

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 screenshot shows the Blackboard Student Orientation 2016 interface. On the left is a navigation menu with items: Blackboard Student Orientation 2016, WELCOME!, 1] Login and Prepare, 2] Course Content, 3] Communicate, 4] Tests - Assignments, 5] Stay on Track, 6] Get Help, DONE!, Take the Quiz, Get a Certificate!, Your Certificate, Announcements, Groups, Discussions, Assessments (highlighted with a red box and a red circle with the number 1), Collaborate, Glossary, and My Grades. A red arrow points from the 'Assessments' menu item to the 'Assessments' header in the main content area. The main content area has a header 'Assessments' and a sub-header 'Student Orientation Assignment'. Below this, there are instructions: 'This assignment will not be turned back to you with a grade; it is only for practice.' and 'Use this opportunity to test out the content editor - add formatted text, a link, and a mashup! To see all content editor functions, you need to click the Show More icon (the chevron in the upper right corner of the editor).' and 'What you type here is not for public viewing. However, individuals who maintain the Student Orientation course do have access, so be mindful of what you post.' Below this, there are two test options: 'Test A' (highlighted with a red box and a red circle with the number 2) and 'Test B'. 'Test A' instructions: 'Click the link above to access Test A. Test A presents all questions at once and is not timed. You have an unlimited number of attempts, or tries, on the test.' and 'This test is auto-graded. You will receive a grade, but only for you to see how the testing-grading process works. The grade will not be reported to your school. Check My Grades when you are finished to see your score and view your attempt.' 'Test B' instructions: 'Click the link above to access Test B. Test B contains the same questions as Test A, but presents them differently:' followed by a bulleted list: '• questions appear one-at-a-time', '• time limit of 1 hour 10 minutes', '• test automatically submits when the time is up if you do not manually submit it', '• you are allowed to backtrack to change answers', and '• you have an unlimited number of attempts, or tries, on the test'.

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

Cancel

Begin

INSTRUCTIONS

- 1** Description
Click the link above to access **Test A**. Test A presents all questions at once and is not timed. You have an unlimited number of attempts, or tries, on the test.
This test is auto-graded. You will receive a grade, but only for you to see how the testing-grading process works. The grade will not be reported to your school. Check **My Grades** when you are done to see your score and view your attempt.
- 2** Instructions
Click **Begin** to start your test.
- 3** Timed Test
This test has a time limit of 1 hour.
- 4** Timer Setting
You will be notified when time expires, and you may continue or submit.
- 5** Force Completion
This test can be saved and resumed later. The timer will continue to run if you leave the test.
- 6** Multiple Attempts
This test allows multiple attempts.

Click **Begin** to start: Test A. Click **Cancel** to go back.
You will be previewing this assessment and your results will not be recorded.

Click Begin to start. Click Cancel to quit.

7

Cancel

Begin

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**.

QUESTION 1

10 points

✓ Saved

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

- True
- False

1

2

QUESTION 2

10 points

Save Answer

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.

- Use Facebook lists to share posts with only a specific subset of your Facebook friends.
- Use one computer for social interaction and one computer for school interaction.
- Select more stringent privacy settings on your social networks so that they are not available to the public in general.
- As long as you are in school or are employed, don't use social networks.

QUESTION 3

10 points

Save Answer

The Federal Trade Commission estimates that about how many U.S. citizens have their identity stolen each year?

- 3 million
- 7 million
- 10 million
- 100 million

QUESTION 4

10 points

Save Answer

Match the term to the description.

- Social Security Number
- Free Wi-Fi
- Log Out
- Secure Connection

- A. an environment where you should take extra precautions with your personal and financial information
- B. never share this online with anyone
- C. when a web address contains https instead of http
- D. when you are done using a shared computer, click the logout

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**.

Click Save and Submit to save and submit. Click Save All Answers to save all answers.

1

Save All Answers

2

Save and Submit

Blackboard Questions? Contact the *Center for Online Teaching and Learning*

Email: blackboard@govst.edu Phone: (708) 534-4115

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 Displayed	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 Feedback: You are correct, that statement is false. Anyone with access to that photo could copy 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.