Blackboard Test Taking Tips for Faculty

Please read through the following tips for the best testing experience possible in Blackboard.

Technology Requirements

Operating Systems

Blackboard recommends students to use at least Windows XP, Vista, or Windows 7. Please note: Microsoft Office is **not** an operating system; therefore, there is no such thing as Windows 2007, only Office 2007 or 2010. This is a common mistake made by users.

Browsers

A browser is your portal to the Internet. There are quite a few on the market today including Internet Explorer, Mozilla Firefox, Apple Safari, and Google Chrome. Blackboard strongly recommends certain browsers for its users.

For users with Windows XP, Vista, or 7, Blackboard recommends the latest Mozilla Firefox, Google Chrome, or Internet Explorer 9. Tests are most stable in the latest Mozilla Firefox. Some audio and video perform better in Internet Explorer 9.

For users with Mac OS X 10.5 "Leopard," 10.6 "Snow Leopard," or 10.7 "Lion," Blackboard recommends using the latest Mozilla Firefox or Safari. Tests are most stable in Firefox. Some audio and video perform better when users have Flip4Mac installed.

Programs and Plug-ins

There are four programs we recommend you have loaded on your computer. These programs include Microsoft Internet Explorer 9 and Mozilla Firefox. These are free downloads and will be your preferred browsers when using Blackboard. On a PC we also recommend Windows Media Player and Apple QuickTime for viewing media files. For Macs, we recommend Flip4Mac to view audio and video files. These are also free downloads and will be your preferred media players when using Blackboard.

There are three plug-ins we recommend you load on your computer. These plug-ins include Adobe Reader, Adobe Flash, and Java. These are also free downloads and are the most commonly used plug-ins for students. Links to these programs and plug-ins can be found on the distance education website at www.cccc.edu/de.

Blackboard Test Taking Tips for Faculty (continued)

Please read through the following tips as you design your tests and administer them to students.

Test Design Best Practices

- Always take your own tests first before administering them to students. This will give you a real time chance to look over the test and find things to look out for including any timer issues and submission problems.

- If you do not already have a test student setup in your course, please let a distance education staff member know. We'll be happy to create one for you.

- Avoid making tests that would take longer than a seated session of your class. For example, most classes meet an hour or two on campus. Design your test to match that. If needed, break up your test into multiple tests. This helps in two ways.
  - Helps prevent timeouts from students taking the test for three hours (upon which Blackboard automatically times out)
  - Makes your tests more closely match your seated sections of the same course and content

Distance Education Contact Information
Email: destaff@cccc.edu **Phone:** 919-718-7529