

## Blackboard Test Guide For Students

### Instructions Before Taking The Online Test:

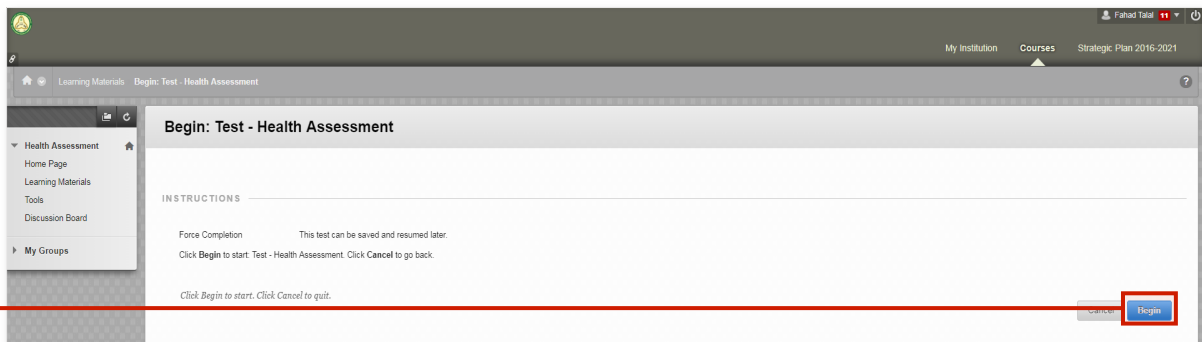
Review tests dates	Review test dates and times. If you are unsure when a test is scheduled and it is not listed in your course materials, contact the instructor for verification
Reliable Internet Connection	A wired connection is usually more reliable than a wireless connection.
Updated and Compatible Internet Browser	Make sure your browser is up-to-date. We recommend to use Google Chrome
Prepare your device	Before starting the test, close all other software programs on your computer
Blackboard login	Make sure you do not have more than one browser window opened to Blackboard; this can cause problems submitting your exam.
Start early	Find a quiet place and make sure you charged your device

### Instructions During Taking The Online Test:

Don't refresh the page or close the window during a test
Make sure you don't use your browser's back, forward and refresh buttons during a test. This can interrupt your test and knock you out of the test. To move from question to question, users should only use the arrows within the testing window.
Do not double-click the start button on a test while waiting for it to load. This can cause multiple instances of the exam to open, leading to some confusion.
Make sure you are aware of your time while taking the test
If you are disconnected from your test session for any reason, you should close your browser, re-start the browser, and go back to the test in Blackboard. If your instructor permits, you will be returned to the test question you were just viewing. If your instructor selects the Force Completion option, however, you cannot re-enter a test. In such a case you must contact your instructor
If your instructor presents test questions one at a time, he can also choose whether to allow students to "backtrack"—that is, to go back to previously answered questions. If backtracking is permitted, you can go forward and backward to adjacent questions at any time using the test navigation arrows, if backtracking is prohibited you can only move forward one question at a time, and you can only get to the end of the test to the Submit button

## How to Take a Test in Blackboard

1. Navigate to the test and **select the title**.
2. On the next page, select **Begin**. Your instructor might require that you type a password to begin.
3. If necessary, type the **password** and select **Submit**.



The system continues to prompt for a valid password until you provide the correct one.

## Take Test Page

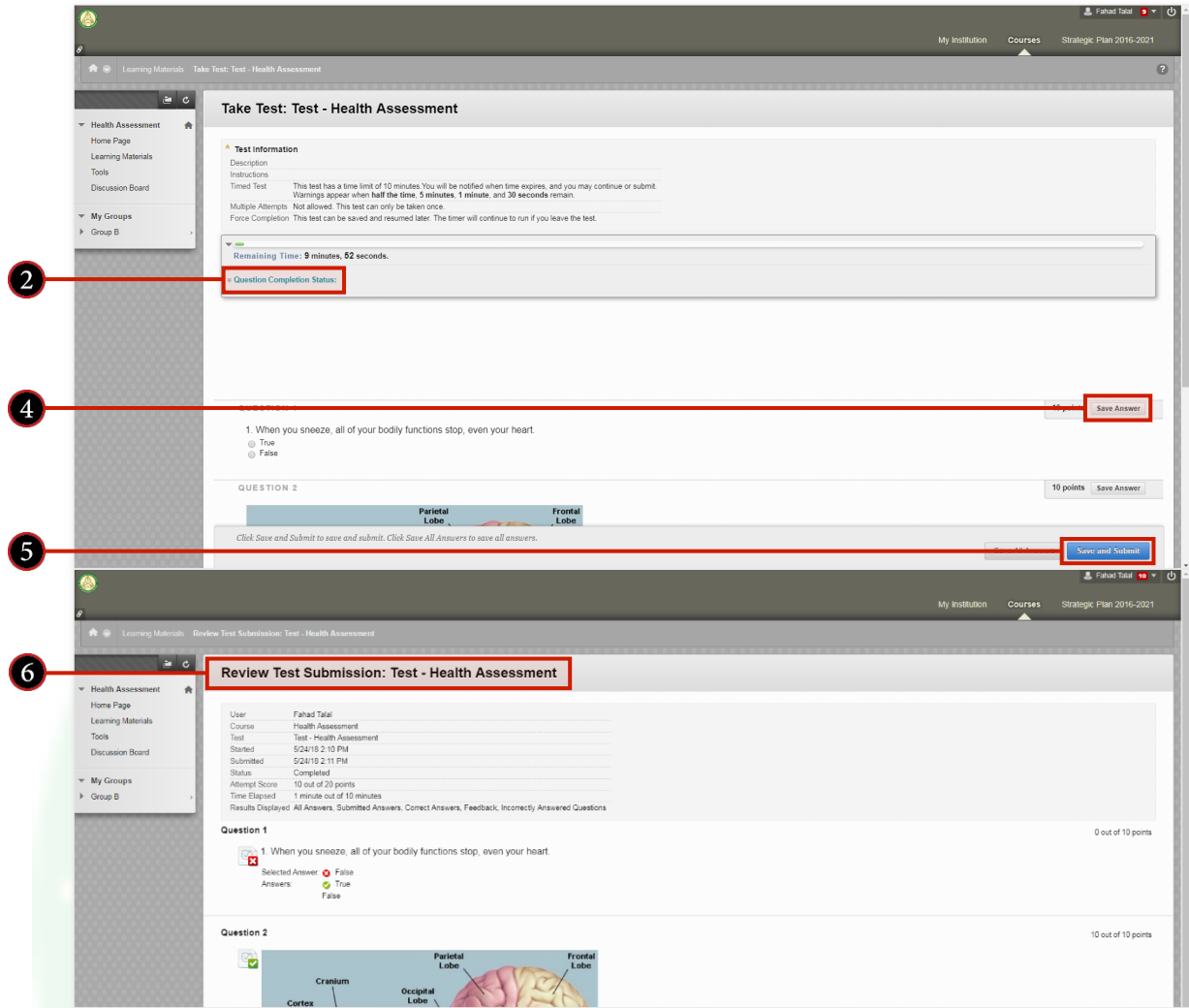
At the top of each test, you can view the information about multiple attempts, the timer, navigation, and any optional description and instructions. You're also informed if you must complete the test after you open it. Select the arrows next to the information section to collapse or expand it.

1. **If your test is timed**, you are informed of the instructor's choice. The timer status bar keeps you updated on the time remaining.
  - a. **Auto-submit**: The test or saves and submits automatically when time expires. The Submitted page appears.
  - b. **Continue beyond the time limit**: You receive no automatic penalty if you continue beyond the time limit. However, final scoring decisions are made by your instructor. Talk to your instructor if you have questions about this setting. The total time you spend on the test is recorded and available to your instructor when you submit.



2. **View completed questions**: The Question Completion Status section displays a saved icon for each question you have answered. You can select a question number to jump to that question. Select the arrows next to the status section to collapse or expand it.
3. **Clear your multiple choice answer**: If you are unsure of your selection on a multiple choice question, you may double-click to clear your answer choice.
4. **Your answers are auto-saved**: You can also select Save Answer next to each question or Save All Answers as you work. When you save an answer, Saved appears in the question's row.
5. **Ready to submit**: When you're finished, select **Save and Submit**.

6. **You may see your score** immediately if all questions are auto-graded and your instructor releases this information. However, your instructor must manually grade some question types such as Essays.



### View a Test Question with a Rubric

If your instructor associated a rubric with an Essay, File Response, or Short Answer question, select **View Rubric**. You can view the grading criteria before you answer the question.

### Retake a Test

**When you first open a test**, you are informed if you have multiple attempts. If your instructor placed a limit on the number of attempts, the number is stated. You can also see which attempt you are starting.

**When you return to a test** to start another submission, you can see how many attempts exist and how many you have used.

