

Preparing for the Test

1. Plan your time for taking the test.

- **If you take the test during the college's peak network usage** (typically between 8 AM and 4 PM), Blackboard may not be able to respond as quickly as it might if you take the test outside of these hours. Unfortunately, it may be during these busy hours that you have better access to your teacher, through email for example, in the event that you get locked out of the test.
- **Date and time restrictions may apply** so be sure to find out if there is a deadline for taking the test.
- **Don't wait until the last minute**; you never know what technology issues may arise.
- **Pick a block of time long enough to complete the test.** You may have only one attempt so leave yourself enough time.

2. Plan for access to a reliable computer whether this is inside or outside of the college.

- **Use a computer with a high speed network connection if possible** since dial-up can be very slow and unreliable.
- **If you have special needs** (e.g., related to visual, dexterity, or mobility issues), you can take the test in the **CSD lab (C101)** if you plan this with them ahead of time.

3. Plan to have all necessary resources beside you when you take the test.

- **Course references**, such as a text or set of notes, may be allowed. Your teacher will tell you what you can or need to use.
- **Consider using earplugs** if you are using a computer in a busy open access lab in the college.

4. Review for the test as you would for a paper-based version. This includes following the posted instructions.

5. Know where the test is posted. Teachers post Blackboard tests in a variety of areas. (e.g., Course Documents, Assignments, or they may have created an actual "Test" button).

6. Know what the teacher expects you to do if you get locked out of the test. Some teachers want an immediate email notification while others will ask you to post a message in a Discussion Forum created for this purpose.

Taking, Saving & Submitting the Test

1. **Before** logging into Blackboard, **turn off the web browser's pop-up blocker**. In Internet Explorer you can do this through the **Tools > Pop-Up Blocker**.



In this screen, the pop-up blocker is turned off.

If the test will not open when you click on the link (the name of the test), even though the pop-up blocker is turned off, **hold the "ctrl" key and click on the name of the test again**.

2. **Do not have multiple browser windows open unless instructed to do so**. This can cause your test to fail.
3. **Maximize the screen for better viewing before starting to answer the questions**. This can help avoid being locked out of the test before you even begin.
4. **Save the test often as you complete it**. The "Save" button is at the bottom right of the test page. Even if you get locked out for some reason during the test, Blackboard will have saved your entries up to the last time you clicked the "Save" button. Your teacher will be able to unlock your test and you can carry on with completing it.
5. **Submit your test** when you have answered all of the questions by clicking on the "Submit" button on the lower right of the page. Blackboard will prompt you if you have left any questions unanswered and give you a chance to finish them before submitting the test.

Warning about tests which you are allowed to take multiple times!

If you've already taken the test, make sure you don't subsequently open then close it without taking the test again. **Blackboard will erase your previous mark in the gradebook and lock you out of the test.**

