Useful information for students taking an exam on the Blackboard platform.

What should I do before the exam ?

- log out of the Blackboard using the **log out** option available on the left in the bottom corner on a black background

- restart your computer

- log on to the Blackboard using the **latest version** of **Google Chrome/Mozilla FireFox** browser, we do not recommend Microsoft Edge/Safari IOS/Opera

- make sure that no add-ons and extensions that affect the display and modification of web content, such as ad blockers and pop-ups, are active in your browser

- set the browser to **full screen**, do not open other tabs except the Blackboard page and the exam

- use a **stable, reliable and wired** internet connection, we do not recommend a wireless Wi-Fi network, which may prove unreliable for reasons beyond the control

- when using mobile devices, make sure that the **battery** is fully **charged**, if possible connect the device to a power outlet

- make sure to have a **backup Internet access**, test a **hotspot** available in any Android and IOS mobile phone, receive access to a Wifi network shared nearby by an acquaintance, practice switching between available internet sources

- take care of the space, layout of the cables, operation of the mouse and keyboard

What is important to remember when solving the exam ?

- carefully read the information provided by the instructor, think about the strategy of proceeding based on the length, quantity and type of questions

- avoid accidental clicks of the mouse and keyboard, which can cause unintended actions, such as closing the browser, moving to the next question, choosing the wrong answer

- do not use, so-called **double clicks and mouse wheel**, select the questions with a single click in the appropriate place, make sure the number of correct answers to the question is consistent with the description

- do not use any browser buttons, buttons such as **Refresh** or **Return to previous page** may cause unintended problems

- save and go to the next questions after making sure that you have given 100 percent correct answers

- in the case of questions that need to be answered in the form of several sentences, you should copy your answer to a text file, in order to have it saved elsewhere in case of problems

- wait patiently for questions to **load up**, especially those containing graphical elements

When something goes wrong

- **do not panic**, do not click in random places, let the browser bar load to the end

- identify the **source** of the problem, check whether the cables are connected correctly, whether the Internet is working, if possible, switch to a backup Internet access, calmly turn off the browser and restart the computer

- take **screenshots** or record a **video clip** using a mobile phone, documenting the occurrence of the problem

1. The open page of the Blackboard platform shows the problem (disconnection or other message from the platform).

2. The ping tool that proves uninterrupted access to the Internet (right button on Start-> Run-> in Open window, type in cmd-> in the newly opened window, type in ping onet.pl -t).

3. The status of correct connection to the Internet (right button on Start-> Settings-> Network and Internet).

4. There must be a visible time clock documenting the event during the examination (in the lower right area of the monitor).

- **report** it to an instructor who is able to enable the re-take, extend the duration of the exam, etc.