For Students
Taking Tests in a Blackboard course at Heartland Community College.

In order to assess your learning in an online course you will be taking tests. Log into your Blackboard course at Heartland Community College. Your screens will probably look different but the steps will be the same. Tests in Blackboard will allow your instructor as well as yourself a way to assess your level of learning and will give you a grade and possibly feedback about your answers. Tests in your Blackboard course will be in the Course Content area for that week, chapter, or unit (depending on how your specific instructor has decided to organize the course). The test will typically have an announcement on the Announcements page (or myUpdates page) so you know when a new test is available. If there isn't a link directly to the test you can click on Course Content from the left side course navigation menu. From the Course Content screen you will probably see the weeks, chapters, or units of a course broken down into folders. Navigate into the folder and you will begin to see a screen similar to this screen. Assignments, tests, and other materials will be presented on the screen. From here you can click on the test name link to get into the test. Here your instructor will present instructions for taking the test including if the test is timed, the points possible, the date due and other information or instructions. When you are ready to take the test click the Begin button. At the top of the test you will see further instructions or information about the test including if it is timed test, options for taking the test multiple times, and if the test can be saved and resumed at a later time. Scrolling down you will begin to see the test questions. Questions can be of several types such as multiple choice, fill in the blank, true/false, and short answer/essay to name a few. The type will depend on your instructor, the subject matter for the course, and other factors. Also the questions may be presented one at a time, similar to what is shown here, or the whole test may be on one screen where you just scroll down and read and answer the questions. Either way read the first question and answer to the best of your ability. Like I said it might be true/false where you just click on the true/ false button, or it could be multiple choice and you can choose your answer by clicking the button next to A, B, C, or D, or a number of other types of questions. Or it could be a short answer where you type in and format your response into the Visual Editor as shown in this example. When you are finished with that question move on to the next by clicking the Save Answer button and either scrolling down to the next question if they are all presented on one page or in this case clicking on the right arrow for Next Page. Read and answer all of the questions clicking Save Answer and clicking right arrow or scrolling down to the next question when you are ready to move on. Finally click Save and Submit to finish the test. After submitting your test your instructor will either have to manually grade the test especially if it contains short answer or essay style questions or if it is primarily true and false and or multiple choice your instructor might have the test automatically graded and available for you to see feedback and your score. Your grades can be seen by clicking on a myGrades section in the course navigation to the left side of the screen. Clicking myGrades will take you to the My Grades screen. This screen will vary by which items your instructor has chosen to display but it will basically show you all of your assignments, tests and other items up to that point in the course, details about that assignment or test, the date it was due, when you submitted the item to be graded, your grade, the points possible, average score, median score for the course and any additional comments. You can click on the details button for more information and the Icon Legend button if you need clarification about some of the icons used on this screen. Tests are not only a way for instructors to assess your level of learning in a course,but you can also use them as learning tools and a valuable way to gather feedback about your own progress. Remember that tests will likely appear in Course Content areas which will be divided out by Weeks, Chapters, or Units in a course and Tests will usually be announced in the Announcements (or myUpdates) area depending on your instructor and course so watch for test announcements in the Announcements area.