

Taking online tests or quizzes in Blackboard

If all test questions are displayed on a single screen, use the SAVE button at the bottom of the test screen (to the left of the SUBMIT button). DO NOT use the SAVE button beside each question. Scroll down and click SAVE at the bottom every 15 minutes or so as you are working on your test. But do not click SUBMIT until you are completely finished!

The screenshot shows a Blackboard test interface for Durham Technical Community College. The top navigation bar includes the college logo, Home, Help, and Logout links. Below this is a 'Welcome' and 'Catalog' section. A left-hand navigation menu lists various course items like Announcements, Assignments, and Exams. The main content area displays two multiple-choice questions, 'Question 9' and 'Question 10', each worth 2 points. Each question has a 'Save' button next to it, which is circled in red with a diagonal slash through it. A red arrow points from a text box to these buttons. At the bottom of the test screen, there are 'Save' and 'Submit' buttons. A green circle highlights the 'Save' button, with a green arrow pointing to a text box that says 'SAVE OFTEN! Click Save at the bottom of your test screen every 15 minutes or so'. Another green circle highlights the 'Submit' button, with a green arrow pointing to a text box that says 'Click Submit when you are finished with your test'. On the right side, a vertical green arrow points downwards, labeled 'SCROLL DOWN'. The browser's address bar at the bottom shows 'Internet' and a 100% zoom level.

DO NOT use the **SAVE** button beside each question

SAVE OFTEN! Click **Save** at the bottom of your test screen every 15 minutes or so

Click **Submit** when you are finished with your test

SCROLL DOWN