

How to Take a Test Online

A test can be anywhere in a course, so your instructor will let you know where it's located via email, announcement or message. This example will go through the Course Menu.

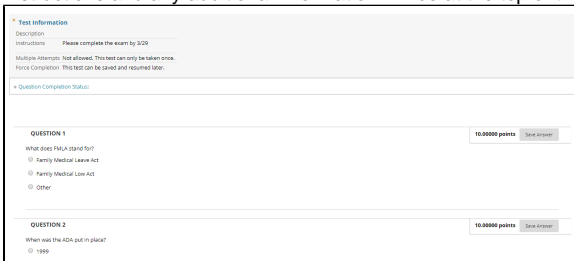
i Make sure that you always log out of Blackboard. If you have more than one active session of Blackboard running (even if you completely closed the window, the session is likely still active) it could kick you out of the test or not save your answers, making for a mighty annoying headache that both you and your instructor will both have to wrangle with.

Step-by-step guide

1. Access the content area where the instructor has placed the test through the **Course Menu**.
2. Select the test that you are assigned to take.
3. Read the test instructions and click **Begin** to start.



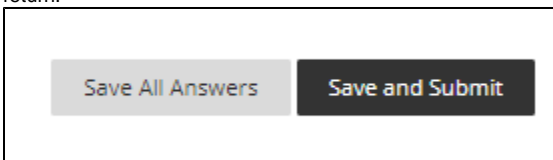
4. Instructions and any additional information will be at the top of the exam.



5. Answer the test questions. (Your answers will be saved as you go.)



6. **Save and Submit** your answers when complete. You have the option to save all answers and return to the test later, but keep in mind that some exams are timed and may expire before you return.



Related articles:

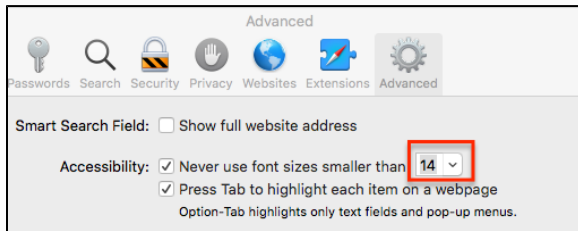
- [How to Self-Enroll in the Graduate College Thesis Course](#)
- [How to Work with the Course Menu](#)
- [How to Use the Class Dashboard to Request Blackboard Courses](#)
- [How to Create a Grade Center Column](#)
- [How to Download and Install the Mediasite Desktop Recorder](#)

7. The test is now successfully submitted. Click **OK** to review the test results.

Review Test Submission: Exam 2

User	Harry Styles
Course	CSV Training
Test	Exam 2
Started	3/28/18 1:18 PM
Submitted	3/28/18 1:19 PM
Status	Completed
Attempt Score	20.00000 out of 20.00000 points
Time Elapsed	1 minute
Instructions	Please complete the exam by 3/29

i If you are taking a test on a Mac you need to be sure that your browser settings have their font size settings at 14 or higher, so the Save button for test questions will not be covered by (or covering) some of the exam question text. Safari > Preferences > Advanced > Accessibility



For questions or comments, contact the Computer Services Help Desk
HelpDesk@MissouriState.edu
417-836-5891