

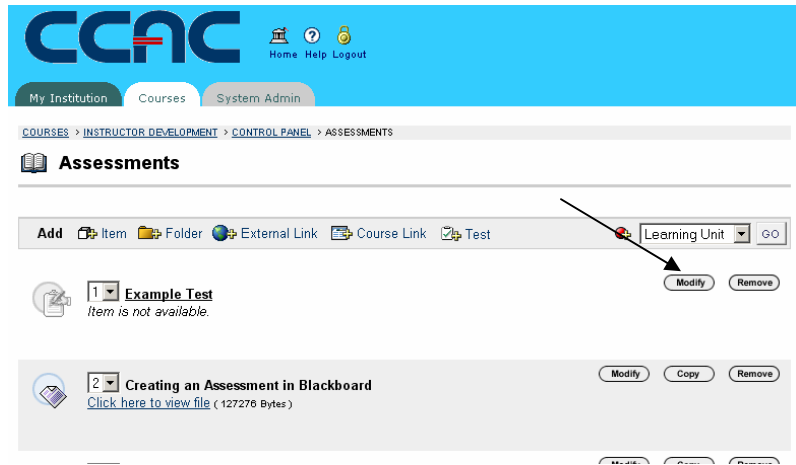
Applying Settings to an Assessment in Blackboard

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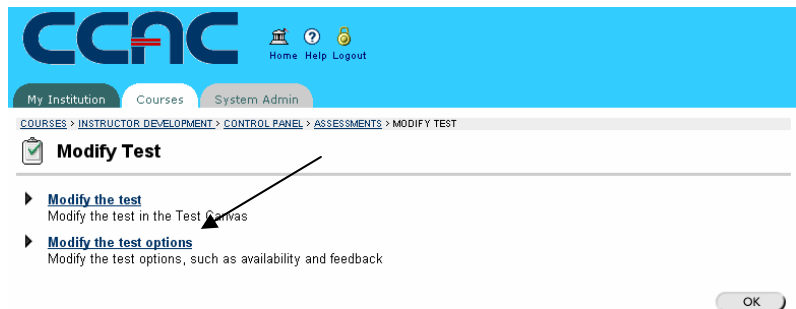
To apply settings to an assessment in Blackboard, you must first access the Control Panel of the course site. The link to the Control Panel is located under the navigational buttons of a course site and is only available to users with instructor status in that course site.

In the Content Areas group of the Control Panel will be the different areas of the course site which can deploy an assessment. Click on a content area link with an assessment to begin.

1. Click the **Modify** button next to the assessment



2. Click the **Modify the test options** link to set the assessment's availability and feedback



- Changes to the *Test Information* section is optional

If no description was created with the assessment, it may be beneficial to add one now.

It is recommended to set **Launch in external window** to **No**.

The screenshot shows the 'Test Options' page for 'Example Test'. The 'Test Information' section includes a 'Name' field with 'Example Test', a 'Choose Color of Name' field with a black color picker and a 'Pick' button, and a 'Description' field which is currently empty.

- In the *Test Availability* section:

- Set **Do you want to make the link visible** to **Yes**
- Control the availability of the assessment using the **Display After** and **Display Until** items
- Other options can be set upon preference

The screenshot shows the 'Test Availability' section. It includes several options: 'Do you want to make the link visible?' (radio buttons for Yes/No), 'Do you want to create an announcement for this Quiz?' (radio buttons for Yes/No), 'Allow multiple attempts' (checkbox), 'Force Completion' (checkbox), 'Set time limit' (checkbox) with 'Hours' and 'Minutes' dropdowns, 'Display After' (calendar and time dropdowns), 'Display Until' (checkbox) with 'Display Until' (calendar and time dropdowns), and 'Set password' (checkbox) with a 'Password' input field.

- Choose the **Feedback Mode** to display the student's results upon completion of the assessment

The screenshot shows the 'Test Feedback' section. It includes a 'Feedback Mode' section with four radio button options: 'Score only' (selected), 'Detailed Results', 'Show Correct Answers', and 'Detailed Results, Correct Answers and Feedback'. Below this is the 'Test Presentation' section with a 'Presentation Mode' label.

6. Choose the **Presentation Mode**

It is recommended to choose **All at Once**

7. Choose **Randomize Questions** to randomize the question ordering

8. Click **Submit** to finish

The screenshot shows the CCAC system administration interface. At the top, there is a blue header with the CCAC logo and navigation links for Home, Help, and Logout. Below the header, there are tabs for My Institution, Courses, and System Admin. The main content area is titled "Detailed Results, Correct Answers and Feedback:" and contains a radio button option. Below this, there is a section titled "4 Test Presentation" with a sub-section "Presentation Mode:". Under "Presentation Mode:", there are three options: "All at Once" (selected), "One at a Time", and "Randomize Questions". The "Randomize Questions" option is currently unchecked. Below the "Presentation Mode:" section, there is a section titled "5 Submit" with a note: "Click 'Submit' to update the options for this Test. Click 'Cancel' to abort this process." At the bottom right, there are two buttons: "Cancel" and "Submit".