# **Quick Settings for a Blackboard Test by Randolph Cooper**

#### Login to Access UH and go to the Blackboard App LEFT CLICK ON ASSESSMENTS



# LEFT CLICK ON Edit Test

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20205P-16484-MI54381-Manage	Tests. Surveys, and Pools       Tests       Test Canvas: Exam1 Spring 2020 Part 1         Can enter instructions by clicking on this         Test Canvas: Exam1 Spring 2020 Part 1         Test Canvas: Exam1 Spring 2020 Part 1         Test Canvas (ets you add. edd. and reorder questions, as wi Test Canvas: Exam1 Spring 2020 Part 1 page options;	2
Course Resources	Create Question $\lor$ Reuse Question $\lor$ Upload Questions Question Settings	
Blackboard Basics  Resources Dashboard  Course Material  Grades  Course Material  Course Material  Course Material  Course Material  Assignments  Discussions	Percention  Instruction  A substrate of your understanding of the test chapters, the lectures, and the case analyses, if there are conflicts between your test and the lectures, the "correct" answers are those based on the lectures. If there are conflicts between the test and/or lectures and other source material, the "correct" answers are NOT hose based on the other source material.  With multitude testing in the will be only one answer for each you substrate in the other source material.  With multitude visual testing in the will be only one answer for each you substrate in the one answer seems testing in the your answers as unified that the work on the lectures, the testing is a source of the source material.  With multitude visual testing is the will be only one answer for each you answer for each you multitude visual testing is a source of the source of the source on	
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## **LEFT CLICK ON Edit Test Options**

Don't open test in a new window.

If you set up an availability window below, then click on make available to students here.

Do Not allow multiple attempts

Do Not Force Completion

Set Timer and turn auto-submit on. (This will make sure that a copy of their exam is saved.)

Enter availability time window. (After the window expires, students still working on the exam will be able to continue working (if timer hasn't ended) unless they get disconnected and have to reconnect.

Courses Management	
Course Messages Course Portfolios Course Reserves	Show instructions to students before they begin the test.
Administration Date Management Discussion Board	Open test in new window 💦 Ves 🛞 No
Glossary Goal Performance	TEST AVAILABILITY
Journals McGraw-Hill Higher Education Mobile Compatible Test List	Make available to students 🛞 Ves 🔿 No
Pearson's MyLab & Mastering Respondus LockDown	Add a new announcement for O Yes
Browser Rubrics Self and Peer Assessment Send Email Tacks	Multiple Attempts Allow Unlimited Attempts Number of Attempts
Tests, Surveys, and Pools Turnitin Assignments	Score attempts using Last Graded Attempt
Groups Turnitin Basic Tools Wikis Wikis	Force Completion Once started, this test must be completed in one sitting.
Valuation Course Reports Performance Dachboard Retention Center SCORM Reports Grade Center Needs Grading Full Grade Center	Set Timer 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.           00         Minutes           Auto-Submt         O FF ● ON           OFF. The sum is given the option to continue after time expires.           OM: Test will sove and submit automatically when time expires.
Assignments Tests Users and Groups	☑ Display After (03/24/2020) III 06:00 PM III Enter dates as immutally, Time may be entered a any increment.
Customization ©	Click Submit to edit options for this test. Click Cancel to quit.

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		content/assessment/action=MODIFY&course_id=_124159_1&content_id=_
Display After 03/24/202	0 06:00 PM	Ø
Enter dates as mm/dd/yyyy. T	ime may be entered in any increment	nt.
Display Until 03/24/2020	0 10:30 PM	
Enter dates as mm/dd/yyyy. T	ime may be entered in any increment	nt.
Password		
Require a password to access	this test.	
Restrict Location	No restrictions  V Require Students to log on from	n a specific location (range of IP addresses).
Click <b>Add User or Group</b> to group unavailable if you do Add User or Group	search for course users and group not want students to see group me	s to add to the exception list. Timer and force completion must be enabled in th embers. Click <b>Remove all Exceptions</b> to delete all exceptions for the test.
<b>DUE DATE</b> Set the date the assessment	is due. Optionally, do not allow stu	udents to take a test once the due date has passed.
Submissions are accepted af	fter this date, but are marked Late	2.
Due Date	0-0	$\odot$
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Enter dates as mm/dd/yyyy. T		
		Click Add User or Group to search for course users and group Glick Add User or Group to search for course users and group Glick Add User or Group to search for course users and group Glick Add User or Group to search for course users and group Glick Add User or Group to search for course users and group Glick Add User or Group DUE DATE Set the date the assessment is due. Optionally, do not allow st Submissions are accepted after this date, but are marked Late Due Date

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Enter dates as mm/dd/y	yyy. Time may be entered in a	y increment.	
Do not allow s	tudents to start the Test if th	due date has passed.	
Students will be un	nable to start the Test if this op	ion is selected.	
	BTIONS		
SELF-ASSESSMENT OF	PHONS		
If this test is a self-asse	ssment, choose to include or	nide the scores in the Grade Center. NOTE: If an instructor	decides to include the t
Include this Test in	Grade Center score calculation	ns	
Grade Center items excl calculations will be skew	luded from summary calculatio	ns are also excluded from weighting. Also note that if some w	eighted items are includ
Hide results for this	s test completely from the ins	ructor and the Grade Center	
If this option is selected.	the instructor will not be able	o see anv student grades, view answers, aggregate results, or	r download result details
deleting all attempts.			
deleting all attempts.			
deleting all attempts.			
deleting all attempts.	AND FEEDBACK TO STUD	ENTS	
deleting all attempts. SHOW TEST RESULTS Test results and feedba	AND FEEDBACK TO STUD	ENTS	ts and feedback. Rules
deleting all attempts. SHOW TEST RESULTS Test results and feedba for each question.	AND FEEDBACK TO STUE	ENTS	ts and feedback. Rules
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deleting all attempts. SHOW TEST RESULTS Test results and feedba for each question. WHEN (2) After Submission	AND FEEDBACK TO STUD	ents	ts and feedback. Rules of ANSWERS () All Answers COr

## Uncheck all feedback to students

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	SHOW TEST RESULTS AND FEE	BACK TO STUDENTS
	Test results and feedback are avo for each question.	able to students after they complete a test. Set up to two rules to show results and feedback. Rules
	WHEN (1)	SCORE PER QUESTION () ANSWERS ()
	After Submission	All Answers Co
	Choose	All Answers Co
	C All at Once	(@) One at a Time een. Present one question at a time.     Probibit Backtracking Prevent changing the answer to a question that has already been submitted.
	Randomize Questions Randomize questions for each	st attempt.
	Click <b>Submit</b> to edit options for	his test. Click: <b>Cancel</b> to quit.

Present questions one at a time to ensure automatic saving of answers. Don't prohibit backtracking, so students can change answers and skip and go back to questions.

There may be problems with randomizing questions if you display questions one at a time.



Updates/changes might not be saved unless you click on "OK" when done.

For additional settings, go to http://www.instruction.uh.edu/knowledgebase/