Follow these steps to complete an online test.

1. **Locate the test within your course, and click on the underlined title of the test to enter it.**

   ![Sample Test](image)

   This is a practice quiz to show how the Blackboard test tools work. There are a lot of controls and settings that instructors can use that may make quizzes appear different, and a wide selection of question type, but this sample will give you a taste of how online quizzes work.

2. **On the “Begin Test” screen, click “OK” to begin your test.**

   ![Begin: Sample Test](image)

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

**NOTE:** Each test you take may have different types of questions or be set up slightly differently. You may see all the test questions at once or you may see only one at a time. The test may be objective, with multiple-choice type questions, or subjective, with essays or short answers.
To answer an objective test question:

1. Click the radial button that matches the correct answer. A dot inside the radial button will confirm that you have selected it.

2. If the question is part of a “one question at a time” test, click the single arrow below the question in order to move on. (see picture on next page)

3. Blackboard will ask you to confirm your test answer submission before moving on to the next question. Click “OK” to confirm.

4. Repeat steps 1-3 for each question in the quiz or test.

**NOTE:** If the test is set up so that you can see all the questions at once, you will not see the single arrow from step 2 above. In that case, it is recommended that you click “Save” after answering each question.
To answer a subjective test question:

1. Type or copy/paste your answer into the text box provided. You can use the text box formatting tools if you wish.
2. Click Submit to submit your answer for this question.

**NOTE:** If, when taking at test, you experience an interruption in your internet connection, you may find yourself unable to re-enter and complete your test when you return to Blackboard. If this happens, contact your instructor who can “reset” your test attempt for you.