Taking Tests Online
Each course is likely to require you to take multiple tests or quizzes online, in Blackboard. It is important to check the schedule in each current course regularly so you know the deadlines for each test and can prepare accordingly. Information in the course will usually describe the scope or subject for each test, so you can estimate what notes or course materials you should review in preparation. Each instructor may specify rules you need to follow while taking a test. Unless the instructor says otherwise, you should assume that the rules require you to take the test without reference to notes, books, or other aides, and without assistance from other persons. Depending on how an instructor constructs a test, it is possible that the selection of questions, the order of questions, and the order of possible answers, might be randomized. This means that the test you take might be different in varying degrees from the same test taken by other students in the same course.
When you first open an online test, Blackboard will describe some of the test settings established by the instructor. It is important to read these before you click on the Begin button to start the test. Most tests can be taken only once, but your instructor may allow some tests to be taken twice or more. The instructor might set a time limit within which the test must be completed, and can tell Blackboard to close and submit your test the instant that time limit is reached. The instructor can tell Blackboard to allow you to start, leave, and re-enter a test, or the instructor can set the test so you must complete all of it in a single session. The instructor can specify that Blackboard should allow you to revise all your answers up to the point you click the final Submit button, or can specify that your answer to each question is final once you move to the next question. Depending on the instructor’s specifications, you might be able to see all the questions at once, or might be presented with only one question at a time.
A dropped internet connection can make it appear as though you started a test but didn’t finish it. So before you begin a test, make sure you have a reliable internet connection. A wired connection is generally more reliable than wireless. If you must use a wireless connection, make sure you are located so that you have a strong and stable signal. Also make sure that the computer or mobile device you are using is plugged in to a power source or has enough charge to keep running throughout the time it will take to finish the test.
When you are ready to take a test, start by locating its entry point within the course materials on Blackboard. Often, the entry point for a test is inside of a weekly learning module in a content area called Learning Modules or Course Materials. The instructor might also have an item called “Tests” or something similar in the course menu. Click on title of the test to start it.
Blackboard will show you any general instructions written by the instructor, and will describe the basic test settings. Read these carefully before clicking the button labelled “Begin” to start the test.
Answer questions on the test by moving the cursor and clicking to select a response, or by typing text. A single test may include many different types of questions, such as Multiple Choice, True/False, Numerical Answer, Essay, File Upload, and others.
If the test is set to show only one question at a time, and backtracking is allowed, you'll be able to navigate from question to question using navigation arrows:

<<  <  >  >>

If backtracking is not allowed, the navigation arrows won't appear on the screen.
When you’re done, be sure to click the button labelled “Save and Submit” to ensure that your answers are recorded.
You'll be able to see your score on a test after grading is completed. Objective test questions such as true-or-false or multiple choice are graded automatically by Blackboard. Essay questions and some other question types require manual grading by the instructor. Test settings established by the instructor determine whether you'll be able to see only your score after the test has been graded or you'll also be able to see questions and answers when reviewing a test.