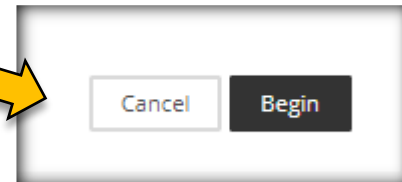
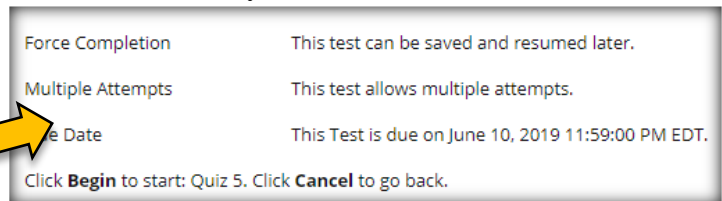


## How to Take a Test in Blackboard

If an instructor does not administer all of their test in-class, they will most likely post them on the UMES Blackboard Portal. The type of test, quiz, etc., varies depending on the teacher.

### How to Take a Test in Blackboard

1. Log into Blackboard using your *personal* UMES username and password.
2. Search for the **My Courses** section and select the course where the test is located.
3. Click on the **Course Content** tab in the left directory.
4. Open the folder where the test is located.
5. Click on the test.
6. Read the instructions for *every* test before you begin.
7. Click **Begin** when you are ready.
8. Save each answer before continuing to the next.
9. Click **OK** to confirm and review results.



**NOTE:** If you have errors, or issues, while taking your test, be sure to alert your instructor as soon as possible.

### Warning

Google Chrome was used to create these instructions. If you are using a different browser, the instructions may differ. Please do not use Internet Explorer for Blackboard.