


Taking an Assessment

There are several types of assessments that can be taken in your Blackboard course.

1. In the **Course** page, locate the assessment (exam or quiz) that you want to take. (Assessments are usually located under Assignments, Course Documents, or a button called Exams.)
2. Click the name of the assessment you want to take. (An assessment will be marked with an assessment  icon.)
3. Click the **OK** button to confirm that you want to take the assessment. (The gray box at the top of the page gives you information about the assessment, such as whether there is a time limit or if you are allowed to save the test and resume it at a later time.)
4. To avoid “**timing out**” or being “**kicked out**” during an assessment:
 - Close out all other applications before taking the assessment.
 - Do not use the **BACK** button on your internet browser.
 - Scroll to the bottom of the screen and click the **SAVE** button every 5 – 7 minutes.
 - Do not attempt to minimize the screen or open another application unless you’re instructed to do so.
 - Do not attempt to copy, paste or print the test unless you’re instructed to do so.
5. Once you’ve completed the assessment, click the **Submit** button. Click the **OK** button to confirm that you want to submit the assessment. Click the **OK** button to review your results and click the **OK** button. **Note:** In some instances, you may be allowed to resume the test at a later time. In this instance, you would select the save button to save all of your work up to that point.

Note: In some types of assessments, results will not be immediately available. The instructor will grade the assessment and the grades will be posted in the gradebook at a later time.