

Taking a Test/Quiz

The screenshot shows the SUNY Adirondack Blackboard interface. The top navigation bar includes links for My Institution, Courses, Community, Content Collection, and Services. The left sidebar lists various tools and resources. The main content area displays the 'M1 - Icebreaker Module' with three items: 'M1 - Readings', 'M1 - Practice Test/Quiz' (circled in red), and 'M1 - Assignment With or Without Attachment'. Below the 'M1 - Practice Test/Quiz' item, there is a description: 'The purpose of this Learning Activity is to learn how to submit either a quiz or a test.' and a 'Mark Reviewed' button.

Select M1 – Practice Test/Quiz

The screenshot shows the 'Begin: M1 - Practice Test/Quiz' page. The top navigation bar and left sidebar are consistent with the previous screenshot. The main content area displays the 'Begin: M1 - Practice Test/Quiz' page with the following instructions:

INSTRUCTIONS

Description: The purpose of this Learning Activity is to learn how to submit either a quiz or a test.

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

Multiple Attempts: This test allows multiple attempts.

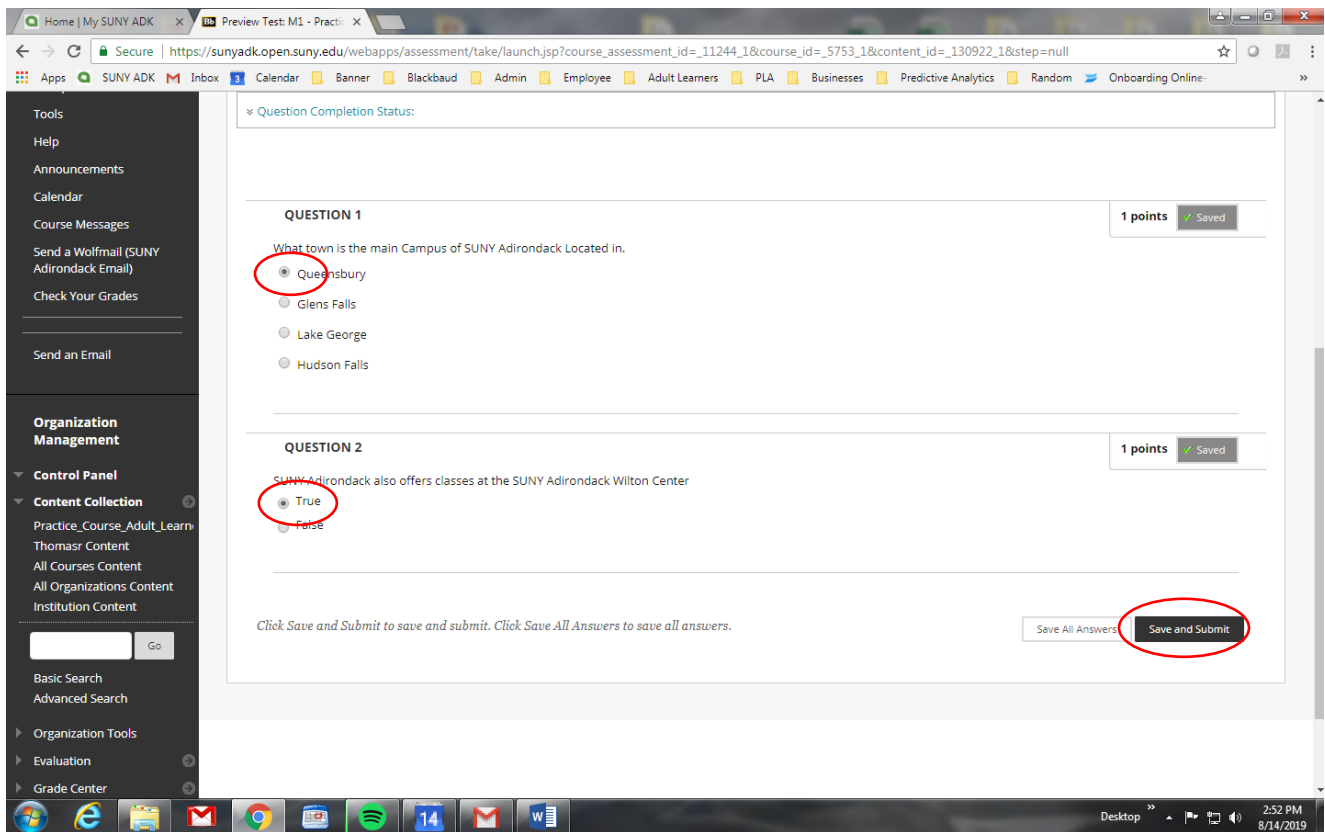
Due Date: This Test is due on August 14, 2019 11:59:00 PM EDT.

Click **Begin** to start: M1 - Practice Test/Quiz. Click **Cancel** to go back.
You will be previewing this assessment and your results will not be recorded.

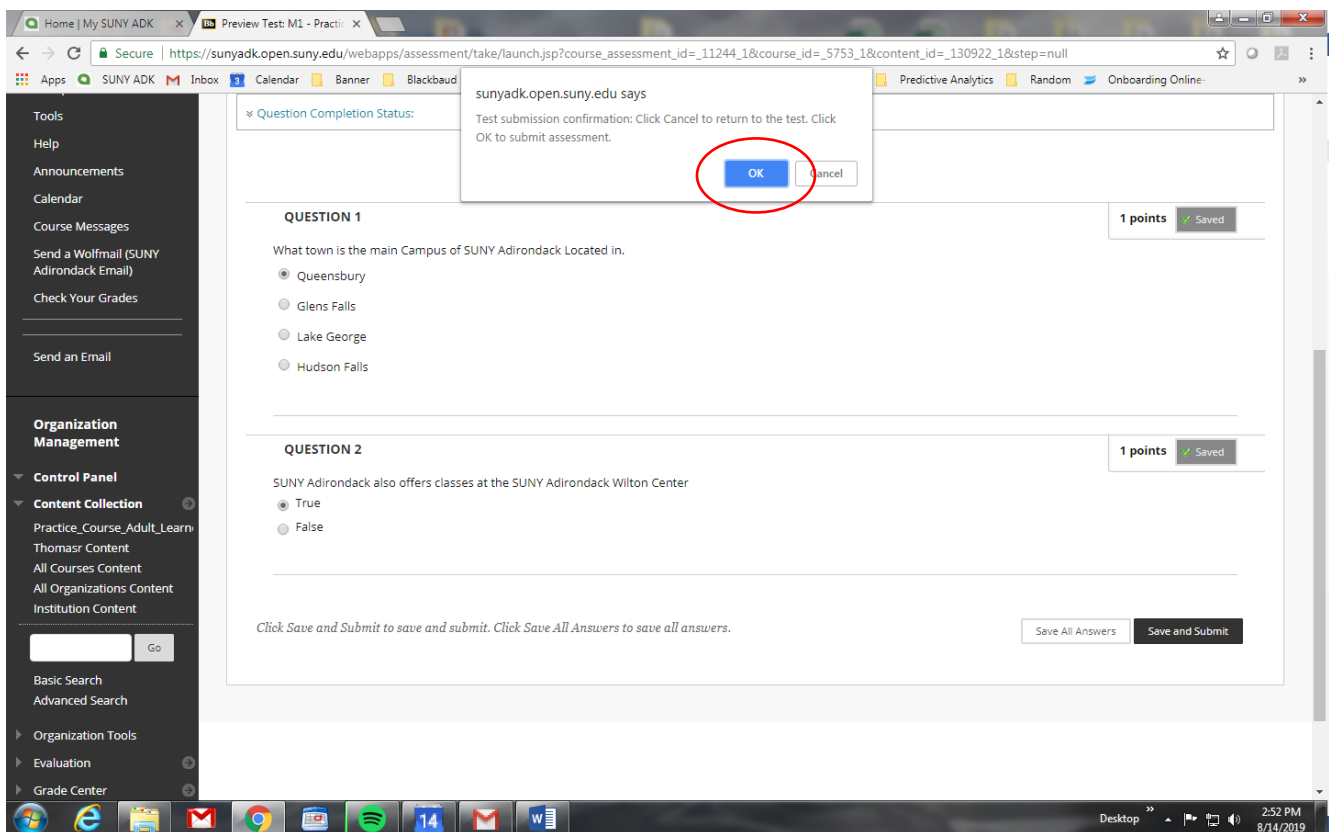
Click **Begin** to start. Click **Cancel** to quit.

The 'Begin' button is circled in red.

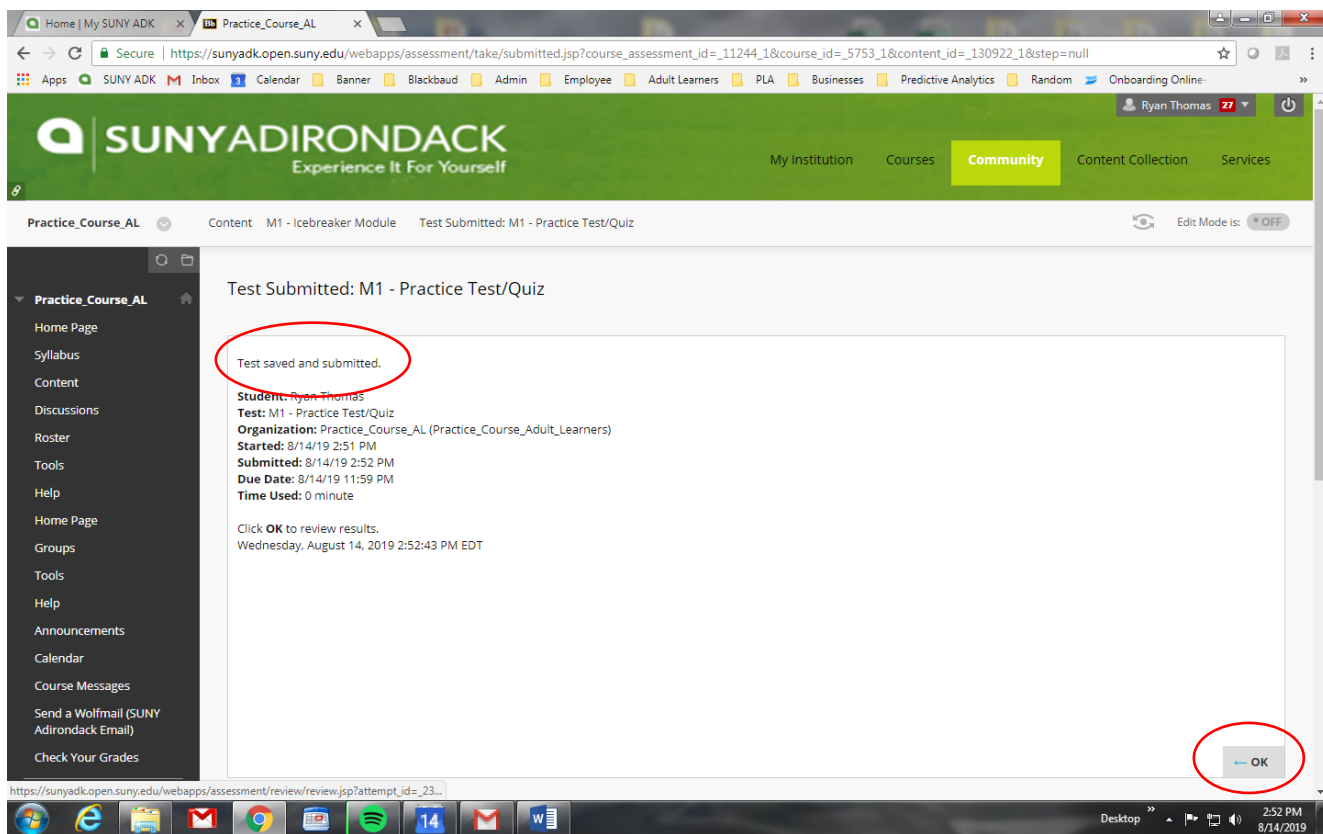
Click on "Begin" in bottom left hand corner



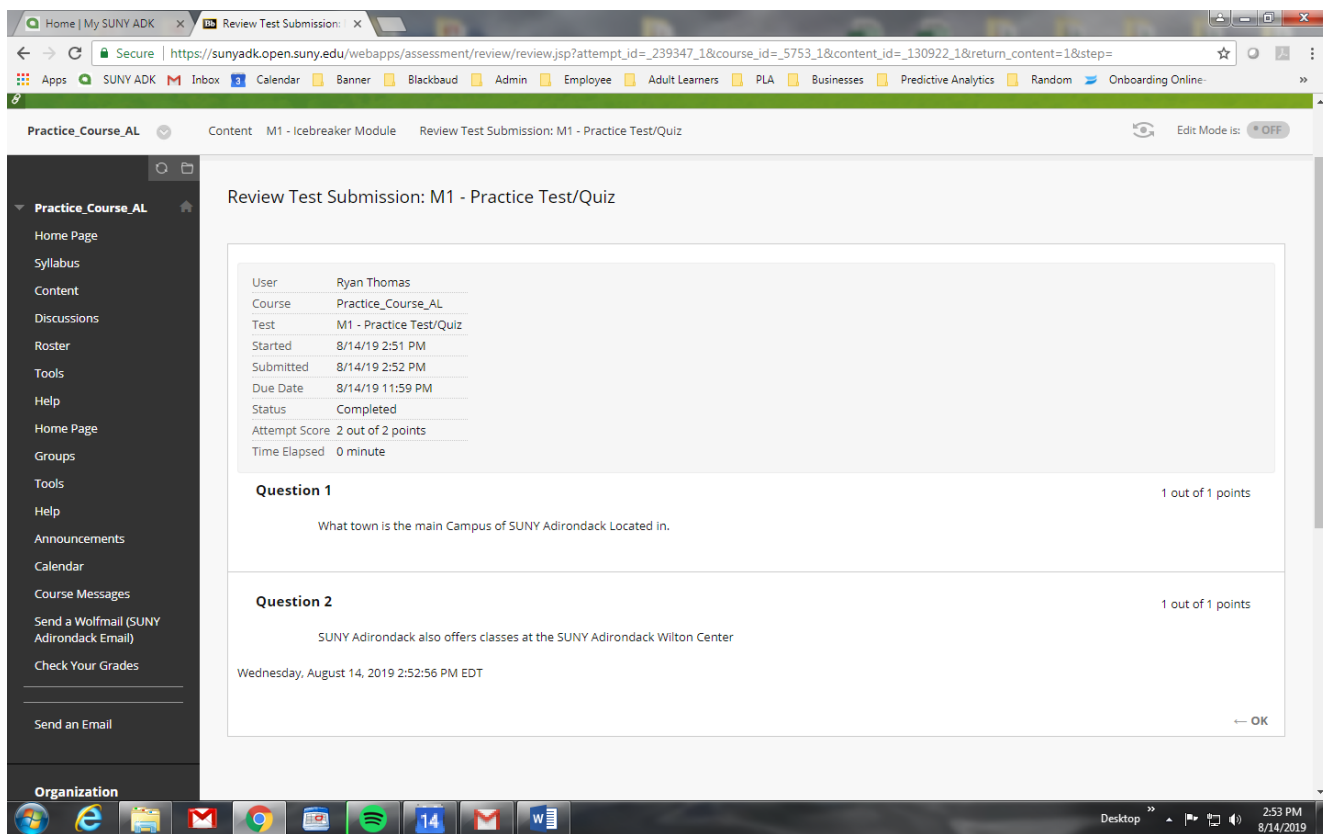
Choose your answers



Click "OK" to submit your test



Test has been “saved and submitted”, click “OK”



Your answers and submission data will show on this page

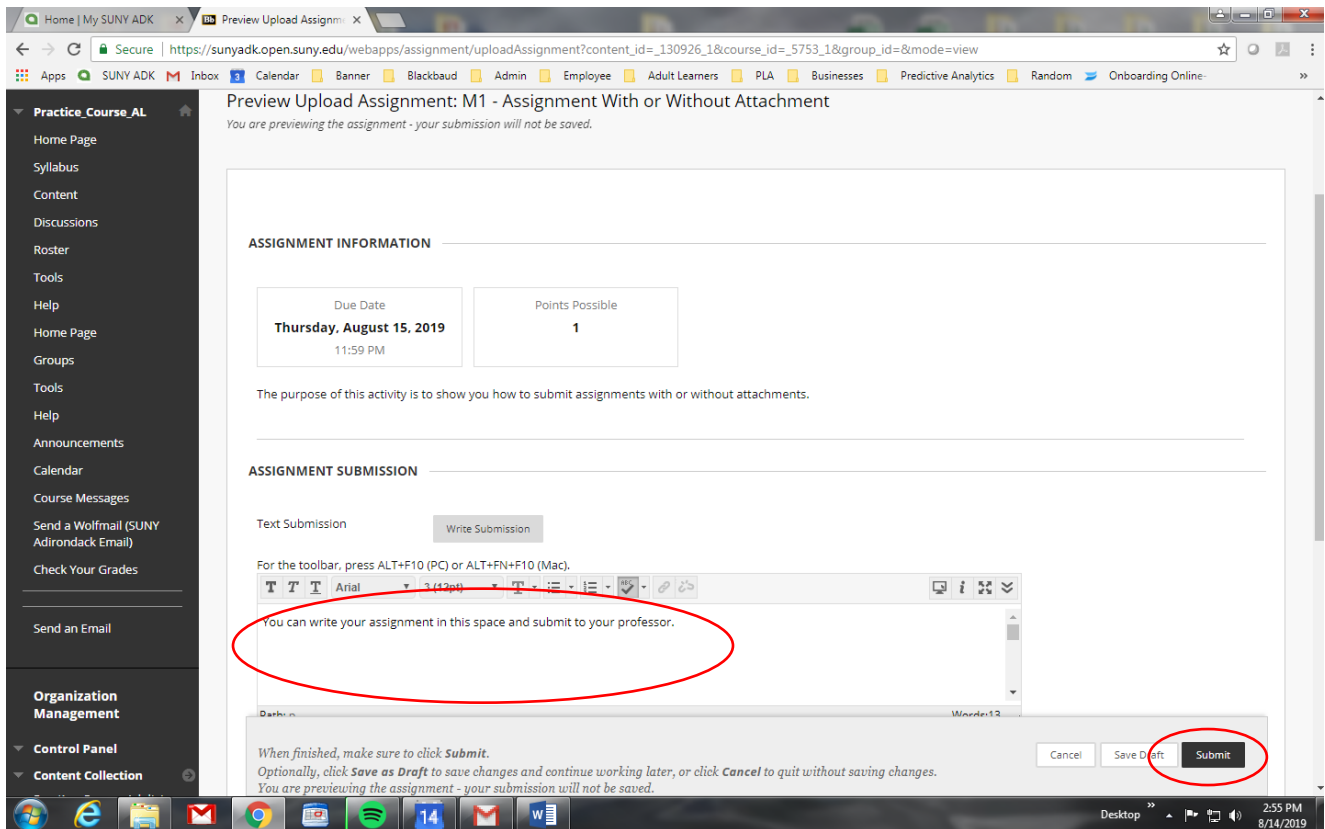
Submit an assignment with or without an assignment

The screenshot shows the SUNY Adirondack Blackboard interface. The top navigation bar includes links for My Institution, Courses, Community, Content Collection, and Services. The left sidebar lists various course tools like Home Page, Syllabus, Content, Discussions, Roster, Tools, Help, Home Page, Groups, Tools, Help, Announcements, Calendar, Course Messages, Send a Wolfmail, and Check Your Grades. The main content area is titled 'M1 - Icebreaker Module' and contains a list of activities: 'M1 - Readings', 'M1 - Practice Test/Quiz', 'M1 - Assignment With or Without Attachment' (circled in red), and 'M1 - Discussion Board (Post and Replies)'. The 'M1 - Assignment With or Without Attachment' activity description states: 'The purpose of this activity is to show you how to submit assignments with or without attachments.'

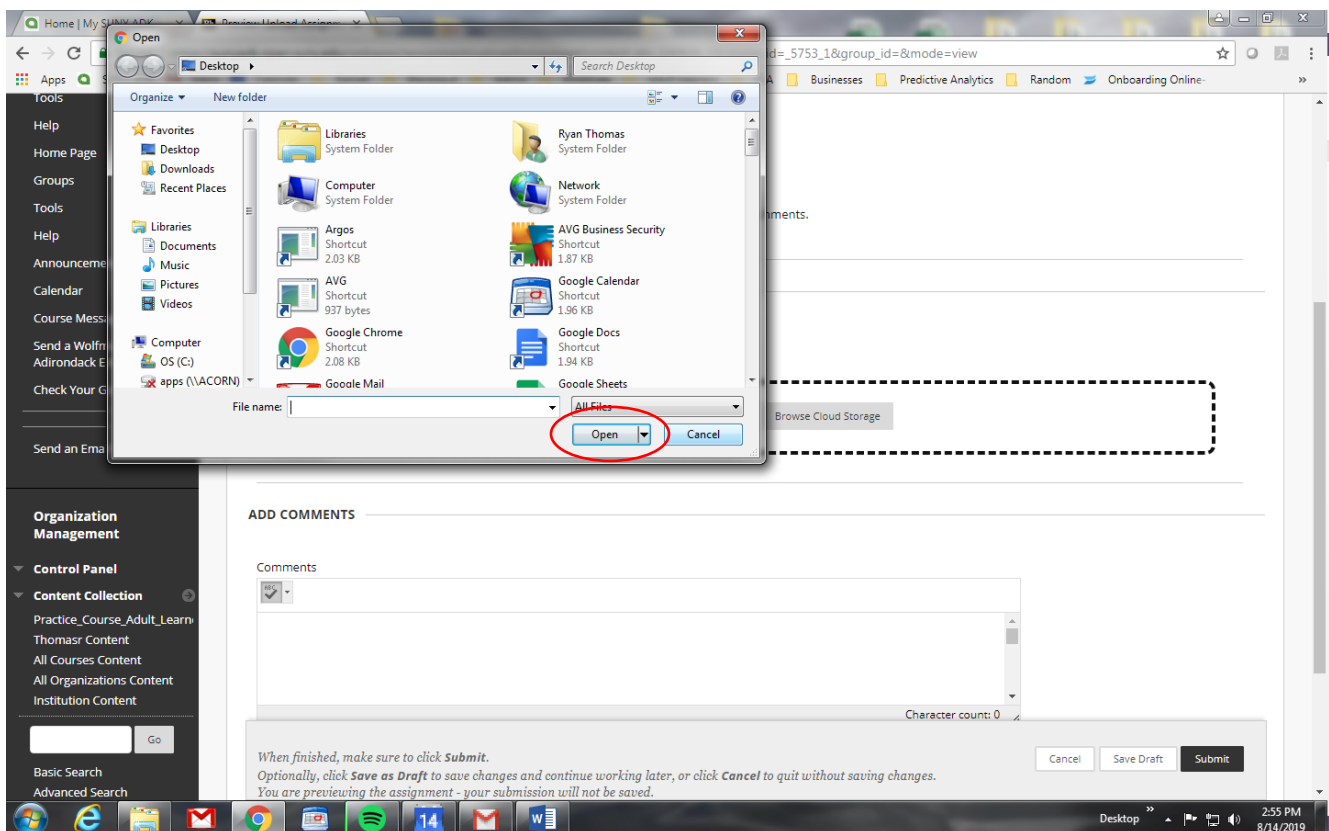
Click on M1 – Assignment with or without attachment

The screenshot shows the 'Preview Upload Assignment: M1 - Assignment With or Without Attachment' page. The top navigation bar is the same as the previous screenshot. The left sidebar is also the same. The main content area is titled 'Preview Upload Assignment: M1 - Assignment With or Without Attachment' and includes a warning: 'You are previewing the assignment - your submission will not be saved.' Below this, there is an 'ASSIGNMENT INFORMATION' section with a table showing 'Due Date: Thursday, August 15, 2019 11:59 PM' and 'Points Possible: 1'. The 'ASSIGNMENT SUBMISSION' section contains a 'Text Submission' area with a 'Write Submission' button (circled in red) and an 'Attach Files' area with a 'Browse My Computer' button (circled in red). The 'ADD COMMENTS' section at the bottom includes a text area and buttons for 'Cancel', 'Save Draft', and 'Submit'.

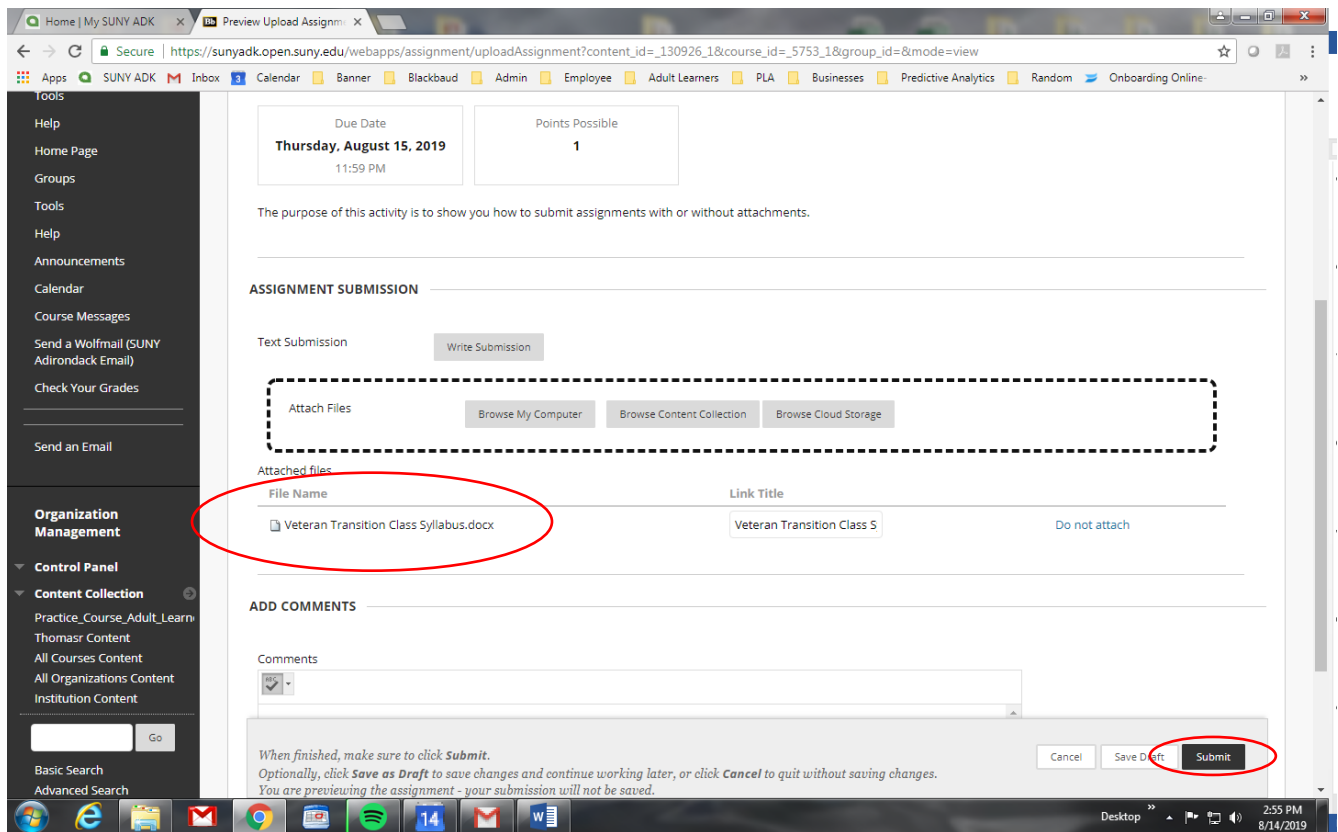
Depending upon the assignment, you may either type in the textbox or use an attachment



If you choose to type in the textbox, then you would write your submission and click “Submit”

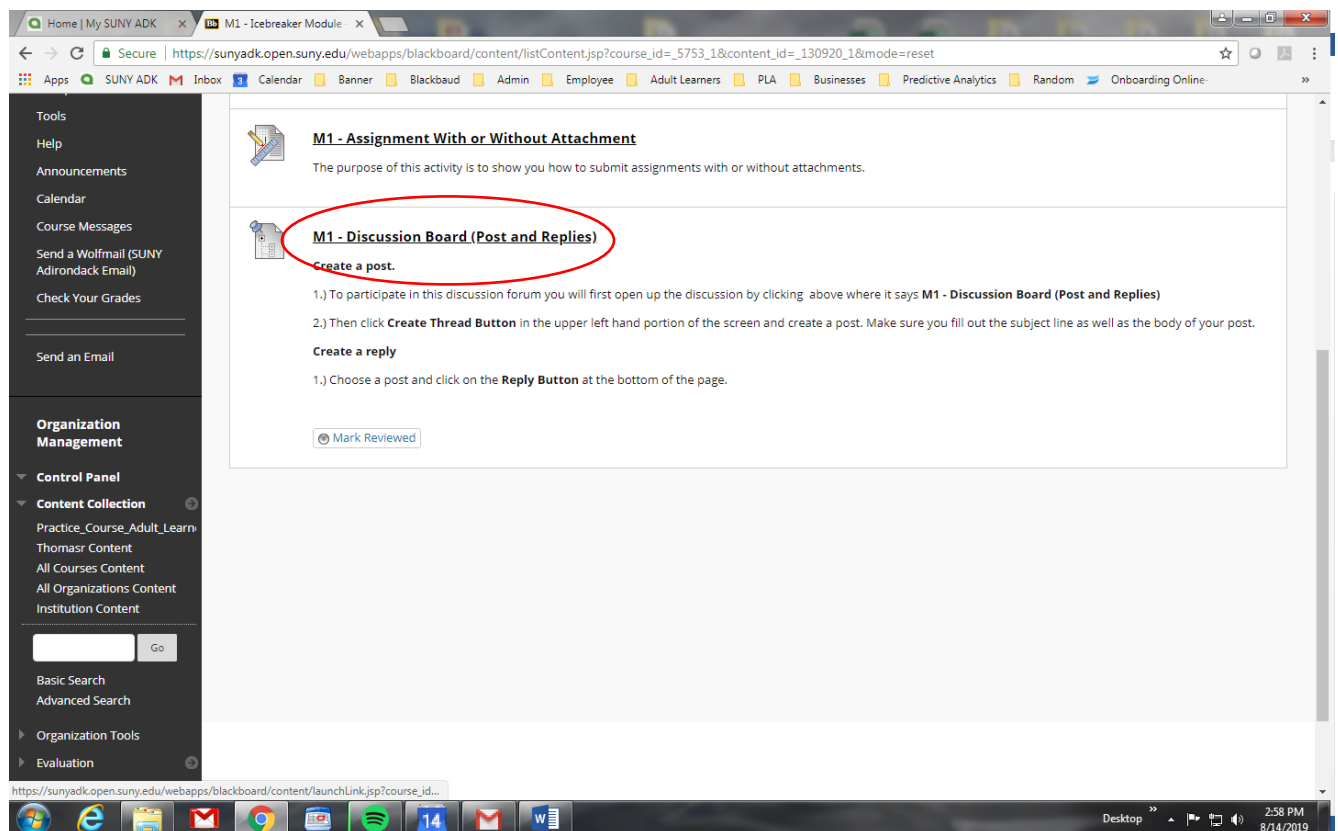


If you choose to use an attachment, then select your file and click “Open”

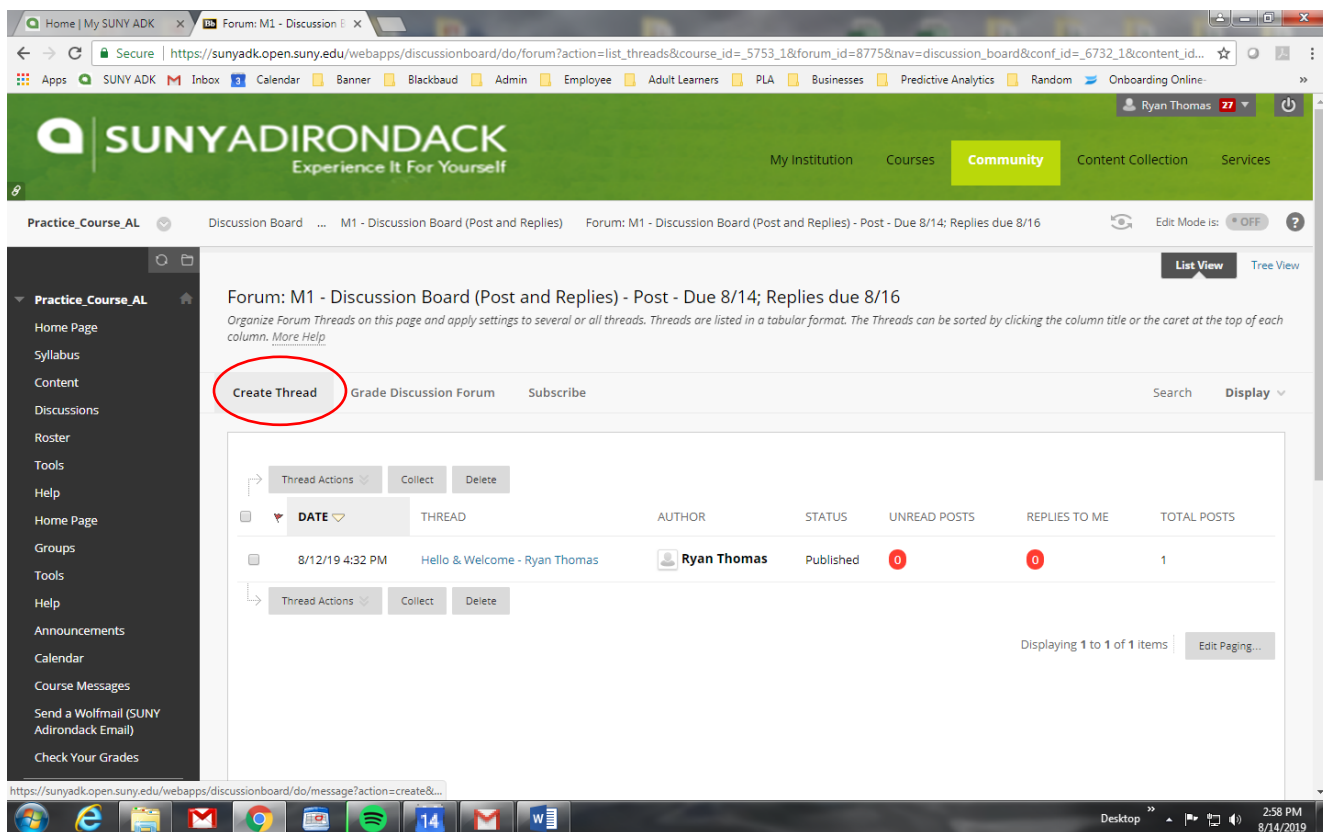


This shows that your file has been attached, then click “Submit”

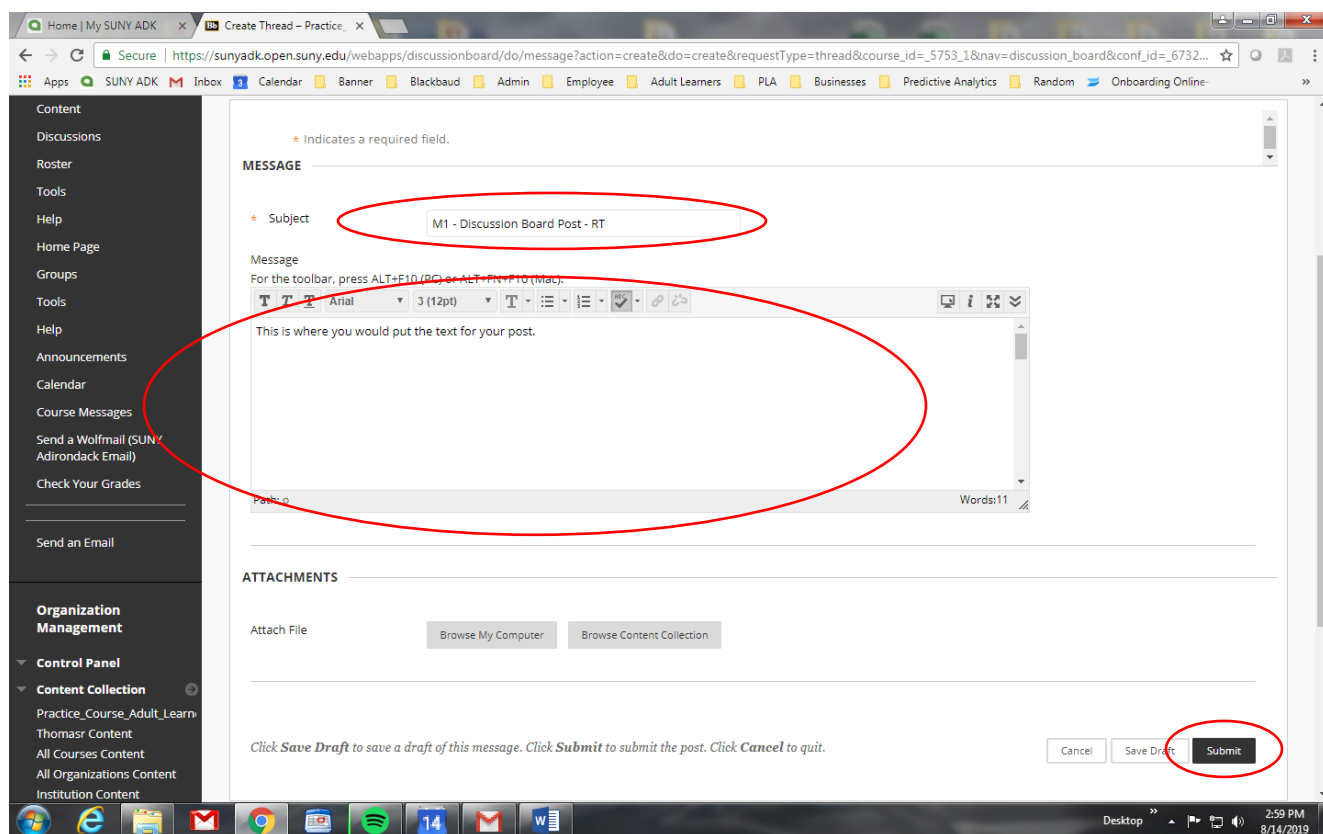
Discussion Board Post



Click on M1 – Discussion Board (Post and Replies)



Click on “Create Thread”



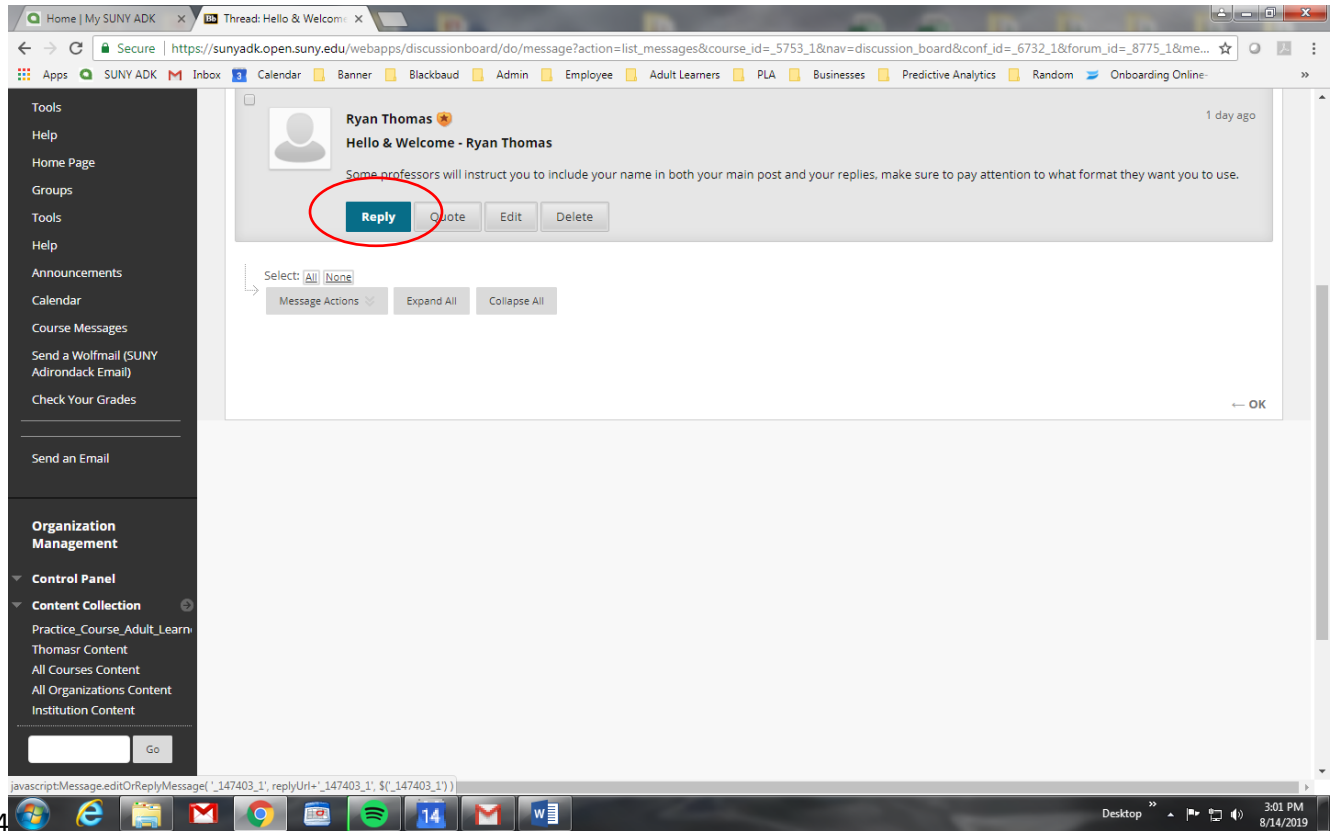
Make sure to fill out the “Subject” box and then type your post into the provided textbox. Click “Submit” once you have completed the post

The screenshot shows the SUNY Adirondack web application. The top navigation bar includes links for My Institution, Courses, Community (highlighted), Content Collection, and Services. A purple banner at the top of the main content area displays the message: "Success: Thread M1 - Discussion Board Post - RT created." This message is circled in red. Below the banner, the page title is "Forum: M1 - Discussion Board (Post and Replies) - Post - Due 8/14; Replies due 8/16". The interface includes a sidebar with navigation options like Home Page, Syllabus, Content, Discussions, Roster, Tools, Help, Groups, Announcements, Calendar, Course Messages, and a bottom section for Organization Management and Control Panel. The main content area shows a table of forum threads with columns for DATE, THREAD, AUTHOR, STATUS, UNREAD POSTS, REPLIES TO ME, and TOTAL POSTS. Two threads are listed: "M1 - Discussion Board Post - RT" and "Hello & Welcome - Ryan Thomas", both by Ryan Thomas. The bottom of the screen shows a Windows taskbar with various application icons and a system clock indicating 3:00 PM on 8/14/2019.

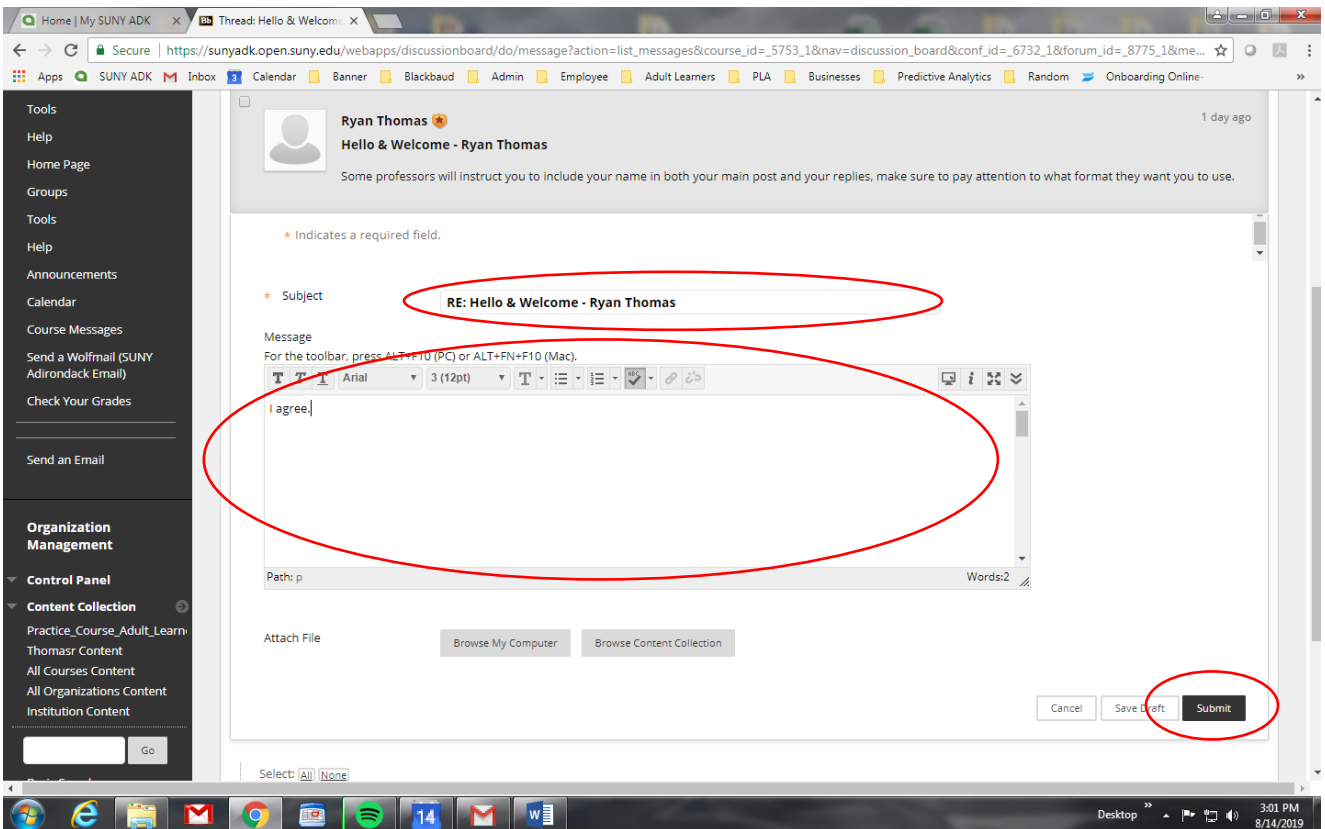
You should be provided with a message regarding your post being successful

This screenshot shows the same SUNY Adirondack discussion board interface, but with a different thread selected. The thread "Hello & Welcome - Ryan Thomas" is highlighted with a red circle, and a context menu is visible over it with the option "Properties of various threads" selected. The table of threads remains the same, showing two entries by Ryan Thomas. The interface elements, including the navigation sidebar and the top banner, are consistent with the previous screenshot. The Windows taskbar at the bottom shows the same system clock and application icons.

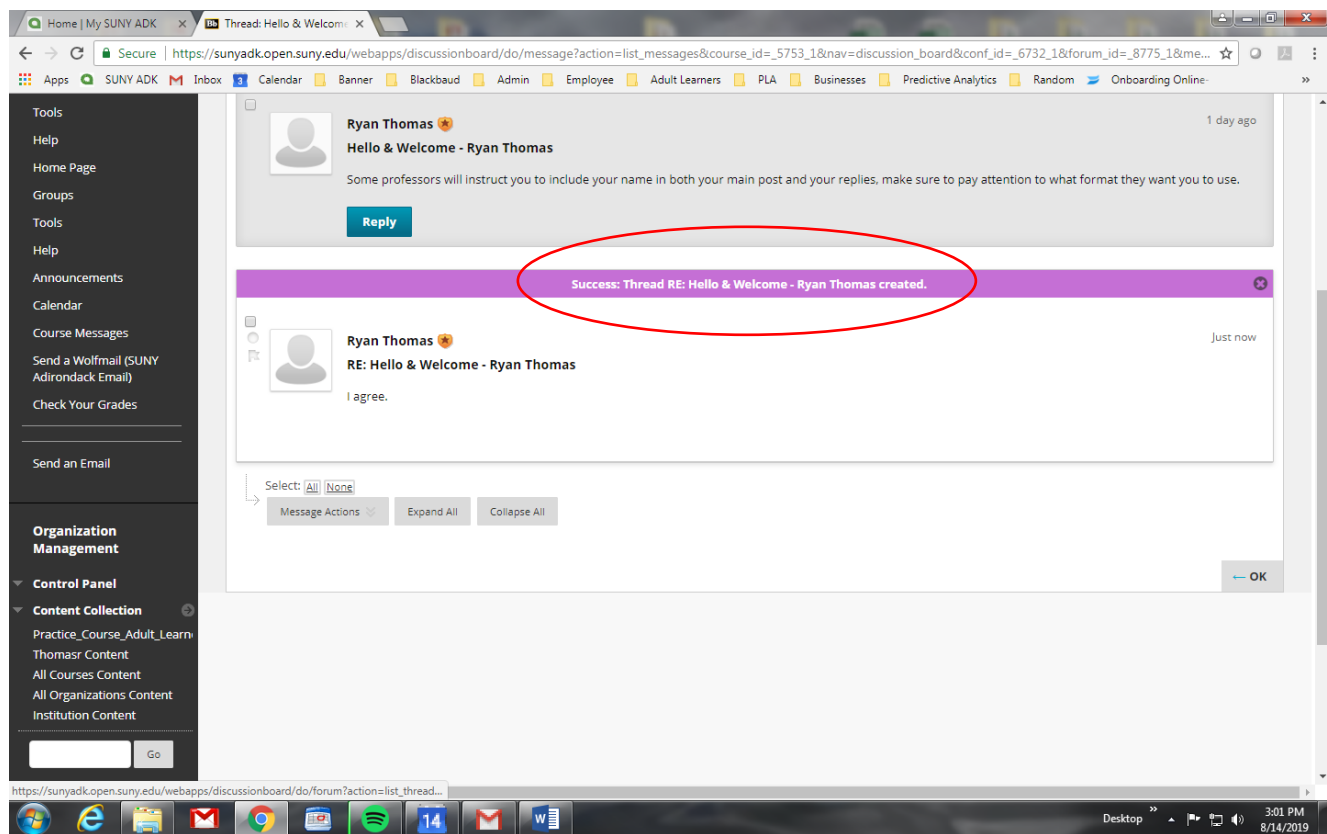
To reply, you would first select a post



You would then click on “Reply”



You can change the “Subject” text if you like and then write your reply. Click “Submit” once your post is complete



You will then be notified that your reply was successful