How to Deploy a Blackboard Exam

1. With the Edit Mode ON, add a new content page (this is where cadets will view the exam).

2. Label the content area (i.e., “Exams”) and click the box “Make available to users”. Click Submit. Feel free to move the location of the content area within your navigation pane.
3. Currently the content area is blank (this is why we have an empty box next to “Exams”). We need to upload the exam there. Click on the “Exams” tab to open it.

4. Click on Assessments and select Test.
5. Select the exam you wish to deploy (ie “Practice Test”) from Add an Existing Test. Then click submit.

6. Under Test Information, click the box Show test description to students before they begin the test. This allows cadets to read the instructions prior to their clock starting (if you have a timed exam).
7. Under Test Availability, select Yes to Make available to students, Check the box for Multiple Attempts (just in case a cadet accidently submits before they are complete), DO NOT check the box for Force Completion (if they lose internet connection, they will not be able to come back and complete the exam).

Check the box next to Set Timer, Enter 55 minutes (a warning will appear when half the time, 5 minutes, 1 minute, and 30 seconds remain), Auto-Submit ON if you want a “cease-work” function, Adjust dates to display as desired (be sure to tell your cadets of the availability time to minimize panic when they cannot see the link), if you would like to have the exam password protected click the password box and enter a password,

Enter the due date and check both boxes in this section. For an exam administered during a class period, enter the time your class ends (note: this allows cadets to begin the exam right up until the end of the class period and still get the full 55 minutes as this does not affect the timer. If you want to restrict cadets from starting the exam late, then adjust this time as desired).
8. Under Show Test Results and Feedback, change when to either On a Specific Date (if you want to hold grades/feedback until ready to release as a course) or After Attempts are Graded (if you want cadets to receive their grade/feedback as soon as you have graded the exam). Check the box under Feedback to allow cadets to see feedback for each individual question.

9. Under Test Presentation, change settings as desired if you wish to present one question at a time or all at once. You also have the option to randomize the order of the questions.

10. Scroll to bottom and hit Submit!