Taking One At a Time 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

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.

7

Click Begin to start. Click Cancel to quit.

Cancel   **Begin**

The screenshot below shows what a one at a time test looks like. Each question and answer is loaded on a different page.

1. Select an answer to the question.
2. After you select an answer, make sure your answer saved. If the **Save Answer** does not automatically change from **Save Answer** to ✓ **Saved**, click **Save Answer**.
3. After you save your answer, click the greater than icon (>) to move to the next question. Click the double greater than icon (>>) to move to the last question.

⚠ Moving to another question will save this response.   Question 1 of 4 [>] [>>]

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

3

⚠ Moving to another question will save this response.   Question 1 of 4 [>] [>>]

Make sure all questions are saved. Once you save the last question, select **Save and Submit**.

Save and Submit

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

Test submission confirmation: Click Cancel to return to the test. Click OK to submit assessment.

Cancel   OK

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

Test Submitted: Test B

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

← OK

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 B

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.