Deploy a Quiz/Test in Blackboard

1. In your Blackboard course, select the **Content Area** that your quiz or test will be deployed.

2. Within the Content Area, select the **“Assessments”** drop down menu and choose the **“Test”** option.

3. Once the “Create Test” page loads, choose the **test or quiz you wish to deploy** and then select the “Submit” icon.

4. On the “Test Options” page, provide a description for the quiz or test in the “**Content Link Description**” area.

5. Once you have provided the “Content Link Description,” choose to “**Make the link available**” with the “yes” radio button located under the “Test Availability” section.

6. In order to **enable multiple attempts** you must select whether to “Allow Unlimited Attempts” or a specific “Number of Attempts”.

7. Choose how the attempts will be graded with the **“Score attempts using”** drop down menu.
   
   a. Attempts can be scored using the “Last Graded Attempt,” “Highest Grade,” “Lowest Grade,” “First Graded Attempt,” or “Average of Graded Attempts”.

8. Select **“Set Timer”** in order to provide a set amount of time students have to complete the exam.
   
   a. The timer must be set by minutes.

9. Select **“On”** or **“Off”** for the “Auto-Submit” feature.
a. It is recommended that you select “On” to ensure students have only the allotted time to complete the test/quiz.

10. To set specific availability dates for the test or quiz, select the “Display After” and “Display Until” options.

11. Choose the display date using the small calendar icon.

12. Select the time the exam should open by clicking the small clock feature.

13. Select the “Display Until” date and time.

14. Should you have students with specific needs, such as extended time, you can arrange “Test Availability Exceptions” for those individual students.

15. To add a student or students who will need extended time or extended availability of the exam, select “Add User or Group”.

16. On the “Add User or Group” pop-up window, select from any of the students listed.

17. When you have selected the students’ names, select “Submit”.

   a. The student’s names will now appear below the “Add User or Group” icon.

18. Select the number of “Attempts” (if multiple attempts are available),

19. Select the “Availability” including the display date and times for when the students can view and complete the assessment.

20. When you have entered the appropriate date and times for the exam availability, select “Save”.
21. In the “Due Date” section of the exam set up, select the due date and time for the exam.

22. After choosing the “Due Date,” you can review the “Self-Assessment Options”.

23. Under the “Show Test Results and Feedback to Students” options section, select “When” to show the students their score.

24. Choose your “Test Presentation” options.

25. Select to “Randomize Questions” when possible.

26. When you have chosen all of your “Test Presentation” options, you’ll want to review the entire page to ensure that all of your options are selected correctly and that the dates match the desired times.

27. To complete test set up, select the “Submit” icon.