

How do I take a test in my course?

Before starting the test:

1. Review the instructions provided by your instructor completely e.g., type of test; time allowed, etc.
2. Do not start the test until you are ready and have allotted the time needed to complete. Avoid distraction; you should focus only on the test until it is finished.
3. Do not wait until the last minute to take the test. If something goes wrong there won't be enough time resolve the issue and allow you to take the test.
4. **MUST USE** one of the **supported browsers (Internet Explorer 7; Safari 3; Firefox)** to take the test since ***unsupported browsers may create problems.***

While loading or taking the test:

1. Do not **resize** or **refresh** your screen after loading the test. Make sure it is the size you want before starting - browser refresh causes the webpage and the test to be reloaded.
2. When selecting the test, click the link **once**. It may take a minute or so to load the test. Contact your instructor if the test does not load after a while - ***do not keep clicking*** - you will get a message saying you already took the test and you will not be able to get in again - your instructor will have to reset the test.
3. Do not use the back and forward buttons on your browser to move to and from the test use only the arrow keys within Blackboard to navigate
4. Do not click on the button to submit the test until you are either done or have run out of time.
5. You must click **SUBMIT** when you are done.