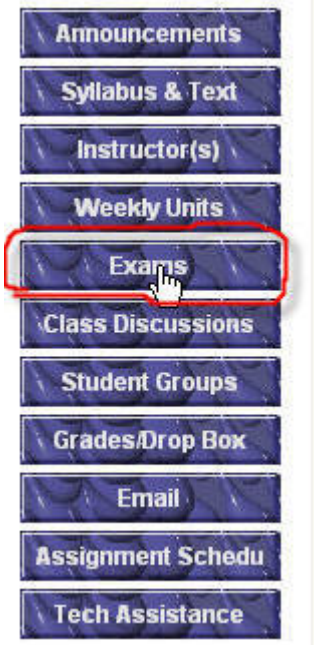
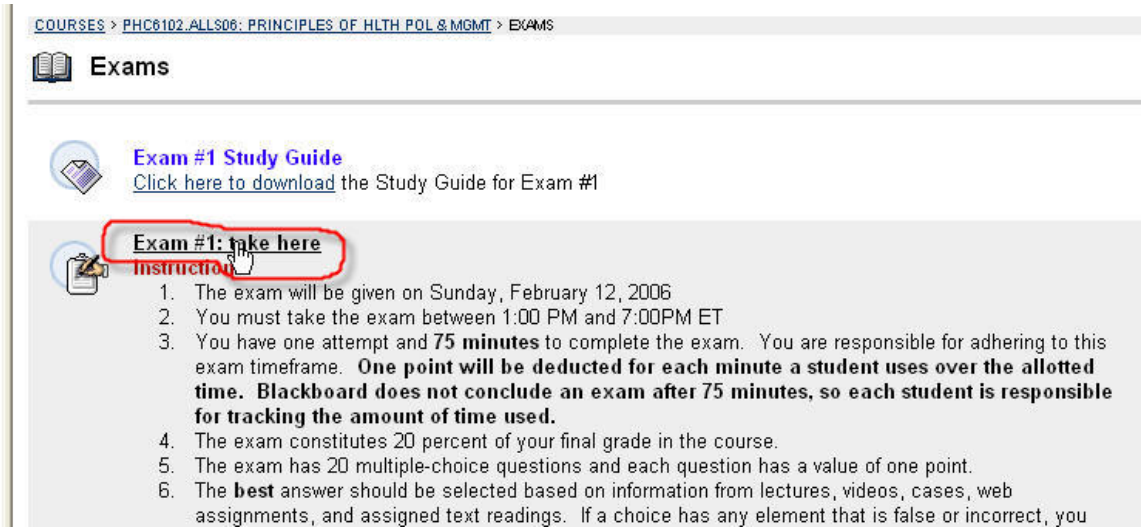
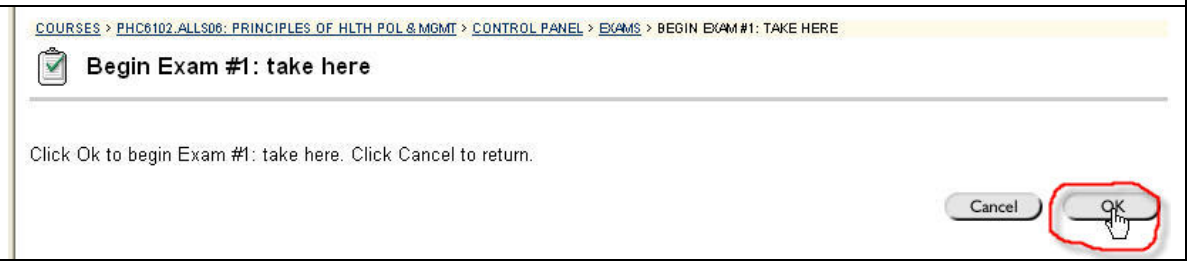
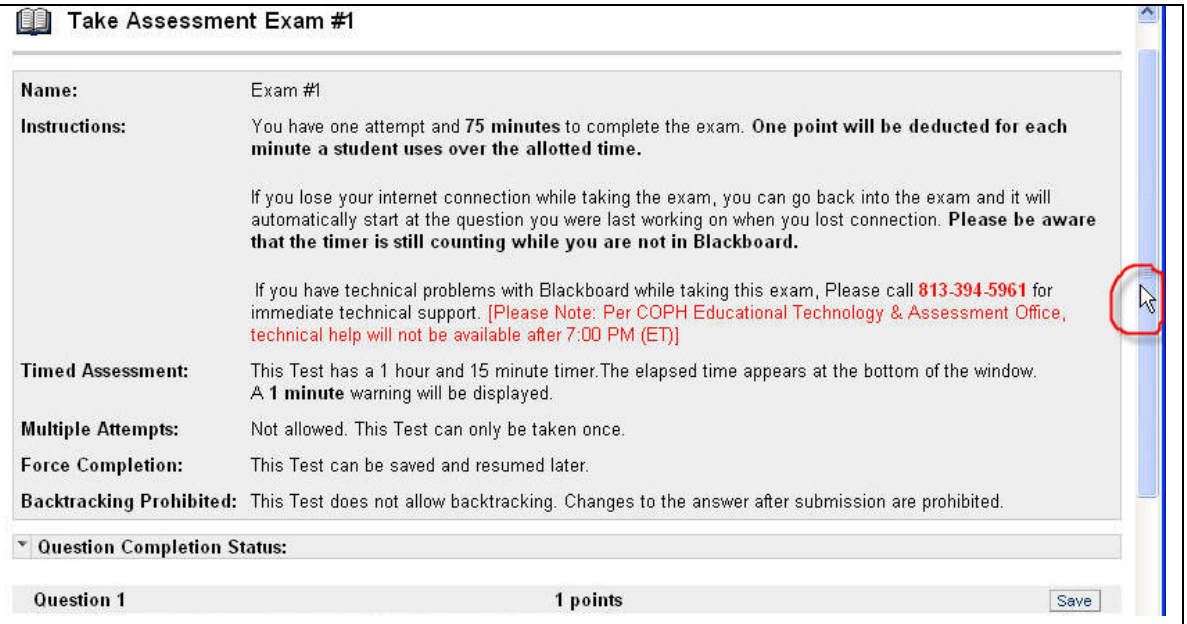
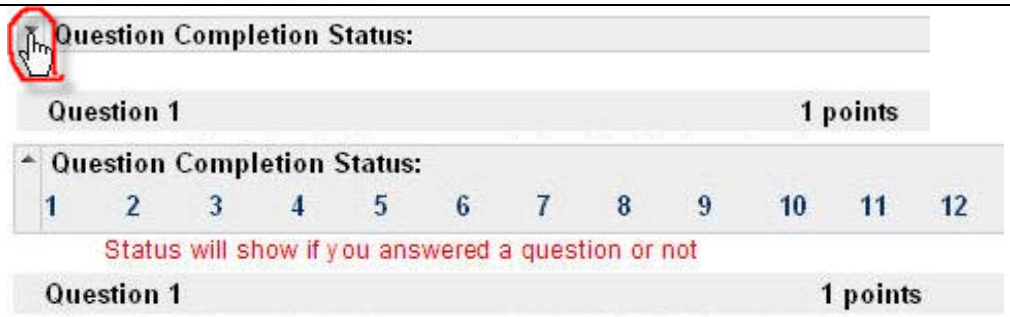
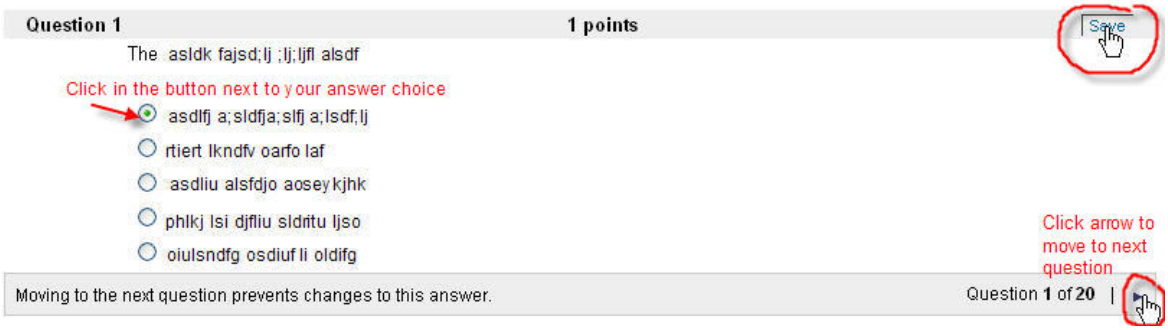
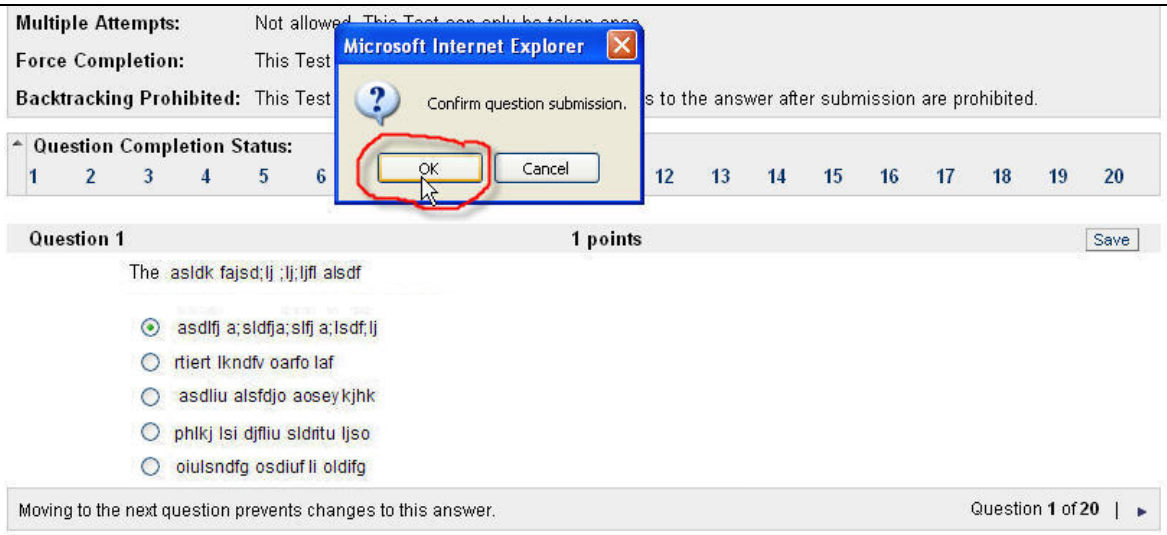
How to Navigate in the Blackboard Exam:

To get to the Exam, click on the **Exam button**	
You will see the name of the Exam. Beneath that, you will see Instructions. **YOU MUST READ THESE INSTRUCTIONS BEFORE TAKING THE EXAM.** **Write down the Tech Support Phone Number from the Instructions.** If at any time you have technical difficulties you will be able to call for help. When you are ready to begin the Exam, **Click on the name of the exam**	
At Begin Exam, if you are ready to start, click **OK**	

Inside the Exam, you will see Instructions first. **If you lose your internet connection, you can go back into Blackboard and enter the exam and start automatically at the last question you were working on.** Scroll down until you see Question #1.	
Question Completion Status will show you which questions you answered and which you left blank. Click on the **DOWN Arrow** to see Status.	
Only 1 question is displayed at a time and you CANNOT go back to a previous answer and modify it. ● Click in the button next to your answer choice ● Click **Save** to save your answer. *(If you fail to click Save, the answer will still be saved when you confirm that you want to go to the next question.) ● When you are ready to move to the next question, click the **RIGHT arrow** in the bottom right of the screen.	

When you Click the **RIGHT Arrow** to move to the Next Question, Blackboard will ask you to Confirm your Question Submission.

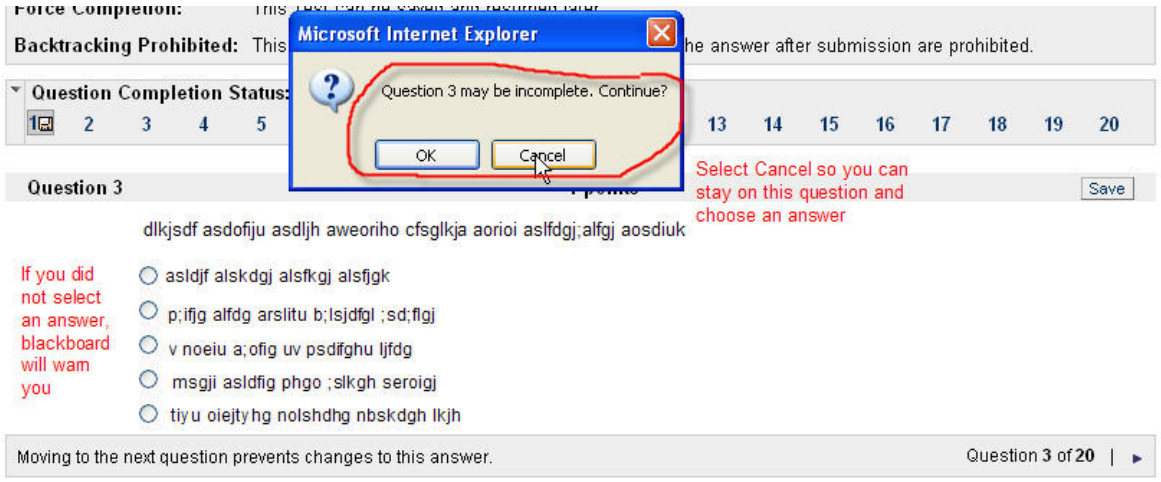
If you are sure you want to confirm, Click **OK**.



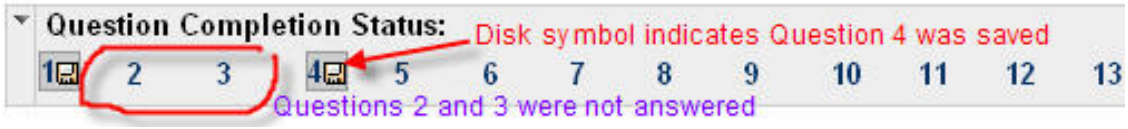
If you did not choose an answer for that Question, Blackboard will warn you that the Question may be Incomplete.
It will ask if you want to Continue?

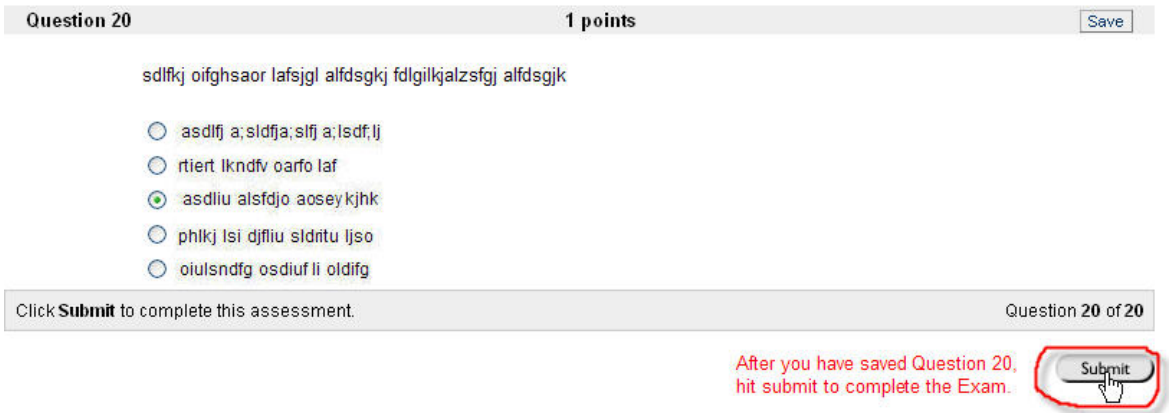
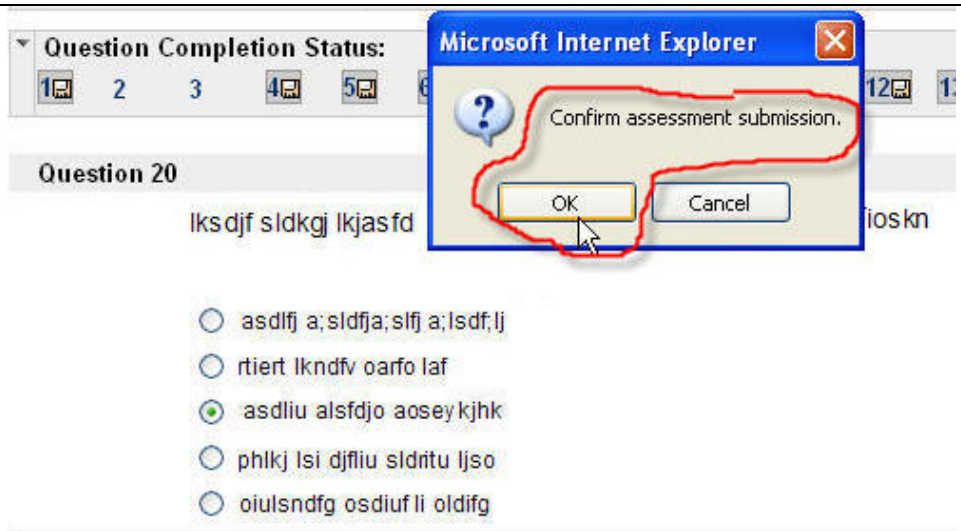
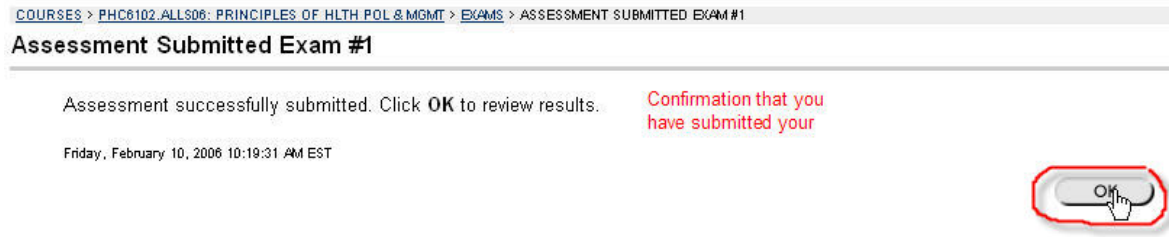
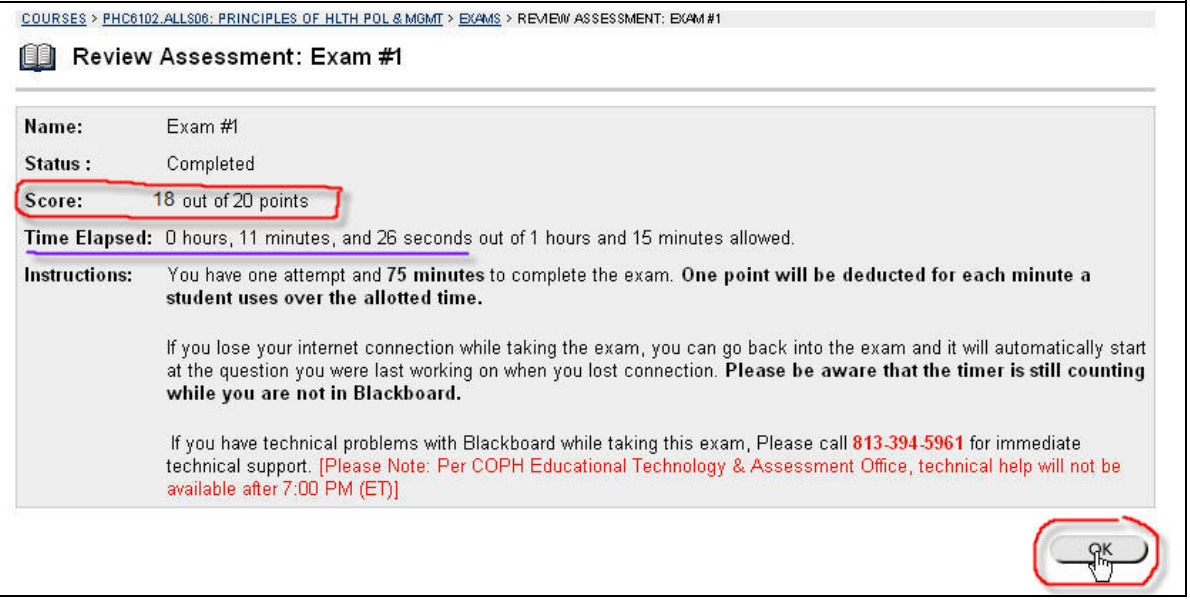
If you did **NOT** intend to leave the question blank, then click **Cancel** so you can stay on that question and choose an answer.

If you want to leave the question blank, click OK



In the Question Completion Status bar, there will be a Floppy Disk symbol next to answers you saved.
Questions you did NOT answer have No Symbol next to them.



After you have saved the last question, click **Submit** to turn in your completed Exam.	
After you hit Submit, Blackboard will ask you to Confirm your Submission. If you are sure you are ready to turn in your Exam, Click **OK**.	
Blackboard will confirm that you submitted your Exam. Click **OK**.	
Blackboard will give your Exam score and tell you how much time you took to complete the Exam. If you went over the time limit, your instructor will manually deduct points.