Blackboard Learn's Test Options: *Test Availability*

Among Blackboard Learn's Test Options are settings that control availability of a test. A thorough understanding of Test Availability options is critical to ensuring students can access and complete the test successfully. This tip sheet provides an overview of the Test Availability settings and recommendations for use.

Overview:

- Test Availability covers a range of parameters by which you make a test available, including visibility, number of attempts allowed, and time limit as well as what happens if the test taker exits the test at any point before he or she is finished.
- Test Availability is the second section of options (pictured above) on the Test Options screen. This screen displays when you add a test to a content area in your course. Subsequently, you can access Test Options by clicking the ⌄ symbol beside the test title and then selecting Edit Test Options.

Essentials:

- You must select **Yes** for the option *Make the Link Available* for students to see the link and access the test.

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- Optionally, you can provide a link to the test through the Announcement tool by selecting **Yes** for *Add a New Announcement for this Test*.
- If you wish to allow multiple attempts, click the check box and make the appropriate selections.
- **Caution:** Select **Force Completion** *only* if you want to prevent students re-entering the test if they exit for any reason.
- Click **Set Timer** and select the expected completion time. This tells students how much time you are allowing to complete the exam. Choose **On** for *Auto-Submit* if you want the test to be submitted for grading automatically when the time expires. Choose **Off** for *Auto-Submit* if you want students to be able to complete the test even though the exam time limit has expired. (You will able to see which questions were answered after the time expired in the test submission.)
- Select the check boxes and enter date/time restrictions if you wish to restrict the access to the test to specific period of time. If you want it to appear immediately and remain open indefinitely, leave the dates unchecked.
- The *Password* option allows you to set a password for the test. Students will not be able to enter the test unless they are provided the password. This is most useful in proctored test environments, however we do not recommend adding a password if you are using the Respondus LockDown Browser in the Sage Hall testing center.

Best Practices:

- We recommend that you **do not** use *Force Completion*. If students accidentally exit the exam, close the browser, lose connection, etc., the *Force Completion* option will submit the test, and you will have to reset the student's attempt.
- In most cases, we recommend you set the *Auto-Submit* to **On** so that the test submits at the end of the time limit. It defaults to **Off**, so you will have to select it to turn it on.
- Communicate clearly to students the parameters of the test in advance, especially with regard to availability and time limits. Refer them to the **UIT Helpdesk** (940) 565-2324 should they experience a technical problem during their test attempt in order to receive help and document the issue.

CLEAR Faculty Support
Email: clearhelp@unt.edu
Web: https://bbsupport.unt.edu
Phone: 940-369-7394
In-person: Chilton Hall 112C
Follow us on Twitter:@clearUNT

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