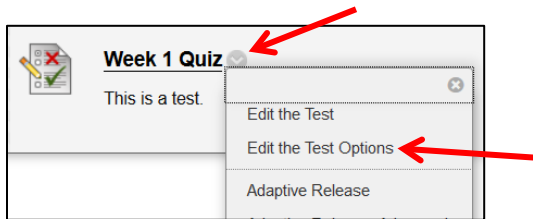


Best Practices for Configuring Test Options

To access test options, place your mouse arrow over the name of a test, click the down arrow button, and choose “**Edit the Test Options.**”



Test Availability

Make the Link Available

Set this to “**Yes**” and specify availability dates further down the page.

Multiple Attempts

Specify if you would like to allow students to take a test more than once.

Force Completion: **NEVER CHECK THIS BOX!**

Checking this box **greatly** increases the likelihood that a test will submit before a student is finished. These accidental submissions can be caused if their internet connection lapses, the electrical power goes out, or if their browser crashes.

Set Timer

Set a timer with **Auto-Submit ON**, even if the timer is overly generous. This ensures that all tests get submitted and students will not have more time than you have specified to complete the test.

Availability Dates

Display After determines when a test becomes visible.

Display Until determines when a test will no longer be visible.

TEST AVAILABILITY

Make available to students Yes No

Add a new announcement for this test Yes No

Multiple Attempts
 Allow Unlimited Attempts
 Number of Attempts

Score attempts using

Force Completion

Set Timer
 Minutes
 Auto-Submit
 OFF ON

Recommended Availability Settings

Display After

Display Until

Test Feedback Options

Specify when students can review their test and how much of their graded test they can see.

When <small>(i)</small>	Score per Question <small>(i)</small>	Answers <small>(i)</small>	Feedback <small>(i)</small>	Show Incorrect Questions <small>(i)</small>
After Submission <small>v</small>	<input 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"/>

Most Secure Feedback Options

“When” students can review their test results:

- **After submission** - Makes their results available as soon as they finish the test.
- **One-time View** - Allows students to review their test **one time** after finishing it.
- **On Specific Date** - Makes their results available after a specified date and time.
- **After Due Date** - Makes their results available after the test due date.
- **After Availability End Date** - Makes their results available after the test is no longer visible.
- **After Attempts are Graded** - Makes their results available after all students have taken the test.

The checkboxes allow you to specify how detailed their test results will be, piece-by-piece:

- **Score** - Allows students to see the text of each question and whether they got it right or wrong.
- **All Answers** - Allows students to see the answer choices for each question (e.g. A, B, C, D.)
- **Correct** - Allows students to see what the correct answer to a question was.
- **Submitted** - Allows students to see the answer they chose/provided.
- **Feedback** - Allows students to see pre-set question feedback (if you added any.)
- **Show Incorrect Questions** - Highlights which questions a student answered incorrectly.

Test Presentation Options

Determine how questions appear to students during the test.

- **All at Once** - Shows students all test questions on one page.
- **One at a Time** - Displays one question on the screen at a time. Students must click a button to move from one question to the next. Checking the “**Prohibit Backtracking**” box will prevent students from revisiting previously answered questions.
- **Randomize Questions** - Randomizes the order in which questions are delivered to each student.

TEST PRESENTATION	
<input type="radio"/> All at Once	<input checked="" type="checkbox"/> One at a Time Prohibit Backtracking
<input checked="" type="checkbox"/> Randomize Questions	

Most Secure Presentation Options