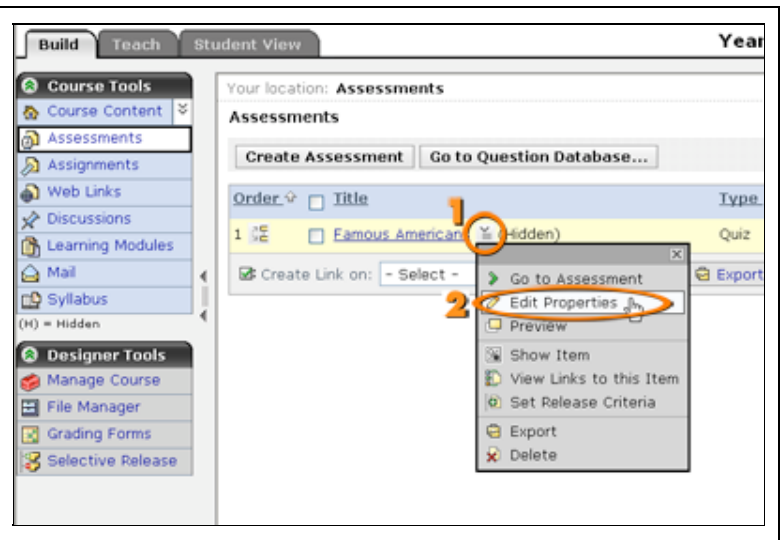


Before students can take an assessment, you must release it. You release assessments by using the Edit Properties ActionLink menu choice.

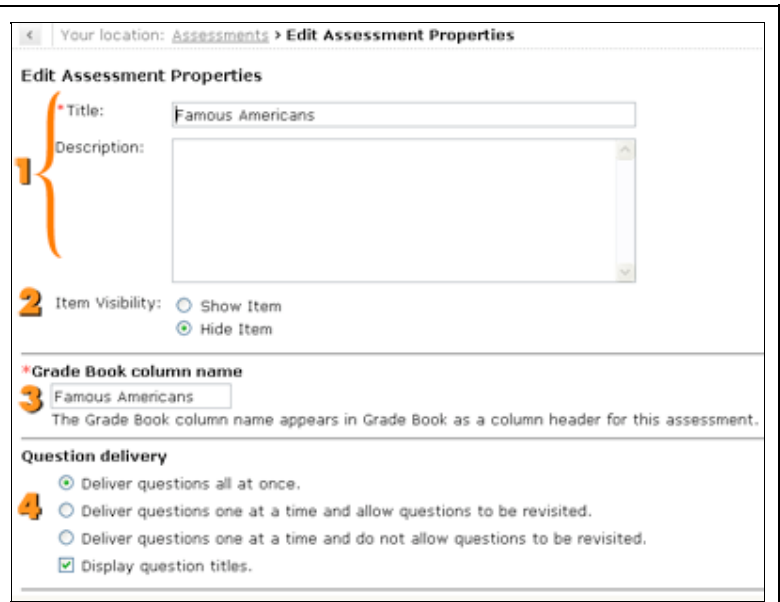
Step 1: Access the Edit Assessment Properties Screen

1. Next to the assessment name, click the **ActionLinks** icon. The ActionLinks menu is displayed.
2. Select **Edit Properties**. The Edit Assessment Properties screen is displayed.



Step 2: Change Assessment Settings - Top of Screen

1. The "Title" and "Description" text boxes are automatically filled in with the information you specified when you created the assessment.
2. The "Item Visibility" is set to Hide Item. **NOTE:** If you will be releasing the assessment based on dates, you will need to change this setting to **Show Item** in order for students to see the assessment.
3. The "Grade Book column name" is the same as the assessment title, unless you changed it when you created the assessment.
4. In the "Question delivery" area, select how you want to deliver the questions to students. By default, the "Deliver questions all at once" option is selected. Also, the question title will be displayed when the question is delivered to the students. **NOTE:** Remember to deselect the "Display question titles" check box if the title contains any clues to the question answer.



Step 3: Change Assessment Settings - Middle of Screen

1. Scroll to view the "Display Assessment" area (not illustrated).
2. In the "Display Assessment" area, select whether you want the assessment to open in a new browser window. By default, the "In a new browser window" option is selected.
- NOTE:** For web-accessibility issues, it may be advantageous to select the "In the same browser window" option.
3. In the "Duration" area, you specify how long students have to finish the assessment. By default, it is set to 1 hour.
4. In the "Attempts" area, specify whether students can take the assessment more than once and how long they have to wait in between attempts.

Display Assessment

2 In the same browser window
 In a new browser window

Duration

3 Unlimited
 Time: 1 Units: Hour(s)
 Disallow answer submission if time has expired.

***Attempts**

4 Allowed attempts: 1
 Randomize questions in a question set for each attempt
Minimum attempt time: 0 Units: Minute(s)

Step 4: Change Assessment Settings - Bottom of Screen

1. Scroll to view the "Student Score" area (not illustrated).
2. In the "Student Score" area, specify if and when you will release scores to the students.
- NOTE:** The default is not to release the score.
3. In the "Statistics Release" area, specify whether or not to release statistics to students. The default is not to release statistics to students.
- NOTE:** You must release the score in order to release statistics to students.

Minimum attempt time: 0 Units: Minute(s)

Student score

2 Release the score after the assessment has been submitted.
 Release the score after the assessment has been submitted and all of the questions have been graded.
 Release the score after the availability period has ended.
 Release the score after the availability period has ended and all of the questions have been graded.
 Do not release the score.
If multiple attempts are allowed, display the score of the following attempt as the Student's grade: First

Statistics release

3 Release statistics to Students after releasing the score.

More Options (Click on the arrow icons to expand or collapse these optional settings.)

- Dates Available
- Results Properties
- Submission Properties
- Security Properties
- Custom Instructions

Step 5: The Dates Available Settings

1. In the "More Options" area, click the Dates Available link (not illustrated). The settings are displayed.
2. To specify a specific start date, in the "Start Time" area, click the **Date Selection** icon. You can use the calendar to choose a date.
3. To specify a start time, in the "Start Time" area, click the **Time Selection** icon. You can choose a time from the list.
4. To specify an end time, in the "End Time" area, select **Unlimited** to have the quiz available until the end of the semester or use the **Date Selection** and **Time Selection** icons to select a specific end date and time.
5. You can also create a Calendar entry to remind students by selecting the **Create a corresponding event in the Calendar** check box.

More Options (Click on the arrow icons to expand or collapse these optional settings.)

Dates Available

Start Time: 3/24/2008 10:30 AM

End Time: Unlimited
 3/25/2008 11:20 AM

End Time indicates when a Student can no longer access the assessment starts the quiz before the End Time, they are allowed the full duration t

Create a corresponding event in the Calendar

If you also set release criteria, this assessment will be available only when both rele dates are met. Ensure that availability dates do not conflict with release criteria.

Results Properties

Submission Properties

Security Properties

Step 6: The Results Properties

1. In the "More Options" area, click the **Results Properties** link (not illustrated). The settings are displayed.
2. You can specify what information students can see when they review their assessment results. By default, students will see the following:
 - the question text
 - their response and the correct answer
 - any feedback for each question
 - their score
 - total assessment score
 - any grader comments

NOTE: The "E-mail results to" option is not available with this release of Blackboard Vista.

Results Properties

Student results display:

- 1. Show the question text.
- a) Show the Student's response for each question.
 - i) Show the percentage value of the Student's answer.
 - ii) Show the correct answer.
 - iii) Show the correct answer and the percentage value c
- 2. Show the feedback for each question.
- 3. Show the Student's score for each question.
- 4. Show the Student's total score for the assessment.
- 5. Show the grader comments for the assessment.

E-mail results to:

Submission Properties

Security Properties

Custom Instructions

Step 7: The Submission Properties

1. In the “More Options” area, click the **Submission Properties** link (not illustrated). The settings are displayed.
2. You can specify to display a message to students to let them know they have successfully submitted the assessment and to tell them “what next.”
NOTE: The "Send a copy of each Student's submission via e-mail" option is not available with this release of the product.

The screenshot shows the 'Submission Properties' section of a settings interface. It features a 'Submission message' field with a dropdown arrow, and an 'E-mail submissions' section with a checkbox and the text 'Send a copy of each Student's submission via e-mail to:'. Below this is a 'Security Properties' section with a dropdown arrow.

Step 8: The Security Properties

1. In the “More Options” area, click the **Security Properties** link (not illustrated). The settings are displayed.
2. In the "Proctor password" text box, type the password that Students must enter before they can access the assessment.
3. You can specify security information if the assessment is proctored.
NOTE: You will need to know the IP information of the computers that students will use.

The screenshot shows the 'Security Properties' section. It includes a 'Proctor password' text box, followed by 'IP address' and 'IP address mask' fields, each with four input boxes for digits. A note states: 'A Student must enter this password to access the assessment.' and 'If Students' machines must match portions of the specified IP address, in the corresponding IP address mask text boxes, enter 255. If Students' machines do not need to match portions of the specified IP address, in the corresponding IP address mask text boxes, enter 0.' Below is a 'Custom Instructions' section with a dropdown arrow.

Step 9: The Custom Instructions Settings

1. In the “More Options” area, click the **Custom Instructions** link (not illustrated). The settings are displayed.
2. If you have special instructions for students, you can type them in the text box.
3. You can turn on the HTML editor if you want to add formatting to your instructions.
4. If you want the instructions to be displayed for every question, select the "Display custom assessment instructions on every question when questions are delivered one at a time" check box.

The screenshot shows the 'Custom Instructions' section. It features a text area for instructions, a 'Use HTML' checkbox, and a 'Display custom assessment instructions on every question when questions are delivered one at a time' checkbox. A note states: 'Custom instructions will appear at the top of the assessment and be visible to all users.' There are numbered callouts: '2' points to the text area, '3' points to the 'Enable HTML Creator' button, and '4' points to the second checkbox.

Step 10: Save the Settings

1. Click **Save**. The Assessments screen is displayed (not illustrated).

Proctor password: A Student must enter this password to access the assessment.

IP address:

IP address mask:

If Students' machines must match portions of the specified IP address, in the corresponding IP address mask text boxes, enter 255. If Students' machines do not match portions of the specified IP address, in the corresponding IP address mask text boxes, enter 0.

Custom Instructions

Custom instructions will appear at the top of the assessment and be visible to students.

Use HTML

Display custom assessment instructions on every question when the assessment is displayed.

*Required fields

Step 11: Show the Assessment

If you did not change the "Item Visibility" to Show Item, the assessment is still hidden.

1. Click the **ActionLinks** icon. The ActionLinks menu is displayed.
2. Select **Show Item**. The "Hidden" indicator is no longer displayed. The assessment is visible and available to the students (not illustrated).

Build Teach Student View

Course Tools

- Course Content
- Assessments
- Assignments
- Web Links
- Discussions
- Learning Modules
- Mail
- Syllabus

Designer Tools

- Manage Course
- File Manager
- Grading Forms
- Selective Release

Your location: Assessments

Assessments

Order	Title
1	<input type="checkbox"/> Famous American (hidden)

Create Link on: - Select -

- Go to Assessment
- Edit Properties
- Preview
-
- View Links to this Item
- Set Release Criteria
- Export
- Delete

Your screens may look different depending upon your configuration.