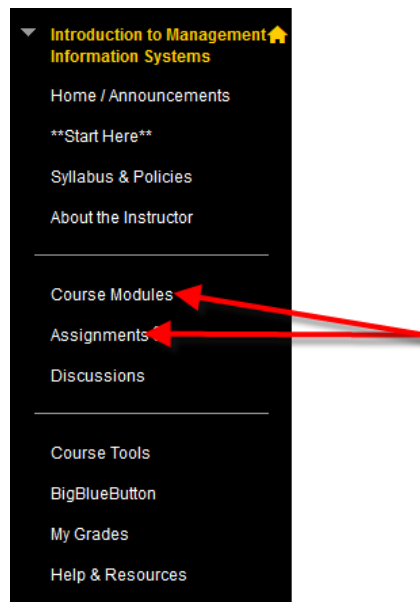


## Attempting a Test

Review this document to learn the steps involved in attempting a test from within Blackboard.

1. Log into the Blackboard system and click to enter the course where you wish to attempt a test.
2. Once you are in the course, navigate to the content area where the test is posted. Depending on how the course has been set up there may be a dedicated Assignments button in the course menu or you may need to click into a course module.



3. Review the test description and instructions that the instructor has posted. Click the title of the test when ready to begin your attempt.



### Online Learning Skills

By achieving a score of 70% or higher on this test you will have demonstrated an understanding of the learning skills necessary to succeed in a distance course.

You have three attempts to achieve the benchmark on this test. You will earn your **Basic Online Learning Skills** badge when you meet goal.

4. When the test loads you can review the settings and instructions one last time. When ready, press the **Begin** button to start your attempt.



**Note:** some tests must be finished in one sitting. Do not close your window or otherwise navigate away from the test if this is the case. Other tests have a timer set. Your time remaining will display at the top of the test.

Cancel **Begin**

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**1. Instructions**

Description	By achieving a score of 70% or higher on this test you will have demonstrated an understanding of the learning skills necessary to succeed in a distance course.
Force Completion	This test can be saved and resumed later.
Multiple Attempts	This test allows multiple attempts.

Click **Begin** to start: Online Learning Skills. Click **Cancel** to go back.  
You will be previewing this assessment and your results will not be recorded.

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5. Complete all work on the test and press **Save and Submit** when done.

**Note:** Should you lose internet connectivity or have your attempt otherwise interrupted, Blackboard automatically saves your work as you progress. You may press Save Answer at any time to store your response.

Save All Answers **Save and Submit**

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**Question 1** 10 points **Save Answer**

This is a sample multiple choice question. Only one response can be chosen.

What is the mascot of American International College?

- Manatee
- Colonial **Radio buttons indicate you can select only one response.**
- Yellow Jacket
- Anteater

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**Question 2** 10 points **Save Answer**

This is a sample multiple answer question. You may check as many boxes as is necessary.

Where is AIC located?

- Missouri
- Springfield **Check boxes indicate you can select multiple responses.**
- Boston
- Massachusetts

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**Save and Submit**

*Click Save and Submit to save and submit. Click Save All Answers to save all answers.*

Save All Answers **Save and Submit**