**Recommended Blackboard Test Settings for Lab Settings**

**Test Settings**

Once you have created your test within the Test Manager function you will have to deploy it, and place it in either the Assignments or Course Documents area of your course.

To deploy the test access the area within which you want to place it, and select Add Test.

You will select the test from the pull down menu and click submit.

Click ok.

To make the test available and adjust the settings that control the security of the test, select Modify the Test Options.
The test should be made available.
- Force completion should be checked.
- The display after and until boxes should be checked and the time and dates should be selected.
- A password may be used, but is not required.

To eliminate the possibility that students may access the test after they have completed it, it is imperative that you limit the time and dates for which the test will be available. If the test will be taken at 8:00am, and will take at least 45 minutes to complete. Set the time for it to become available to 8:00am and the time for which it becomes unavailable to 8:45am. Students who are still testing after 8:45am will be able to successfully complete and submit the test.

Before the test is administered be sure to make sure it is unavailable in the gradebook.

Making Test Results Unavailable in the Gradebook

From the control panel select Grade Center

Click on the arrows at the right of the column heading of the test.
Select Modify Column and be sure to set the options to include the column in the grade center calculations. Select No for the “Show the Column in My Grades” option. This will eliminate the possibility of students latter accessing the test from their My Grades area. If you opt to show them only their score for the test, the column may included in the Grade Center, and the students will not be able to access the test results at a latter date.

Once you have changed the setting for the test results, to score only, you may want to make the score available to them through the gradebook.