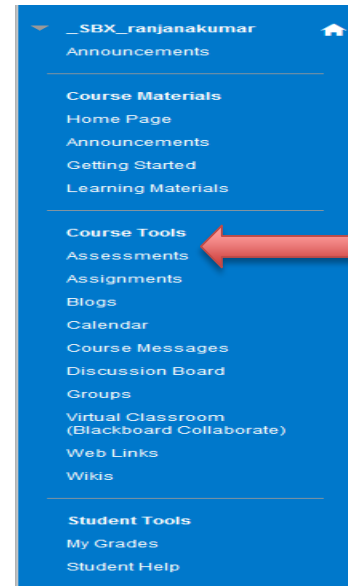


## How to Take an Online Quiz/Test/Assessment

1. On the **Course Menu**, under **Course Tools** select the **Assessments**.
2. Navigate to an assessment and click the **link** associated with it. If the link is not available, check the date that the assessment is available to be taken.
3. Click **Begin** to take the assessment.



**Begin: SAMPLE: Test 1**

**1. Instructions**

Force Completion      This test can be saved and resumed later.

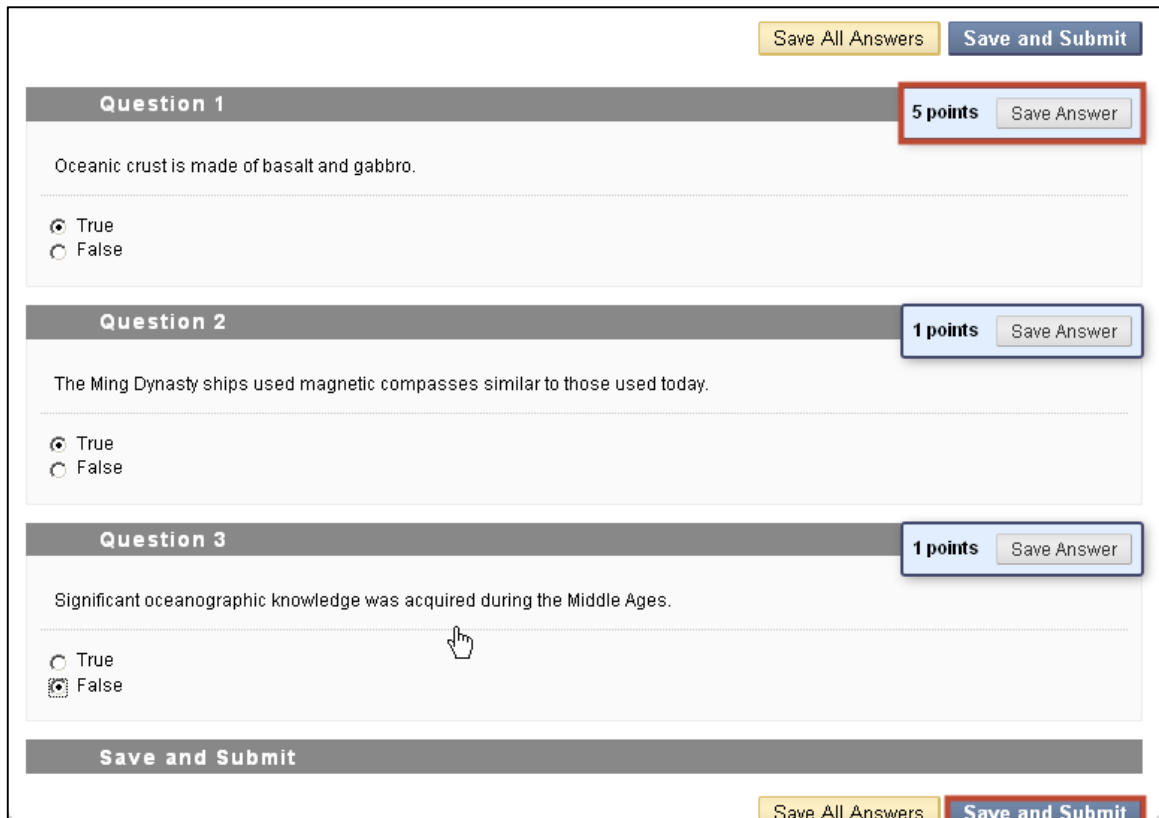
Click **Begin** to start: SAMPLE: Test 1. Click **Cancel** to go back.  
You will be previewing this assessment and your results will not be recorded.

**2. Submit**

Click **Begin** to start. Click **Cancel** to quit.

4. Your instructor may choose to have you type a **password** to begin taking an assessment. If necessary, type the valid password and click **Submit** to begin the assessment. The assessment continues to prompt for a valid password until the correct one is provided.
5. As you work, answers will be saved automatically. You can also manually save each question by clicking the **Save** or **Save All Answers** button at the top or bottom of the page as you work.

**Note: Do not use the browser's Back button during an assessment. This may cause loss of data. If you have difficulties while taking an assessment, contact your instructor.**



Save All Answers Save and Submit

**Question 1** 5 points Save Answer

Oceanic crust is made of basalt and gabbro.

☒ True  
☐ False

**Question 2** 1 points Save Answer

The Ming Dynasty ships used magnetic compasses similar to those used today.

☒ True  
☐ False

**Question 3** 1 points Save Answer

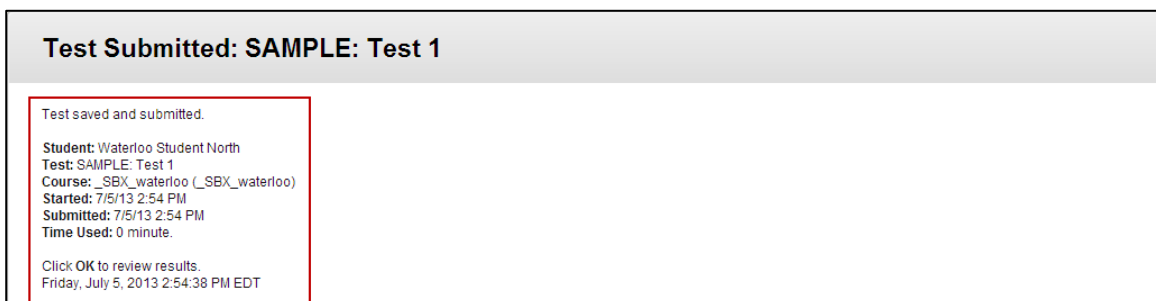
Significant oceanographic knowledge was acquired during the Middle Ages.

☐ True  
☒ False

Save and Submit

Save All Answers Save and Submit

6. Click **Save and Submit** when you complete the assessment.
7. Once submitted, you will receive a confirmation.



**Test Submitted: SAMPLE: Test 1**

Test saved and submitted.

Student: Waterloo Student North  
Test: SAMPLE: Test 1  
Course: \_SBX\_waterloo (\_SBX\_waterloo)  
Started: 7/5/13 2:54 PM  
Submitted: 7/5/13 2:54 PM  
Time Used: 0 minute.

Click OK to review results.  
Friday, July 5, 2013 2:54:38 PM EDT

For more help on using Blackboard 9.1 go to <http://tinyurl.com/csng4wk>  
or visit the Blackboard On Demand site at <http://ondemand.blackboard.com/>