



## Deploying Tests (or Surveys)

Any created or imported tests (surveys, or pools) go into the Tests, Surveys, Pools area, which is located in the Control Panel > Course Tools > Tests, Surveys, Pools. After you create a test (or survey), the next step is to deploy it-make it available-to users in your course. The instructions below are for tests; however, a survey is deployed the same way.

This is basically a two-step process:

- Add the test to a content area
- Make it available

### IMPORTANT

Unavailable tests (and surveys) deployed in a content area do not appear to students. As long as Edit Mode is turned on, instructors, TAs, and course builders can see unavailable tests.

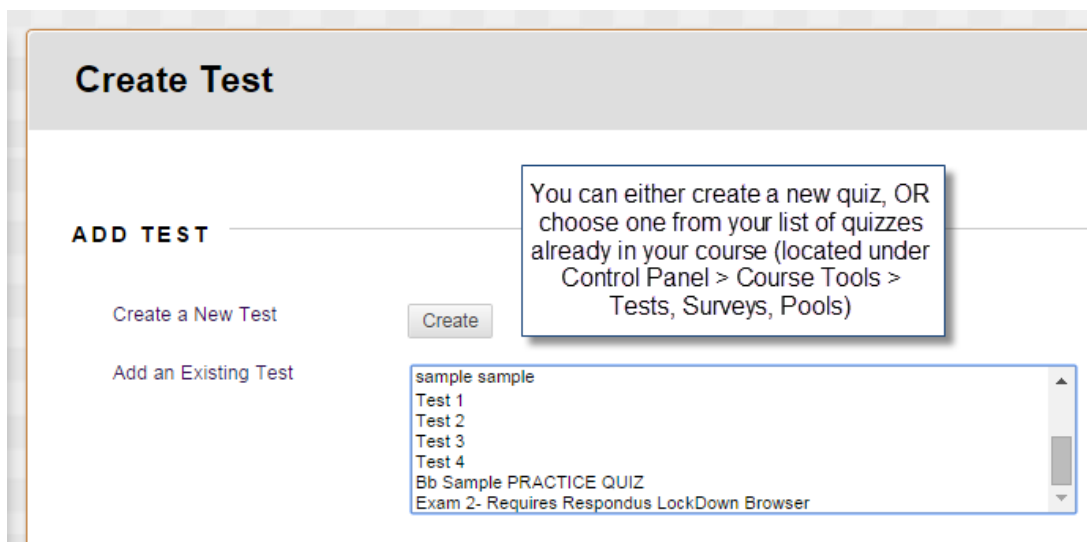
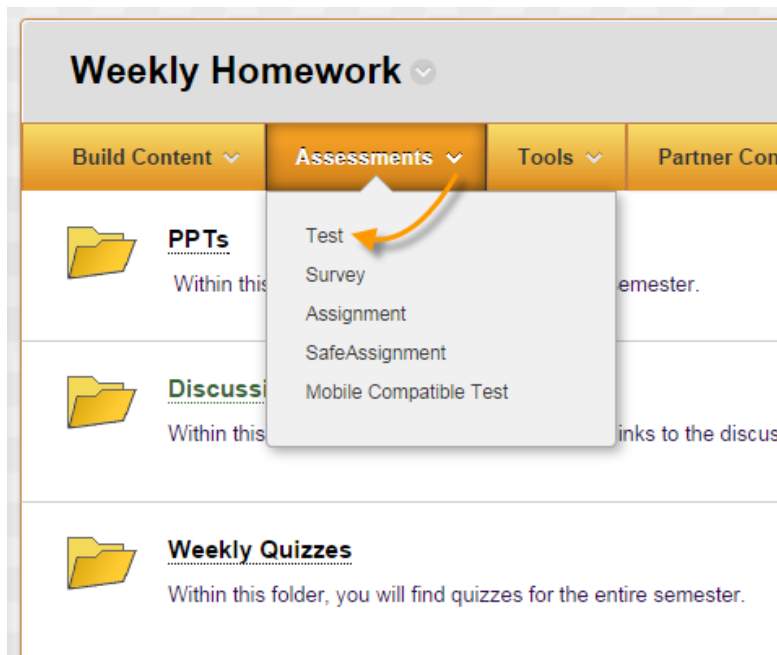
You can limit test and survey availability to a specific time period with the **Display After** and **Display Until** dates and times. If the link to a test or survey is available, but neither date is set, it is immediately and always available.

- If you delete a test or survey from a content area in your course, *it is removed from that location; go to the gradebook where you will see a Delete option for that column. Click Delete.* You can deploy it again as needed. You can deploy each test and survey in one location only.
- If you delete a test or survey from the Tests, Surveys, Pools area under Course Tools in the Control Panel, *it is permanently deleted from your course.* This is irreversible. Again, you can access the tests and surveys tools in the **Course Tools** section of the **Control Panel**.

### How to Add a Test to a Content Area

Before you can deploy a test, you need to create it and add questions.

1. Navigate to the course area where you want to add a test or survey.
2. On the action bar, point to **Assessments** and click **Test**.
3. Select a test from the **Add Test** list. (You can create a new test from here, too.)
4. Click **Submit**. The *Test Options* page appears.



## How to Make a Test Available

After you deploy a test in a course area, you need to set test survey availability and feedback.

1. On the **Test Options** page, click **Yes to Make the Link Available** to users. Then, use the **Display After** and **Display Until** fields to limit the amount of time the link appears. This ensures that you do not forget to make the test available on a specific date.
2. Set the availability, feedback, and presentation options for your test.
3. Click **Submit**.