Step by Step: Deploying a Test

After you create a test, you must make it available to students (deployed) in a content area. A test can only be deployed in one content area at a time. If you want to change deployment locations, you can move it to another content area or add a link to the test located in another content area. After you add a deployed test to a content area, you will be selecting Test Options. See the detailed step by step instructions on Setting Test Options.

1. Go to the Content Area where you want to deploy the test. Point to the Assessments button and click Test on its drop-down menu.

2. In the Add Test box, click the name of the test to deploy.

3. Click the Submit button.
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4. After you’ve created and added the test to a content area, additional options appear on the Test Options page.

Set the options under Test Availability as needed. See the detailed step by step instructions on Setting Test Options.

5. In the Due Date section, click the checkbox to set a due date.

6. In the Self-Assessment Options click the checkboxes to select the desired options.
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7. In the **Test Feedback** section, click the checkboxes to select the desired options. The options you select are what the students will see immediately after they submit their tests. They will also see these items when accessing grades through a My Grades link provided on the course menu. Change these options before and after the test as needed.

8. In **Test Presentation**, select how the test questions will appear to the students.

9. Click the **Submit** button.