BLACKBOARD QUIZ TIPS
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IF YOU EXPERIENCE ANY PROBLEMS ACCESSING THE TEST OR WHILE TAKING THE TEST, CONTACT YOUR INSTRUCTOR IMMEDIATELY!

To ensure success when taking a quiz or test on Blackboard, use the following checklist to prepare:

COMPUTER PREPARATION:

• **Reboot your computer** prior to starting a test or quiz (turn the computer all the off, leave it off for a minute, then turn it back on)

• **Use a Blackboard supported browser** – Firefox or Internet Explorer are recommended. For a complete list of supported browsers go to: Blackboard Supported Browsers
  o To verify that your browser is compatible with Blackboard, you can run the Browser Test located on the Blackboard Institution Home Page, when you first log in.

• Ensure that pop-ups, cookies, and Java are enable on the browser.

• Do not use a wireless connection, use a computer that is physically connected to a reliable network.

• Do not use a tablet or mobile device, as some test features may not work or display properly.

• Only have one (1) browser window open during the assessment, multiple browser windows or sessions can create issues with the test, and cause the browser to close unexpectedly.

• Do not have any other programs open on the computer as they can interfere with the test, and cause the browser to close unexpectedly

DURING THE TEST:

• **Do not leave the test page** once the test has been started, you will not be able to access it again.

• **Complete the exam once it is open.** Unless specified by the instructor, tests can only be accessed one time. If it is not completed at that time, you will not be able to access it again.

• **Do not close the browser window** during the assessment as this will close the test and you will not be able to get back into it.

• **Be aware of time constraints** on the test. Instructors can set time limits and the test must be completed before time expires. There will be a timer on the test page to let you know how much time you have remaining.

• **Remember to click the “Submit” button** when you are finished with the exam. This will ensure that the exam is submitted to the instructor.