

Edit Test Options

Format Test Information

1. Enter a **Name** for the Test.
2. Choose a color for the title text of the Test. (Optional)
3. Enter a **Description** in the Text Box. The description is visible to Students before they click on the link to take the Test. (Optional)
4. If you want the test to open in a new window select **Yes** for **Select Open Test in New Window**, otherwise, select **No**.

1. **Test Information**

Name

Choose Color of Name Black

Description

Path:

Open Test in New Window Yes No

Test Availability

Control the availability and security of the Test using these settings:

1. To make the Test available select **Yes** or **No** from **Make the Link Available**.
2. To add an announcement for the Test click **Yes** or **No**
3. If you want to allow multiple attempts for the test, check the Multiple Attempts checkbox or set a number of times. If left unchecked, Students are allowed one attempt to take the Test.
4. **Force Completion:** Students must complete the Test the first time it is launched. Students may not exit the Test and continue working on it at a later date. The **Save** button is available for Students to save Test answers as they work, but they may not exit and re-enter the Test. When enabled, Force Completion is explained to Students at the top of the Test.
5. **Set Timer** - A timer displays to the Students during the Test.
6. Set the **Display After** and **Display Until** settings if you wish. These will allow you to release the test at a specific time or until a specific time.
7. **Password** - Set the password required to access the Test. Passwords are limited to 15 characters. Passwords are case sensitive.
8. If you want, provide a **Due Date** for the test.

2. **Test Availability**

Make the Link Available Yes No

Add a New Announcement for this Test Yes No

Multiple Attempts

- Allow Unlimited Attempts
- Number of Attempts

Force Completion

Once started, this Test must be completed in one sitting.

Set Timer

Set expected completion time. Selecting this option also records completion time for this Test. Students begin the Test.

Hours Minutes

Auto-Submit

OFF: The user is given the option to continue after time expires.
ON: Test will save and submit automatically when time expires.

OFF ON

Display After

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Password

Require a password to access this Test.

Password

3. **Due Date**

Due Date

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Test Feedback

Test Feedback is available to Students after they complete a Test.

- **Score** - Shows the score the Student achieved out of points possible.
- **Submitted Answers:** Shows all the submitted answers.
- **Correct Answers** - Shows which answers the Student scored correctly and which were answered incorrectly.
- **Feedback** - Shows Instructor generated feedback messages for each question.

5. Test Feedback

Select the Type of Feedback Displayed Upon Completion

- Score
- Submitted Answers
- Correct Answers
- Feedback

Test Presentation

Control the way the Test questions are presented to Students using these settings:

- From the Presentation Mode, select how you want the Test to be presented to the students:
 - **All at once** - The entire test is displayed on one screen. Students may have to scroll down to answer questions.
 - **One at a time** - Each question is displayed alone on the screen. Students control going to the next question.
 - **Prohibit Backtracking** - The setting is only used when questions are displayed one at a time. Students are not allowed to go back and change the answer to a question that has already been answered.
- From the Test Presentation, **select** if you want to **Randomize the Questions**. (**Randomize Questions:** Tests with multiple questions will display them in a random order to Students. Different Students see the questions in a different order. The same Student will see questions in a different order when multiple attempts are permitted)

6. Test Presentation

Presentation Mode

- All at Once
- One at a Time
 - Prohibit Backtracking
- Randomize Questions

- Click **Submit**.