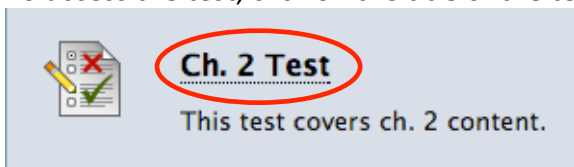


WHY WOULD YOU USE THIS FEATURE:

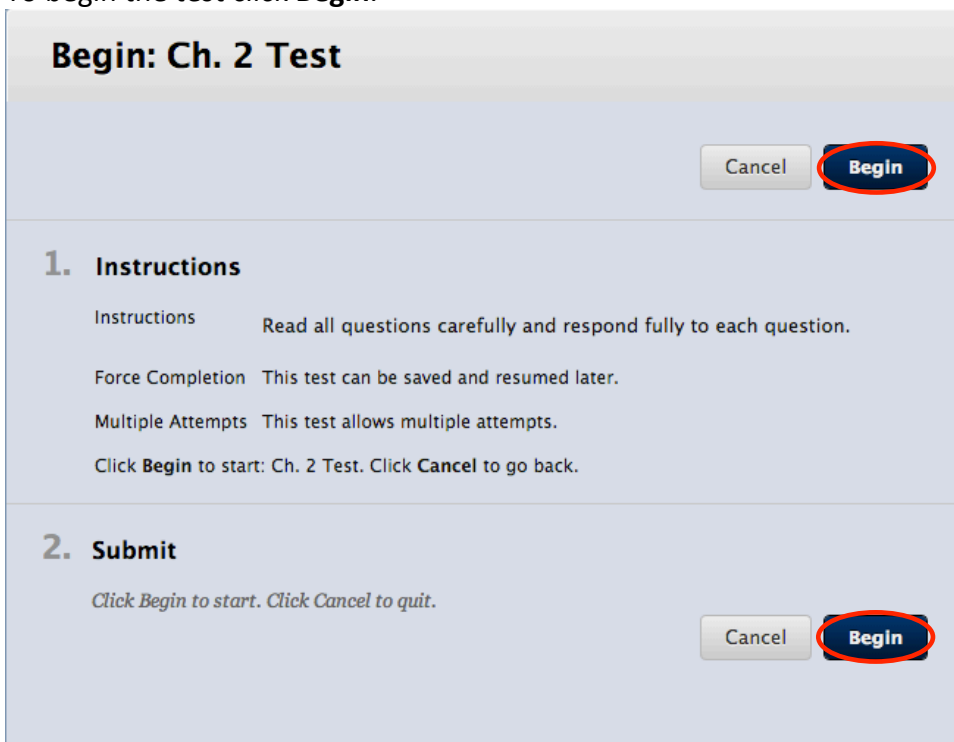
Your instructor has the ability to administer tests via Blackboard. A test can be distributed in multiple formats depending on how your instructor wishes to display the questions. For example, the questions can be displayed all at once or one at a time. Your instructor can also apply multiple settings to a test that affect how the test can be completed. The instructor may choose how many times a test can be attempted, the time allowed to complete the test, and whether or not students can go back and change answers that have already been entered. This tutorial will demonstrate how to access a test through Blackboard.

HOW TO ACCESS A TEST IN BLACKBOARD:

1. Access your course in **Blackboard**.
2. Locate the content area where your instructor has posted the test.
3. To access the test, click on the title of the test.




4. To begin the test click **Begin**.



STUDENT TUTORIAL: ACCESSING/TAKING TESTS

5. You will now be taken to a screen detailing test instructions, time limit, and other settings your instructor has implemented. If your teacher has chosen to place a timer on the test, it will appear under the instructions for the test.

Instructions	Read all questions carefully and respond fully to each question.
Timed Test	This test has a time limit of 1 hour. You will be notified when time expires, and you may continue or submit. Warnings appear when half the time, 5 minutes, 1 minute, and 30 seconds remain.
Multiple Attempts	This test allows multiple attempts.
Force Completion	This test can be saved and resumed later. The timer will continue to run if you leave the test.

Remaining Time: 48 minutes, 05 seconds. 

⌵ **Question Completion Status:**

6. Test questions will appear underneath the instructions and timer. If your teacher has chosen to **show all questions at once** as a format, it will appear there. Each question gives you the option to save your answer after entering your response by click **Save Answer**.

Question 4 10 points Save Answer

What is a Sedimentary Rock?

- I. Rocks
- II. types of [rock](#) that are formed by the [deposition](#) of material at the [Earth's](#) surface and within bodies of water.
- III. sediments

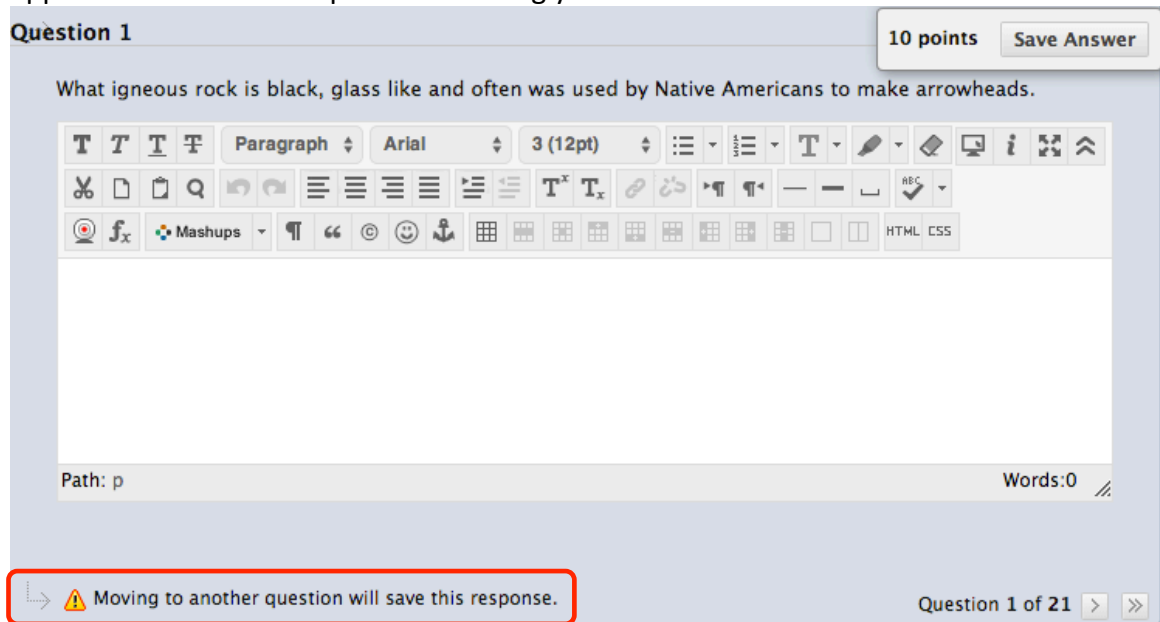
Question 5 10 points Save Answer

Geology is the most interesting topic I have studied in college.

- 1. Strongly Agree
- 2. Agree
- 3. Neither Agree nor Disagree
- 4. Disagree
- 5. Strongly Disagree
- 6. Not Applicable

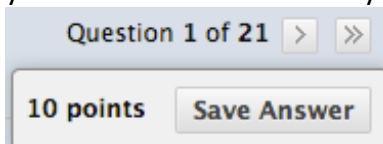
STUDENT TUTORIAL: ACCESSING/TAKING TESTS

7. If your instructor has chosen to format the test by listing questions **one at a time**, then only a single question will appear on the screen. Instructors can prohibit students from going back and changing answers. If this is the case with your test, a message will appear underneath the question warning you of this.



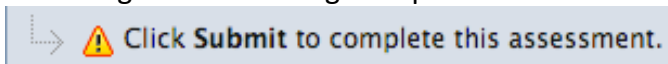
The screenshot shows a question interface for "Question 1" worth 10 points. The question text is "What igneous rock is black, glass like and often was used by Native Americans to make arrowheads." Below the question is a rich text editor with a toolbar containing various formatting options like bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, insert link, insert image, and insert video. The editor is currently empty. At the bottom of the editor, it says "Path: p" and "Words:0". A red box highlights a warning message at the bottom of the question area: "Moving to another question will save this response." To the right of the warning message, it says "Question 1 of 21" with navigation arrows.

8. Once you have entered your question response click on the arrow next to the question number to advance to the next question. **Note:** When you advance to the next question your answer is automatically saved.



The screenshot shows a question interface for "Question 1 of 21" with navigation arrows. Below the question area, it says "10 points" and "Save Answer".

9. In this format, when you reach the final question you will be provided with an alert indicating that submitting this question will finish the test.



The screenshot shows a question interface for the final question with a warning message: "Click Submit to complete this assessment." The message is preceded by a warning icon and a right-pointing arrow.

10. Once you have finished responding to all answers on the test, click **Save and Submit** to finish your test and turn it in.
11. Click **Ok** to confirm the submission of the assessment.

12. This will take you to a screen showing your submission details. If your teacher has allowed you to view your results, click **Ok** to view your test results.

Test Submitted: Ch. 2 Test

Test saved and submitted.

Student: David (Test Student) Haxton
Test: Ch. 2 Test
Course: Haxton Test Course (CODL.EN.1402)
Started: 7/21/14 7:10 PM
Submitted: 7/21/14 8:06 PM
Time Used: 55 minutes out of 1 hour.

Click **OK** to review results.
Monday, July 21, 2014 8:06:40 PM EDT

13. In the event that the system crashes or your session times out while taking an exam, it is critical that you notify your instructor to determine the best course of action about what to do to complete the test. When you email your instructor please inform them of the following:

- What time did the system crash?
- Which browser were you using? (Firefox, Safari, Internet Explorer, etc.)
- What were you doing when it crashed? (e.g. did you have multiple tabs and /or windows open while taking the test?)
- Have you updated your Java settings?

Note: If you have multiple attempts you will be able to access your test again, make sure you are using the preferred browser, Firefox.