Modify the Test or Survey Options

This screen is exactly the same for both tests and surveys. You will see that a lot of the options are better suited for tests and not surveys but they are still included in the Modify Survey Options.

Choose a name for your test or survey if you want it named differently for the students to see from what you called it in the Test or Survey Manager. By default the name comes with it from the Manager. You can change this.

Choose a color that you want the students to see the name of the test in on their screen.

Describe or give directions for the students on how to complete this test or survey.

Choose whether or not you want this to open a new browser window for your students.
This screen is the same for both tests and surveys

**Test Availability**

- **Make the link available**: for students. This turns on and off the view of this link for students.
- **Add a new announcement for this Test**: if you click yes this announcement will automatically be generated on the announcement page.
- **Multiple Attempts**: This will allow the students to submit their test or survey to you but still come back to it and try it again to submit it again.
- **Force Completion**: Forces students to complete the entire exam the first time it is launched and then submit it. If something happens and they get booted out then you have clear their attempt or they will not be able to get back in.

**NOTE**: If neither one of these is checked then the student will be able to enter in and out of the test without submitting it as much as they want to. They can answer and “save” some questions and do some more later on. However once they submit the test then they are done. If they try to go back into the test or survey they will not be allowed to unless you go to the Grade Center and “Clear” their attempt.

- **Set Timer**: You can set a timer on how long the students will be allowed to spend on the test. When the timer ends the students are still able to complete the test but you will be notified the time it took for them to complete the exam and you can deduct points if you choose to for over time.
- **Display After/Display Until**: Allows you to automatically turn off the display of this test to your students without having to come in here to remember to do it manually. When using these make sure that the **Make the link available** is set to Yes.
**Password:** You can set a password and give it to your students so that they need to type the password in order to get into the test.

**Modify Test/Survey Options Continued**
Steps 3 and 4 differ between Surveys and Tests. Views from both screens are included here.

**Surveys**

**Self-assessment Options**

- Include this test in Grade Center score calculations.
  
  Grade Center items excluded from summary calculations are also excluded from weighting. Also note that if some weighted items are included in calculations and other weighted items are not, grade weight calculations will be skewed.

**Survey Feedback**

Select which feedback should be displayed upon completion.

- Status
- Submitted answers

**Self-assessment Options:** If completion of this survey is represented in their final weighted grade then you will want to check the box for “Include this test in Grade Center score calculations.”

**Survey Feedback:** Status shows if the survey has been completed or not and will also show any submitted answers.

**Tests**

**Self-assessment Options**

- Include this test in Grade Center score calculations.
  
  Grade Center items excluded from summary calculations are also excluded from weighting. Also note that if some weighted items are included in calculations and other weighted items are not, grade weight calculations will be skewed.

- Hide results for this test completely from instructor and the Grade Center.
  
  If this option is checked, the instructor will not be able to see any student grades, view answers or aggregate results, nor download result details. To protect student privacy, this choice can not be reversed later without losing all attempts.

**Test Feedback**

Select which feedback should be displayed upon completion.

- Score
- Submitted answers
- Correct Answers
- Feedback

**Self-assessment Options:** If you choose the second check box, Hide results for this test completely from instructor and the Grade Center, please use caution and read carefully. If you apply this and the students takes the test but then you decide to turn it
off the student will have to take the test again. Their attempt will be lost. Also, make sure you use question types that do not need any correcting by you. For example, true/false, multiple choice.

**Test Feedback:** Allows you to choose what you want the students to see after they submit the test and will also show if they leave Blackboard and come back and click on the test link again.

**Modify Test/Survey Options Continued**

Step 5 is the same for both Tests and Surveys.

<table>
<thead>
<tr>
<th>5 Test Presentation</th>
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<tbody>
<tr>
<td><strong>Presentation Mode</strong></td>
</tr>
<tr>
<td>- <strong>All at Once</strong> Present the entire Test on one screen.</td>
</tr>
<tr>
<td>- <strong>One at a Time</strong> Present one question at a time.</td>
</tr>
<tr>
<td>- <strong>Prohibit Backtracking</strong> Prevent changing the answer to a question that has already been submitted.</td>
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<tr>
<td>- <strong>Randomize Questions.</strong> Randomize questions for each Test attempt.</td>
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<th>6 Submit</th>
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<tr>
<td>Click <strong>Submit</strong> to update options for this Test. Click <strong>Cancel</strong> to quit.</td>
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Here you can modify how the students see the questions that you’ve created on their screens.

By default they will see all of the questions on one screen.

The **One at a Time** will only show one question on their screen at a time and they will have to use the navigation arrows shown below to move between questions. If you **Prohibit Backtracking** the left arrows will not appear nor do the double arrows allowing them to go to the first and last question in the test.

**Randomize Questions:** Will give each students the entire test but in a different order from how you created it.

**Submit:** As always in Blackboard click Submit for you changes and setting to take effect.

**Also:**
If you need to go back to the Modify screen you can also click the double arrow button found next to your test name in the Content Area where the test or survey was deployed.
sample test
Item is not available
- Edit the Test
- Edit the Test Options
- Adaptive Release