

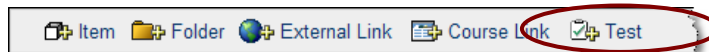
How do I Add an Existing Test to My Course?

1. While in your Blackboard Course, click on the content area where you would like for the test to be housed.

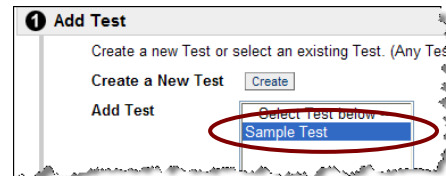
2. Click the Edit View link in the upper right corner.

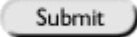


3. Click the Add Test button.



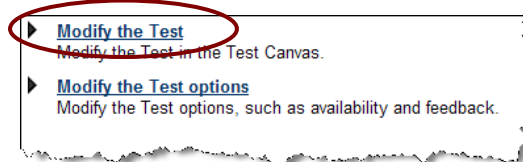
4. Click on the name of a test in the Add Test area.



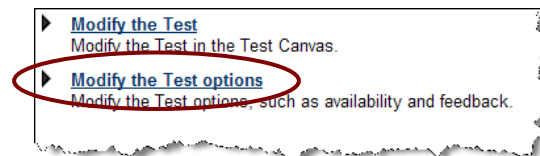
5. Click the  button.

6. Click the  button to continue.

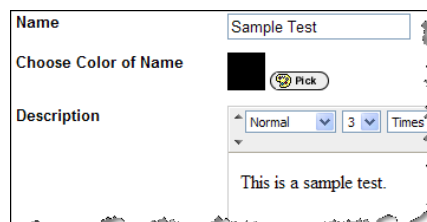
7. Clicking Modify the Test will allow you to modify the actual test questions and point values for this specific assessment.



8. Click the "Modify the Test options" link.

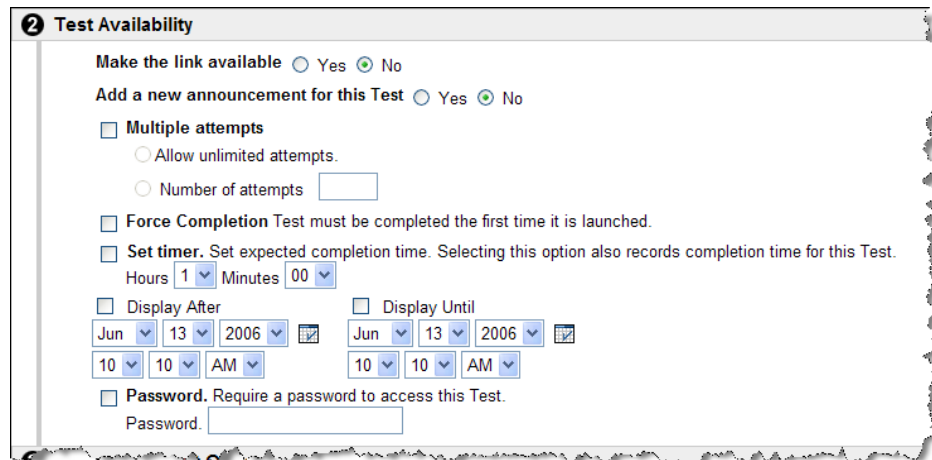


9. You can modify the general information about the test including the name & description at the top of the page.



10. Section 2 allows you to modify the test availability options.

- **Add a new announcement:** Will automatically place an announcement on the announcements page that notifies the course users of the assessment.
- **Multiple Attempts:** You can allow students to take this test any number of times by checking this section and configuring the options.
- **Force Completion:** Forces students to complete the test all the way through the first time they click on it. Un-scored items by the student are considered incorrect.
- **Set Timer:** Forces students to complete the test in the amount of time you set.
- **Date Restrictions:** Works the same way as content item restrictions.
- **Password:** Set a password to access the test by checking the box and filling in the password field.



2 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

Force Completion Test must be completed the first time it is launched.

Set timer. Set expected completion time. Selecting this option also records completion time for this Test.

Hours Minutes

Display After **Display Until**

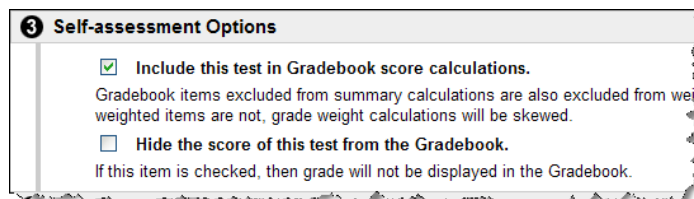
Jun 13 2006 Jun 13 2006

10 10 AM 10 10 AM

Password. Require a password to access this Test.

Password:

11. Modify your self-assessment options. You can choose to include the scores automatically in the course gradebook. (NOTE: This is not tied in to WCPSS gradebook software!) You can also choose to hide the score of the test item from the Gradebook, which is useful if you are delivering a practice test.



3 Self-assessment Options

Include this test in Gradebook score calculations.

Gradebook items excluded from summary calculations are also excluded from weighted items are not, grade weight calculations will be skewed.

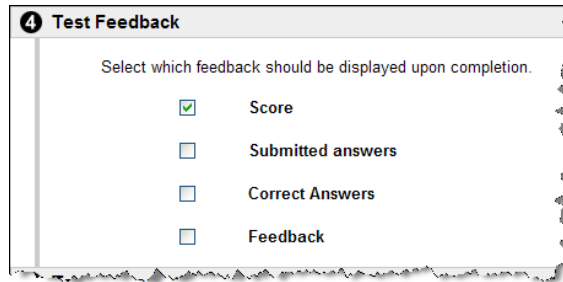
Hide the score of this test from the Gradebook.

If this item is checked, then grade will not be displayed in the Gradebook.

Blackboard

Adding Existing Tests

12. You can select which feedback you'd like to show students immediately following their attempt by checking the boxes next to the items in section four.

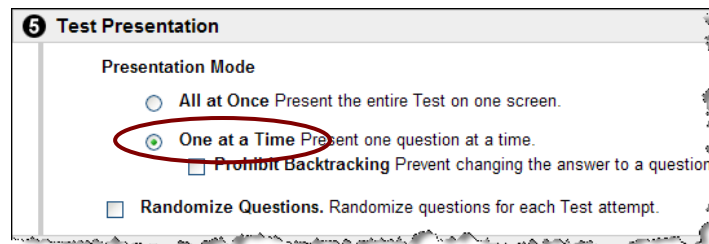


4 Test Feedback

Select which feedback should be displayed upon completion.

- Score
- Submitted answers
- Correct Answers
- Feedback

13. Section 5 has one REQUIRED setting. YOU MUST SELECT 'One at a Time' from the Presentation mode. **Assessments not set to 'One at a Time' will be disabled.**



5 Test Presentation

Presentation Mode

- All at Once Present the entire Test on one screen.
- One at a Time Present one question at a time.
- Prohibit Backtracking Prevent changing the answer to a question.
- Randomize Questions. Randomize questions for each Test attempt.

14. Click  .

15. Click  .