This guide will show you how to locate, link to and set up a quiz that has been imported from Blackboard Vista 8.

Tests, Surveys and Pools

All your imported assessment Information can be located in the **Test, Surveys and Pools** area of Bb9. This can be found under the **Course Tools** submenu of the **Control Panel**. The Tests, Surveys and Pools area contains three sections.
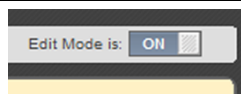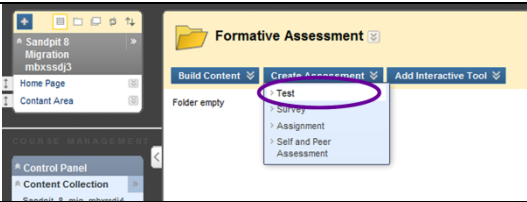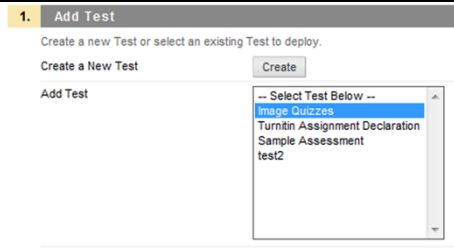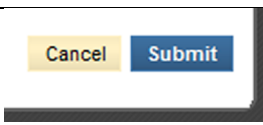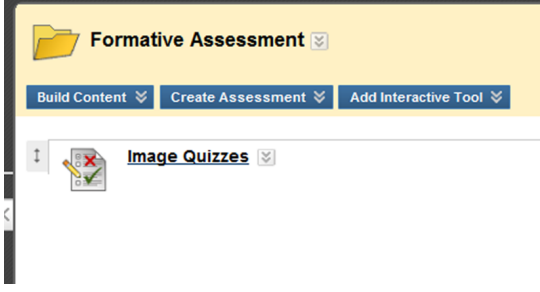

Tests	A list of all the Quizzes that have been imported/created in Bb9
Surveys	A list of all Surveys that have been imported/created in Bb9
Pools	A list of all the questions that have been imported/created in Bb9 (also contains questions not assigned to a quiz or survey)
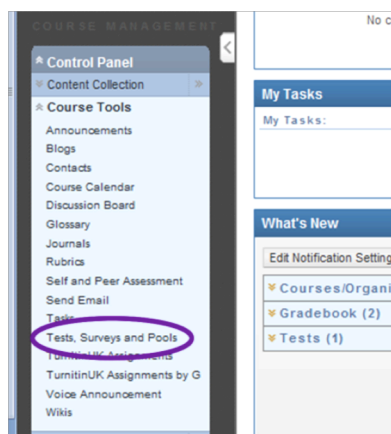
You can edit and check assessments in the Tests Surveys and Pools area and they will not be available to students from this area. Students will only see them once they are deployed through the content area.

Setting up an Imported assessment for Students

This guide assumes you have imported your assessment into the Tests Surveys and Pools area of Bb9 successfully. It is always recommended that you thoroughly check every question to ensure that all settings, marks and feedback have been imported correctly.

1.	Make sure you have the Edit Mode set to On.	Edit Mode is: ON
2.	Navigate to the area in Bb9 that you wish to create a link to your assessment.	
3.	Click on the Create Assessment button and select Test from the drop down menu	
4.	You will see a list of all the assessments currently available in the Bb9 Tests area. Select the one you wish to link to.	
5.	Click On Submit	
6.	The next screen present the Test Options. Work through these settings carefully. Details on the settings can be found at the end of this document.	See Appendix – Quiz Settings
7.	The Quiz will now be available (settings permitted) to students. If you wish to change any of the settings, click on the action link button and select **Edit**.	

YOU SHOULD THOROUGHLY CHECK EVERY QUESTION TO ENSURE THAT ALL SETTINGS, MARKS AND FEEDBACK HAVE BEEN IMPORTED CORRECTLY.

Quiz Settings

Test Availability	Control the availability and security of the Test, using these settings:
Make link available	Select **Yes** to allow students access to the Test. The default setting is **No**. To set a specific range of time when the Test is available, select **Yes** and then enter the dates and times of the range, using the drop-down menus below.
Add a new announcement for this Test	Select **Yes** to add a new **Announcement** for the Survey. The default setting is **No**. Announcements appear in the Course, as well as the **My Course** module and the **My Announcements** module.
Multiple attempts	Allow Students to take the Test an unlimited number of times or a set number of times. Left unselected, Students are allowed one attempt to take the Test
Force Completion	Students must complete the Test the first time it is launched. Students may not exit the Test and continue working on it at a later date. The **Save** button is available for Students to save Test answers as they work, but they may not exit and re-enter the Test. When enabled, Force Completion is explained to Students at the top of the Test.
Set Timer	A timer is displayed to the Students during the Test. If students go beyond the set completion time, they will not be forced out of the Test.
Password	Set the password required to access the Test. Passwords are limited to 15 characters. Passwords are case sensitive

For further help contact your Faculty eLearning Team: elearning@manchester.ac.uk

Self-assessment Options	
Include the test in Grade Centre score calculations	Test results can be used in Grade Centre calculations by selecting this option
Hide Results for this Test Completely from Instructor and the Grade Center	(Self Test) If this option is checked, 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.
Test Feedback	Test Feedback is available to Students after they complete a Test.
Score	Shows the score the Student achieved out of points possible.
Submitted Answers	Shows all the answers submitted.
Correct Answers	Shows which answers the Student scored correctly and which were answered incorrectly.
Feedback	Shows Instructor-generated feedback messages for each question.
Test Presentation	Control the way the Test questions are presented to Students, using these settings:
All at once	The entire test is displayed on one screen. Students may have to scroll down to answer questions.
One at a time	Each question is displayed alone on the screen. Students control going to the next question.
Prohibit Backtracking	The setting is only used when questions are displayed one at a time. Students are not allowed to go back and change the answer to a question that has already been answered.
Randomise Questions	Tests with multiple questions will display them in a random order to Students. Different Students see the questions in a different order. The same Student will see questions in a different order when multiple attempts are permitted.