

Make a Quiz or Test Accessible to Your Students

Once a test or quiz is created and installed in Blackboard, it must be made accessible to your students. Once it is made accessible, you must make it available. In the options to make it available, you can choose a specific release date, whether the test must be finished on the first attempt, or if multiple attempts are allowed.

1. Locate the ! (exclamation mark) in your grade book and click on it.
2. The modified grade window appears.
3. Click on **View** at the right side of the entry.
4. In the next window under Students Work, click on the link for the assignment.
5. Choose to save the file. This option allows you to save a copy of the assignment on your computer.
6. Grade the assignment as you would a paper submitted by your student.
7. In the **Feedback to Student** section, enter the grade in the **Grade** textbox.
8. Enter any comments to the student in the **Comments** textbox immediately below.
9. Attach the graded assignment for return to the student by using the **Browse** button next to **Attach local file**.
10. In the **Instructor Notes** sections you may insert notations to yourself and attach a copy of the graded assignment.
11. Click **Submit** to enter the grade into the grade book.
12. Click **OK** to complete.