

# STUDENT GUIDE FOR ONLINE IN CLASS TESTS

## 1. BRING YOUR LAPTOP

Ensure your laptop is in good working order. Close all background applications including security scans and software updates. You should also connect your laptop power supply.



## 2. TURN OFF WiFi

Disable WiFi in your network settings.



## 3. UCD WIRED NETWORK

Connect your LAN Ethernet cable to your laptop via the network port or your ethernet adapter.



## 4. USE MOZILLA FIREFOX

Business eLearning strongly recommends Mozilla Firefox as the web browser for Blackboard access.



## 5. LOGIN TO BLACKBOARD

Login to Blackboard via UCD Connect and access the relevant module. Read all instructions.

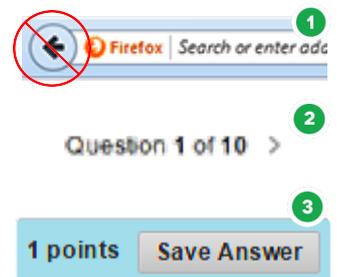


## 6. NAVIGATE CAREFULLY

NEVER use the browser BACK button. <sup>1</sup>

Depending on the test, questions can be displayed *One by One* or *All at Once*. Navigate *One by One* questions by using the question ARROWS. <sup>2</sup>

We recommend you *SAVE ANSWER* as you go. <sup>3</sup>



## 7. SAVE AND SUBMIT

Hit *SAVE AND SUBMIT* to complete the assessment.

