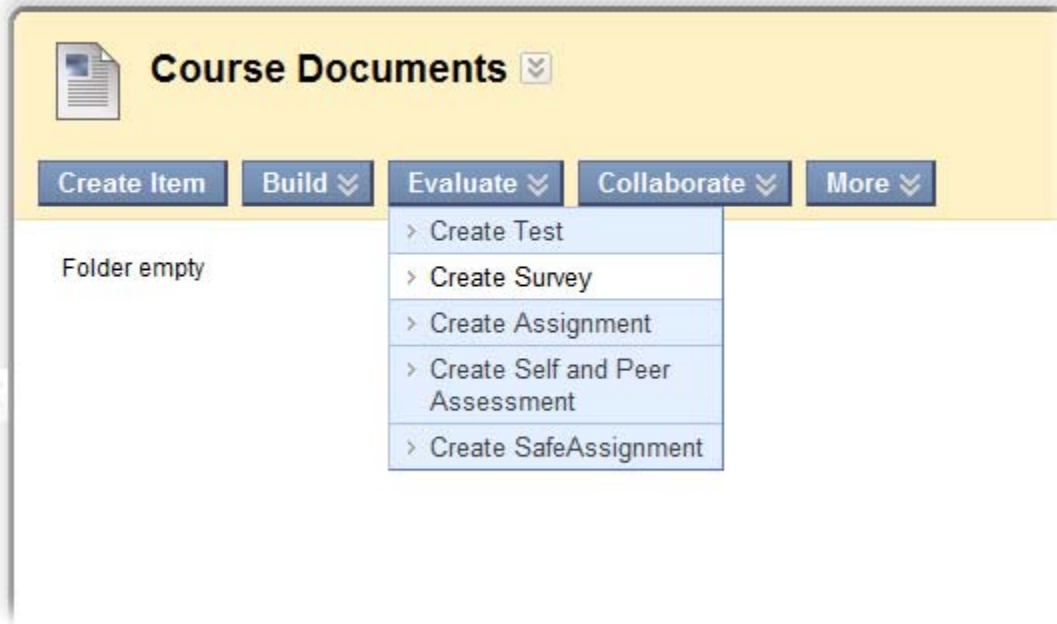


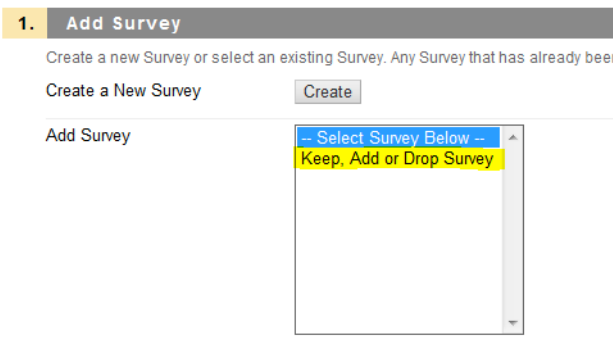
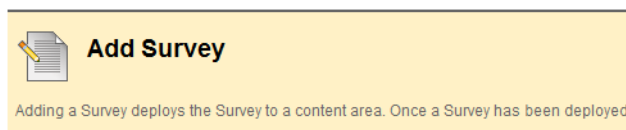
# Blackboard Learn (9.0) Assignment and Assessment

## Making a Test or Survey Available

Step 1: Select the Content Area (Assignments, Course Documents, Course Information) where you want to add a test or survey and select the appropriate option from drop-down arrow next to the **Evaluate** menu item.



Step 2: Choose which test or survey you would like to add to your course from the list and click **submit**. If you haven't created your test or survey, click on the **create icon**. See **"Creating Tests/Surveys"** handout for details on this function.



Step 3: Choose the options that you want applied to this test or survey.

## 2. Survey Availability

Make the Link Available  Yes  No

Add a New Announcement for this Survey  Yes  No

Multiple Attempts

Allow Unlimited Attempts

Number of Attempts

Force Completion

Survey must be completed the first time it is launched.

Set Timer

Set expected completion time. Selecting this option also records completion time for this Survey.

Hours  Minutes

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 Survey.

Password

*Note: Make sure that you select "yes" to **Make the Link Available** or your students will not have the ability to see the survey or test.*

Step 4: Choose the self-assessment options, feedback and presentation options that you want applied to the test/survey and then click **Submit** when finished. Results of your test/survey will be found in the **Grade Center**.

**3. Self-assessment Options**

Include this Test in Grade Center Score Calculations  
Grade Center items excluded from summary calculations are also excluded from weighting. Also note that if some weighted items are included in calculations and other weighted items are not, grade weight calculations will be skewed.

**4. Survey Feedback**

Select the Type of Feedback Displayed Upon Completion

Status

Submitted Answers

**5. Survey Presentation**

Presentation Mode

All at Once  
Present the entire Survey on one screen.

One at a Time  
Present one question at a time.

Prohibit Backtracking  
Prevent changing the answer to a question that has already been submitted.

Randomize Questions  
Randomize questions for each Survey attempt.

**6. Submit**

Click Submit to edit options for this Survey. Click Cancel to quit.