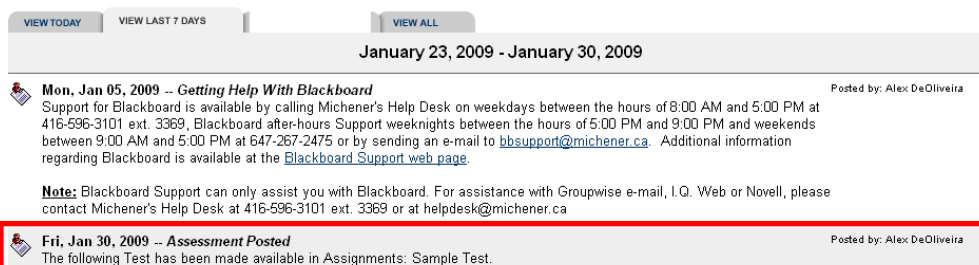


## Taking a test in Blackboard:

Blackboard's Assessment feature allows instructors to prepare tests, quizzes, and surveys for students. The results for such assessments can be viewed in the Gradebook. Assessments in Blackboard can include a variety of question types including multiple choice, multiple answer, fill-in-the-blanks, matching, True/False, and short answer/essay questions.

To take an assessment or survey in Blackboard:

1. Check the "Announcements" section. Your instructor may post an announcement indicating that a new assessment has been posted and in what location it has been posted. Your instructor may also communicate this information in an e-mail.



VIEW TODAY | VIEW LAST 7 DAYS | VIEW ALL

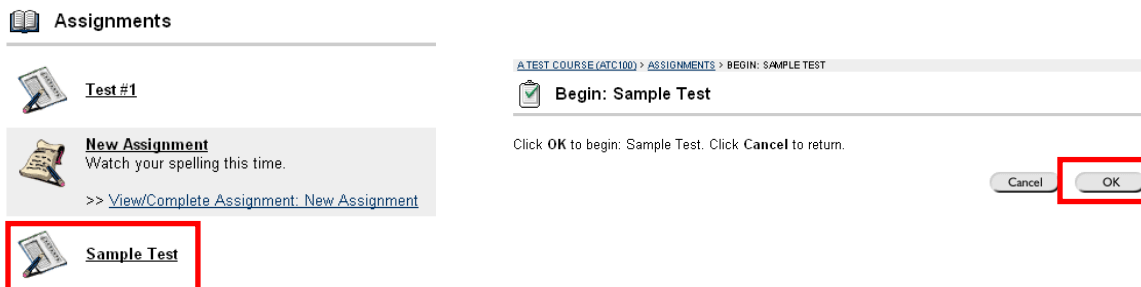
January 23, 2009 - January 30, 2009

**Mon, Jan 05, 2009 -- Getting Help With Blackboard** Posted by: Alex DeOliveira  
Support for Blackboard is available by calling Michener's Help Desk on weekdays between the hours of 8:00 AM and 5:00 PM at 416-596-3101 ext. 3369, Blackboard after-hours Support weeknights between the hours of 5:00 PM and 9:00 PM and weekends between 9:00 AM and 5:00 PM at 647-267-2475 or by sending an e-mail to [bbsupport@michener.ca](mailto:bbsupport@michener.ca). Additional information regarding Blackboard is available at the [Blackboard Support web page](#).

**Note:** Blackboard Support can only assist you with Blackboard. For assistance with Groupwise e-mail, I.Q. Web or Novell, please contact Michener's Help Desk at 416-596-3101 ext. 3369 or at [helpdesk@michener.ca](mailto:helpdesk@michener.ca)

**Fri, Jan 30, 2009 -- Assessment Posted** Posted by: Alex DeOliveira  
The following Test has been made available in Assignments: Sample Test.

2. When you have arrived at the appropriate section of your course where the assessment has been posted, click on the name of the assessment and, when prompted, click "Ok" to start your attempt at the assessment



Assignments

**Test #1**

**New Assignment**  
Watch your spelling this time.  
>> [View/Complete Assignment: New Assignment](#)

**Sample Test**

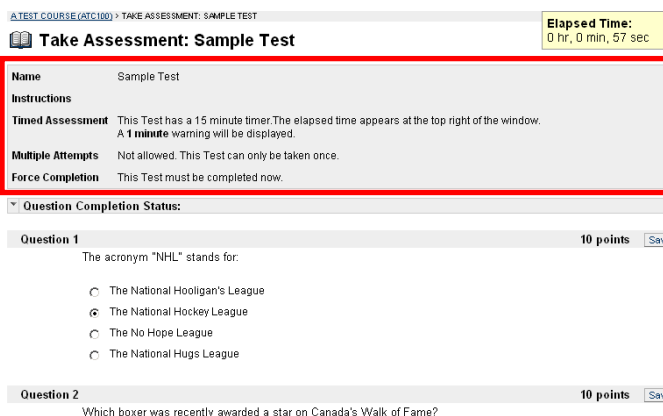
A TEST COURSE (ATC100) > ASSIGNMENTS > BEGIN: SAMPLE TEST

**Begin: Sample Test**

Click OK to begin: Sample Test. Click Cancel to return.

Cancel OK

3. Read the instructions and parameters of the assessment carefully\*. They are located at the top of the assessment above question 1



A TEST COURSE (ATC100) > TAKE ASSESSMENT: SAMPLE TEST

**Take Assessment: Sample Test** Elapsed Time: 0 hr, 0 min, 57 sec

**Name** Sample Test

**Instructions**

**Timed Assessment** This Test has a 15 minute timer. The elapsed time appears at the top right of the window. A 1 minute warning will be displayed.

**Multiple Attempts** Not allowed. This Test can only be taken once.

**Force Completion** This Test must be completed now.

Question Completion Status:

**Question 1** 10 points Save  
The acronym "NHL" stands for:

The National Hooligan's League

The National Hockey League

The No Hope League

The National Hugs League

**Question 2** 10 points Save  
Which boxer was recently awarded a star on Canada's Walk of Fame?

4. Begin answering the questions in the Assessment. Questions can appear all on one screen or one question at a time\*\*. Your instructor may set a time limit for the assessment. The timer\*\*\* appears in the top right corner of the screen and follows along as you scroll through the questions.

5. When you reach the end of the assessment, click the **“Submit”** button. An alert window will pop-up asking you to confirm submission of the assessment. Click **“OK”** to finish submitting your attempt.



6. You will then receive confirmation of the assessment submission. Click **“OK”** to view the results of your assessment attempt.

#### Assessment Submitted: Sample Test

Assessment successfully submitted.

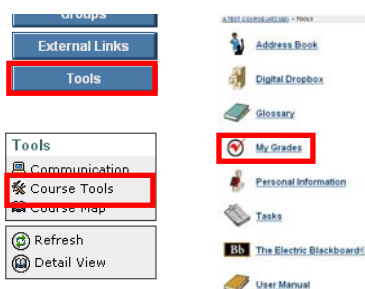
**Student:** Sam Student  
**Assessment:** Sample Test  
**Course:** A Test Course (ATC100)  
**Submitted:** 1/23/09 5:29 PM

Click **OK** to review results.

Friday, January 23, 2009 5:29:08 PM EST



7. You can also view the results of your assessment attempt in your Gradebook by clicking on **“Tools”** in the course menu, then clicking on **“My Grades”**



8. Click on the number in the “**Calculated Grade**” column for the desired assessment to view the results. If there is a red exclamation point “!”, it means there are parts of the assessment that need to be graded by your instructor. Your instructor may post comments related to any assessments you have taken. Click the “**View Comments**” button to view any comments posted by your instructor.

**View Grades**

Your grades for this Course

Item Name	Due Date	Last Submitted, Modified or Graded	Calculated Grade	Points Possible	Average Score	Weight
Course Evaluation	May 3, 2007		-	0	0	30%
Survey Pool	Sep 20, 2007		-	0	0	50%
Assignment #1	Sep 29, 2008	Sep 23, 2008 11:10 AM	8	10	8	0%
Test #1		Sep 26, 2008 7:01 PM	22	40	22	0%
Assignment #2		Nov 24, 2008 11:08 AM	15	20	15	0%
New Assignment	Dec 4, 2008	Dec 3, 2008 1:23 PM	15	20	15	0%
Sample Test		Jan 23, 2009 5:29 PM	1	62	0	0%
Sample Test for Export			-	10	0	0%

**In Progress**  
 - No Information  
 ! Needs Grading  
 ? Grading Error  
 ✓ Completed

### Footnotes:

\* If “**Force Completion**” is activated, you will see the phrase “**This Test must be completed now**”. It means you must complete the test in one sitting. **Do not** use the “**Save**” button either next to each question or at the end of the assessment. If you leave the test for any reason, you will not be able to resume the test and will have to contact your instructor for further instructions. The “**Save**” button is only useful if your instructor has allowed multiple attempts at the assessment or survey. If you exit an Assessment by accident (ex: computer crash or power outage) and it is set to “**Force Completion**” you will not be able to re-enter the Assessment. **Do not Panic!** Please contact your instructor and Michener Blackboard Support to we can arrange to re-set your attempt, allowing you to begin the Assessment again.

\*\* Assessments that are presented one question at a time have navigation controls that allow the student to navigate to the next or previous question. They appear as small single or double arrows in the bottom right corner of the question. Be careful! The single arrow takes you to the next or previous question. The double arrows take to the first or last questions in the assessment.

**Question 2** 10 points [Save](#)

Which boxer was recently awarded a star on Canada's Walk of Fame?

Eric "Butterbean" Esch  
 Donovan "Razor" Ruddock  
 George Chuvalo  
 Rocky Balboa

Moving to another question will save this response.

First Question ↓      Next Question ↓

← | ← | Question 2 of 7 | → | →

↑ Previous Question      ↑ Last Question

When you advance to the next question, an alert window will pop up asking you to confirm submission of the question. Click “**Ok**” to proceed to the next question. Be advised that your instructor may not allow back-tracking in this type of assessment.

\*\*\* A timer may be added by the instructor to enforce a set time limit for completion of the assessment. This timer will not kick you out of the assessment if you fail to complete the assessment in the allotted time frame. If you exceed the time limit, you can still click the "Submit" button to submit your assessment attempt. However, your grade result will appear as a red exclamation mark "!" indicating your assessment requires grading by the instructor.

[A TEST COURSE \(ATC100\)](#) > TAKE ASSESSMENT: SAMPLE TEST

**Take Assessment: Sample Test** Elapsed Time:  
0 hr, 0 min, 57 sec

<b>Name</b>	Sample Test
<b>Instructions</b>	
<b>Timed Assessment</b>	This Test has a 15 minute timer. The elapsed time appears at the top right of the window. A <b>1 minute</b> warning will be displayed.
<b>Multiple Attempts</b>	Not allowed. This Test can only be taken once.
<b>Force Completion</b>	This Test must be completed now.

▼ **Question Completion Status:**

<b>Question 1</b>	<b>10 points</b> <a href="#">Save</a>
The acronym "NHL" stands for:	