On-Campus Blackboard
Tests: Edit Test Options

You can change when and to whom a test opens, how long it is available, how questions are displayed, and how the results display by selecting to Edit the Test Options. Hover over the title and select the arrow that appears to the right, then select Edit the Test Options.

Fields with an asterisk are required, such as Name. Note the description field is optional. Opening the test in a new window may cause the browser to issue a pop up blocker.
To set the test to open on a specific date, “Make available to students” must be set to Yes.

An announcement can be set to appear in Blackboard when the test opens.

Check the multiple attempts box to allow multiple attempts or unlimited attempts. Selecting multiple attempts will open an option to score the attempts using the first or last graded attempt, highest or lowest grade, or an average of the scores.

If Force Completion is enabled students may not be able to complete an attempt if they lose their connection for any reason. With the timer and selecting Auto Submit ON, if a student loses connection, the clock continues but they will be able to get back into the test to start where they left off.
The Display settings will only function if “Make available to students” is set to yes (top, p.2)

To use the Display After (opening the test) and Display Until (closing the test) options, you must select the box to the left, select the calendar to add a date and select the clock to set a time; again, “Make available to students” must be set to Yes (see above). Passwords can be useful for proctored in-class tests.

Availability Exceptions & Accessibility

You can make the test available to different users at different times to provide accommodations or meet the needs of different sections in a merged course.

Test Availability Exceptions can be tricky in different browsers and on different screen sizes. There is a job aid just about Test Availability Exceptions. For more information or contact bbhelp@uml.edu or schedule a Technology Consultation.
If a test is taken after the due date the attempt will not automatically score until the instructor opens the attempt. Choosing to not allow students to start the test after the due date has passed will prevent further attempts.

- “Do not allow students to start the Test if the due date has passed” will prevent availability exceptions after the due date.

Setting “Display Until” will hide the test from student view in the content area after the date specified.

By default, tests are set to be included in grade center calculations. Removing this option will remove the column from being able to be included in calculated column options.

“Hide results for this test completely from the instructor and the Grade Center” is not a recommended option.

For more information on the grade center and calculated columns, such as weighted or total columns, contact bbhelp@uml.edu or schedule a consult.
There are different ways to show the results of the test to students with or without feedback, with or without displaying the correct answers and with or without showing the students what they submitted and what questions they answered correct or incorrectly.

To help boost the security of your test questions and prevent students from cheating or sharing questions, Test Presentation can be set to show questions one at a time, prohibit backtracking (not recommended) and randomize the questions.

There are additional question settings embedded in the test building process, such as adding randomized question blocks or sets from larger question pools.

For more information, contact bbhelp@uml.edu or schedule a consult.