

Take a Quiz or Test

Overview

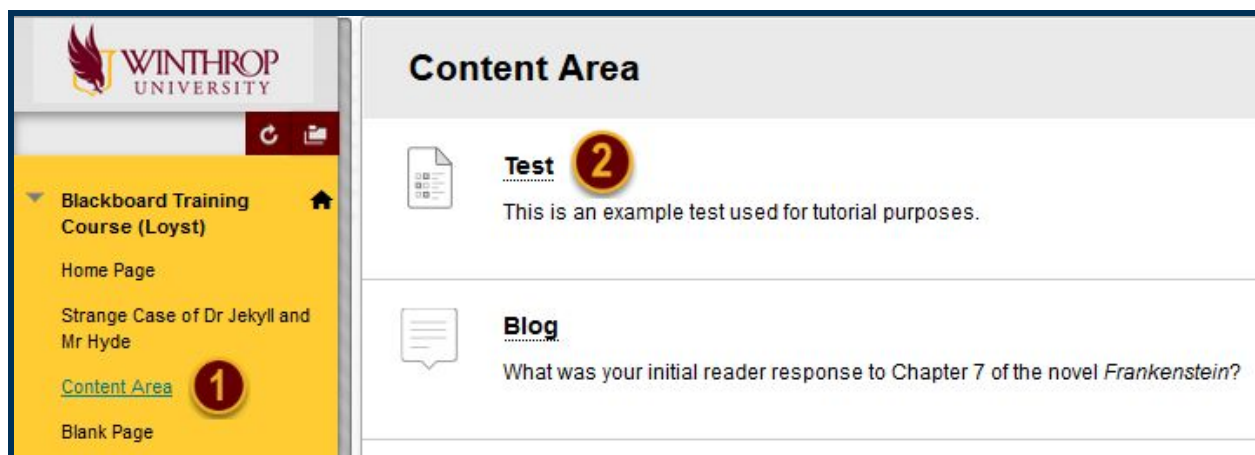
This tutorial will explain how to **Take a Quiz or Test**. Quizzes and Tests appear in areas of Blackboard designated by your instructor.

Quick Steps

Content Area > Quiz or Test > Begin > Save Answers > Submit > OK > OK

Step 1

To take a Quiz or Test, you must first access the Quiz or Test page. Navigate to the Content Area [1] of the course where the Quiz or Test is listed and click on the Quiz or Test [2].



Step 2

The Begin Quiz or Test page will display. A description, the instructions, any time restrictions, and/or the force completion settings will appear in the Instructions section. When you are ready to take the Quiz or Test, click the *Begin* button [3].


Begin: Test

INSTRUCTIONS

Description	This is an example test used for tutorial purposes.
Instructions	Please complete all items on the test.
Timed Test	This test has a time limit of 1 hour.
Timer Setting	You will be notified when time expires, and you may continue or submit.
Force Completion	This test can be saved and resumed later. The timer will continue to run if you leave the test.

Click **Begin** to start: Test. Click **Cancel** to go back.

Click Begin to start. Click Cancel to quit.


Cancel **Begin**

Step 3

Complete the Quiz or Test by following all instructions.

The Test Information will remain available at the top of the Take Test page. A Remaining Time box will also display, if the Quiz or Test is timed.

Take Test: Test

★ Test Information

Description	This is an example test used for tutorial purposes.
Instructions	Please complete all items on the test.
Timed Test	This test has a time limit of 1 hour. You will be notified when time expires, and you may continue or submit. Warnings appear when half the time, 5 minutes, 1 minute, and 30 seconds remain.
Multiple Attempts	This test allows multiple attempts.
Force Completion	This test can be saved and resumed later. The timer will continue to run if you leave the test.

Remaining Time: **58 minutes, 47 seconds.**

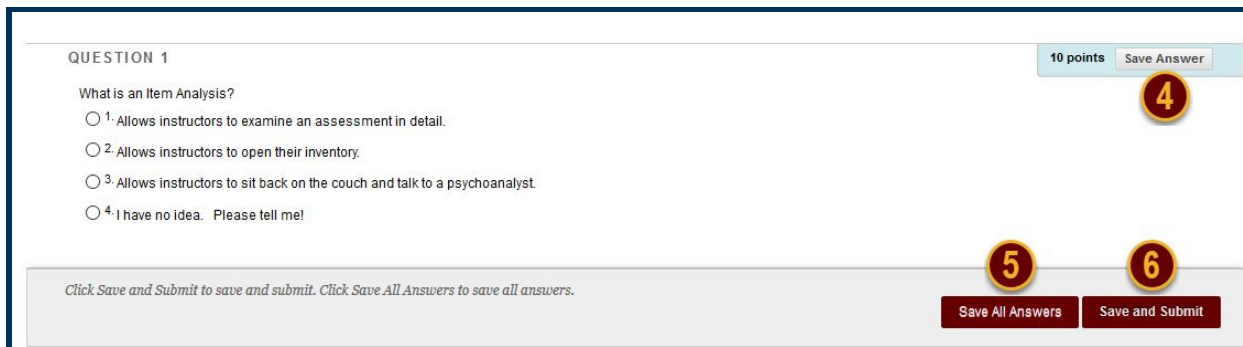
✖ **Question Completion Status:**

Step 4

You may save question answers for later review by using the *Save Answer* button following the points information for each question [4].

Some questions will appear together, while others will have their own pages. You can save all answers on a page by clicking the *Save All Answers* button [5].

When finished with the Quiz or Test, click the *Save and Submit* button [6].



QUESTION 1 10 points Save Answer

What is an Item Analysis?

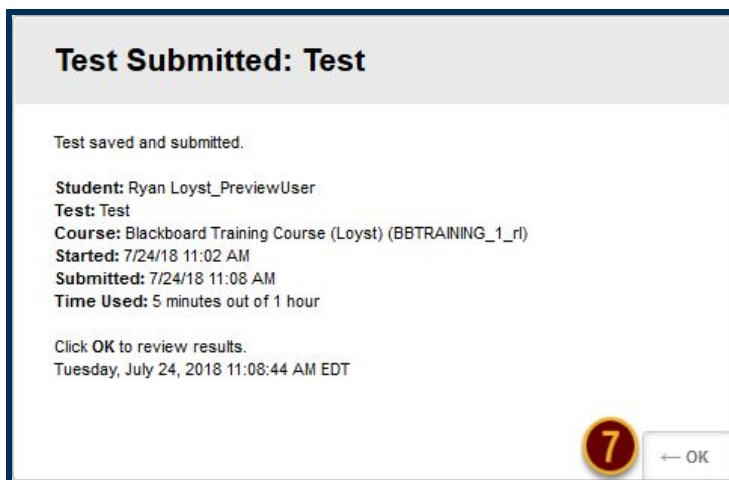
- 1. Allows instructors to examine an assessment in detail.
- 2. Allows instructors to open their inventory.
- 3. Allows instructors to sit back on the couch and talk to a psychoanalyst.
- 4. I have no idea. Please tell me!

Click Save and Submit to save and submit. Click Save All Answers to save all answers.

4 5 6
Save All Answers **Save and Submit**

Step 5

When the Quiz or Test is finished, the Test Submitted page will display. After reviewing your Test Submission information, click the *OK* button [7] to review the results.



Test Submitted: Test

Test saved and submitted.

Student: Ryan Loyst_PreviewUser
Test: Test
Course: Blackboard Training Course (Loyst) (BBTRAINING_1_rl)
Started: 7/24/18 11:02 AM
Submitted: 7/24/18 11:08 AM
Time Used: 5 minutes out of 1 hour

Click OK to review results.
Tuesday, July 24, 2018 11:08:44 AM EDT

7 ← OK

Step 6

If your instructor has allowed it, you will see the Review Test Submission page. This page will go through each question and show whether you answered it correctly and, in some cases, display the correct answer. When you are finished reviewing the questions, click the *OK* button.

Note

If the Quiz or Test allows multiple attempts, [repeat this process from Step 1](#). The following screen will display after you click *Begin*, offering you a choice to *Start a New Submission* [8].

