After you have created your Sakai test in Working Copies you will need to decide on the test settings. The Settings option for tests allows you to adjust test availability, timing, question presentation, number of submissions, type of student feedback, and grading options. You can also control the release of the test by group membership.

Ideally, you should decide on the settings before you publish the test. However, settings for the test can be changed after the test is published, e.g., you can choose to send scores to the Gradebook after publication.

To access test settings, choose Settings from the Select drop-down menu to the left of your test title or click on the Settings option available within the Edit mode of the test. In the example below, Settings has been chosen for the Olympics: Exam 4 test.

**Settings Options**

A number of options will appear when you click on Settings. Clicking on the orange triangle to the left of each option expands the section.

![Settings Options](image)
Test Settings in Sakai: Layout and Appearance

In **Settings**, click on the orange triangle to the left of the **Layout and Appearance** option to make your selections for these test settings.

**Layout and Appearance: Navigation**
Navigation options control back-tracking to previous questions.

- Linear access - does not allow back-tracking to previous questions.
- Random access - allows students to return to previous questions and also provides a Table of Contents from which students can jump to a specific question.

**Layout and Appearance: Question Layout**
Question Layout options control the number of questions displayed on a web page.

- Each Question is on a separate Web page - presents questions one-question-at-a-time.
- Each part is on a separate Web page – presents questions in groups (Parts). If you only have one part in your assessment, all questions will display on one page.
- The complete Assessment is displayed on one Web page - presents the questions all-at-once on one web page, regardless of the number of Parts in your test.
Layout and Appearance: Numbering

Numbering options control how test “Parts” are numbered.

- Continuous numbering between parts - numbers questions sequentially even if the test is divided into parts.
- Restart numbering for each part – starts a new set of question numbering for each test Part.
- Marked for review - students can mark questions they wish to review.

Below is an example of test display from an assessment with the following options selected:

- Random access to questions from a Table of Contents; Next and Previous buttons for navigation
- Each Question on a separate Web page
- Continuous numbering between parts

The test displays questions one-at-a-time, allows students to return to previous questions, and question Parts are numbered sequentially.
**Note:** Tests with more than ten questions are best presented by displaying questions one-at-a-time or by separating groups of questions into Parts of ten questions or less and then displaying each Part separately. These presentations increase the likelihood the answers to completed questions will be saved if a student loses her/his connection to the internet while taking the test.

**Layout and Appearance: Change Background?**
Background options allow the instructor to choose either a background color or background image for the test.

If using either option, *preview your test* to make sure the background color or image does not interfere with students’ ability to read question text.