

# Blackboard: Online Tests

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Instructors may provide Quizzes, Tests, Midterms, and Final Exams Online. Tests and their features vary to due to instructor preferences. Commonly used assessment features are included through this document.



## How to Access Blackboard Tests:

1. Log onto Blackboard and select your preferred class
2. Click on *Test* in the left navigation panel (Other headings: Quiz, Midterm, Final Exam etc.)
3. Click on the assessment title to open your test. Carefully read the description and instructions. Instructions may include but are not limited to:
  - **Test time limit**
  - **Automatic Submission and Answer Saving**
  - **Due Date & Time**
  - **Number of Attempts**
4. Click *Begin* to start your test; your timer will start simultaneously (If programmed by your instructor).
5. **Important:** Do not click the browsers back button, or refresh the page while taking your online test!
6. If your test has a time limit, warnings appear at half the time then 5 minutes, 1 minute, and 30 seconds before the test ends.



**Helpful Hint:** Click on *Question Completion Status* to identify questions you have completed (grey) and those outstanding (White).

Remaining Time: 1 hour, 06 minutes, 42 seconds.

★ Question Completion Status:

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50
51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75
76	77	78	79	80																				

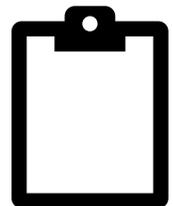
## Submitting Your Test:

1. When you are ready to submit your test, click *Save and Submit*.

**Safety Feature:** The online test will notify you if you have outstanding questions to answer prior to submitting. If you would like to submit your test click *OK*. Otherwise, click *Cancel* to return to your test.

2. Upon completing your test, you will receive submission details including:

- Student Name
- Course Name & Course Code
- Start Date and Time
- Submission Date & Time
- Due Date
- Time Used to complete the test



3. Finally, click *Ok* to view your results. **Note:** It is at the discretion of the instructor to either immediately release the assessment grade or deliver them at a later date. Assessments with questions requiring manual grading (essay, written etc.) will not be available until graded by your instructor. Once your instructor has applied a grade to your assessment, you will be able to view your grade and instructor feedback (if any).

4. To close your results, scroll to the bottom of your results page and click *Ok*

**Important:** For details regarding your Quiz/Test/Midterm/Exam, **speak to your instructor**. Tests and their features vary to due to instructor preferences. If you have any problems with your assessment(s), contact your instructor immediately.

