Taking Tests and Quizzes in Blackboard Learn

A Step-by-Step Guide for Students

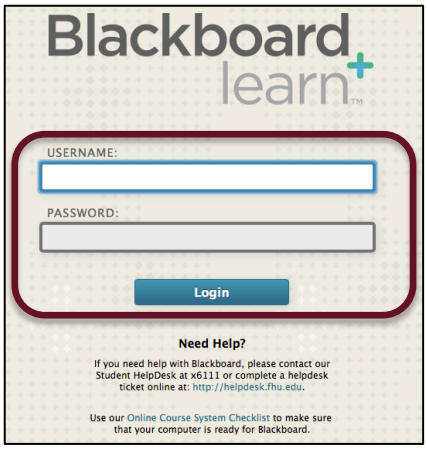
At a Glance

This guide will examine the process of taking tests and quizzes in Blackboard Learn.

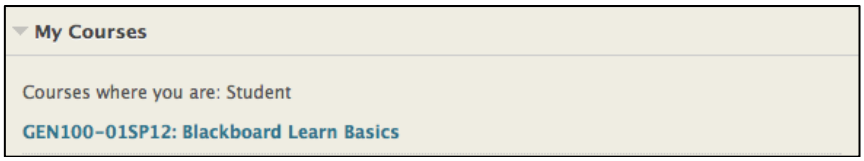
Taking a Test

In this section, we'll outline the steps involved in taking a Blackboard Learn test or quiz (henceforth called "tests" in the remainder of this guide).

Step 1: Open Blackboard Learn in your web browser (http://blackboard.fhu.edu) and sign in using your FHU username and password. Your Home Page will then be displayed.

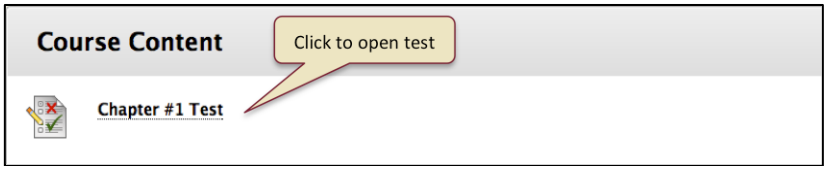


Step 2: Open the course containing the test by clicking on the course name in the *My Courses* module.

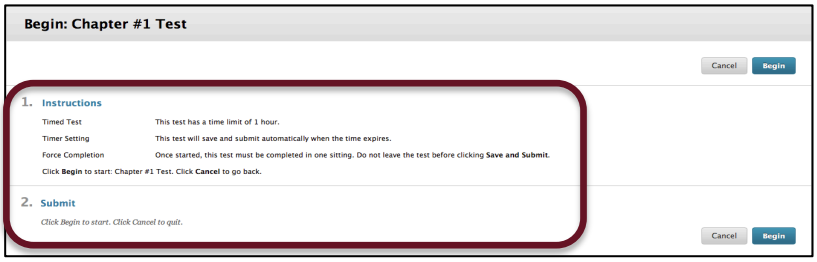


Step 3: Navigate to the folder containing the test. Tests are normally located in the *Course Content* folder. Contact your instructor if you cannot locate the test.

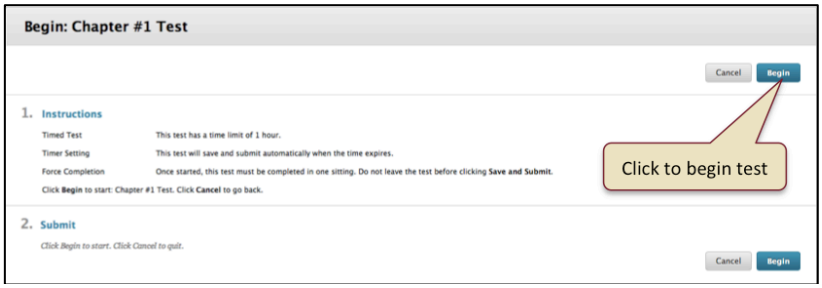
Step 4: Click the name of the test to open it.



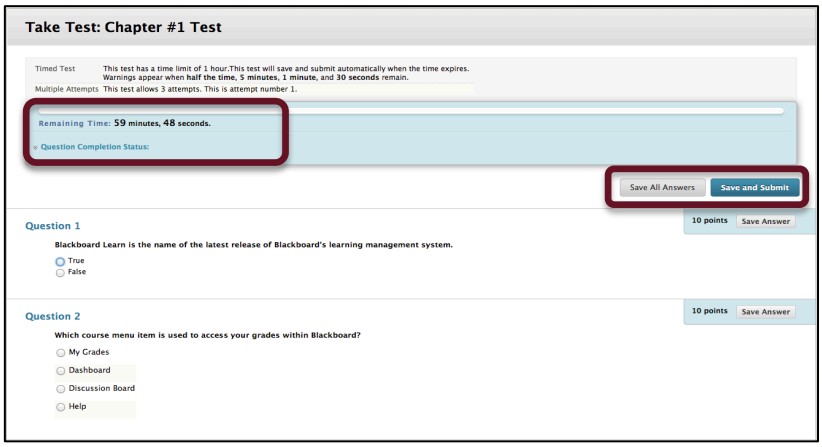
Step 5: The following screen is displayed after the test is opened. Review the instructions at the top of the test window to identify the parameters for the test as specified by the instructor before beginning the test.



Step 6: Click *Begin* to start the test.



Step 7: Questions may be presented "all at once" or "one at a time" depending on the options selected by the instructor. Timed tests will display a remaining time message and a warning message will appear when 1 minute is left in the duration of the test.



You may save each answer individually or save all answers when complete. Click the Save and Submit button once the test is complete. Blackboard Learn will ask you to verify that you are finished with the test by clicking OK.

Step 8: Review the feedback from your test including your score, correct and submitted answers, and instructor comments. Each instructor determines the type of information returned to students after taking a test, and this information may vary from instructor to instructor. Contact your instructor if you have questions regarding the type of information received after taking a test in Blackboard Learn.

Blackboard Learn may grade some tests automatically while other tests will require the instructor to manually grade individual questions. You may view your grade by clicking *My Grades* from the Course Menu.

Technical Difficulties During a Test

If you experience technical difficulties while taking a test (power outage, loss of Internet connection, etc.), your instructor has the **option** of "resetting" your test attempt. Resetting the test attempt will delete all the answers you made in that attempt. You must start from the beginning of the test on you next attempt. Furthermore, your instructor has the final decision whether test attempts are reset and subsequent attempts are allowed.

Additional Assistance

For additional assistance, see the *Blackboard Learn for Students* guide as well as other resources on the student tutorial site at http://www.fhu.edu/tutorials/student. Students may also receive assistance by contacting the HelpDesk at http://helpdesk.fhu.edu or by phone at 731-989-6111. Please note the instructor is the first point of contact for assistance with course related issues.