

## Taking a test in Blackboard

### Before your start the Test:

Check your computer settings like:

- Check you internet connection
- Disable popup blockers and/ or firewalls
- Make sure your computer is free of viruses and/or spyware

Close all other programs running on your computer before you start a Blackboard exam. Do not take a test with other applications running in the background, such as movies, music, e-mail, or IM (instant messaging).

Be certain that you are ready to take the test and set aside time in which you will be free from interruptions **BEFORE** clicking on the link to the test.

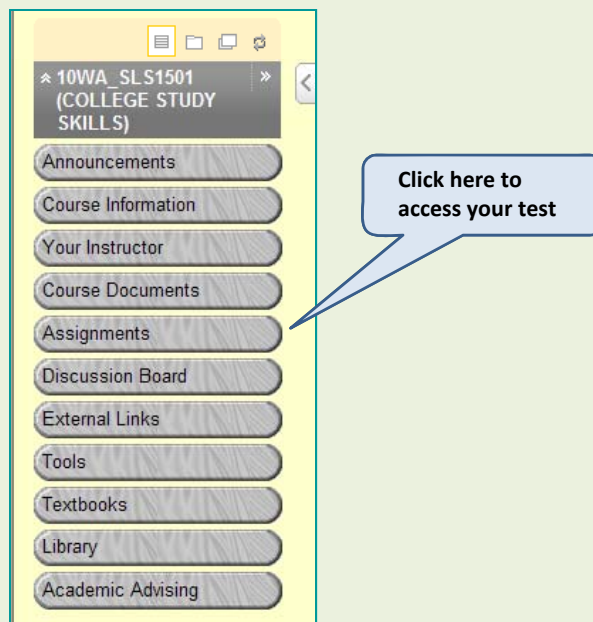
**Do not enter** any test or exam until you are ready to take it! Once you click “**Begin**” to enter a test, Blackboard counts this as an attempt at the test, even if you only look at the test and do not answer any questions.

**(Your instructor is the only one who can clear an incomplete attempt from your record)**

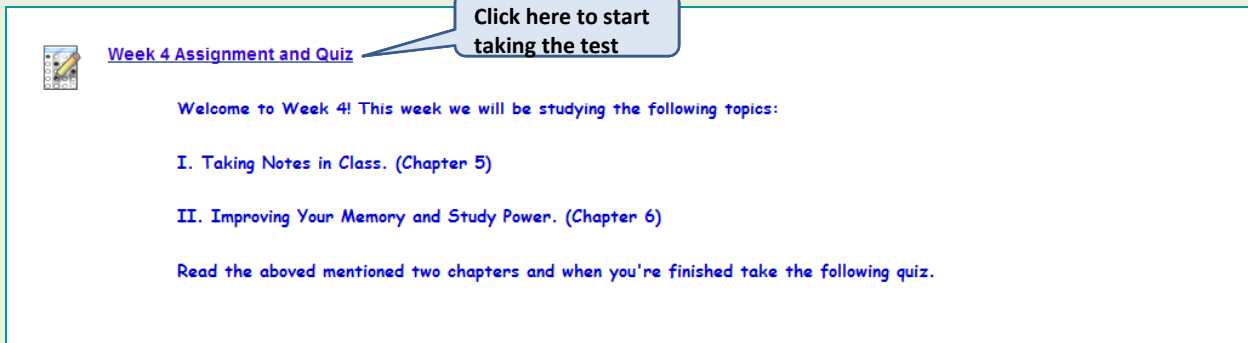
Find out the dates that the test will be available in the course and take your test as soon as you are ready. **DO NOT** wait until the last day to take a test in Blackboard. (If you have technical difficulties or lose your connection, there may not be enough time for you to solve the issue, and you may not be permitted to complete or re-take your exam.)

### How to Start taking a test:

All the assessments like quizzes, midterms and final exam are posted in the Assignment section.



Click on the link to start taking the test



**Week 4 Assignment and Quiz** Click here to start taking the test

Welcome to Week 4! This week we will be studying the following topics:

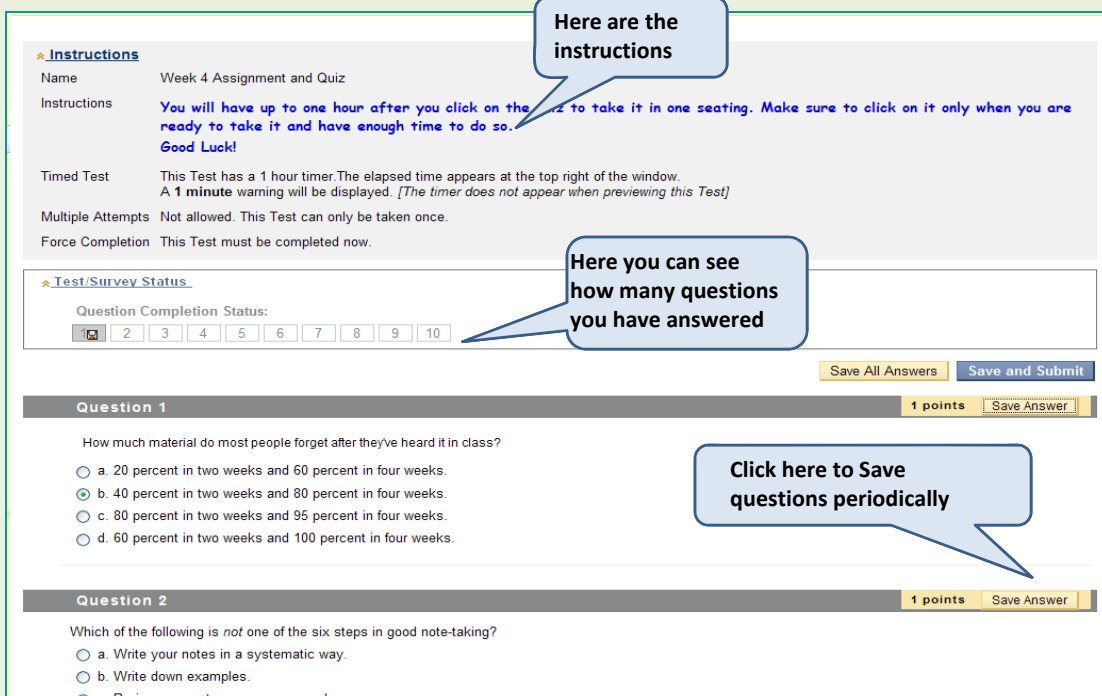
- I. Taking Notes in Class. (Chapter 5)
- II. Improving Your Memory and Study Power. (Chapter 6)

Read the aboved mentioned two chapters and when you're finished take the following quiz.

## While You Are Taking a Blackboard Test

Read the instructions for the test carefully: each Blackboard test may be set up differently by your instructors. The options for each test will be listed at the top in the **Instructions** area. It is very important that you read your instructor's directions carefully.

- **Some tests may be taken more than once**, while others can only be taken once. Your instructor will inform you if the test can be taken more than once.
- **All the tests are timed**: The instructor has set a time limit. The elapsed time appears at the top of the browser window, and you will receive a 1-minute warning when time is up. You must finish the test before the time elapsed to prevent technical problems.
- **Once you begin taking the test, you are required to work until you finish it.** As soon as you leave the test, whether or not you have actually clicked the “**Submit**” button, your attempt is recorded in your Grade book (My Results) as completed.
- **If you leave the quiz without completing it, you will not be able to come back and finish it.** If this happens, contact your Instructor via the “**Questions & Concerns**” forum or send her/him an email.
- All of the questions appear on one web page. Each question has a “**Save Answer**” button next to it, you can save each question as you go. Doing so should help protect you in case of technical difficulties.



**Instructions**

Name: Week 4 Assignment and Quiz

Instructions: You will have up to one hour after you click on the quiz to take it in one seating. Make sure to click on it only when you are ready to take it and have enough time to do so. Good Luck!

Timed Test: This Test has a 1 hour timer. The elapsed time appears at the top right of the window. A 1 minute warning will be displayed. [The timer does not appear when previewing this Test]

Multiple Attempts: Not allowed. This Test can only be taken once.

Force Completion: This Test must be completed now.

**Test/Survey Status**

Question Completion Status: [1] [2] [3] [4] [5] [6] [7] [8] [9] [10]

Save All Answers Save and Submit

**Question 1** 1 points Save Answer

How much material do most people forget after they've heard it in class?

- a. 20 percent in two weeks and 60 percent in four weeks.
- b. 40 percent in two weeks and 80 percent in four weeks.
- c. 80 percent in two weeks and 95 percent in four weeks.
- d. 60 percent in two weeks and 100 percent in four weeks.

**Question 2** 1 points Save Answer

Which of the following is *not* one of the six steps in good note-taking?

- a. Write your notes in a systematic way.
- b. Write down examples.
- c. Review your notes once every week.

## Remember this:



Do not resize or refresh the window during a test

Do not click anywhere *outside* the test area during an exam

Do not close the window of the test for any reason

Never click the “Back” button or the “Refresh” button on your web browser while you’re taking a test

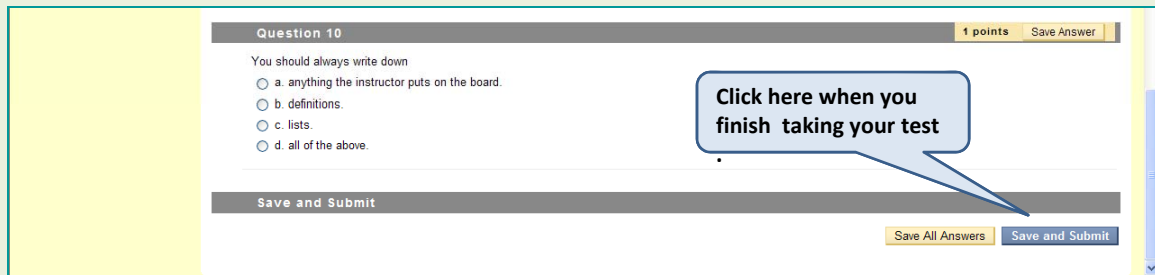


■ Answer all the questions of the test

■ Stay active in the test window. The assessment feature in Blackboard is set to time out after a certain number of minutes of inactivity (30min). You must do more than just type or click answers to keep the test active. Save individual questions periodically to reset the activity clock using the “Save Answer” (yellow button) next to each questions

■ Review all of your answers before submitting the test

■ Make sure to click the “Save and Submit” (blue button) **ONLY ONCE** when you are done with the test. You will not get credit for your answers unless you have clicked “Save and Submit”



## After Taking a Blackboard Test

### Confirmation of Test Submission

After you click the “Save and Submit” button you should see a confirmation and/or feedback for the test results.

To check your test grade click the “OK” button you will see the following:

- Your score for the exam (if enabled by your instructor) or
- A green square with an exclamation mark, which means the test is submitted but not yet graded by the instructor (in case of an essay test)

If you cannot confirm that your test has been successfully submitted, contact your instructor.

If your instructor is not available contact the Distance Learning Department for assistance.



## Test Submitted: Week 4 Assignment and Quiz

Test submitted.

**Student:** Blackboard Administrator  
**Test:** Week 4 Assignment and Quiz  
**Course:** COLLEGE STUDY SKILLS (10WA\_SLS1501)  
**Submitted:** 1/25/10 1:13 PM

Confirmation Message

Click **OK** to review results.

Monday, January 25, 2010 1:13:24 PM EST

Click here to review the results

OK



## Review Test Submission: Week 4 Assignment and Quiz

User Blackboard Administrator  
Submitted 1/25/10 1:13 PM  
Name Week 4 Assignment and Quiz  
Status Completed  
Score 5 out of 10 points  
Time Elapsed 23 minutes, and 20 seconds out of 1 hour and

Here you will see the status and your score

### Instructions

You will have up to one hour after you click on the quiz to take it in one seating. Make sure to click on it only when you are ready to take it and have enough time to do so.

**Good Luck!**

Monday, January 25, 2010 1:19:24 PM EST

Click "OK" to go back to Assignment s

OK

# Congratulations !

You have completed your assessment.