Important Information for Administering Tests in Blackboard Learn 9.1 at UAFS

There are certain settings and technical issues that come up in tests on the Blackboard Learn system. The following information is provided to help minimize lost work and data in Blackboard when administering and taking tests:

Instructors should NEVER select the following check boxes in Test Options:

- **NEVER select the check box for Force Completion**.

  This option requires students to finish the test in a single sitting. However, if they are accidentally kicked out of the system for any reason, Force Completion locks down the test attempt for that student. They cannot reenter the test without taking a new attempt.

- **NEVER select the check box for "Hide Results for this Test Completely from Instructor and the Grade Center."**

  This option permanently hides the test results and data from instructors. Once this option has been selected and submitted the test results cannot be retrieved. Even if you uncheck the box again it will only delete the existing attempts and will still not show the scores and data from new attempts.

Instructors should advise their students to take the following precautions when taking tests:

- UAFS recommends using **Google Chrome** or **Mozilla Firefox** with Blackboard Learn on a PC, **especially for tests**. Internet Explorer is **not** recommended for **tests**. Mac users should use the appropriate version of Safari, Chrome, or Firefox.
- Make sure you are on a **hard wired** connection when taking tests. Wireless connections can occasionally lose contact, even in the best of circumstances.
- Make sure **other applications are closed**. This will limit the network traffic to your computer and help minimize disconnections with Blackboard.
- If you are kicked off the Blackboard system at any time, **log out and log back in again**. You should be able to go back to the test and resume your attempt.
- **Save your answers** immediately after you make them. This will update your test attempt. The system will automatically save your answers, but this can take time.
- **Check regularly to see if your answers are being saved.** If you have two or more answers that are not saved, you may have been kicked off the system. Manually save the answers. If you get no response, log out and log back into the system again and resume the test.
- **Avoid double-clicking or pressing the ENTER** key on your keyboard when taking a test.
- Do **NOT** click your browser **REFRESH** button while taking a test.

- Do **NOT** click the Save and Submit button until you are **ready to submit the test**. You can (and should) save individual answers as you go.
- After you have saved all of your answers are saved and completed the test, then you must **submit the test**. The test will not submit automatically if you close the test attempt before submitting.
- Do **NOT** try to access **other parts** of your Blackboard course while taking the test. This could lock the system on your computer

-Adapted from information provided by Cape Fear Community College, N.C.