This Quick Guide gives the eLearning team’s recommended settings for a test in Blackboard. It is the second in a series of four quick guides. The settings provided work best for a low-stakes continuous assessment online test.

For further support and advice visit www.tcd.ie/CAPSL/resources/ or email the eLearning team at bblearn@tcd.ie

1. Test Information

After you have created your questions (see Guide 1), you will be brought to the Test Options screen. You can also access this screen by going to the folder containing the test and clicking on the down arrow next to the test link then Edit the Test Options.

Content Link Description refers to the text students will see alongside link to the test in the content folder. Usually you can use the same text as the test description.

Select show the test description and show the instructions to students and leave open in new window as No.

2. Test Availability & Due Dates

Make the link available to students but do not add an automatic announcement – you can create an announcement separately if needed.

Select whether or not you want to allow multiple attempts. If you allow multiple attempts you can choose, for example, whether you want to score attempts using the last (i.e. most recent) attempt or the attempt with the highest score.

Do not select Force Completion. Force Completion means that if a student exits the test, their answers will be submitted automatically regardless of the cause (for example, if their internet connection goes down or their web browser crashes).

Choose whether or not you want to set a timer and whether you want a student’s answers to submit automatically after their time has elapsed.

You can also use Display After & Display Until to control when the link to the test is available to students.

The password option is typically only useful if you are running a test in a computer lab environment; you can leave this option off.

3. Test Availability Exceptions, Due Date & Self-Assessment

If needed you can provide certain students with test availability exceptions; for example you could allow a particular student additional time to take a test if they have accessibility requirements.

You can also set a Due Date and choose whether or not students can take the test after the due date passes. Please note, selecting ‘Do not allow students to start the Test if the due date has passed’ also applies to a student with a test availability exception.

Under Self-Assessment options include this test in the grade centre score calculations and do not select ‘Hide results...’

4. Test Results & Presentation

You can select up to two different criteria for how test results are released to students. The simplest option is to make the results available after a certain date when you know all students will have completed the test and all attempts will have been graded.

You can also choose the level of feedback provided when results are released. For example, you could hide the correct answers if you wanted students to retake the test at a later date.

Finally, choose how questions are presented. Generally, showing the questions All at Once works well as it limits the number of pages students need to view.

However, if, for example, you have a test where a later question gives away the answer to a previous question, you could choose One at a Time & Prohibit Backtracking. You can choose Randomise Questions unless questions need to be in order.

Once you are ready, click Submit. You can edit these options again at any time by clicking the down arrow next to the link to the test and selecting Edit the Test Options.

5. The Next Step – Grading & Releasing Test Results

Visit www.tcd.ie/CAPSL/resources/onlineassessment/tests.php for a Quick Guide on how to grade and release results for a test.