

When you are ready to take an exam in Blackboard, click its link, then click the OK button once, not twice. Questions in an exam can appear either all at once or one at a time. Because your instructor has the option to have the exam open in a new browser window will open, make sure that any popup blockers you use are disabled.

When the exam appears, read the instructions carefully. In this example, there is a time limit of 30 minutes on this exam; you can submit the exam after the time limit, but your instructor will probably deduct points once she sees your elapsed time in the results. You can see how much time you have spent on the exam by viewing the timer at the upper right of the screen. Also for this exam, you only get one attempt, and you must complete the exam in one sitting; you cannot save it and resume later.

The exam here was set to have all of the questions appear one at a time. To ensure that your answers get recorded, click the Save button after each answer. Once you save, a window will appear, confirming that you saved the answer. Click OK to make the window disappear. You'll notice under Question Completion Status that the number of the question that you answered will have a Saved icon next to it. Answer the rest of the questions.

When you are finished, review your answers. If your instructor didn't force you to complete this exam in one sitting, you could click the Save button and return to it later. However, clicking the Save button in this exam will only ensure that your answers are saved and will return to you to the exam. You have to click Submit to submit the exam.

A confirmation page will appear. Print this out if you want a hardcopy receipt that you took the exam. Click OK to see your results.