

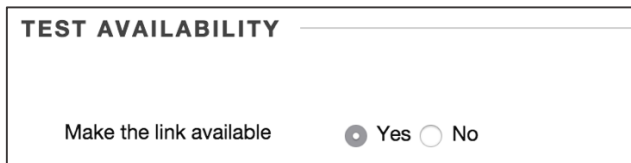
Tests Tips for Blackboard Learn

The following are quick tips for managing Tests inside of Blackboard Learn. Additional resources, videos and handouts can be found at <http://www.gvtc.org/bblearn> under the guides and tutorials area.

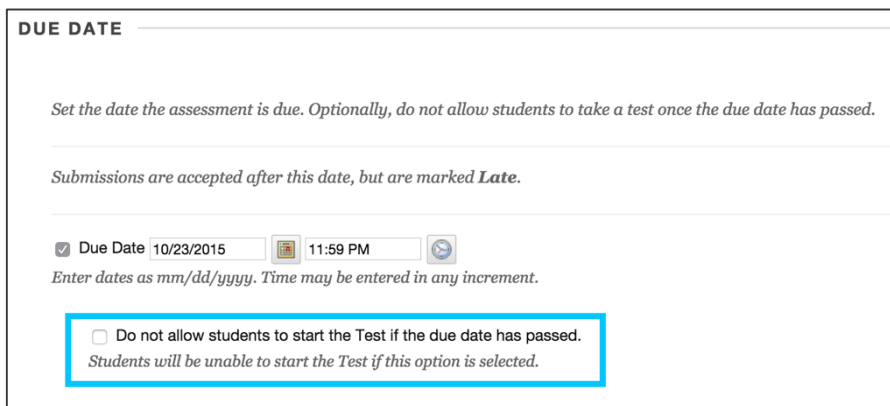
1. **Editing a Test** – Click the **Options Menu** to the right of the test title. This will allow you to edit the test settings including the following: Test Information, Test Availability, Exceptions, Due Date, Self-Assessment Options, Showing Test Results & Feedback to Students, and Test Presentation.



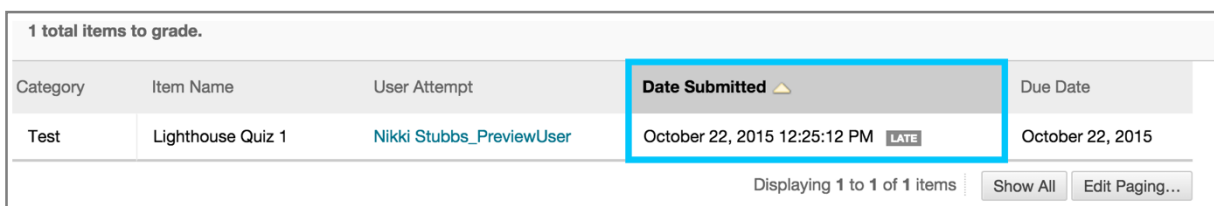
2. **Making a Test Available/Unavailable** – When choosing test options, the **Make the Link Available** option must be checked in order for students to have access to the test.

A screenshot of the "TEST AVAILABILITY" settings section in Blackboard Learn. It contains a single option: "Make the link available" with a radio button set to "Yes".

3. **Due Dates** – Due dates for tests are only a suggestion, unless the **Do not allow students to start the Test if the due date has passed** option is selected. When chosen, students will still be able to see the link but will not be able to begin taking the test. If not chosen, students will be able to take the test but the instructor will see a **Late Flag** on the Needs Grading area of the Gradecenter for the student.

A screenshot of the "DUE DATE" settings section. It includes instructions: "Set the date the assessment is due. Optionally, do not allow students to take a test once the due date has passed." and "Submissions are accepted after this date, but are marked Late." Below this, there are input fields for "Due Date" (10/23/2015) and "Time" (11:59 PM). A checkbox labeled "Do not allow students to start the Test if the due date has passed." is highlighted with a blue box. The text below the checkbox reads: "Students will be unable to start the Test if this option is selected."

4. **Late Flag Example for Test Submitted after the Due Date:** A late test, even if it is all auto-graded, has to be viewed by the instructor for the late grade to be accepted. This gives the instructor the chance to override their grade to a zero or dock points before the student sees the grade in their overall calculation (or just accept it and let them have the grade earned).



Category	Item Name	User Attempt	Date Submitted	Due Date
Test	Lighthouse Quiz 1	Nikki Stubbs_PreviewUser	October 22, 2015 12:25:12 PM LATE	October 22, 2015

1 total items to grade.


Displaying 1 to 1 of 1 items | Show All | Edit Paging...

Tests Tips for Blackboard Learn


5. Ignoring, Clearing, & Exempting Attempts:


- Ignore Attempt** — [Under View Grade Details for a specific grade cell] Allows the instructor to allow an additional submission and retain the original submission. Before the attempt is ignored view the attempt and provide a note in the feedback area documenting why the attempt is being ignored.
- Clear Attempt** — Deletes the actual attempt and its details. See Ignore Attempt option.
- Exempt Grade** — Grade is ignored in calculations. Document with a quick comment.

User **Nikki Stubbs_PreviewUser (nstubbs_previewuser)** < > Column **Lighthouse Quiz 1 (Test)** < >

Current Grade: **Needs Grading**  out of 55 points **C** **Exempt**
Grade based on Last Graded Attempt
Due: Oct 22, 2015
Calculated Grade
View Attempts

Attempts **Manual Override** **Column Details** **Grade History**

Delete Last Attempt  **Go**

Date Created	Date Submitted (or Saved)	Value	Feedback to Learner	Grading Notes	Actions
Oct 22, 2015 12:24:57 PM	Oct 22, 2015 12:25:12 PM (Needs Grading) LATE				A Ignore Attempt B Clear Attempt Grade Attempt

6. Changing Test Point Values after Test Submissions – Best practice is to acknowledge the issue (i.e. Let the students know you are going to make a correction and it will be corrected after the assignment deadline) and then make the necessary changes after **all students** have attempted the test.

- To Edit the Test** – Edit the test by clicking on the grey **Options Menu** to the right of the test title and choose **Edit the Test**. This will take you into the Test and allow you to edit the questions/point value.
- To change the Point Value** - Click on the point value of the question on the right side of the question text. You will see a blue box allowing you to update the point value or assign the question as extra credit or full credit.

1. Multiple Choice: The sky is which of the following

Update Points: Extra Credit Full Credit **Cancel** **Submit and Regrade**