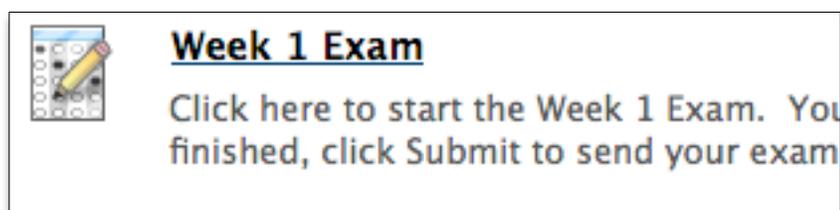


## How do I take an assessment?

Tests, Quizzes and Exams are types of assessments that instructors may create in Blackboard to test the knowledge skill level and understanding of course material. For tests and quizzes, the instructor usually assigns point values to questions, and when students' answers are submitted for grading, the results are automatically recorded in My Grades. Results might be released immediately or after all students have completed the exam.

There are many types of questions that can be included in a Test or a Quiz. Common question types that are auto-graded include multiple choice, true/false, matching and fill in the blank. Essay and short answer questions may also be assigned and are answered in the provided text. The instructor manually grades your answers to those questions.

An assessment contains an icon that looks like a pencil with a bubble sheet behind it. You can start the assessment by clicking on the title of the assessment. When you click on the exam title, you want to be prepared to take the assessment.



Your instructor will communicate the exam expectations prior to you clicking on the link. You should know the following before you start your exam:

- Is the exam open book?
- How long do I have to complete the exam?
- Can I submit multiple times?

If you do not know this before starting your exam, ask your instructor.

If you only have one attempt at the exam, you will only be able to see the exam once. If you close out of the exam accidentally or if you lose your Internet connection, no answers will be submitted to your instructor. Be prepared before starting your exam.

When you are prepared to begin your assessment, click on the title. Here are some important items to notice before you click Begin.



## Begin: Week 1 Exam

Cancel

Begin

### 1. Instructions

**1** Description Click here to start the Week 1 Exam. You will have 15 minutes to complete 15 multiple choice and true/false questions. When you are finished, click Submit to send your exam to me. Good luck!

**2** Timed Test This test has a time limit of 15 minutes.

**3** Timer Setting You will be notified when time expires, and you may continue or submit.

**4** Force Completion This test can be saved and resumed later. The timer will continue to run if you leave the test.

**5** Multiple Attempts This test allows multiple attempts.

**6** Due Date This Test is due on July 19, 2013 11:59:00 PM CDT.

Click **Begin** to start: Week 1 Exam. Click **Cancel** to go back.

### 2. Submit

Click **Begin** to start. Click **Cancel** to quit.

**7**

**8**

Cancel

Begin

Item	Notes
1	The description of the test may be listed here. This section is optional and might not display.
2	If the test is timed, the amount of time you have to complete it will be listed here.
3	If the timer expires while you are working, your instructor will either allow you to continue working or the exam will automatically stop and submit where you are currently.
4	The Assessment must be completed the first time it is launched if Force Completion is enabled. You may not exit the Assessment and continue working on it at a later date. If you leave the exam while the timer is running, you must resume & submit before the timer expires.

5	Most tests will only be able to be taken once. After you submit your exam, you may not reenter the test to change your answers. If your instructor allows for multiple attempts, you will see how many attempts you have and be able to take the quiz multiple times. If Multiple Attempts is not listed, you only have one opportunity to take the exam.
6	The due date and time on the exam. You must finish the exam before the due date and time. Plan accordingly.
7	If you clicked the title of the exam by accident, click Cancel. Do not click the Back button on your web browser.
8	Clicking Begin will start the timer and your attempt at the exam.

After clicking “Begin”, you are in your assessment. Here are some important items to notice before you begin entering or selecting answers.



## Take Test: Week 1 Exam

- Description** Click here to start the Week 1 Exam. You will have 15 minutes to complete 15 multiple choice and true/false questions. When you are finished, click Submit to send your exam to me. Good luck!
- 1** **Timed Test** This test has a time limit of 15 minutes. 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.
- 2** **Multiple Attempts** This test allows 2 attempts. This is attempt number 1.
- 3** **Force Completion** This test can be saved and resumed later. The timer will continue to run if you leave the test.
- 4** This Test does not allow backtracking. Changes to the answer after submission are prohibited.

Remaining Time: 13 minutes, 09 seconds. **5**

▲ Question Completion Status: **6**

1 2 3

Question 1 of 3 >

⚠ Moving to the next question prevents changes to this answer.

**7** Question 1

30 points

Save Answer

This exam is now worth 30 points.

- True **8**  
 False

**9**

**10**

**11**

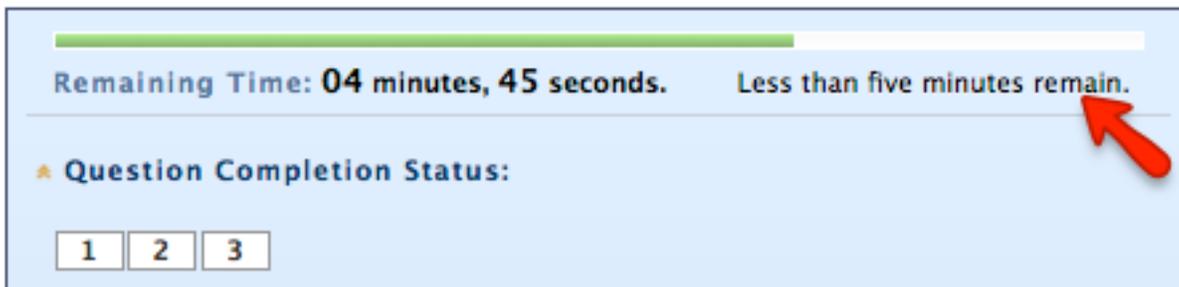
Question 1 of 3 >

⚠ Moving to the next question prevents changes to this answer.

Item	Notes
1	If the test is timed, the amount of time you have to complete it will be listed here.

2	Most tests will only be able to be taken once. After you submit your exam, you may not reenter the test to change your answers. If your instructor allows for multiple attempts, you will see how many attempts you have and be able to take the quiz multiple times.
3	The Assessment must be completed the first time it is launched if Force Completion is enabled. You may not exit the Assessment and continue working on it at a later date. If you leave the exam while the timer is running, you must resume & submit before the timer expires.
4	You may not return to questions they have already answered if backtracking is prohibited. When taking an Assessment that does not allow backtracking, an error appears if attempting to use the Back button within the Assessment.
5	The time displays here so you know how much time it left for completing the assessment.
6	By clicking the double down arrow, you can view your progress through all the questions.
7	The question you are working on is displayed here. Your may also see all of your questions at once. This is dependent upon your instructor's discretion.
8	This is the actual question. Place your answer here. If it is an essay question, type your response in the textbox provided.
9	The number of points the questions is worth is provided on the same line as the question number.
10	Before continuing to the next question, save your answer. If you are allowed multiple attempts, be sure to save your answer so it will be there when you come back.
11	Click the arrow button to proceed to the next question.

You will receive a drop down warning box notifying you of the remaining time throughout your exam. Notifications will appear in the time remaining area at half the time and 5 minutes.



When one minute remains on the timer, the time line changes to yellow.

  
**Less than one minute remains. Click Save and Submit to complete the test.**  
**Remaining Time: 56 seconds.**

---

★ **Question Completion Status:**

1  2  3

When 30 seconds remain on the timer, the time line changes to red. Plan to finish immediately and submit your exam.

  
**Less than 30 seconds remain. Click Save and Submit to complete the test.**  
**Remaining Time: 28 seconds.**

---

★ **Question Completion Status:**

1  2  3

When you are finished taking your exam and answered the last question, click the “Save and Submit” button to submit the exam. You will receive a pop-up confirmation. Press OK.

Click **Submit** to complete this assessment. Question 5 of 5

**Save and Submit**

You will receive a submission receipt. If your instructor has released feedback, you will be able to see if by clicking OK on the bottom of this page.

 **Test Submitted: Week 1 Exam**

Test saved and submitted.

**Student:** Fay Hill  
**Test:** Week 1 Exam  
**Course:** 201501 EDU101 19999 Education in the 21st Century  
**Started:** 7/10/13 10:41 AM  
**Submitted:** 7/10/13 10:56 AM  
**Due Date:** 7/19/13 11:59 PM  
**Time Used:** 15 minutes out of 15 minutes.

Click **OK** to review results.  
Wednesday, July 10, 2013 10:56:43 AM CDT

When your assessment is graded, your score and any feedback from your instructor will be in My Grades. Click on the name of the assessment from My Grades.

**GRADED**

[Week 1 Exam](#) Jul 10, 2013 11:02 AM

Grade **50.00**/50

[Description](#)

To view the released feedback, click on the score under calculated grade.

 **View Attempts**

---

**Column Details**

Item Name	Week 1 Exam
Aggregation	Last attempt
Due Date	7/19/13
Points Possible	50

---

**Attempts**

Date Created	Date Last Submitted or Edited	Calculated Grade
Jul 10, 2013 11:00 AM	Jul 10, 2013 11:00 AM	<u>50</u>

[Icon Legend](#)