



BLACKBOARD TEST TAKING TIPS FOR STUDENTS

The following tips will help you prepare yourself and your computer for taking a test in Blackboard. While this information is not guaranteed to prevent all technical problems, you can minimize your chance of experiencing a problem if you use the tips below. Remember: If you get locked out of your test or have missed the test deadline, contact your instructor. It is the instructor's decision whether or not to let you attempt the test again.

Important Points

- Do not double-click.
- Do not click any buttons on your browser.
- Do not use the mouse-scroll wheel.
- Do not maximize or minimize your browser during the test.
- Always wait for the server to finish processing a request before clicking another button.
- Always save every 10 minutes.

Before You Begin

- Be sure you have an up-to-date operating system and web browser. We recommend **Mozilla Firefox**. (See minimum computer requirements below.)
- Take your test in a quiet area that is free from distractions.
- Set aside enough time to complete the test. Do not wait until the last minute. Plan enough time to contact your instructor if anything goes wrong.
- Use a computer plugged in directly to your Internet router. Do not use a wireless or satellite connection if possible.
- Close all windows and applications on your computer. Open only one Web browser window to use for Blackboard.
- Make sure Java is updated and enabled on your computer.
- Some instructors may require the use of Respondus Lockdown Browser or Examity for test proctoring. If that is the case, you will be given additional prior to testing.

During the Test

- Do not double-click any of the buttons in the test. Blackboard uses single-clicks only. Double-clicking will not make the server process your request faster - it will only cause you to get kicked out.

Please contact iSITE Service Desk for any issues you may have:

Email : isite@tamut.edu

Submit a Support Request Ticket:

Phone: 903-334-6603

<https://isite.tamut.edu>





- Read the Test Instructions section at the top of the test. This area tells you the time limit (if any), how many attempts you are allowed, and if you are able to backtrack (for one-at-a-time question presentation).
- If your test is presented one question at a time, do NOT click the "back" button on your browser to go to a previous question. If backtracking is allowed, the test will provide a button to go to previous question.
- Use the scroll wheel on your mouse as little as possible, or find a mouse that does not have a scroll wheel. If you scroll the wheel right after clicking an answer choice, you may inadvertently change your answer on a question. Click the answer choice and then click some blank space on the page to make sure your answer choice was marked correctly.
- Do not rush through the test and click several buttons at once. Always wait for your browser's status bar to say "done" whenever you click a button to move to another question or save your answers.
- Do not switch between multiple windows or tabs, or open other programs. If your instructor allows you to use your notes, print them before taking the test.
- In an essay exam, be sure to click save every 10 minutes while typing your answers – Blackboard will time out after 15 minutes of inactivity. It does not recognize typing as "activity," it only recognizes clicking buttons or making a selection as activity.
- If all the questions are presented at once, save your answers every 10 minutes.
- If you reach the end of the time limit and a window opens saying, "You have reached the end of the time limit. Click OK to continue," click the Cancel button instead of OK. The OK button assumes you are finished with the test and will submit it.

Minimum Computer Requirements for Online Learning:

- A computer with enough RAM, a fast enough video card, and enough processing speed to easily handle streaming video.
- A sound card.
- A high speed internet connection, preferably directly connected to the computer via Ethernet rather than wirelessly connected.
- An up-to-date operating system and web browser. **We recommend Mozilla Firefox.**
- Virus and adware protection software.
- Microsoft Word, minimum version 2007 or above.
- The most recent versions of Java, Flash, QuickTime, Adobe Reader, and Shockwave.

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