

# Tests in Blackboard

Your instructor will let you know when a test is available and where to find it in your course. Tests can be located under any content area, but most instructors will put them under areas named “Tests”, or “Quizzes”. A test in Blackboard will look like the image below



## Quiz #1

This is a test test

## Before Beginning a Test

- Make sure you have a stable internet connection. It is best to have a wired connection.
- Read all instructions and have materials you need ready. Instructors have the option of putting a time limit on the test.
- Do not press the back button or refresh your browser while taking the test, this could cause issues.
- If you experience problems during a test, contact your instructor.

## Taking a Test

1. Navigate to the test and click on the title
2. This will bring you to a screen displaying instructions. When you are ready, press **Begin** to start the test. Your instructor may choose to have you type a password to begin taking a test. If this is the case, type the password and click Submit to begin the test.
3. This will bring you to the questions. If the test is timed, your time remaining will appear at the top of your screen. Each question will display how many points it is worth. Commonly used questions in Blackboard are: Short Answer, Fill in the Blank, Multiple Choice, and Matching. Examples of possible question types appear below.

Remaining Time: 9 minutes, 31 seconds.

Question Completion Status:

### Time Remaining and Completion Status

Moving to another question will save this response.

Question 1 of 5

2 points Save Answer

Question 1

The GVSU president is located in \_\_\_\_\_

### Fill in the Blank Question

**QUESTION 1****0 points**

Save Answer

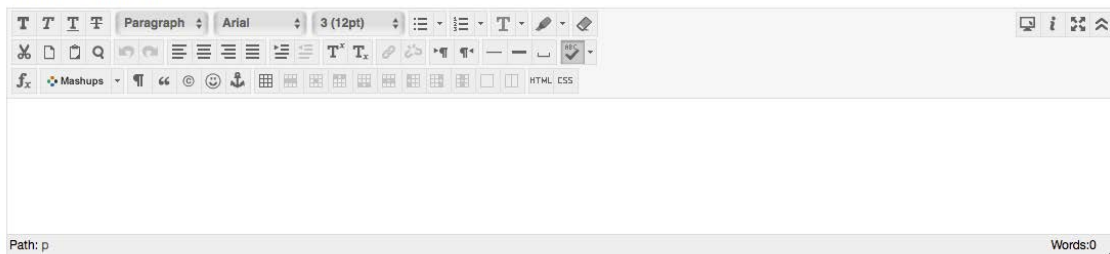
Is this a test?

- ☐ A. Not enough information given
- ☒ B. Yes
- ☐ C. No

*Multiple Choice Question***QUESTION 2****10 points**

Save Answer

What is your favorite song?



The image shows a rich text editor interface. At the top is a toolbar with various icons for text formatting (bold, italic, underline, strikethrough, text color, background color), paragraph alignment (left, center, right, justified), list creation (bulleted, numbered), indentation, and other functions. Below the toolbar is a large, empty text area for the user to input their answer. At the bottom of the text area, there is a status bar that displays 'Path: p' on the left and 'Words: 0' on the right.

*Short Answer Question*

4. As you answer questions, the answers are saved automatically.
5. When you have answered all the questions, click **Save and Submit**.

Save All Answers

Save and Submit

6. You will then be taken to a new screen confirming your test has been submitted. Press **OK** at the bottom of the screen. If your instructor made the results available, you will be taken to your results.
7. If you are allowed to take a test multiple times, this appears at the top of the test. After finishing the test, you will be able to take it again. If your instructor did not allow multiple attempts, you will not be able to retake the test.