

Blackboard Tests – Best Practice Tips

• Do Not Check Force Completion

 This automatically submits a test if a student navigates away from a test and was intended to prevent cheating. However, if a student should lose connectivity or if it's interrupted (close their browser) their incomplete test will automatically be submitted (in *Test Options*).

Force Completion
 Once started, this test must be completed in one sitting.

• Test Availability Exceptions - for accommodations and used to allow a Student Back into a Test that has locked them out?

Should a student need a time or date accommodation or if they have technical issues which are preventing them from taking a test, the instructor can allow them to get back into a by making a "Test Availability Exception". This is performed under "Edit Test Options". The instructor will need to add the user as an exception, specify "multiple attempts", and set a time and date range the test is available for them (in *Test Options, Test Availability Exceptions*).

EST AVAILABILITY EXCEPTIONS	Add De	er or Group - Blackboar	d Learn - Google Chrome	
	mycourses.qcc.edu/webapps			
Click Add User or Group to search for course settings for exceptions. If you choose to use gr for the test.	Add User or Group	assessment/courseose of	oopsearch,sprinksearch-	rueacourse_1035
Add User or Group	Search: Username 🔹	Contains 2• mgiacobbe	60	
DUE DATE				
Set the date the assessment is due. Optionally;	3 DIER OR GROUP	USERNAME mglacobbe_test	NAME Maureen (Test Student) Gi	acobbe
Submissions are accepted after this date, but	_	Displaying 1 to 1		Edit Paging
Add User or Group Remove All Exceptions				
AME	ATTEMPTS		AVAILABILITY	
L Maureen (Test Student) Giacobbe	Single Attempt 🗸			×
	Single Attempt Multiple Attempts Unlimited Attempts	After: 09/17/2020	08:00 AM OB:00 AM	
E DATE	ients to take a test once the due date has pa		11:59 PM	Menu
bmissions are accepted after this date, but are marked Late.			Clear Cancel Save	
Due Date	1			
Do not allow students to start the Test if the due date Students will be unable to start the Test if this option is select				
		от		



Blackboard Tests – Best Practice Tips (cont.)

- It's best to allow the Students to see the questions all at once.
 - Prohibiting backtracking can be problematic (in *Test Options*).

All at Present	Once t the entire test on one screen.	
One a	at a Time	
Presen	t one question at a time.	
Prohib	it Backtracking	
Preven	t changing the answer to a question that has already	been submitted.

Know How to Hide Grades from Students

 When tests contain questions that are self-grading (multiple choice, true/false, etc.), a student can view their score in the "My Grades" area right away. If you would like to prevent students from seeing their own scores, you should hide the test column from them in the Grade Center using "Hide from Students (on/off)".

	Hide from students (on/off)
5. QUIZ	Clear Attempts for All Users
	Sort Ascending
	Sort Descending
	Hide from Instructor View

• If you are using "Item Analysis" then don't use Block Randomization

 If you use Item Analysis to anise your tests, then do not design your tests using Block Randomization as it will prevent Item Analysis from gathering meaningful data (click chevron to the right of test title and choose *Item Analysis*).

est Canvas: test_delete ③ e Test Canvas lets you add, edit, and reorder que		eate Random Block – BbLearn Training Material Imports – - G //assessment/do/authoring/addQuestion?assessmentType=Test&q	Your ins Internet Item Analysis
reate Question Reuse Question Create Question Set Create Random Block	A random block is a group of ques	k Mans retrieved from a question pool. Questions are randomly retrieved fr questions available in the selected pool. Mare Help	Change Due Date Delete
Ind Questions Total Questions 0	Choose Criteria	Selected Criteria Pool (3 Link Content) Module 2: Learn Site Navigation) + Question (Test A
Total Points 0	View Reset to Default Pool I Explore Content Collection	Provide Link Content: Account 2 Central and Account Preview questions that match selected criteria	Test A presents all questions at once
	2 Add Manage Content 3 Link Content 4 Edit Content	Question Doplay S QUESTION TYPE	This test is auto-graded. You will rec you are done to see your score and
	5 Set Permissions 6 Comment Version 7 Create Porfolios	One difference between linking to a file and linking to an image is: Multiple Choice	,,,



Blackboard Tests – Best Practice Tips (cont.)

• Do NOT Delete Tests

• You could lose student data. You can always hide the icon (see below).

• Do Not Delete Left Menu Choices

o It will remove any content it contains, use Hide Link instead.

Demo Mod 🖾	X
Hoonuit (Atomic Learning)	Rename Link
	Hide Link
Hoonuit (AL) 🖾	Delete
Test #1	•