
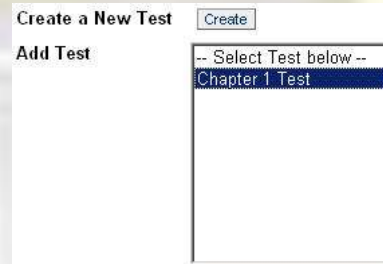


## Add Test & Setting Test Options

The following topic will address adding a test to the content area and setting the test options.



1. To add a test, go to the Content Area that you would like to place the test for the students to take. Select
2. Add Test. 
3. Highlight the test you would like to add. If the test is not listed, make sure the test is in the Test Manager and has NOT already been added to the Content area.
4. Select Submit and OK (if test was added successfully).
5. Select Modify the Test options.



### Modify the Test Options:

**Description:** The description will come from the test in the Test Manager if it was added at the time the test was built. If no description is present, add one at this time. This description will display in the content area under the link to the test. The description is not seen by the student during the test.

**Open Test in new window:** Selecting Yes on this option will open the test in a new web browser window. If you are undecided, select No on this option.

### 2 Test Availability

**Make the link available:** Select **Yes** to make a link to this Assessment appear to Students. If this option is set to No, it will not appear to Students. Instructors may make the link available, then use the Display After and Display Until fields to limit the amount of time the link appears.

**Add a new announcement for this Test:** Select Yes to create an Announcement about the Test. The Announcement will include the date and state “an Assessment has been made available in [Course area that includes the link to the Assessment]”. This Announcement will appear in the course Announcements.

**Multiple attempts:** This option allows Students to take the Test multiple times. The status of multiple attempts is displayed to Students at the top of the Assessment.

- Select **Allow unlimited attempts** for Students to take the test as many times as they wish.

- Select **Number of attempts** [enter number] to indicate a specific number of attempts that is allowed.

**Force Completion:** Students must complete the Assessment the first time it is launched if Force Completion is selected.

**BPCC Recommendation:** It is highly recommended that you DO NOT use the Force Completion option under Test Options. Many students have been locked out of a test because the Internet connection was interrupted during the test. This problem can occur both by problems with the company serving the students home Internet connection as well as a problem with BPCC's connection. These problems are near impossible to identify and are beyond the control of the student taking the test. It is recommend that the instructor should time the test, resulting in the student not able to stop the test and resume later without going beyond the allowed time.

**Set timer:** Select this check box to set a time limit for finishing the Assessment. If this option is selected, enter the amount of time to allow for the Test in the hours and minutes boxes below. The time elapsed is displayed to the Student during the Assessment. A one-minute warning is also displayed as Students approach the time limit.

**Display After:** Select the date and time when the Test will become available to Students. This field is optional; the Instructor may control availability through the Make the link available option without setting specific dates.

**BPCC Recommendation:** Please do not select 12:00 am or 12:00pm. This has been a large source of confusion for many students and faculty. Using 11:55 or 12:05 in place of 12:00 seems to eliminate most of the confusion.

**Display Until:** Select the date and time the Test will be made unavailable to Students. This field may be left blank.

**BPCC Recommendation:** Please do not select 12:00 am or 12:00pm. This has been a large source of confusion for many students and faculty. Using 11:55 or 12:05 in place of 12:00 seems to eliminate most of the confusion.

**Password:** Select this check box to require a password for Students to access this Assessment. If this check box is selected, enter a password in the field below. Passwords cannot be longer than 15 characters. Passwords are case sensitive.

BPCC Recommended Use: The Password option is a great feature when used to:

- Post Makeup Tests: (Only the student(s) that are allowed to take the test were given the password.)
- Giving a Test in a Lab: (Control setting. Someone outside the lab could not take the test without the password.)
- Proctored Tests: (Only the proctor is given the password.)

This feature should not be used for general test given to the entire class to be completed off campus (non-proctored tests).

### 3 Self-assessment Options

**Include this test in Gradebook score calculations:** Select this option to include this test in Gradebook calculations. If the test is not included, the score will not affect any Gradebook calculations.

**Hide the score of this test from the Gradebook:** Select this option to hide this test score in the Gradebook. If selected, this item behaves as a survey. The display in the Gradebook will read Complete / Incomplete and N/A or zero appears on the grade details pages.

### 4 Test Feedback

**Score:** Present the final score to Students.

**Submitted answers:** Present the Student's answers.

**Correct Answers:** Present the correct answers to the questions.

**Feedback:** Present the question feedback to the Student.

### 5 Test Presentation

**All at Once:** This option presents the entire Test on one screen. This option may be useful for short quizzes, for example a ten question Multiple Choice quiz.

**One at a Time:** This option presents one question at a time. If an Assessment includes over 25 questions; this option should be selected. This option automatically saves the answers to questions as Students move through the Assessment. Students may focus on one question at a time and, if necessary, Instructors may enable backtracking, so Students may revisit previously answered questions.

**Prohibit Backtracking:** Prevent Students from returning to questions they have already answered. If backtracking is prohibited, the buttons <<, <, or >> do not appear to Students during the test. These buttons will appear if backtracking is not prohibited.

**Randomize Questions:** Display questions in a random order each time the Assessment is taken.

**Recommendation:** Do not use this option if your test is built using Random Block.