Preparing to Take your Online Test

- Read instructions and ask questions before the test.
- Plan for a quiet location with minimum distractions.
- Plan for the time necessary to complete the test. If interrupted you may not be able to get back into the test.
- Make sure that your computer is technically capable and has the appropriate connection speed.
- Use a compatible browser, such as Firefox.
- Disable pop-up blockers on your computer – they may prevent you from saving your answers.
- If you have a firewall on your computer – temporarily disable it or take the test at a non-firewalled location.
- Update your java script at java.com
- Re-boot your computer before your start the test to make sure there are no background processes such as software updates or virus scans that may interfere with your test.
- Keep track of time – watch the timer if your instructor enabled it.
- Save your individual answers frequently; Blackboard will time out after a period of inactivity.
- Review your results in My Grades.
- Do NOT take your test on a mobile device. Such devices may not support java script and the questions may not display correctly. Phone calls or other notifications may interrupt the test and the test may close as a result.
- Do NOT have any other browser windows or other programs open.
- Do NOT click back, refresh, or forward arrows or re-size your browser. Use the navigation provided in the test.
- Do NOT wait until the last moment to take the test should technical issues arise.
- Do NOT press ENTER to complete the test. Click the SUBMIT button. Blackboard will display a message confirming your submission.