

How to take a Blackboard Ultra test online



**Northumbria
University**
NEWCASTLE

As part of your studies at the University you may be asked to take an online exam via Blackboard.

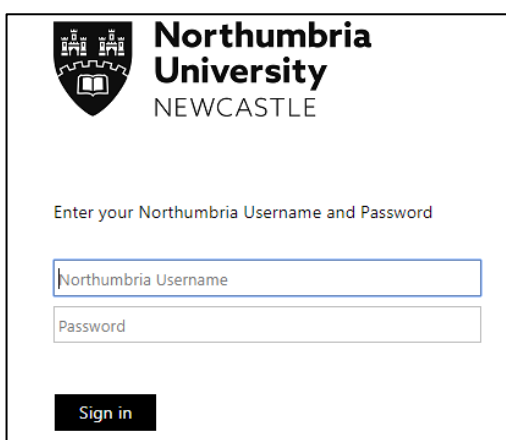
This guide will show you how to access and take your exam online via your module site.

If your exam has a designated start time, please do not enter your module earlier than the stated time as the exam might not be visible to you.

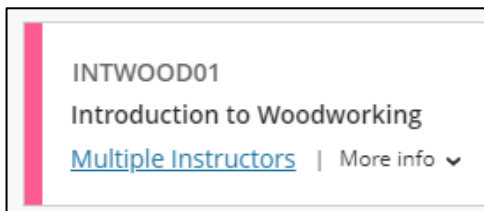
We recommend the Google Chrome browser whilst using Blackboard.

Signing into Blackboard

- 1 Go to <https://elp.northumbria.ac.uk/> and sign into your account.



- 2 In your **Modules & Programmes** page, find the module where you have been advised your exam will take place.



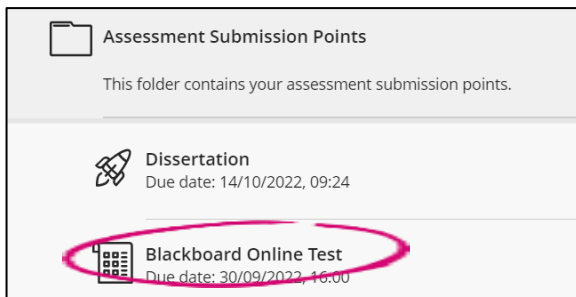
- 3 If your tutor has advised you need to download any supporting files for your exam, such as a data set or an excel file. Please ensure you download this in advance of starting your exam.



- 4 Find the test that you are going to take. Your tutor will advise you as to its location on the module site.

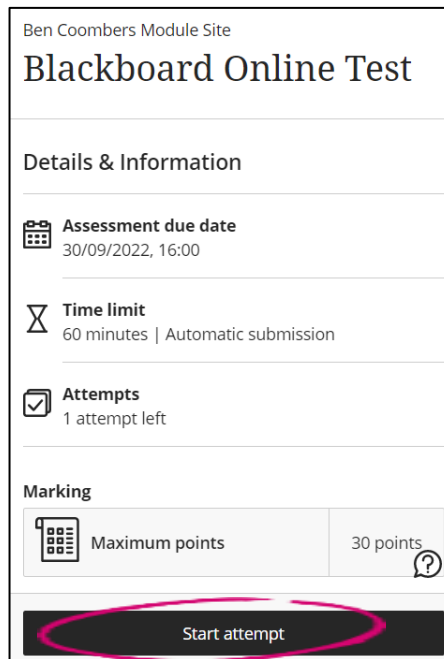
If there is a time limit on the exam this will be stated before you begin to take the test.

Click on the **name of the exam**.




- 5 This will open out the details for the exam, you can see here the maximum number of points allotted, how many attempts you have at the exam and if there is a due date.


When you are ready to start the exam, click **Start attempt**.



Ben Coomers Module Site
Blackboard Online Test



Details & Information

 **Assessment due date**
30/09/2022, 16:00

 **Time limit**
60 minutes | Automatic submission

Attempts
1 attempt left

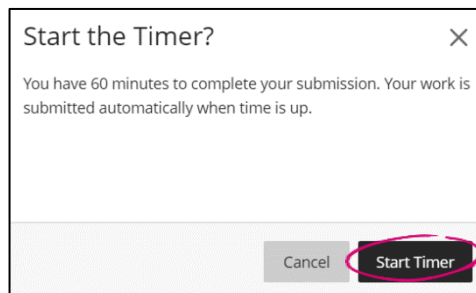
Marking

 Maximum points	30 points 
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Start attempt

- 6 You will be prompted to let you know how much time you must complete your submission and if there is an automatic submission once the timer has ended.

Click **Start Timer**, to begin.

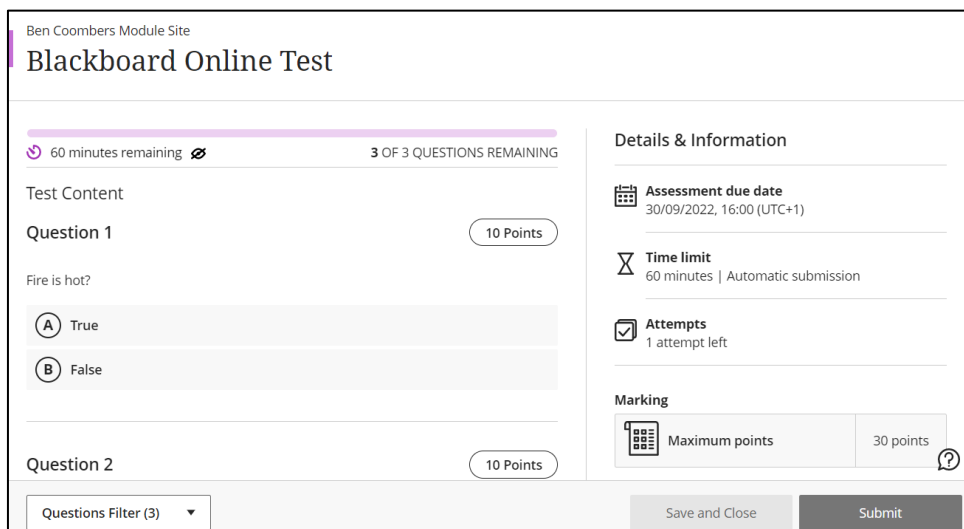


Start the Timer? ✕



You have 60 minutes to complete your submission. Your work is submitted automatically when time is up.

- 7 Once your exam is opened you will see the exam timer in the top of the test in a fixed pane. You can hide this by clicking the eye if you find it distracting.

You may also a progress bar letting you know how many unanswered questions remain in your test. Depending on the way the test has been setup, you may see all of the available questions, or one at a time.



Ben Coomers Module Site
Blackboard Online Test

 60 minutes remaining  3 OF 3 QUESTIONS REMAINING

Test Content

Question 1 10 Points

Fire is hot?


(A) True


(B) False

Question 2 10 Points

Questions Filter (3) ▼



Details & Information

 **Assessment due date**
30/09/2022, 16:00 (UTC+1)

 **Time limit**
60 minutes | Automatic submission

Attempts
1 attempt left

Marking

 Maximum points	30 points 
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- 8 There are various types of questions you may encounter inside of a Blackboard Ultra test. Multiple choice, multiple answer, short written answer questions and more.

The screenshot shows two questions from a Blackboard Ultra test. The first question, 'Question 3', is worth 1 point and asks 'Fire is hot?'. It has two options: 'A Yes' (selected) and 'B No'. The second question, 'Question 4', is worth 100 points and asks 'What is the average airspeed velocity of a laden swallow?'. It has three options: 'A 24 mph', 'B 15 mph', and 'C What do you mean, an African or European Swallow?' (selected).

- 9 When you have answered all the questions you will see the progress bar fill up. At this point if you're able to it would be good to check over your questions to make sure you've answered them all correctly.

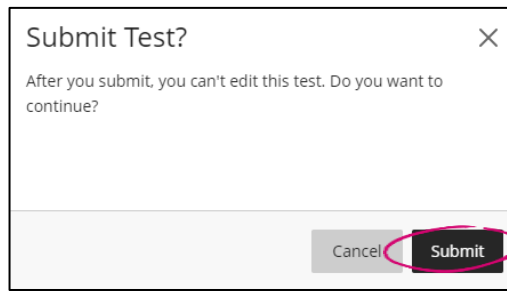
The screenshot shows a progress bar at the top of a Blackboard Ultra test, which is filled with green. Below the bar, it indicates '60 minutes remaining' and '0 OF 3 QUESTIONS REMAINING'. Below this, there is a question 'Question 3' worth 10 points asking 'Sky is green?'. It has two options: 'A True' (selected) and 'B False'.

- 10 If you are happy with all the answers you have provided, click **Submit**.

The screenshot shows two buttons: 'Save and Close' and 'Submit'. The 'Submit' button is highlighted with a red oval.

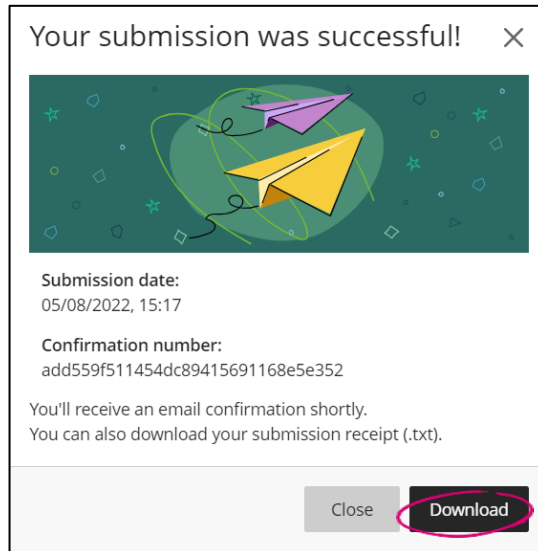
- 11 You will be prompted to submit your test as a final check. This will let you know that you cannot edit the test once you have submitted.

Click **Submit** to close your attempt.



- 12 You will then be presented with your Digital Receipt for submission.

You can download a copy of this and store it as proof of your submission.



What happens if I lose connection during my exam?

If you lose connection during your exam, you will be able to reenter the exam and continue where you left off if it is within the time limit for the exam.

If you lose connection 30 minutes in to the 120-minute exam, you will have 90 minutes to return and complete your exam.

