

Course Requirements Checklist

1. Click Course Content on the Course Menu.
2. Click on Module/Week 1.
3. Click on the Assignments folder.

The screenshot shows the Blackboard course interface. On the left is a navigation menu with 'Course Content' highlighted and a red circle with the number '1' next to it. The main content area shows a folder icon and the text 'Syllabus and Assignment Instructions' with a bulleted list: 'Syllabus and Course Schedule', 'Assignment Instructions', and 'Student Expectations'. Below this is another section titled 'Module/Week 1 -- Overview of Theory in Nursing' with a red circle and '2' next to it. Underneath, it lists 'Assignments:' with a bulleted list: 'Course Requirements Checklist', 'Class Introductions', and 'Written Responses to C'. A third red circle with '3' is placed over the 'Assignments' list, which is also shown in a separate inset box on the right with its own bulleted list: 'Course Requirements Checklist', 'Class Introductions', and 'Written Responses to Questions 1'.

4. Click on the Chevron () next to Course Requirements Checklist.
5. Select Edit the Test Options.

The screenshot shows the 'Course Requirements Checklist' assignment page. The title 'Course Requirements Checklist' has a dropdown arrow and a red circle with the number '4' next to it. Below the title, there is a message: 'Availability: Item is not available.' and 'As your first activity in this course, please highest score will count towards your grade. This assignment is due by 11:59 p.m. (ET)'. A context menu is open over the assignment, with 'Edit the Test Options' highlighted and a red circle with the number '5' next to it. The menu items are: 'Edit the Test', 'Edit the Test Options', 'Adaptive Release', 'Adaptive Release: Advanced', 'Set Review Status(Disabled)', 'Metadata', 'Statistics Tracking (On/Off)', 'User Progress', 'Move', 'Item Analysis', and 'Delete'.

- In Section 2, toggle the Yes option for Make the Link Available.
- Then, check the box next to Display After. Enter the official start date of the course and Midnight for the time.

2. Test Availability 6

Make the Link Available Yes No

Add a New Announcement for this Test Yes No

Multiple Attempts

- Allow Unlimited Attempts
- Number of Attempts

Force Completion

*This Test must be completed in the allotted time.
The timer DOES NOT STOP until you click the Save and Submit button.*

Set Timer

Set expected completion time. Selecting this option also records completion time for this Test. Students will see the timer option before they begin the Test.

Hours Minutes

Auto-Submit

*OFF: The user is given the option to continue after time expires.
ON: Test will save and submit automatically when time expires.*

OFF ON

7 Display After

Enter dates as mm/dd/yyyy. Time may be entered as hh:mm:ss.

Display Until

Enter dates as mm/dd/yyyy. Time may be entered as hh:mm:ss.

Password

Require a password to access this Test.

Password

Midnight 7

12:30 AM

01:00 AM

01:30 AM

02:00 AM

02:30 AM

03:00 AM

03:30 AM

04:00 AM

04:30 AM

- Click Submit.

7. Submit

*Click **Submit** to edit options for this Test. Click **Cancel** to quit.*

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