Student Tip: Taking tests in Blackboard

You may be assigned to complete tests online through Blackboard.

Navigation in a Blackboard Test

If your test is displayed one question at a time, you will access it using left and right arrows within the Blackboard test page. Use these arrows to skip questions or move back to questions you previously skipped.

NEVER use your browser's forward and backward buttons as this will force you out of the test and you will not be able get back in without your instructor's help.

Use the SAVE button to save your work before moving on. Do this often.

Use the SUBMIT button to submit your answer(s) and complete the test.

If your test is timed, you will see the length of time provided in the test introduction. The elapsed time will display in the bottom left of your browser. You will also get a 1 minute warning.

Taking a Blackboard Test Off-Campus

If you are taking a test from a computer off campus, be aware of browser timeout. When taking a test with all the questions in a single page, it is possible that your page may timeout before you submit the completed test.

To avoid this, use the SAVE button to save your answers and keep the connection alive.

Single Attempt Test

If your lecturer has configured the test so you have only a single attempt, be aware that you should SUBMIT all your answers before leaving the test. Otherwise you will not get full credit for the test and you will not be able to access it again.

One Question at a Time

If your lecturer has the test configured to display one question at a time, it will take more time for the page to refresh as you advance through the test. DO NOT use your browser buttons! Let Blackboard refresh your screen.

DO:

- finish all questions and submit the test before leaving Blackboard
- wait patiently for your screen to refresh as you move to the next question during a test displayed one question at a time. Blackboard is saving your information and will refresh, though it may take some time.
- use the SUBMIT button to record your answer and move to the next question
- use the SAVE button to save your answers often
- contact your lecturer or tutor if you run into difficulty.

DON'T

- leave the test before you have completed all the questions. This is especially true if you will not be allowed to re-enter the test to complete it later.
- use your browser's BACK or FORWARD buttons to move through the test.
- use your browser's REFRESH button to refresh the screen as you wait for your test to be saved or move to the next question. This will force you out of the test and you will not be able to finish.