



Tips for Online Blackboard Test

BEST PRACTICES FOR INSTRUCTOR

Dar Al-Hekma University| IT department

CREATING THE TEST

- **Make the link available:** you must select the Yes radio button for Make the link available. This is what makes the link for the test available to students. Students will not be able to take the test UNLESS Yes is selected.
- **Add a new announcement for the test:** This will inform students through the announcement tool that the test is available.
- **Multiple attempts:** by default, students will have only ONE attempt to take the test UNLESS this option is selected. If multiple attempts is selected, you may limit the number of attempts or allow unlimited attempts. This option provides various strategies for scoring attempts through the dropdown menu. Consider allowing multiple attempts especially for low stakes assessments. Although you cannot control the timing between attempts – you are providing students with multiple opportunities to practice with each attempt.
- **Force Completion:** If you select Force Completion, students must complete the test or survey when they started it. Students may only access the test or survey ONE TIME. If a student inadvertently exits or is timed out of a test s/he cannot return to complete the test. This feature DOES NOT serve as a good substitute for an enforced timer (Set Timer option). Our recommendation NOT to select Force completion to allow student to continue the test in case she encountered any technical issue.
- **Set Timer:** Set expected completion time. Selecting this option also records completion time for this test. Students will see the timer option before they begin the test. 60-90 minutes is the recommended time for a test.
- **Auto-Submit:** The default is always off.
 - **OFF** means the student is given the option to continue the test after time expires.
 - **ON** means the test will save and submit automatically when the time expires.

If you set the timer, turn on Auto-Submit to automatically save and submit a test or survey when time expires. Without enabling auto-submit, students have the option to continue after time expires.

- **Display after & Display Until:** This is the only way to control what day/time the test link will be visible to students. This is ONLY if you select the Yes radio button for Make the link available.
- **Password:** You may establish up to a 15-character password for a test. Passwords allow you to restrict access to the test.
- **Test Availability Exception:** this option allows instructor to define any student with exception cases such as having an exception date/ time or timer. If you click on add user, you will allow the student to take the exam as per the defined setup
- **Show Test Results and Feedback to student:** this section allow you to specify what do you want the student to see after they complete a test (Score, all answers, correct answers, submitted answers or feedback). You can select one option or all the options or unselect all the options.
- **Test Presentation:** You have the option to have test questions presented to students All at Once or One at a Time. **Our recommendation** is to select the One at a Time option. This option requires the student to save each answer as they move from one question to the next. This can help a student avoid losing their work if their test session is interrupted.
- **Randomize:** this option if selected will randomize questions for each test attempt.

AFTER PREPARING THE TEST

- **Take the Test Yourself as a Student:** After you create an online test and have selected deployment options, take the test yourself as a student.
This serves three important purposes:
 - **Scrutinize** the questions you missed to ensure that the correct answers are indicated.
 - **Confirm** that all your questions display properly in browsers. This is especially important if you copy and paste text into your test questions and/or answers, embed images or special characters in the test editor, or use an equation editor in composing the test. If possible, take your entire test using the same browser the student will use.
 - **Preview** what and how the system will show results and feedback to students after completing their test.
- **Create a Practice Test for Your Students:** To help your students identify and solve technical issues before actual online tests begin, prepare a practice online test. Make the practice test as similar as possible in the settings and types of questions you will use in graded tests. Include questions about the online testing environment itself to reinforce student best practices. You could make it a requirement for your students to take the practice test in the same location and circumstances they plan to take the graded tests. Have them report any problems or issues that they encounter while taking the practice test to you.
- **In-Class Online Tests:** If you have your students take your test in the classroom with you, it is possible that some students may have technical issues with their computer at that time. If it is not possible to provide alternate computers in the room, you will want to print a few copies of the test as a “Plan B” so they can still take the test at that time.

DURING THE EXAM

- **Make sure** that your students do not have more than one browser window opened to Blackboard; this can cause problems submitting your exam.
- **Inform your students of your policy on the test options you have selected, such as:** whether assessments will be timed and the possible penalties for working after time has expired if you are not using the auto-submit option, how many attempts they will receive and whether questions will be automatically or manually graded.
- **Make sure students are aware** of the timeline and procedures they will need to follow for Blackboard-based assessments, including the period during which the assessments will be available, where in the course site they will be located, the length and type (essays, multiple-choice, etc.) of the assessment, and how many attempts they will have.
- **Remind students to:**
 - Save their work after every question, and even during longer types of questions.
 - Click the "Begin," "Continue," "Save Answer," "Next Question," or "Submit" button **ONCE** and **wait** for the server to finish processing their request; it may take a few moments to receive confirmation or move to the next question.
 - Click the **“Save and Submit”** (blue button) **ONLY ONCE** when they are done with the test and wait for confirmation message
 - **Never** click the **“Back”** button or the **“Refresh”** button on their web browser while they are taking a test.
- In case any technical problem happened for any student while taking the test, you have the option to Clear an incomplete attempt from grade attempt and advise the student to retake the test.