How to Navigate in the Blackboard Exam:

To get to the Exam, click on the Exam button	Announcements Syllabus & Text Instructor(s) Weekly Units Exams Class Discussions Student Groups Grades/Drop Box
	Assignment Schedu Tech Assistance
You will see the name of the Exam. Beneath that, you will see Instructions.	COURSES > PHC6102.ALLS06: PRINCIPLES OF HLTH POL & MGMT > EXAMS
YOU MUST READ THESE INSTRUCTIONS BEFORE TAKING THE EXAM.	Exam #1 Study Guide Click here to download the Study Guide for Exam #1
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.	 1. The exam will be given on Sunday, February 12, 2006 2. You must take the exam between 1:00 PM and 7:00PM ET 3. You have one attempt and 75 minutes to complete the exam. You are responsible for adhering to this exam timeframe. One point will be deducted for each minute a student uses over the allotted time. Blackboard does not conclude an exam after 75 minutes, so each student is responsible for tracking the amount of time used. 4. The exam constitutes 20 percent of your final grade in the course. 5. The exam has 20 multiple-choice questions and each question has a value of one point. 6. The best answer should be selected based on information from lectures, videos, cases, web assignments, and assigned text readings. If a choice has any element that is false or incorrect, you
When you are ready to begin the Exam, Click on the name of the exam	
At Begin Exam, if you are ready to	COURSES > PHC6102_ALLS06: PRINCIPLES OF HLTH POL&MGMT > CONTROL PANEL > EXAMS > BEGIN EXAM#1: TAKE HERE
start, click OK	Click Ok to begin Exam #1: take here. Click Cancel to return.

Inside the Exam, you will see	🛄 Take Assessme	nt Exam #1				
Instructions first.	Name:	Exam #1				
If you lose your internet	Instructions:	You have one attempt and 75 mi minute a student uses over the		am. One point will be	deducted for each	
connection, you can go back into Blackboard and		If you lose your internet connection while taking the exam, you can go back into the exam and it will automatically start at the question you were last working on when you lost connection. Please be aware that the timer is still counting while you are not in Blackboard.				
enter the exam and start automatically		If you have technical problems w immediate technical support. [Pli technical help will not be availabl	ease Note: Per COPH Edu			
at the last question you were working	Timed Assessment:	This Test has a 1 hour and 15 mi A 1 minute warning will be displ	nute timer. The elapsed tin	ne appears at the bottor	n of the window.	
on.	Multiple Attempts:	Not allowed. This Test can only b	e taken once.			
	Force Completion:	This Test can be saved and resu	med later.			
Scroll down until you	Backtracking Prohibited:	This Test does not allow backtra	cking. Changes to the ans	wer after submission are	e prohibited.	
see Question #1.	* Question Completion S	itatus:				
	Question 1		1 points		Save	
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Arrow to see	Status will	show if you answered a	(a) (a)			
Status.	Status will show if you answered a question or not Question 1 1 points					
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*(If you fail to click	Moving to the next question (prevents changes to this answer.			Question 1 of 20	
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	1					
the bottom right of						

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 .	Multiple Attempts: Not allowed This Test Force Completion: This Test Backtracking Prohibited: This Test Question Completion Status: Confirm question submission. 1 2 3 4 5 6 Question 1 Cancel 12 13 14 15 16 17 18 19 20 Question 1 1 1 16 17 18 19 20 Question 1 1 1 16 17 18 19 20 Question 1 1 1 10 17 18 19 20 Question 1 1 1 16 17 18 19 20 Question 1 1 19 20 Save Save The asldk fajsd; lj ; lj; ljfl alsdf 3 3 Save Tie asldk fajsd; lj a; lsdf; lj 14 15 16 17 18 19 20 Or tiert lkndfv oarfo laf 1 1 1 1 1 1 1 1
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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?	Force completion: Inits that is that is the state and color and resonant
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	blackboard will wam you • v noeiu a; ofig uv psdifghu ljfdg • msgji asldfig phgo ; slkgh seroigj • tiy u oiejity hg nolshdhg nbskdgh lkjh Moving to the next question prevents changes to this answer. Question 3 of 20 •
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.	Question Completion Status: Disk symbol indicates Question 4 was saved 1 2 3 Questions 2 and 3 were not answered 0 0 0 0 0 0 0 0 0 0 0 0 0

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	Click Submit to complete this assess	ment. (Question 20 of 20				
		After you have saved Question 20	Submit				
		hit submit to complete the Exam.					
After you hit Submit,		Status: Microsoft Internet Explorer					
Blackboard will ask	* Question Completion S						
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Blackboard will	COURSES > PHC6102.ALLS06: PRINCIPLES C	F HLTH POL & MGMT > EXAMS > ASSESSMENT SUBMITTED EXAM #1					
confirm that you	Assessment Submitted Ex	am #1					
submitted your							
Exam. Click OK.	Assessment successfully sul	omitted. Click OK to review results. Confirmation that you have submitted your					
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			OH				
	COURSES > PHC6102.ALLS06: PRINCIPLES O	FHLTH POL&MGMT > EXAMS > REVIEW ASSESSMENT: EXAM #1					
Blackboard will give	💷 Review Assessment:	Exam #1					
your Exam score							
and tell you how	Name: Exam #1						
much time you took to complete the	Status : Completed						
Exam.	Score: 18 out of 20 points	7					
		es, and 26 seconds out of 1 hours and 15 minutes allowed.					
If you went over the		mpt and 75 minutes to complete the exam. One point will be deducted for each	minute a				
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points. while you are not in Blackboard.							
	If you have techni	cal problems with Blackboard while taking this exam, Please call 813-394-5961 for im	imediate				
	technical support. [Please Note: Per COPH Educational Technology & Assessment Office, technical help will not be						
available after 7:00 PM (ET)]							
			OK				