

Blackboard Testing Tips

Very important: To avoid any technical problems, take the test in Blackboard well in advance of the due date.

When taking a Blackboard test, students should:

1. Review the Technical Requirements at:
http://www.pvcc.edu/center_for_excellence/technical_requirements.php
2. Wireless or dial-up connections are not a good idea when taking a Blackboard test.
3. Disable any "pop-up blocker" software installed on your computer.
4. Access Blackboard directly when taking a test. Use <http://learn.vccs.edu> – and login using your VCCS (MyPVCC) Username and same Password.
5. Read the instructors test directions carefully.
6. Single-click the "OK" button to take the test/quiz.
7. Do not open other browser windows while taking a Blackboard test.
8. Do not use the Back, Refresh or Forward buttons while taking a test.
9. It is recommended to write an essay question in a text editing program, then copy and paste into Blackboard. This allows for a backup and ability to check spelling.
10. If you get a dialog box saying "The application's digital signature has been verified. Do you want to run the application?" click Run. This will allow the use Blackboard's Visual Text Box Editor, a text area to type in.
11. Remember to single-click the SUBMIT button when the test is completed.
12. Use the mouse to navigate between questions, not the keyboard. Do not double click on anything.