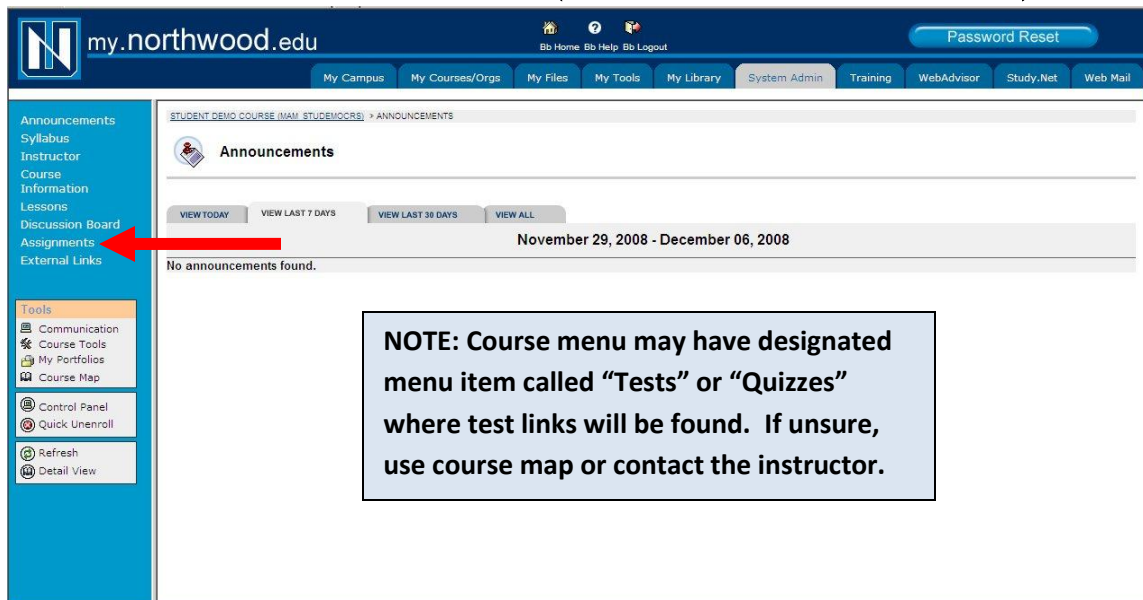


Taking an Online Test

1. Enter my.northwood at <http://my.northwood.edu>, Click the tab My Courses/Orgs, from Course List box, Click title of course (link) to open course, next:
2. Click menu area where test link is housed (use course map to locate if unsure)



my.northwood.edu

STUDENT DEMO COURSE (MAM_STUDEMOCRS) > ANNOUNCEMENTS

Announcements

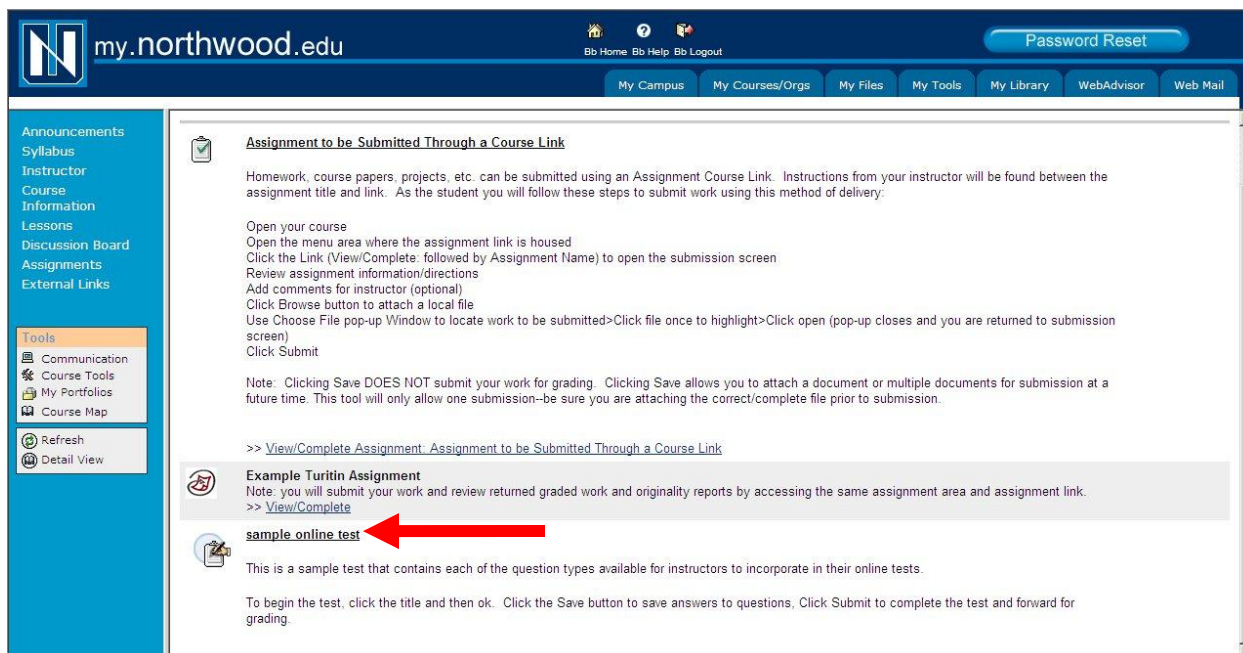
VIEW TODAY VIEW LAST 7 DAYS VIEW LAST 30 DAYS VIEW ALL

November 29, 2008 - December 06, 2008

No announcements found.

NOTE: Course menu may have designated menu item called "Tests" or "Quizzes" where test links will be found. If unsure, use course map or contact the instructor.

3. Click the Test title link



my.northwood.edu

Assignment to be Submitted Through a Course Link

Homework, course papers, projects, etc. can be submitted using an Assignment Course Link. Instructions from your instructor will be found between the assignment title and link. As the student you will follow these steps to submit work using this method of delivery:

Open your course
 Open the menu area where the assignment link is housed
 Click the Link (View/Complete: followed by Assignment Name) to open the submission screen
 Review assignment information/directions
 Add comments for instructor (optional)
 Click Browse button to attach a local file
 Use Choose File pop-up Window to locate work to be submitted>Click file once to highlight>Click open (pop-up closes and you are returned to submission screen)
 Click Submit

Note: Clicking Save DOES NOT submit your work for grading. Clicking Save allows you to attach a document or multiple documents for submission at a future time. This tool will only allow one submission--be sure you are attaching the correct/complete file prior to submission.

>> [View/Complete Assignment: Assignment to be Submitted Through a Course Link](#)

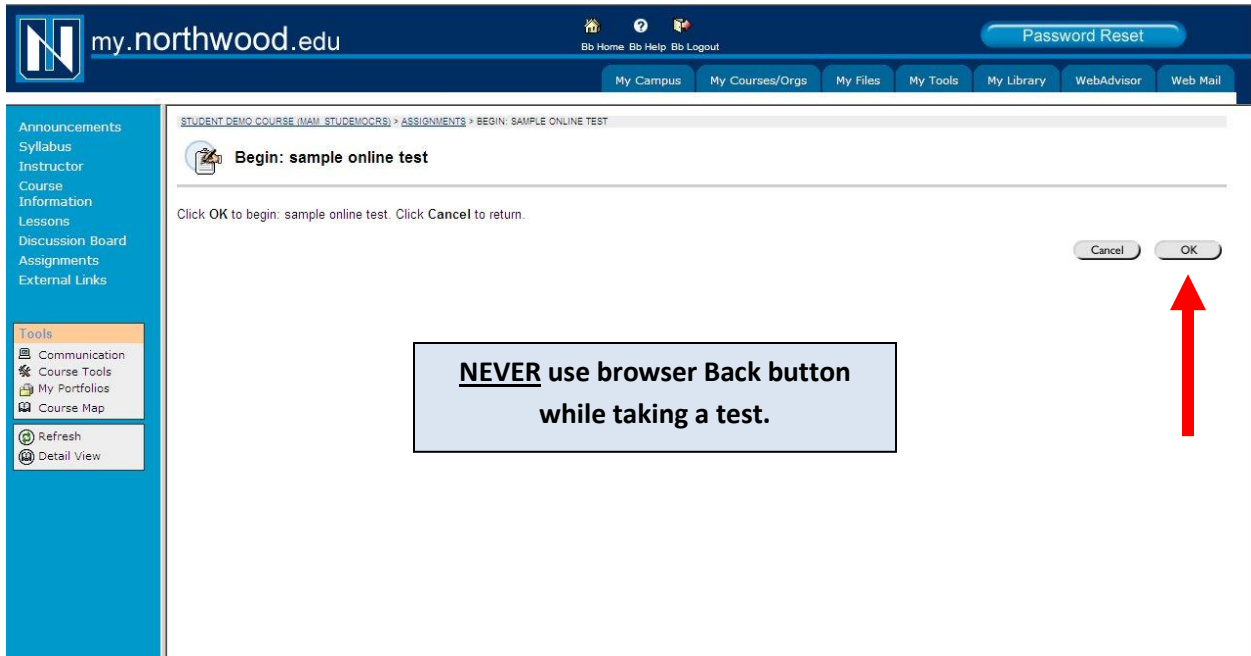
Example Turitin Assignment
 Note: you will submit your work and review returned graded work and originality reports by accessing the same assignment area and assignment link.
 >> [View/Complete](#)

sample online test

This is a sample test that contains each of the question types available for instructors to incorporate in their online tests.

To begin the test, click the title and then ok. Click the Save button to save answers to questions, Click Submit to complete the test and forward for grading.

4. Click Ok to begin test/quiz



my.northwood.edu

STUDENT DEMO COURSE (MAM_STUDEMOORS) > ASSIGNMENTS > BEGIN: SAMPLE ONLINE TEST

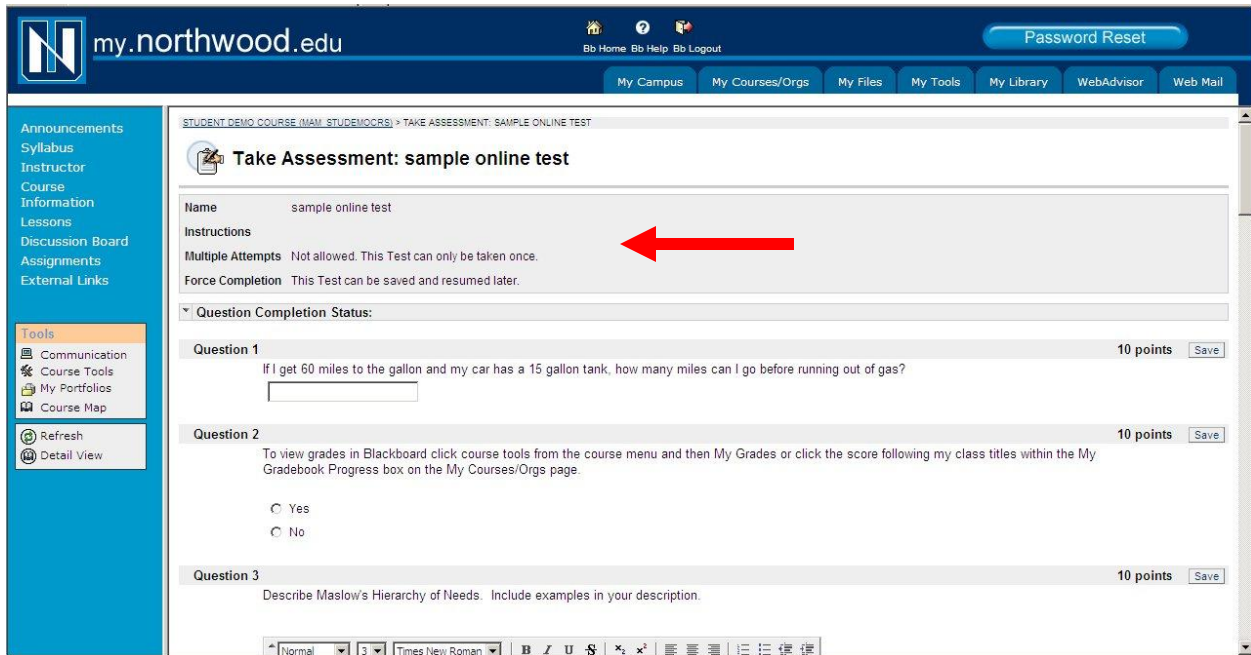
Begin: sample online test

Click OK to begin: sample online test. Click Cancel to return.

Cancel OK

NEVER use browser Back button while taking a test.

5. Review all test descriptions and instructions



my.northwood.edu

STUDENT DEMO COURSE (MAM_STUDEMOORS) > TAKE ASSESSMENT: SAMPLE ONLINE TEST

Take Assessment: sample online test

Name: sample online test

Instructions

Multiple Attempts: Not allowed. This Test can only be taken once.

Force Completion: This Test can be saved and resumed later.

Question Completion Status:

Question 1 10 points Save

If I get 60 miles to the gallon and my car has a 15 gallon tank, how many miles can I go before running out of gas?

Question 2 10 points Save

To view grades in Blackboard click course tools from the course menu and then My Grades or click the score following my class titles within the My Gradebook Progress box on the My Courses/Orgs page.

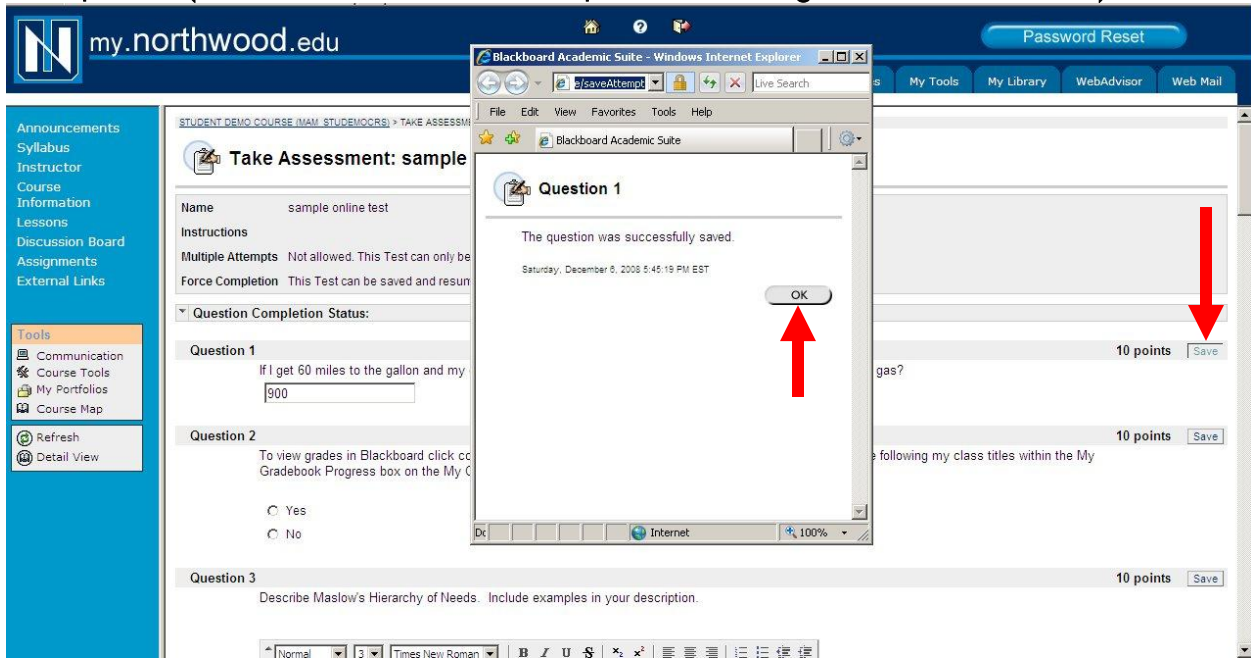
Yes

No

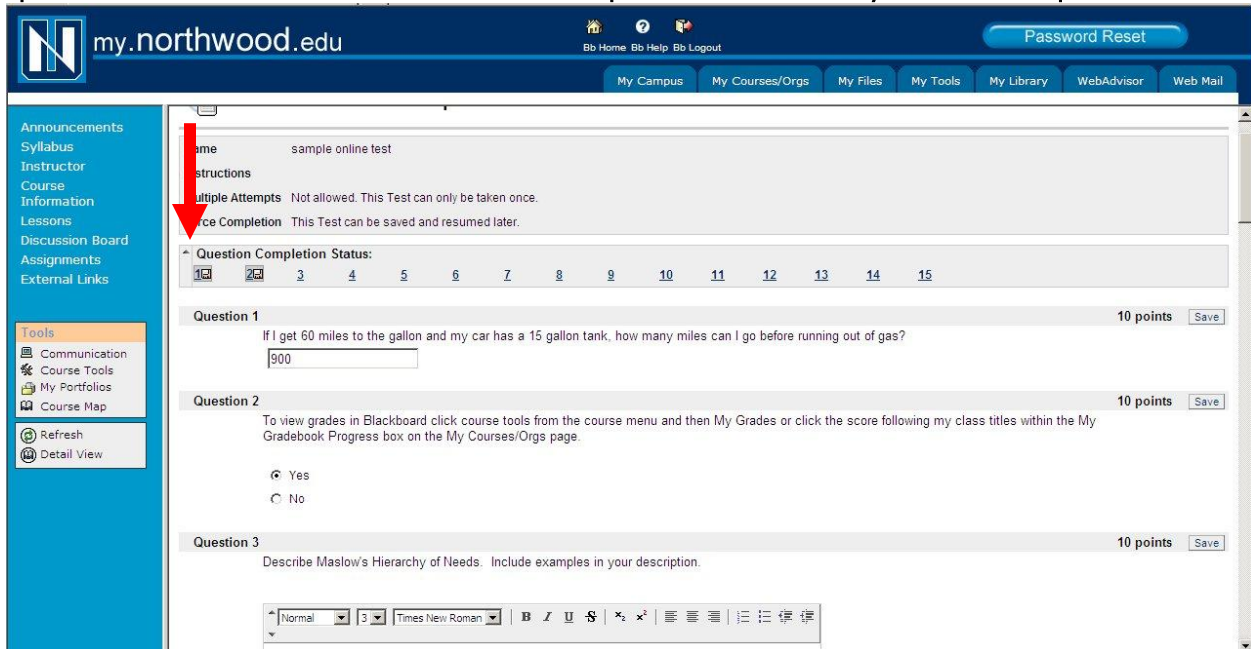
Question 3 10 points Save

Describe Maslow's Hierarchy of Needs. Include examples in your description.

6. Answer each question and click, Save button—Click Ok button to record answer and return to test and next question (student is able to return to a question to change answer and re-save)



7. Click icon to view question completion status before submitting . The image below indicates questions 1 and 2 are answered and saved; questions 3 – 15 are yet to be completed.



It is good practice to ALWAYS be as prepared to take an online test as you would be to complete the test in class. Typically instructors will create limits that will not allow for each question and answer to be researched in order for

8. Click Submit and OK to confirm assessment submission and forward test for grading. Clicking Save will NOT forward test for grading....student must click Submit button to complete assessment properly.

The screenshot shows the my.northwood.edu interface. On the left is a navigation menu with categories like Announcements, Syllabus, and Tools. The main content area displays three questions. Question 13 asks for a tab to access academic transcripts. Question 14 asks about being a Northwood student. Question 15 is a true/false question about Daylight Savings Time. A 'Windows Internet Explorer' dialog box is open in the center, asking to 'Confirm assessment submission.' with 'OK' and 'Cancel' buttons. A red arrow points to the 'OK' button. At the bottom right, there are 'Save' and 'Submit' buttons, with a red arrow pointing to the 'Submit' button.

9. Click OK to review results immediately—if any question type (such as essay) is a question type used in the test, the test grade will NOT be available until instructor has completed grading. If the test is completely objective and the instructor sets the test for results to be immediately available the score will display. The instructor may set the results to be completely un-viewable until a later date or may share score, correct answers, answers given and any feedback associated with test questions.

The first screenshot shows the 'Assessment Submitted: sample online test' screen. It displays the student's name (Test Bb User), the assessment name (sample online test), the course (Student Demo Course), and the submission time (12/6/08 5:51 PM). A red arrow points to an 'OK' button at the bottom right.

The second screenshot shows the 'Review Assessment: sample online test' screen. It displays the following information:

User	Test Bb User
Submitted	12/6/08 5:51 PM
Name	sample online test
Status	Needs Grading
Score	Grade not available

A red arrow points to the 'Needs Grading' status. An 'OK' button is located at the bottom right.

10. Confirm submission by viewing My Grades

The screenshot shows the my.northwood.edu interface. The top navigation bar includes 'My Campus', 'My Courses/Orgs', 'My Files', 'My Tools', 'My Library', 'WebAdvisor', and 'Web Mail'. A 'Password Reset' button is visible in the top right. The left sidebar contains a 'Tools' menu with options like 'Communication', 'Course Tools', 'My Portfolios', and 'Course Map'. A red arrow points to 'My Grades' in the 'Tools' menu. Another red arrow points to the 'My Grades' link in the main content area, which is labeled 'View grades.'

11. An icon, green square with an exclamation point inside, indicates assignment submission.

The screenshot shows the 'View Grades' page. The table below displays the following data:

Item Name	Details	Due Date	Last Submitted, Modified, or Graded	Grade	Points Possible	Comments
Weighted Total	Details			-	0	
Total	Details			-	0	
Assignment to be Submitted Through a Course Link	Details		Dec 6, 2008 3:33 PM		10	
Example Turitin Assignment	Details		Dec 6, 2008 4:49 PM		10	
Using the Discussion Board	Details			-	10	
sample online test	Details		Dec 6, 2008 5:51 PM			

A red arrow points to the green square with an exclamation point icon in the 'Grade' column for the 'sample online test' row. Below the table is an 'Icon Legend' section with an 'OK' button.

Summary:

- Login to my.northwood.edu, Click My Courses/Orgs tab, Click Course Title link,
- Click course menu item when test/quiz link is housed (if the location is unknown, use course map in its expanded view to locate the link);
- Click test/quiz title
- Click Ok to begin test (do NOT use Back button from this point until test is completed)
- Review directions and instructions
- Answer questions and click Save button to record answers
- Click icon at onset of test questions to review completion status of each question
- When test is completed, click Submit button
- Click Ok to review results
- If results are not immediately available, review through My Grades

If a test link cannot be located - contact course instructor.