

## Taking Tests in Blackboard

Tests and quizzes may be located in the **Assignments** area or in another course content area, depending on the instructor's personal preference. Blackboard tests have a similar structure to traditional tests and may include various question formats such as multiple choice, short answer, essay, true/false, fill in the blank, matching, ordering/ranking, and so on. Each test should have a name, description, instructions, question type, and point value. The instructor may also indicate what percentage the test contributes towards your final grade. Tests may be timed or untimed, and can be configured to allow a certain number of attempts.

When taking a test, the following information may appear at the beginning of the exam:

**Name**—The name of the test provided by your instructor.

**Instructions**—Specific test instructions provided by your instructor.

**Timed Assessment**—If enabled; will indicate the allotted time allowed with a box showing the elapsed time in the top-right of the window.

**Multiple Attempts**—If enabled; will indicate how many attempts are allowed.


**Force Completion**—Your instructor can set a test to allow it to be saved and resumed later or require it to be completed in full once it has begun.

Next to each question, there will be a point value and a save button. We recommend clicking on the save button to save your answers to the server as you go along, to avoid losing all of your work if you experience a technical problem during the test. For essay and short answer questions, you may also wish to type your answers in another program such as Microsoft Word and paste your answers into each box.

If a test is timed, Blackboard allows students to go over the allotted time if Force Completion is not enabled. If Force Completion is enabled, the test will be submitted automatically once the elapsed time has reached its limit. A warning will be displayed when you are near the time limit.




Once completed and you are sure your answers are final, press Submit at the bottom. After submitting, you will be redirected to a page showing the user, the test submission time, the test name, grade status, score (if available), the amount of time elapsed, the test instructions, and your responses to each question (if enabled). Some instructors may enable an option to view the correct answers for each question. Once the test is graded, it will appear in your Grade Center.

 **Review Assessment: Quiz 1**

<b>User</b>	Student Johnj
<b>Submitted</b>	12/8/09 10:44 AM
<b>Name</b>	Quiz 1
<b>Status</b>	Needs Grading
<b>Score</b>	Grade not available.
<b>Time Elapsed</b>	0 hours, 6 minutes, and 11 seconds out of 0 hours and 5 minutes allowed.
<b>Instructions</b>	Answer each open ended question as best as you can, providing reference material from your readings. When using a reference, always cite their work.

**Question 1**


 How do you access Blackboard through CUNY Portal?

**Needs Grading**

**Selected Answer:**

[None Given]

**Question 2**

 You submit an assignment through Digital Dropbox.

**0 out of 10 points**

**Selected Answer:**

✗ [None Given]