

Tips for Taking a Quiz or Test



Here are some tips that will make taking a quiz in Blackboard a much more pleasant experience. You might want to print this page so you can use it as a guide.

1. **ALWAYS** access your quizzes from within the Blackboard course site, rather than from a link in your Blackboard welcoming screen announcement, because there might be more detailed instructions there and sometimes quiz grades aren't recorded when students access their quizzes from the welcoming announcement area.
2. **BEFORE ACCESSING YOUR QUIZ**, maximize your browser screen (by clicking on the middle of the three little boxes in the upper right corner of your browser window). If your quiz opens up in a new window, always maximize it. This will provide more screen space for your quiz and reduce the need for scrolling.
3. **NEVER** click on the browser's Back button or attempt to resize your browser screen after you have accessed a quiz because refreshing the browser could lock you out of the quiz.
4. **BEFORE ACCESSING YOUR QUIZ** you might want to press the F11 key to collapse the Internet Explorer toolbar and free up some more screen space. The F11 key is a toggle and pressing it again will expand the Internet Explorer toolbar again.
5. **NEVER** double-click on the quiz link or on buttons on any other screen. Always just click once. Blackboard understands each click as an attempt to take the quiz. If you double-click, Blackboard thinks you have just tried to take the quiz a second time and could, depending on how your instructor wrote the quiz, send you a "you have already accessed this exam" error message. Double-clicking can also keep you from seeing any quiz feedback your instructor might have provided.
6. **ALWAYS** click the Submit button at the end of your quiz.
7. **WHILE TAKING THE QUIZ**, periodically scroll down to the end of the quiz and click on Save. This will help keep your connection active and alert you to possible problems. Contact your instructor immediately if an error occurs while taking a quiz.
8. **DO NOT** press the Enter key while taking the quiz until you're ready to submit it to your instructor. Once you submit a quiz you can't get it back!