewhere else during my class time." It includes the text: "Set the date the assessment is due. Optionally, do not allow students to take a test once the due date has passed."

Due Date – allows you to control when and if the test is available. If the students take it late your gradebook will give you a message saying this test was taken after the date.

Show results – you can choose when and if you want students to see correct answers.

When you have finished the form click submit and your test is ready.

To view your test .

The screenshot shows a web browser window displaying a Blackboard course page. The browser's address bar shows the URL: `lege.edu/webapps/blackboard/content/listContentEditable.jsp?content_id=_1102305_1&course_id=_34154674_1&mode=reset`. The page header includes the user name "Gwendolyn Williams" and navigation links for "Hill College Blackboard", "Courses", and "My Career". Below the header, there is a breadcrumb trail: "ailable to students since Friday, December 9, 2016) > Quizzes and Tests". The main content area is titled "Quizzes and Tests" and features a navigation bar with "Build Content", "Assessments", "Tools", and "Partner Content". A list of tests is displayed, each with a document icon and a title:

- Chapter 1 and 2 Test**
Availability: Item is no longer available. It was last available on Sep 18, 2016 11:59 PM.
The Test is 25 questions. 20 multiple choice and 5 short answers. You may use your book but you only have 60 minutes to complete the test. The test will automatically submit when the 60 minutes have expired.
You will only be allowed to take the test one time.
- Chapter 3 and 4 Test**
Availability: Item is no longer available. It was last available on Oct 16, 2016 11:59 PM.
The Test has 27 questions. 20 multiple choice and 7 short answers. You may use your book but you only have 60 minutes to complete the test. The test will automatically submit when the 60 minutes have expired.
You will only be allowed to take the test one time.
- Chapter 5 & 6 Test**
Availability: Item is no longer available. It was last available on Nov 29, 2016 11:59 PM.
You will have 60 minutes to complete the test. You may use your book if needed.
- Chapter 7 and 8 Test**
Availability: Item is no longer available. It was last available on Dec 4, 2016 11:59 PM.
You will have 90 minutes to complete the test.
- Final Exam**
Availability: Item is no longer available. It was last available on Dec 7, 2016 11:59 PM.
You will have 90 minutes to complete the test.

A blue arrow points from the text "Click on the test name." below to the title "Chapter 5 & 6 Test". The bottom of the screenshot shows a partial URL: `oard/content/launchLink.jsp?course_id=_34154674_1&tool_id=_117_1&tool_type=TOOL&mode=cpview&mode=reset`.

Click on the test name.

Begin test and you can take the test to verify it is working as planned.