Setting Test Options

Test Options control information about the Test, including instructions, availability, feedback, and presentation.

1. Login to the Bb Learn system and go to your course.

2. Click on **Assessments** or the **Content Area** where the assessment is located in the **Course Menu.**

3. Click on the **action link** (double down arrows) to the right of the Test title and select "**Edit the Test Options**" link**.**

4. This will take you to the **Test Options** page.
   Test Information (section 1):
   - Enter a **Name** for the Test.
   - Choose a **color** for the title text of the Test name.
   - Enter a **Description** in the Text Box. Select
   - **Open Test in new window** to open the Test in a new browser window.

   Test Availability section (section 2):
   Control the availability and security of the Test using these settings:
   - **Make link available** - The default setting is **No**. Click on the **Yes** radio button to allow student access to the Test.
   - **Add a new announcement for this Test** - The default setting is **No**. Click on the **Yes** radio button to add a new Announcement for the Test.
   - **Multiple attempts** – You may choose to allow students to take the Test an unlimited number of times or a set number of times.
   - **Force Completion** – Students *must* complete the Test the first time it is launched. If the student exits or is kicked out of the Test they will *not* be allowed to continue working on it at a later date.
   - **Set Timer** – You can set the expected completion time. This will also record student completion time for the Test. A timer displays to the Students during the Test. Select an **Auto Submit** option for the Test (**OFF**: The user is given the option to continue after time expires. **ON**: Test will save and submit automatically when time expires).
   - **Availability Dates** - To set a specific range of time when the Test is available, click on the Yes radio button in the "**Make the Link Available**" option and then enter the dates/times you wish to make the Test available to students using the drop-down menus in this option.
   - **Password** – This option allows you to set a password required to access the Test. *Note:* If you plan on using Respondus LockDown Browser, set the pass word in the LockDown Browser setting and **NOT** here.

Due Date section (section 3):
- Set the **due date** to let students know when the Test is due. Please note that it is a good idea to set the **due date** to be the same date and time as the "**Display Until**" date and time in the "**Test Availability**" section.

Self-assessment Options section (section 4):
- **Include the Test in Grade Center score calculations** - Test results can be used in **Grade Center** calculations by selecting this option.
- **Hide the score of this test from the Grade Center** - This setting is most commonly used for Student Self-Assessments to reinforce learning without having the scores used in Grade Calculations.

Test Feedback (section 5):
Test Feedback is available to Students after they complete a Test.
- **Score** - Shows the score the Student achieved out of points possible.
- **Submitted Answers** - Shows all the submitted answers.
- **Correct Answers** - Shows which answers the Student scored correctly and which were answered incorrectly. Please note that by checking this option, you will be giving students access to the Test questions with answers included.
- **Feedback** - Shows Instructor generated feedback messages for each question. Please note that by checking this option, you will be giving students access to the Test questions with answers included.

Test Presentation (section 6):
Control the way the Test questions are presented to Students using these settings:
- **All at once** - The entire test is displayed on one screen. Students may have to scroll down to answer questions.
- **One at a time** - Each question is displayed alone on the screen.
- **Prohibit Backtracking** - Only used when questions are displayed one at a time. Students are not allowed to go back and change the answer to a question that has already been answered.
- **Randomize Questions** - Tests with multiple questions will display them in a random order to students. Different students see the questions in a different order. The same student will see questions in a different order when multiple attempts are permitted.

5. Click **Submit** to save the selections you have made.