Deploying a Test

These steps illustrate how to deploy a test once it's been created.

**Select Where You Want the Test Deployed**

Go to the specific place you want the test to be deployed in the course. For many people, that's a folder called Tests.

**Select Create Assessment**

Hover over the double-down arrow to the right of Create Assessment so the window that shows options for test, survey, assignment, self and peer assessment, and safeassignment shows. Select Test.
This presumes that you have already created a test! If you have not, you may select the option to create a new test. For purposes of this demonstration, however, we will select Add Test and the test that is listed for our example. Once you highlight the test name (in this example, "Example Test for Deployment"), select the Submit button.

There are 7 steps to review for Test Options. We will look at each step individually. Note that anything with an orange asterisk is a required field and, therefore, must be completed before clicking the final submit button.
The name of the test should remain the name that you gave it when you developed the test. You may select a different color for the name and provide more or less of a description for the test. Note that you can set whether the test opens in a new window or in the existing window the student will be in when selecting the test. Typically, do not open the test in a new window.
Completing Test Availability

Here is where you set a lot of items that control whether or not your students
• can access the link to take the test (Make the Link Available),
• see an announcement about the test (Add a New Announcement for this Test),
• are allowed unlimited or a specific number of attempts (Multiple Attempts),
• are forced to complete the test when they open it the first time (Force Completion), and/or
• have a specific amount of time for taking the test (Set Timer).

You are also able to select a date and time on which to make the test available or unavailable. If you want to require a password for accessing the system, set that at the bottom of this step.

Setting the Due Date

Set the due date for completion of the item. Using the Date Selection Calendar and the Time Selection Menu (shown after each field) is the easiest way to make sure that this gets set correctly.
You may opt to Include this Test in Grade Center Score Calculations or to Hide Results for this Test Completely from Instructor and the Grade Center. Usually, you want to highlight the first option.

Click on any and all of the feedback that you wish to display to the student upon completion of the test.

You have two options in this step.
1. The first option is how to display the test - all items at once on one screen or one item at a time with each being on a separate screen. If you opt to present the test one item at a time, you
may also opt to prohibit the student from backtracking.

2. You also have the option to randomize the presentation of questions.

**Make sure you click Submit when you're done!**

Once you've edited your options in steps 1 through 6, click Submit to save your selections.

**Confirmation of Test Deployment**

You will see a message of Success if you successfully edited the test options. The link to your test will also show as normal color. The test is then ready for students to take.

**Example of an Unavailable Test**

Notice how the icon (picture/image) to the left of "Example Test for Deployment" is greyed out and there is a line underneath the title of the test that says "Availability: Item is not available."

Blackboard gives you a lot of information if you take a moment to look at the screen!