

HOW TO TAKE A QUIZ OR TEST IN BLACKBOARD:

The screenshot shows the Blackboard interface for Troy University. The top navigation bar includes the university logo, 'Home Help Logout', and a 'Need Help?' button. Below this is a menu with options like 'eCampus', 'My Content', 'Email Login', 'Web Express', 'Licensed Software', 'Remote Proctor Fac', 'eLibrary', 'System Admin', and 'Scholar'. The main content area displays 'Week 5 Assignments' with a PDF link and a 'Quiz 5' announcement. The 'Quiz 5' announcement includes instructions: 'This quiz covers all material from Week 5. Do not click on this link unless you are ready to take the quiz and complete it in one sitting. You'll have 30 minutes to take the quiz. This quiz is designed to be closed-book/notes -- you will not have sufficient time to look up answers. Please do not attempt to copy or print out the questions -- if you do, the screen may go blank and you'll need to exit and begin the test again.' An 'OK' button is located at the bottom right of the announcement box.

When you wish to take a graded test or quiz, or to complete an assignment, get into the appropriate folder and click on the HYPERLINK to the actual quiz or exam itself. In this example, we wish to take Quiz 5.

That will bring up a new screen (see screenshot below) with the exam or quiz for you to take. Click on the "ok" button on this new screen to begin taking the quiz or test. That will bring up a third window containing the testing window with your quiz or test.

NOTE: Clicking "ok" here will not allow you to TAKE a quiz or test -- it only returns you to the main assignments page (i.e., you go back one menu). You need to click on the actual hyperlink to a quiz or test to bring up the exam itself.

The screenshot shows the 'Begin: Quiz 5' dialog box. The text inside reads: 'Click OK to begin: Quiz 5. Click Cancel to return.' At the bottom right, there are two buttons: 'Cancel' and 'OK'.