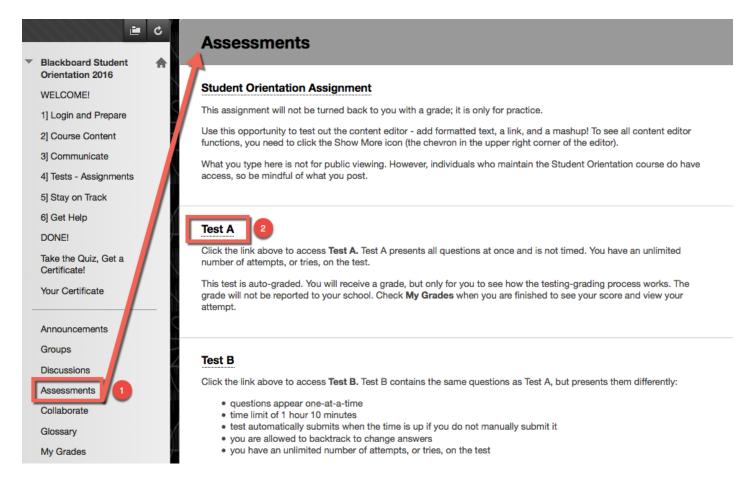
Taking All At Once Tests

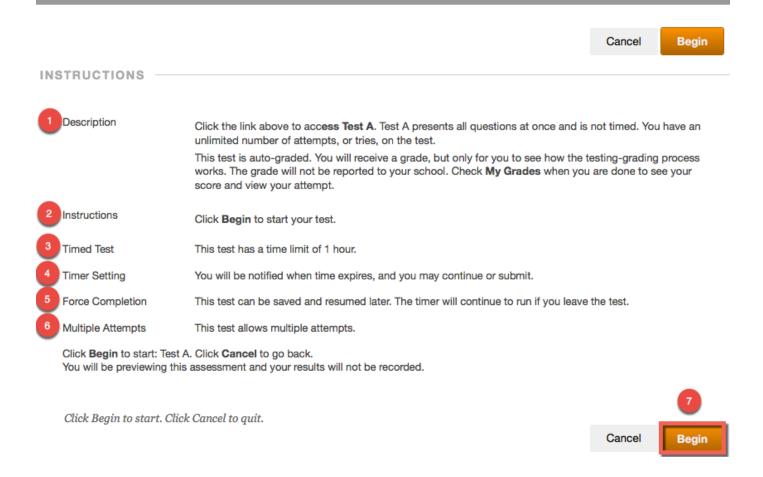
- 1. Once you are inside of your course, select the menu link where the test is stored. For this example, the test is located in the Assessments content area. Click **Assessments**.
- 2. Once the Assessments content area is open you will be able to see all the tests available to you at that time. Select the title of the test to open the instructions page.



The test instructions will appear along with other useful information. The instructor has the ability to show this information or not show this information.

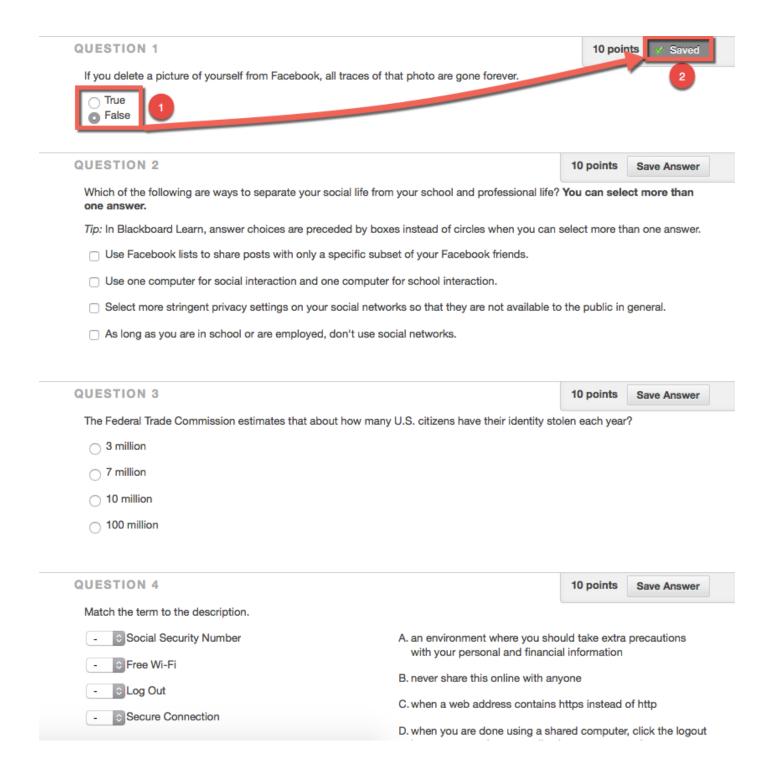
- 1. **Description:** A description of what the test may entail.
- 2. **Instructions:** What steps are needed in order to complete this test.
- 3. **Timed Test:** This test has a time limit.
- 4. **Timer Setting:** If the instructor turns Auto Submit OFF, you will be notified when time expires and you may continue or submit. To continue, know that your test will be considered LATE. If the instructor turns Auto Submit ON, the test will submit automatically.
- 5. **Force Completion:** If this option is checked by the instructor, this test must be completed in one sitting. If this option is not checked by the instructor, the test can be saved and resumed later. Caution: If the timer is enabled and Force Completion is not checked by the instructor, the timer will run even when you are not taking the test. If you get kicked out of the test, get back in and finish the test before time expires.
- 6. **Multiple Attempt:** This test allows multiple attempts.
- 7. **Begin:** Click the Begin button to begin the test.

Begin: Test A



The screenshot below shows what an all at once test looks like. All questions and answers are loaded on a single page.

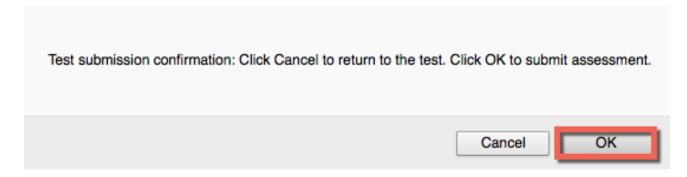
- 1. Select an answer to the question.
- 2. Make sure your answer saved. If the **Save Answer** does not automatically change from **Save Answer** to ✓ **Saved**, click **Save Answer**.



- 1. Go through the test and make sure all answers are correct and saved. Click **Save All Answers** to make sure all answered saved.
- 2. Once you are finished, click **Save and Submit**.



A window will appear. Click **OK** to submit.



A notification appears to let you know the test has been saved and submitted. Click **OK** to review result.

Test Submitted: Test A		
Test saved and submitted.		
Student:		
Test:		
Course: Blackboard Student Orientation 2016 (Blackboard-Student-Orientation_2016)		
Started: 11/11/15 2:31 PM		
Submitted: 11/11/15 2:34 PM		
Time Used: 2 minutes out of 1 hour and 10 minutes		
Click OK to review results.		
Wednesday, November 11, 2015 2:34:12 PM CST		



Your results of the test open. Every instructor is different and may or may not include this test information. If you would like to receive test results (submitted answers, correct answers, etc.) please contact your instructor.

Review Test Submission: Test A

User	
Course	Blackboard Student Orientation 2016
Test	
Started	11/11/15 2:31 PM
Submitted	11/11/15 2:34 PM
Status	Completed
Attempt Score	20 out of 40 points
Time Elapsed	2 minutes out of 1 hour and 10 minutes
Instructions	Click Begin to start your test.
Results Displaye	d Submitted Answers, Correct Answers, Feedback

Question 1 10 out of 10 points

If you delete a picture of yourself from Facebook, all traces of that photo are gone forever.

Selected Answer: False Correct Answer: False

Response You are correct, that statement is false. Anyone with access to that photo could copy Feedback: and paste it anywhere, so you do not have control over where it shows up later.

Question 2 0 out of 10 points

Which of the following are ways to separate your social life from your school and professional life? You can select more than one answer.

Tip: In Blackboard Learn, answer choices are preceded by boxes instead of circles when you can select more than one answer.