Vanderbilt University School of Nursing
Student Checklist for Taking Tests in Blackboard

(NOTE: Specialty-year students using Remote Proctor should refer to the VUSN Remote Proctor Users organization in Blackboard for more details about the test-taking process.)

1. If at all possible, **do not** take a test on a computer that is using a **wireless** connection.
2. We strongly recommend that all students install two backup Internet browsers. We recommend that you use Chrome for Blackboard interactions. This backup browser does not need to be your default browser. From our experience, Chrome works well in most Blackboard situations.
3. Reboot your computer before you attempt to access a test in Blackboard. Close all applications other than your testing browser. This includes email, instant messaging, Microsoft Office programs, and other browsers. Keep all other programs closed while you take a test. (The only exception is a blank Word document if the test has essay questions and you intend to copy and paste your answers into the test – and your instructor has explicitly allowed you to work in such a way.)
4. Once you are ready to take the test, open your testing browser and log into Blackboard.
5. Interact with your testing screen at least once every 20 minutes to prevent Blackboard from timing out of your connection. (Scrolling and clicking are typical interactions.)
6. After you have completed the test, make sure you hit the **submit** button, then **log out of Blackboard** if no immediate testing feedback is available.
7. After you have taken a test, your instructor may make portions of the test available for review immediately upon submission. Alternatively, if none of the questions require hand grading (e.g., short answer or essay), you may, depending on instructor implementation, log back into Blackboard and check "My Grades" to see if a score has been recorded. If no grade is posted, please email your instructor, unless your instructor has previously notified enrolled students that feedback will not be available on Blackboard.
8. You should clear your browser cache periodically. To clear your browser cache go here: https://nursingapps.nursing.vanderbilt.edu/howtoflushcache
9. If you have any problems with a test in Blackboard, contact your instructor or your instructor's assistant.
10. If you cannot reach your instructor or your instructor's assistant, you can contact technology support by calling one of the following phone numbers during business hours:

   • John Norfleet 615-343-3400
   • Trish Trangenstein 615-343-3246
   • Ryan McNew 615-343-3046

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