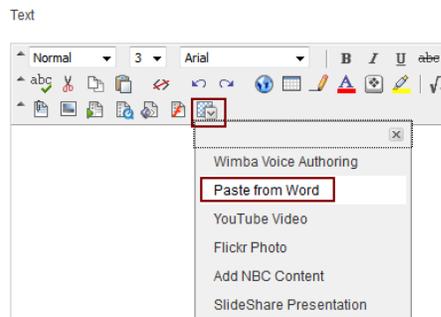


Tests in Blackboard Learn Tips for Faculty

->> Make a mini sample test (non-graded) with a few questions so students can use this as a trial before starting their Midterm/Final to ensure that their computer works well with the Test tool.

->> **Avoid Copy-Pasting Text directly from Word document in to your test questions-**

Instead use Paste from Word tool to copy-paste content from Office files in to Blackboard. This will remove any extra code that MS Word files might put in the questions which can cause issues for students taking test.



->> **Avoid using Question Sets with Random Blocks**

The reason randomization is a problem is that each version of the exam in a randomized test creates a unique file in Java memory. If a Java session has been dropped, and the test is randomized, the assessment questions already completed by the user will not be recoverable. Should you use randomization in your exam, do not select "force completion". This way the user can re-enter the exam if they have experienced a technical problem.

->> **Do not use "Force Completion" option**

If the student encounters a technical problem when taking the exam, the student will be able to re-enter the exam from the last point saved, allowing them to submit the exam with minimal data loss. In addition, the save button also ensures the students Java session is updated.

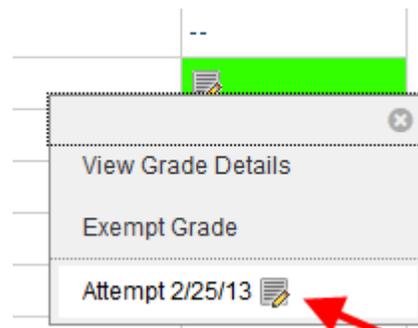
->> **Send recommendations to your students** before exam or post the recommendations in your course. For detailed list of tips for students please visit <http://www.kent.edu/blackboard>

>> Encourage your students to **use Firefox browser** for taking tests in Blackboard instead of Internet Explorer.

->> Encourage students to use a reliable, stable wired connection to take a test.
Check your on-campus internet Speed- <http://check.net.kent.edu>
Check your off-campus internet speed-speedtest.net

What to do if a student gets kicked out of the test

From the course page go to the Grade Center (Under Control Panel)
Click on student attempt with Attempt in Progress icon ()
Click on Attempt



From this page you can choose to submit the test on behalf of the student by clicking **Submit Attempt**. Anything student saved until the time they were kicked out of the test will be submitted. If you would like the student to retake the test you can click **Clear Attempt**. Please note that student will need to take the test again from the very beginning and no responses will be saved.

The attempt is currently in progress. To grade this attempt, you must choose **Submit Attempt** to submit it on behalf of the student.

Grade Test: TEST TEST TEST

Assign a grade and feedback for the current test attempt. Expand the **Test Information** section to clear the student's attempt or edit the test. [More Help](#)

User: **Student Nine (Attempt 1 of 1)** 

View: **Tests**

★ Test Information

Status	In Progress	<input type="button" value="Submit Attempt"/>
Score	- out of 14 points	
Time Elapsed		
Started Date	2/25/13 11:20 AM	
Submitted Date	2/25/13 11:20 AM	
Instructions		
Clear Attempt	<input type="button" value="Clear Attempt"/>	<i>Click Clear Attempt to clear this user's attempt.</i>
Edit Test	<input type="button" value="Edit Test"/>	<i>Click Edit Test to make changes.</i>

If you experience any issues with tests please go to support.kent.edu and submit a ticket or call 330-672-HELP immediately.