

# Taking a Test in Blackboard

1. From the **Content** area of a Blackboard course, click on the **title of the test**.



## Additional Resources

[Taking a Test in Blackboard](#) - Help document on using the Test feature in Blackboard. (PDF Reader required)

[Completing an Assignment in Blackboard](#) - Help document on using the Assignment feature in Blackboard. (PDF Reader required)



## Download a File, Make a Change and Upload the New File - Assignment

Attached Files: [Sample\\_Assignment.rtf](#) (30.661 KB)

For this assignment you will download a file from Blackboard, make a change to the file and then upload the file into Blackboard. This assignment is student created work.

This Assignment is required for completion of eLearning Training.

[How to complete this Assignment.](#)



## Assignments and Tests - Test

This should be completed after you have reviewed the Assignments and Tests unit.

**IMPORTANT:** You must complete the Download a File, Make A Change and Upload the New File Assignment prior to taking this Test.

2. Read the **instructions** carefully, and then click the **Begin** button.

Cancel **Begin**

**1. Instructions**

Click **Begin** to begin: Assignments and Tests - Test. Click **Cancel** to go back.

**2. Submit**

Cancel **Begin**

3. Look to see if the test is **timed**. Answer each question. For most tests, you will want to click the **Save Answer** button after answering each question.
  - a. NOTE: **be sure to save an answer periodically** (Every 10 minutes or so.) to maintain connection to the server.

Description

Instructions

Timed Test This Test has a 30 minute timer. The elapsed time appears in the status bar below these instructions.  
A Half Time: 5 minutes, 1 minute, and 30 seconds Remaining warning will be displayed.

Multiple Attempts This Test allows 2 attempts. This is attempt number 2.

Force Completion This Test can be saved and resumed later.

Test/Survey Status Elapsed Time: 2 seconds

Save All Answers **Save and Submit**

**Question 1** 1 points **Save Answer**

I am able to access the assignment and test features of the Blackboard learning management system.

True

False

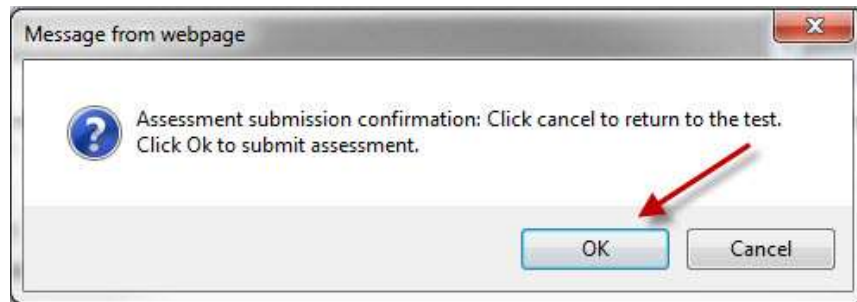


## Taking a Test in Blackboard

- At the end of the test, click the **Save and Submit** button.



- You will get a pop-up message asking you to **confirm submission** of the test.



- After submission, you will get a confirmation that the test was submitted.



### Test Submitted: Assignments and Tests - Test

Test submitted.

**Student:** CIE Student  
**Test:** Assignments and Tests - Test  
**Course:** eLearning Orientation (elo100)  
**Submitted:** 3/29/11 9:10 AM

Click **OK** to review results.  
Tuesday, March 29, 2011 9:10:51 AM CDT

- To see the results of the test, you can click the **OK** button in the lower right corner.

