ITTC *SMART*Guide for Progressive users to Blackboard Learn

This user guide focuses on deploying a test in blackboard for new users to blackboard learn.A test is an assessment tool which can be created,deployed and then graded.The following detailed steps will provide a complete tutorial for deploying a test.
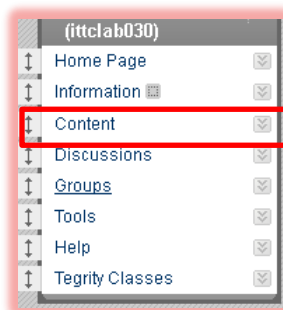
Deploying Tests
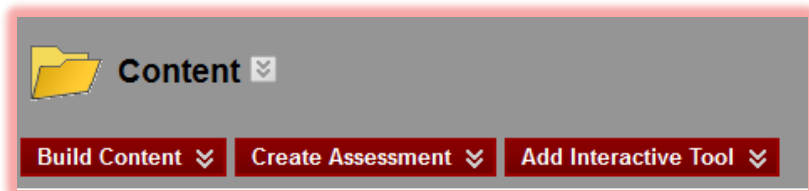
Deploying of tests involves two steps:-

a) Adding a test to the **Content Area**.
b) Making the test available.
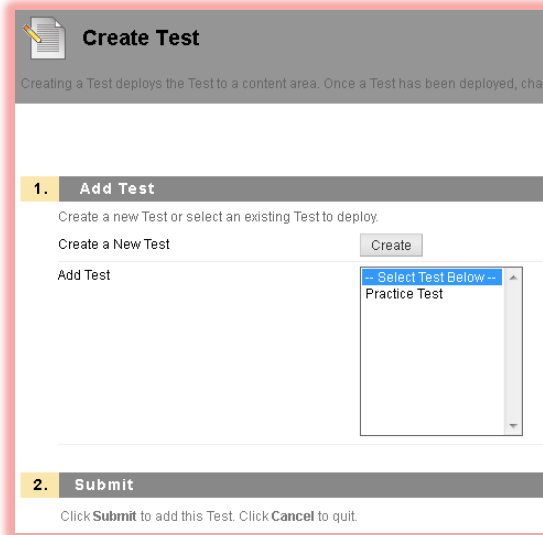
Please follow the steps on how to deploy a test:-

1. Click on **Content Area** under the Course.

2. Hover your mouse over the **Add Interative Tool** menu, and then select **Test** from the menu.

3. Now you can either select a test from the list or create a new test if you don't have any previously created tests.
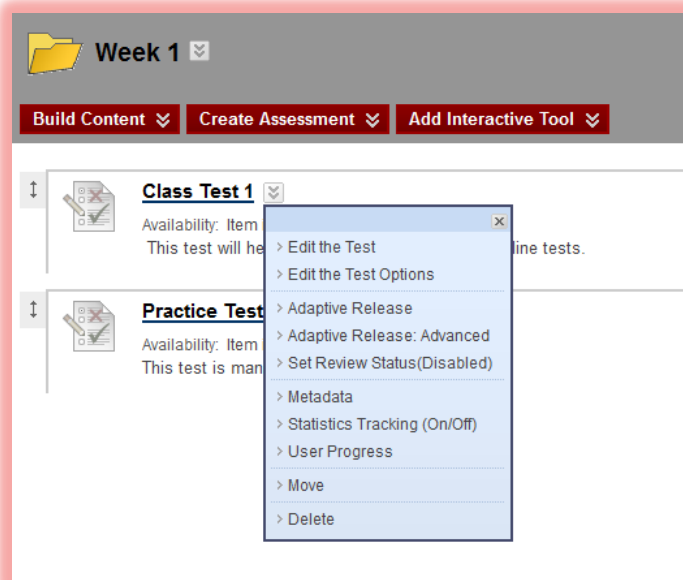
4. Click on **Submit** button.

5.When you click on **Submit** button the **Test Options** page appears. One of those **options** is explained below:-

Make link available - Select Yes/No to allow student's access to the Test. The default setting is No.You can make link available later too by editing the test options by clicking on the test name's chevron icon in the content area as shown below.

Also you might want to read all the options carefully and select them according to your need before finally clicking on the **Submit** button. So in short, there are four main sections of options which you can modify.

1) Test Information Options:- Here you can change the name of the test and type the necessary information you want your students to read before the exam.

2) Test Availability Options:- Customize the availability access of the test to the students .

3) Self-Assessment Option:-To change the options if the test results should be available to the instructor or not.

4) **Test Feedback Options:-** To Change the type of feedback available on Test Completion

5) Test Presentation Options:-To change the manner in which the test is presented to the students.

Click **Submit** to finish when you are done.