



Blackboard

Assessments

Timed Test Setup Instructions

Tips and Tricks

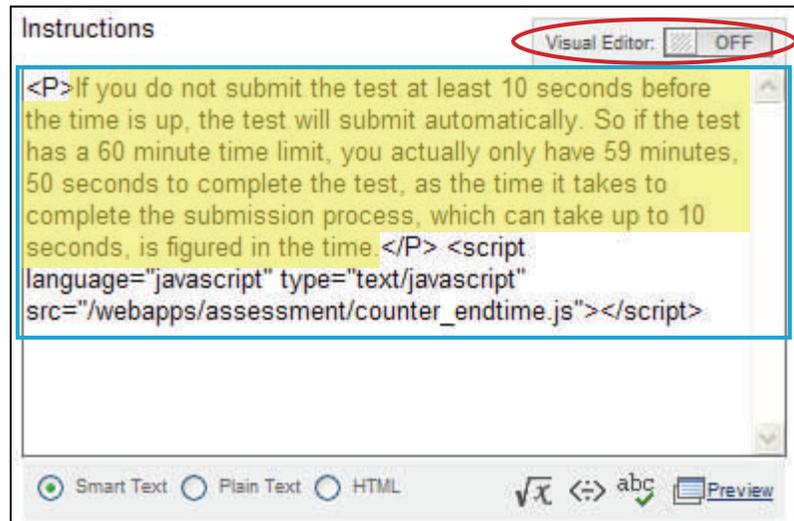
Tip: This should allow for more automated grading of exams since the timer will force the submission of the exam within the time limit. Students receive a popup box at the 1 minute remaining time. If the student doesn't OK this message, it will suppress the automated submission script. This should be a rare occurrence but this will cause a test to go over the time limit requiring a manual process of entering the grade. Students will not be able to adjust answers during this time so they will not be able to get extra time trying this trick.

Tip: If your test is delivered one question at a time, tell your students to adjust their Internet Explorer settings by clicking Tools—Internet Options, click the Security Tab, click the Custom Level button, then scroll down to Allow Programmatic clipboard access and set to Enable. This should not be a concern for other browsers such as Firefox users.

We have a script installed on the Blackboard server that helps with a few testing options:

1. Provide ability to automatically end a test attempt at a specified time limit.
2. Deter copy/paste operations by limiting availability to standard shortcuts.
3. Deter printing options within the browser.

To activate this script, you will need to place a block of text (see blue outlined box) in the **Instructions** box of any test you want this applied to. Before you paste or type the code, you will also need to click on the toggle switch for the Visual Editor so that it is turned off (see red outlined oval). The Visual Editor must remain Off until after you have submitted these instructions to avoid possible issues.



Note: The text highlighted in yellow can be adjusted to suit your needs. It is there to notify students about the test submitting 10 seconds prior to the end of the test time. All other text must remain unaltered.

How to Get to the instructions box:

- **Creating New Test:** This will be on the first page of the test creation process.
- **Existing Test:** Click the chevron for the test then choose Edit the Test. Now click the chevron for the Header and choose Edit.

Deploying a Test:

This will only work if you have checked the box for Test Timer and have chosen the allowed time limit.

- **Test Not Deployed:** When you deploy a test for students to access, you will see this option.
- **Test Previously Deployed:** Go to the location you deployed the test and click the chevron for the test then choose Edit the Test Options.