

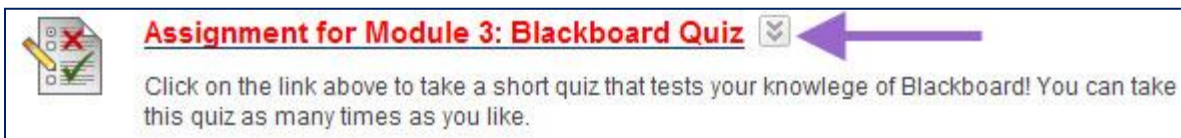
Preparing for Quiz and Test Taking in Blackboard

Before starting your quiz or test, it is important for you to follow a few guidelines to better ensure that you will not experience technical problems that might cause your assessment to "lock".

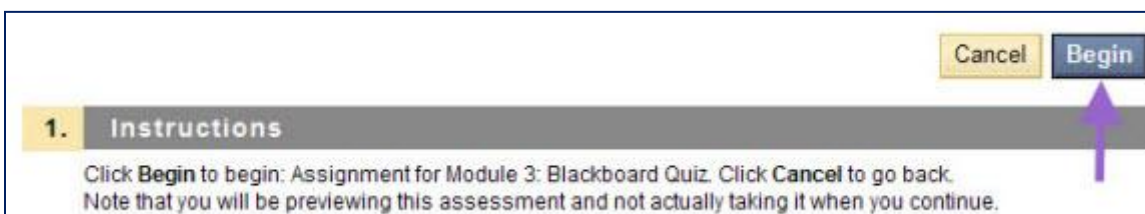
- Close all windows on the computer and then launch a new window to login to the learning management system.
- Close other applications before taking the quiz/test (including chat programs).
- If there is a specific start time for the test, login 10-15 minutes early to test the connection.
- After opening the test, scroll to the bottom of the page to be sure the save and submit buttons are available.
- Do NOT click "Save and Submit" until you have completed the exam.
- Do NOT use any of the browser navigation buttons (i.e. Back, Forward, Home, etc.) during the quiz/test.
- Do NOT leave the assessment page without completing the assessment and clicking the "Save and Submit" button at the end (if it is a forced completion test).
- Do NOT click the Refresh or Reload buttons in your browser while taking the quiz/test.
- Do NOT open other browser windows or applications while taking a Gaston College quiz/test.
- Do NOT click on buttons in the Blackboard navigation while taking a quiz/test.
- If you are only able to answer one question at a time (questions present themselves on separate pages), make sure you only single-click the "Next" button to move forward.

Taking the Quiz/Test

Access your assessment from the appropriate location in your course (i.e. modules, assignments, etc.). Select the quiz/test link when you are ready to begin the assessment.



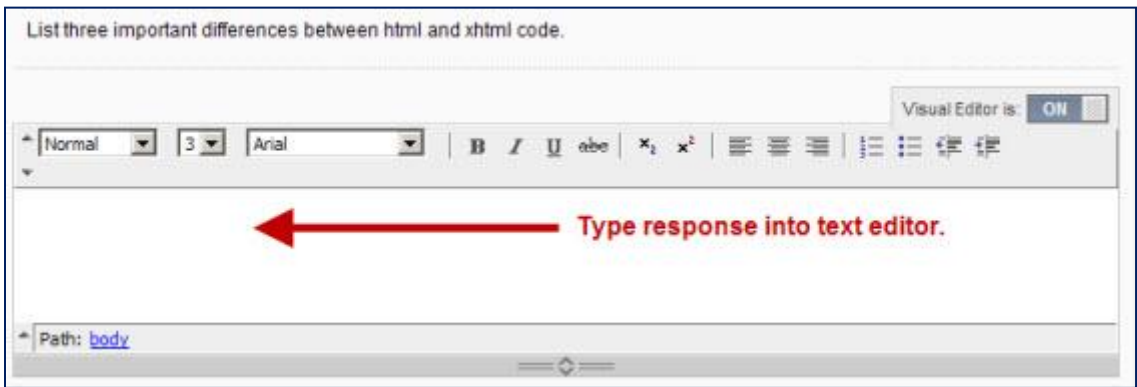
You will see a button labeled "Begin". Please review your instructor's guidelines for quizzes. If you must complete the quiz once you start, you will not be able to re-enter the quiz if you leave so do not click the "Begin" button until you are ready to take the assessment.



Your quiz/test will now open. You will see instructions; read these carefully.

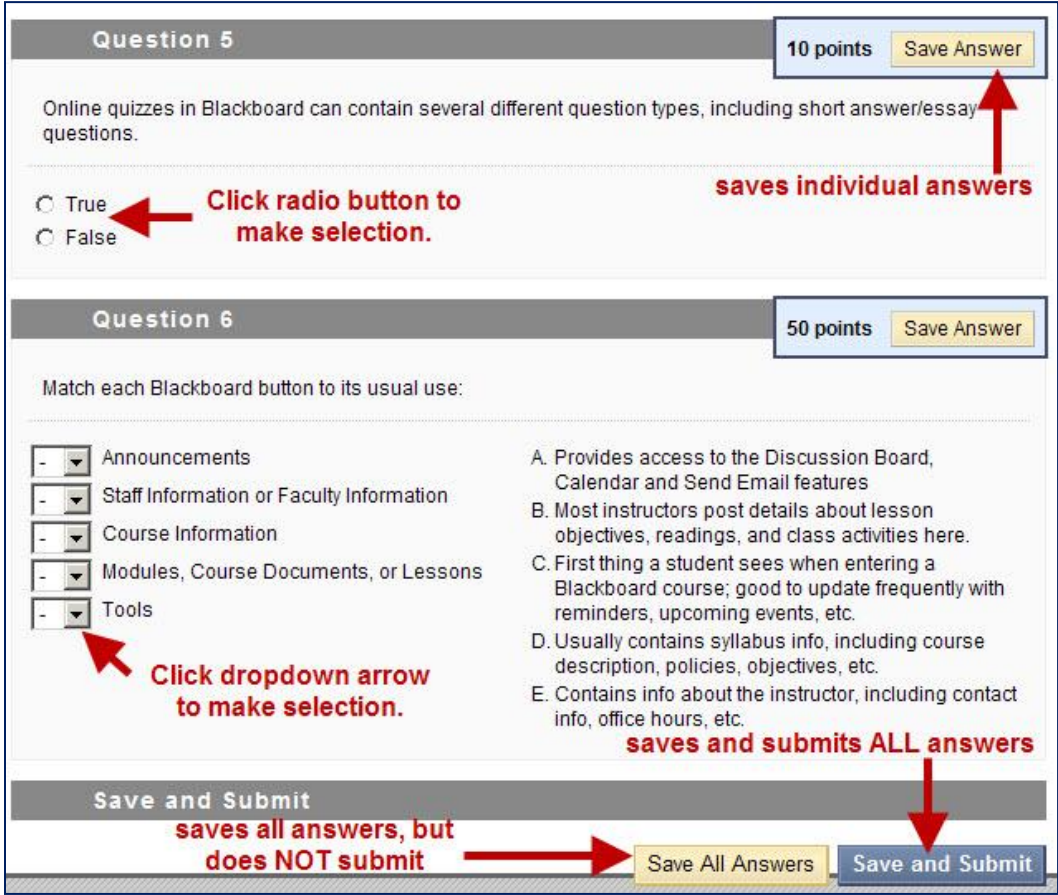
Your instructor can include a variety of question types, including multiple choice, true/false, fill in the blanks, short answer, matching, and more. Some questions allow only one answer, while others allow more than one. Read each question carefully.

The following is an example of a short answer question. As with essay questions, short answer questions require you to type into the provided text editor.



You should note the difference between Save and Submit. Each question has a "Save Answer" button, which will save the individual question. You are not required to use the Save feature, though it might provide some insurance, should the quiz lock up. In this case, those saved answers should appear when your instructor opens the quiz. There is also a Save button for all questions. You must **SUBMIT** your quiz in order for it to be graded. Make sure to select **Save and Submit** when you have completed the assessment.

The image below illustrates some of the question types (true/false where a radio button is selected and matching, where options are selected from a dropdown list). It also displays the Save and Submit options:



Again, follow the guidelines for taking quizzes and tests; read the instructions carefully; and make sure to submit your quiz.