Tests

Tests are accessible in a content area or folder. Tests are submitted for grading, and the results are viewable in My Grades.

Types of questions range from multiple choice and true/false to multiple answer fill in the blank, and essay to name a few. In this tutorial, you will learn about:

- **Taking a Test**
- **Feedback and Grades**
- **Retaking a Test**
- **Test Taking Tips**

**Taking a Test**

Your instructor may choose to password protect a test. You will need to type the valid password and click Submit to begin the assessment. The assessment continues to prompt for a valid password until the correct one is provided.

Follow the steps below to take and submit a test.

1. Navigate to the content area that contains the test.

2. Click on the name of the test.

   Be certain to read the instructions, which will show parameters such as whether the tested is timed, if multiple attempts are allowed, or if the test must completed in one setting.

3. Click Begin to start the test.

4. After you have answered all the questions, ensure your answers are saved as noted by the green check mark next to the points box, then click Save and Submit.
Once your test is submitted, you will be directed to the Test Submission page. Click OK at the bottom of the screen to view the results of the test/quiz.

Tests with multiple choice and true/false questions are auto-graded. Tests with essay and short answer questions are not auto-graded; therefore, the grade for the test will not be immediately available after the test is submitted. Your instructor will review the questions and manually provide a score.

Feedback and Grades
Depending on the instructor’s preferences, you will be given information that may or may not include:

- Score
- Submitted Answers
- Correct Answers
- Feedback

Some instructors activate this information after everybody has completed the test.

Once you have completed viewing the results of your test, click the OK button at the bottom right of the box to close.

To check test grades as well as other grades that your instructor may manually input into the Grade Center, select My Grades in the course menu.

In My Grades, locate and view the score.

To review the test submission results, click on the name of the test, then the hypertext score in the Calculated Grade column.
Retaking a Test

Locate the test in a content area and click on the title.

Click Begin.

Select Start New Submission, complete the test and submit in the same manner as your first attempt.

Test Taking Tips

Make sure you're using a compatible browser by preparing your computer in advance by taking Steps to Preparing Your Computer for Blackboard at https://iol.tamucc.edu/techreq.html.

Disable all pop-up blockers or set them to allow Blackboard pop-ups. Blackboard tests sometimes appear as pop-up windows, and a pop-up blocker may prevent the test from displaying properly. Instructions for turning off pop-up blockers are located in your browsers and in other software such as Google or Yahoo toolbars and virus protection programs.

Close all other programs running on your computer before taking a test. Having multiple programs open may cause problems that may result in loss of data.

Do not leave the computer idle while a test is in progress. Your Blackboard session will automatically end after a period of inactivity.

Focus on completing the test. Do not open any additional software applications, check email, or browse the Internet in other windows.

Some tests may only be taken once. Do not begin a test until you are ready to.

Do not use your web browser's Back or Forward buttons, instead use the button and links provided in the test.

If the test is set to display one question at a time, make sure that you have selected the best answer before moving on to the next question. Use the navigation arrows to advance to the next question.

Beware of software updates and virus scans. If you have programs such as automatic software updates or virus scans set to run at a particular time, do not take the test during a time when software updates are scheduled to occur.

Do not resize or refresh the screen after loading the test. Make sure it is the size you want before going into the test. Most browsers refresh the page when you resize the screen. This means it will reload the quiz and may prohibit you from taking the test.

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