WHY WOULD YOU USE THIS FEATURE:
Once a test is created, it exists only within the Control Panel for editing/modifying purposes. When the instructor is ready to make the test available to students, it must first be added to a content area (deployed). Instructors choose important visibility/accessing settings when deploying a test such as whether or not the test is available to students and any date/time restrictions for when the test becomes available/unavailable. This tutorial will go over how to deploy a test and make the test available for students to access.

HOW TO DEPLOY A TEST:
1. Access your course within Blackboard.
2. Click the Content Area to which you wish to add the test. Your content areas are links in the Course Menu.
3. Click Assessments then click Test.
4. Tests that have already been created but not added to a content area will appear in the list. Click the test you wish to deploy, then click Submit.
5. You now must set the Test Options. The name, description, and instructions were set previously upon creation of the test, however, you may edit them here.

6. In Section 2 titled Test Availability, you MUST click Yes next to Make Test Available if you wish to grant student access to the test.
   a. If you select Yes for Add a new announcement for this test, students will see an announcement on their main course page about the added test.
   b. If you check the box next to Multiple attempts, students are able to access and take the test multiple times. Each new attempt overrides the previous attempt. You may also select the number of attempts. If you want to allow only one attempt, do not check the Multiple attempts box.
   c. Force Completion makes the student complete the test in one sitting. They cannot save the test and go back later to finish.
   d. Set Timer allows the instructor to set the expected completion time. Students will be able to finish the test after the time has elapsed, but the attempt will appear in the Grade Center as Needs Grading with the time it took the student to complete the exam. Check the box if you wish to use this feature and provide an hour and minute time from the drop-down menus.
   e. Turning Auto-Submit on will force the test to save and submit when the timer expires regardless of whether or not a student has completed the survey.
   f. Display after/Display until allows the instructor to set specific dates and times when the test becomes available/unavailable to students. Check the boxes next to either or both options and set the specific dates and times from the drop-down menus if you wish to use this feature.
   g. You may also set a password for access to the test (optional).
7. In Section 5 titled **Self-assessment Options**, it is not required that you choose either of these two options:
   
a. **Include this test in Grade Center score calculations:** if you uncheck this box, the instructor is still able to see the student’s score, but it will not be included in summary or weighting calculations.
   
b. **Hide results for this test completely from the instructor and Grade Center:** If this option is checked, the instructor will not be able to see any study grades, view answers or aggregate results, nor download results details. To protect student privacy, this choice cannot be reversed later without losing all attempts.
8. In Section 6 titled **Show Test Results and Feedback to Students** select which feedback should be displayed upon completion. Select 1 or more feedback options from the list by checking the box.

   a. **Score:** students will only see their score in My Grades.
   b. **Submitted Answers:** student will see the test question and their submitted answer after they complete the test. Students may also access this through My Grades.
   c. **Correct Answers:** student will see the test question and the correct answer after they complete the test. Students may also access this through My Grades.
   d. **Feedback:** student will see the test question and any feedback the instructor set for questions during the creation of the test. It does NOT show the student’s response to the question.

   **Note:** If you are allowing students to take a test over a period of time it is recommended that you only allow students to see their score and then go back and modify the Test Feedback for them to see their submitted and correct answers if appropriate.
9. In Section 7 titled **Test Presentation** select specific options for how the test will be displayed. It is recommended that you select questions to be displayed **One at a Time** instead of **All at Once** so the Internet Service Provider continues to see movement on the page and does not freeze up.
   a. Select **Prohibit Backtracking** if you wish to keep students from going back and changing answers to already submitted questions.
   b. Select **Randomize Questions** if you wish to display random order of questions for each test attempt.

10. Click **Submit** when finished. The test is now added to the bottom of the content area (deployed) and the test options have been set.
11. To edit the test or test options click the arrow to the right and select either **Edit the Test** or **Edit the Test Options**.

![Test Presentation Options](image-url)