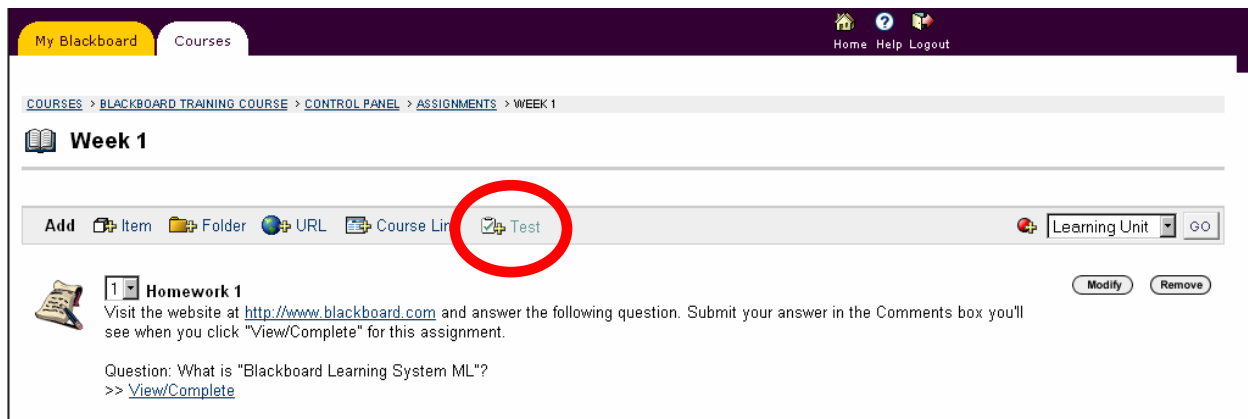


Making an Existing Quiz Available

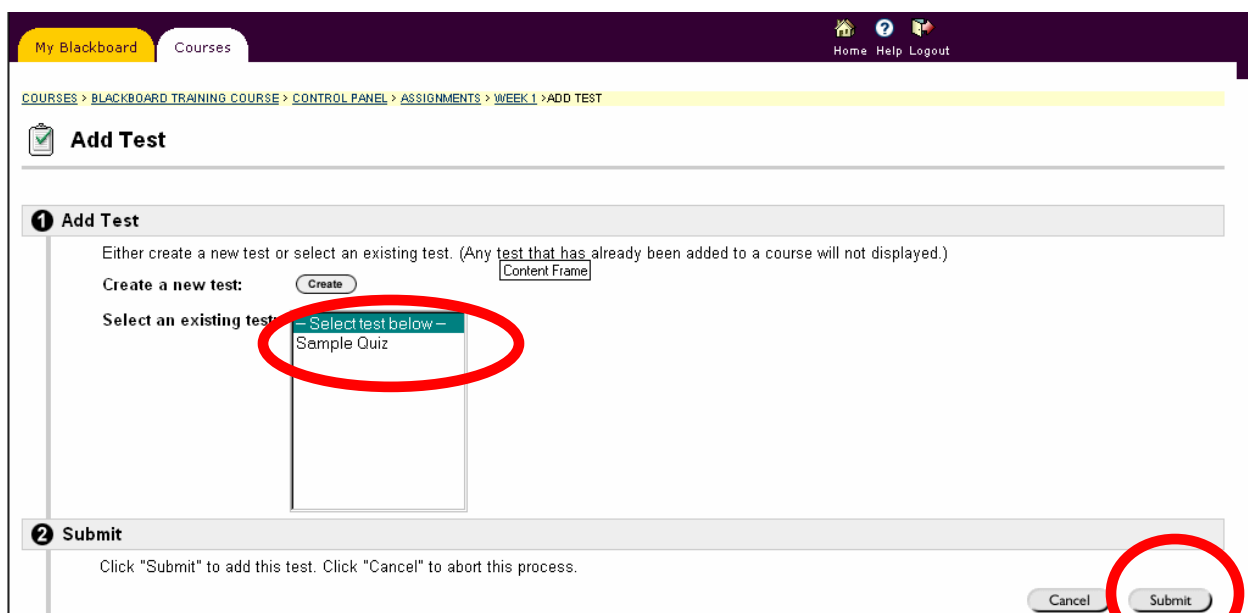
In Blackboard 6, you can no longer go to the Assessment Manager and make an existing quiz available. Instead, follow the steps below:

- 1) Enter the Control Panel
- 2) Click the Content Area where you want the link to the test to appear -- i.e., Assignments, Course Documents, etc.
- 3) Click the +Test button near the top of the screen



The screenshot shows the Blackboard interface. At the top, there are navigation links for "My Blackboard" and "Courses". Below that, a breadcrumb trail reads "COURSES > BLACKBOARD TRAINING COURSE > CONTROL PANEL > ASSIGNMENTS > WEEK 1". The main content area is titled "Week 1". Below the title, there is a toolbar with several icons: "Add", "Item", "Folder", "URL", "Course Link", and "Test". The "Test" icon, which is a document with a plus sign, is circled in red. To the right of the toolbar, there is a "Learning Unit" dropdown menu and a "GO" button. Below the toolbar, there is a section for "Homework 1" with a "Modify" and "Remove" button. The homework description includes a URL and a question: "Question: What is 'Blackboard Learning System ML'?" with a "View/Complete" link.

- 4) Choose the desired test and click Submit



The screenshot shows the "Add Test" dialog in Blackboard. At the top, there are navigation links for "My Blackboard" and "Courses". Below that, a breadcrumb trail reads "COURSES > BLACKBOARD TRAINING COURSE > CONTROL PANEL > ASSIGNMENTS > WEEK 1 > ADD TEST". The main content area is titled "Add Test". Below the title, there is a section for "Add Test" with a "Create" button and a "Content Frame" label. The text reads: "Either create a new test or select an existing test. (Any test that has already been added to a course will not displayed.)". Below this, there are two options: "Create a new test:" and "Select an existing test:". The "Select an existing test:" option is circled in red, and a dropdown menu is open showing "Sample Quiz". At the bottom of the dialog, there is a "Submit" button circled in red, along with a "Cancel" button. The text below the dialog reads: "Click 'Submit' to add this test. Click 'Cancel' to abort this process."

5) Click OK

6) Use the Modify the Test Options link to make the test visible to students, set time limits, set availability dates, set feedback options, or to set a password. **IMPORTANT** -- you can now deploy the test "all at once" or "one question at a time". When you deploy it one question at a time, the students will see one question at a time and will be able to save each question after they complete it. That way, if they get bumped off the Internet during a test, they can restart it where they left off (with the next question after the last one they had saved!).

7) Notify your students either through an email or an announcement that the quiz is available, and in which content area of your course they can find the quiz.