

Deploying Tests and Surveys

Once a Test or a Survey has been created, the next step is to deploy it to users. This is a two step process: adding the Test or Survey to a Content area and then making it available.

About Unavailable Tests

There is a difference between unavailable Tests and deleted Tests. Deleted Tests have been deleted from the Course. Unavailable Tests are added to a Content Area but a link does not appear to Students. Instructors can access the assessment when **Edit Mode** is **ON** and through the Control Panel under Course Tools > Tests, Surveys, and Pools.

Assessment availability is managed on the Test Options page. Assessment availability is limited to a specific time period by setting the **Display After** and **Display Until** fields. The availability can also be open ended by setting only a start date or only an end date. If the link to an assessment is available, but neither date is set, the assessment is immediately and always available.

Before You Begin

Create the Test or Survey. Create new questions or use [Find Questions](#) to copy or link existing questions to the Test or Survey.

How to Add a Test or Survey to a Content Area

1. Navigate to a Content area of the Course.
2. Point to the **Create Assessment** drop-down list and select **Test** or **Survey**.
3. Select a Test or Survey from the **Add Test** or **Add Survey** list.
4. Click **Submit**. The **Test Options** page appears.

How to Make a Test or Survey Available

Test and Survey availability is set after the assessment is added to a Content Area. Availability is managed on the Test Options page.

1. On the Test Options page, click **Yes** to **Make the Link Available** to Users. If this option is set to **No**, it will not appear to Students. Instructors may make the link available, then use the Display After and Display Until fields to limit the amount of time the link appears.
2. Set the following options for the Test:

Option	Function
Add a New Announcement for this Test or Survey	The Announcement will include the date and state "an Assessment has been made available in [Course area that includes the link to the Assessment]". This Announcement will appear in the Course Announcements.
Multiple Attempts	Click the checkbox and select from the following options: <ul style="list-style-type: none">• Select Allow Unlimited Attempts for Students to take the assessment as many times as they wish.• Select Number of Attempts and enter a number to

Option	Function
	indicate a specific number of attempts that is allowed.
Force Completion	Click the Force Completion check box to force users to complete the Test or Survey once it has been launched. Students may not exit the assessment and continue working on it at a later date. The Save button is available for Students to save the assessment as they work through it, but they may not exit and re-enter the Assessment.
Set Timer	Click the Set Timer check box to set a time limit for completing the Test or Survey.
Display After and Display Until	Use the Display After and Display Until date and time fields to define the availability of the Test or Survey. Click both the Display After and Display Until check boxes in order to enable the date and time selections.
Password	Click the Password check box to require a password to access the Test or Survey.

3. Click **Submit**.

How to Control the Presentation of a Test or Survey

The remaining options control the presentation and feedback for an assessment.

Option	Function
Include this Test in Grade Center Score Calculations	Test results can be used in Grade Center calculations by selecting this option. Test scores do not need to be revealed to Students to be used in Grade Center calculation. Self-Assessment Tests are generally not included in Grade Center calculations. If the test is not included, the score will not affect any Grade Center calculations. This Test is also excluded from weighting.
Hide Results for this Test Completely from Instructor and Grade Center	If selected, this Test behaves as a Survey. The display in the Grade Center will read Complete / Incomplete and N/A or zero appears on the Grade Details page. The Instructor will not be able to see any student grades, view answers, aggregate results, or download result details. To protect student privacy, this choice cannot be reversed later without deleting all attempts. This is only available for Tests.
Test or Survey Feedback	Determine the kind of Feedback that is displayed upon completion: <ul style="list-style-type: none"> • Score - presents the final score to Students. This is only available for Tests. • Status - presents the completion status to Students. • Submitted Answers - presents the Student's answers. • Correct Answers - presents the correct answers to the questions. This is only available for Tests. • Feedback - presents the question feedback to the Student. This

Option	Function
	is only available for Tests.
Presentation Mode	<p>All at Once - Present the entire assessment on one screen. Students scroll through all the questions and can move up and down from question to question. If this is selected, Prohibit Backtracking cannot be selected.</p> <p>OR</p> <p>One at a Time - Displays one question at a time. The screen includes navigation tools to move between questions. The Submit button will only appear on the last page of the assessment. Prohibit Backtracking and Randomize Questions may be selected.</p>
Prohibit Backtracking	Click the check box to prevent Users from going back to questions they have already answered. If backtracking is prohibited, questions will be presented one at a time and the buttons <<, <, or >> do not appear to Users during the Test or Survey.
Randomize Questions	Click to display questions in a random order each time the Test or Survey is taken.

Next Steps

- [About Test/Survey Status](#)
- [Entering Grades](#)
- [Changing Grades](#)
- [Deleting and Reverting Grades](#)