



Completing Assessments

Before You Begin • Access Assessments •
Tips for Taking Assessments



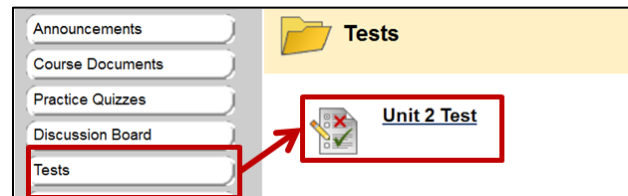
Before You Begin

Assessments include quizzes and tests. Before you begin taking assessments in Blackboard, there are a few things you can do to make sure your quizzes and tests are submitted successfully:

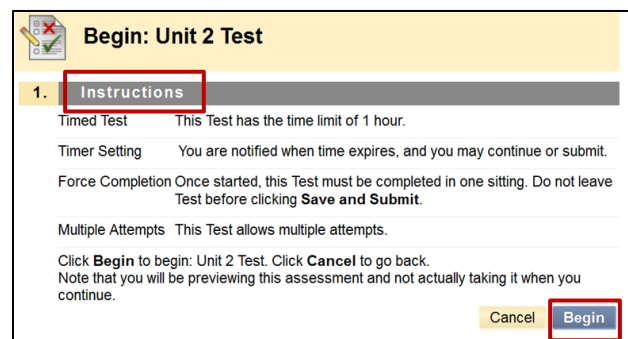
- **Browser:** [Mozilla Firefox](#) is the recommended browser when working in Blackboard; Internet Explorer and Safari are supported but may experience issues typically not found with Firefox.
- **Pop-up Blockers:** Make sure pop-up blockers are disabled, as these can prevent assessments and saved answer confirmations from opening in a new window.
- **Time Management:** Make sure you have given yourself ample uninterrupted time to take the assessment. You should prepare to sit down and complete the assessment just as you would in a classroom environment.

Access Assessments

1. From the course menu, open the content area where your test is located (i.e. Tests, Assignments).
2. Click on the name of the test to open it.
3. Review the Instructions and Test Options. Options may include:



- **Timed Test:** See if there is a time limit on the test and note how long you will have.
- **Multiple Attempts** at the test may or may not be allowed.
- **Force Completion:** Note if you are required to complete the test now or if you may save it and resume at a later time.
- **Assessment Display:** The test may display all questions at once, or you may see only one at a time.



4. Click **Begin** to start the test.

Tips for Taking Assessments

- **Save Your Work Frequently:** You should save your work at least once every 15 minutes when taking assessments. Use the Save button at the bottom of the assessment to save your work. Your instructor will be able to see any answers you have saved.

Saving your work also updates your Blackboard session, which will make sure you are not logged out due to inactivity. Some Internet service providers will also disconnect you due to inactivity; saving frequently will prevent these kinds of disconnections as well.

- **Work Only on Your Test:** You should not open any additional software programs, check email or browse the Internet in other windows while taking an assessment. These other programs can interfere with your Blackboard session.
- **Taking Secure Tests:** All secure computer tests are administered in an ACC Testing Center. Be sure to review the [Student Guidelines for Testing](http://www.austincc.edu/testctr/) (online at <http://www.austincc.edu/testctr/>).

Need more help? Go to ACC's Blackboard support website at go.austincc.edu/blackboard , call the ACC Helpdesk at 223-INFO (223-4636) or visit the Learning Lab at your nearest campus.