



Tests – Import and Deploy

Learning Objectives

This document demonstrates how to bring a test into a course shell (import) and how to deploy the assessment into a content area, including the selection of options including when the test will be available and how the students will see and navigate the exam. A special option allows instructors to design determine unique options for one or more students.

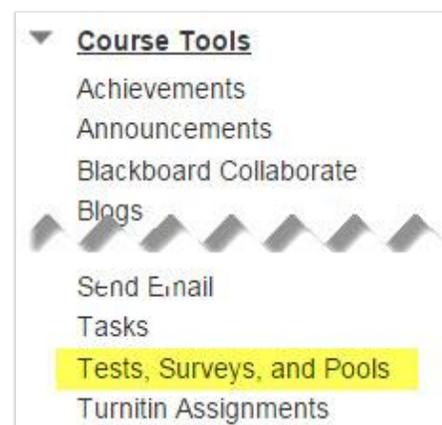
I. Import

The processes if importation and deployment occur in different areas of the course shell. To **import** the test start with the Control Panel (under the course menu) and select **Course Tools**.



The Course Tools menu is long, so scroll to near the bottom of the list and select **Tests, Surveys and Pools**.

The next interface (not shown) asks the users to select Tests or Surveys or Pools – select *Tests*.



Select **Browse My Computer** to select a test that is stored on your local computer. If you've stored the assessment in your Content Collection select that option instead.

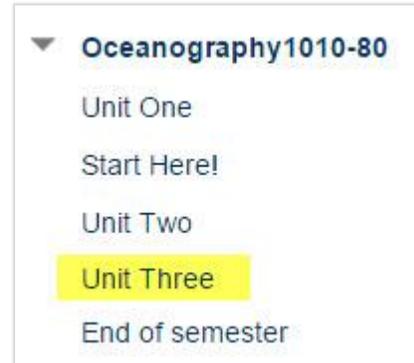
Once the test is imported you'll see the test name, highlighted in yellow below. *Do not unzip a test or try to upload a test that is not in the original Zip format.* When ready select the **Submit** button.

The new test is now available for deployment in your Blackboard course shell but has yet not been deployed, that is, incorporated in a content area with options set.

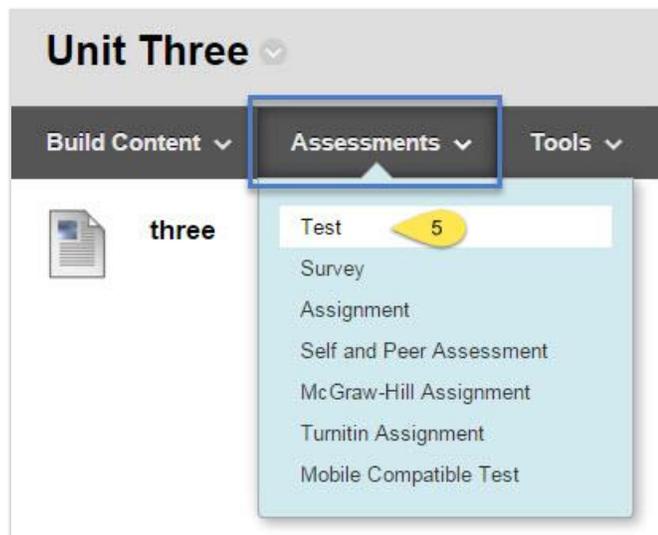
Tests		
Build Test	Import Test	
Name ▲	Deployed	Date Last Edited
backtracking	Unit Four	February 17, 2016 9:12 AM
Sample test	Unit One	February 11, 2016 12:23 PM
Sample test 2	No	March 16, 2016 10:01 AM

II. Deploy and set options

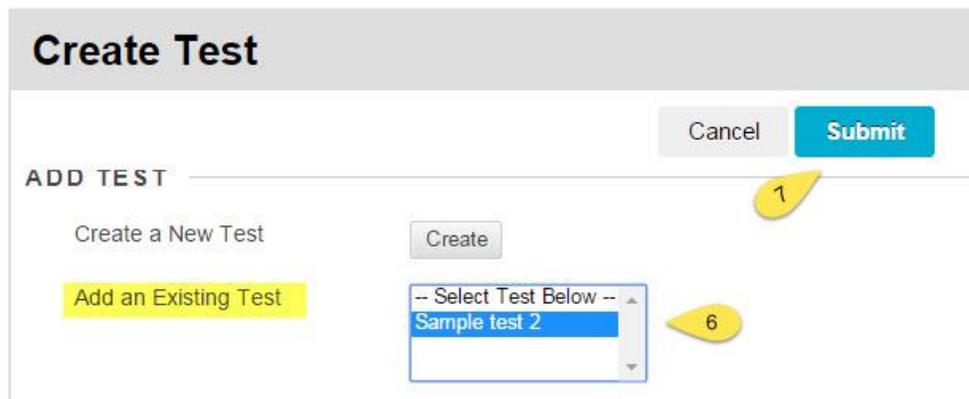
The next step in making an assessment available to students is to deploy it to a content area. Start by moving to the **Course Menu** and selecting the area in which students are going to access the test, in this case **Unit Three**.



Select **Assessments** from the menu links arrayed across the top of the content area, then click on **Test**.



In the ensuing interface ignore Create New Test. In the **Add and Existing Test** area choose the test you are deploying. Please note that this list only features assessments that have not yet been deployed. Finish by selecting the **Submit** button.



Once the test has been added the instructor needs to determine a variety of options. The first options are **Name** (mandatory) and **Description** (not shown).



TEST INFORMATION

* Name

Choose Color of Name Black

Next select to make the link **available**. Unless the Yes option is selected students will not see the test regardless of the display dates. One can choose to offer students multiple attempts to take a test and, if chosen, which of those attempts will be scored. Multiple attempt scoring options include:

First Graded Attempt, Last Graded Attempt, Highest Grade, Lowest Grade, Average of Grades



TEST AVAILABILITY

Make the link available Yes No

Add a new announcement for this test Yes No

Multiple Attempts
 Allow Unlimited Attempts
 Number of Attempts

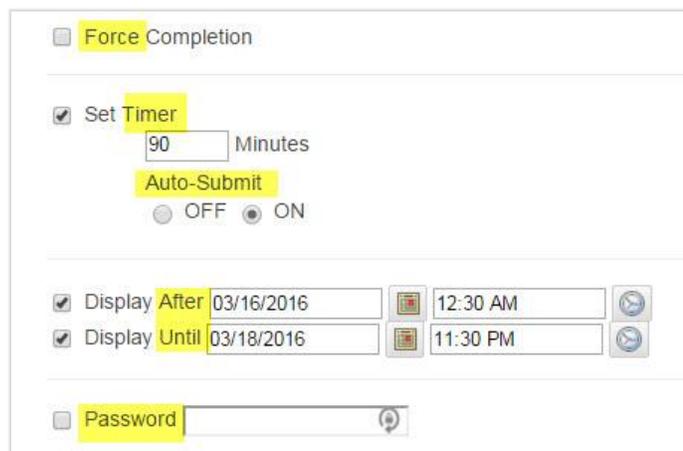
Score attempts using

If **Force Completion** is chosen students will be required to take the test in the initial attempt.

Use of the **Timer** is optional.

The **Display After/Until** options feature interactive calendars and clocks to help the instructor be as accurate as possible.

Password is optional and is sometimes used as a tool to limit access to an assessment.



Force Completion

Set Timer
 Minutes
Auto-Submit OFF ON

Display After

Display Until

Password

Exceptions – This tool can be used to give one or more students extra time or multiple attempts. Any number of students can be given individual exceptions.

Name	Attempts	Timer	Availability
Jeffrey van N...	Unlimited Attempts	<input checked="" type="checkbox"/> 120	<input checked="" type="checkbox"/>

The instructor can offer students the ability to see all the questions at once or one at a time. Questions can also be ordered randomly. Dishonesty can be discouraged by offering questions one at a time, prohibiting backtracking, and imposing randomization.

Remember to select **Submit** when done!

All at Once One at a Time Prohibit Backtracking

Randomize Questions

Cancel **Submit**

Test options can be double-checked or changed by left-clicking the *Action Icon* associated with the assessment and selecting **Edit the Test Options** from the ensuing menu.

Sample test 2

This is a sample t...

- Edit the Test
- Edit the Test Options**
- Adaptive Release

This is what students will see in the Unit Three content area.

Selecting **Sample Test 2** will initiate the exam.



Questions?

Help Desk:

<http://www.wpunj.edu/help/>