

Assessment – Test Taking Tips for Students

There are a few tips and techniques that can assist you in ensuring a successful assessment submission process. As with any technology, problems can occur for a variety of reasons. Some of the most common issues are related to wireless connections, dialup connections, end user navigation, browser configuration issues, and overall server load.

As student, there are a few tips that can help ensure that assessments you take online are submitted successfully.

- Use wireless network connections with caution. Wired connections are preferred since wireless connections can become interrupted easily by interference from other devices or due to the saturation of the wireless access point in a public area.
- Never double click during your assessment. Click once to launch the assessment, click once to navigate to the next question, click once to save the assessment, etc. If after waiting for a few seconds nothing happens you can try to click again on the button.
- Do not use the forward and back buttons in your browser. Always use the navigation inside of Blackboard.
- SAVE early, SAVE often. Be sure to save your assessment early after launching your assessment. As you progress through the assessment continue to save your test. This is extremely important for tests longer than 30 minutes.
- Turn OFF the visual text box editor. If your assessment has several essay questions, turning OFF the visual text box editor can help prevent a browser performance issue. To turn off the VTBE: Click Edit Personal Settings in the Tool Panel after logging into Bb. Then click Set Visual Text Box Editor Options, then click unavailable and submit.
- Use an external word processor. If the assessment has lengthy essay questions it is often helpful to use Microsoft Word or another word processor to compose your answer and then copy and paste your answer into the text box in the assessment. This will provide you with a copy of your lengthy response in case of a server error.
- SUBMIT when you are finished. When you are done with your assessment, you must click the Submit button so that your test can be submitted for grading.