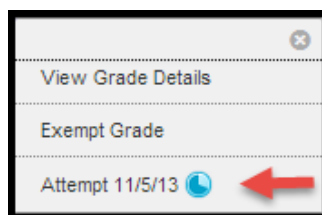


Instructor Tests Tips in Blackboard Learn

- **Make a mini sample test** (non-graded) with a few questions in it so students can use it as a trial before starting their Midterm / Final test to ensure their computer works with the test tool.
- **Send recommendations to your students before the exam** or post the recommendations in your course. Detailed list of [Tips for Students \(PDF\)](#) on [Blackboard Learn website](#)
- **Recommend to your students to sign directly into learn.kent.edu** for their exams as FlashLine will timeout after 90 minutes and if the student clicks on the Blackboard Learn icon in the top right-hand corner of FlashLine, it could result in a dropped session.
- **Encourage your students to use [Google Chrome](#) or [Mozilla Firefox](#) browser** for taking tests in Blackboard Learn instead of Internet Explorer.
- **Encourage students to use a reliable wired internet connection** to take tests.
 - [Check your off-campus Internet speed](#)
- **What to do if a student gets kicked out of a test within your course:**
 - Go to the Grade Center and click on the student with Attempt in Progress icon

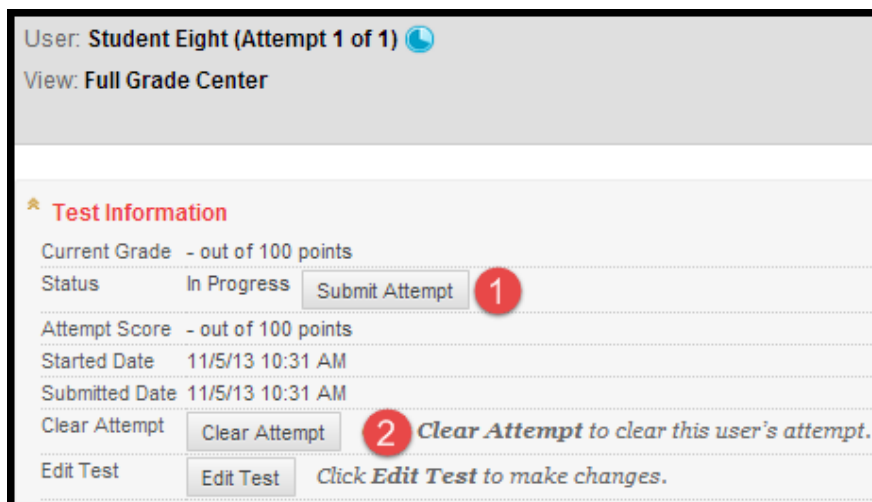


- Click on Attempt (it will have the date listed)



Instructor Tests Tips in Blackboard Learn (continued)

- (1) You can choose to submit the test on behalf of the student by clicking Submit Attempt. Anything the student saved prior to being kicked out of the test will be submitted.
- (2) If you choose to have the student to re-take the test, you can click Clear Attempt. Please note that the student will need to take the test again from the beginning as no prior responses were saved.



The screenshot shows the 'Test Information' section in Blackboard Learn. At the top, it displays 'User: Student Eight (Attempt 1 of 1)' and 'View: Full Grade Center'. Below this, the 'Test Information' section includes:

- Current Grade - out of 100 points
- Status: In Progress, with a 'Submit Attempt' button and a red circle containing the number '1'.
- Attempt Score - out of 100 points
- Started Date: 11/5/13 10:31 AM
- Submitted Date: 11/5/13 10:31 AM
- Clear Attempt: with a 'Clear Attempt' button and a red circle containing the number '2' next to the text 'Clear Attempt to clear this user's attempt.'
- Edit Test: with an 'Edit Test' button and the text 'Click Edit Test to make changes.'