

## Preparation for Online Exams

Well in advance of taking online exams, students should review the following recommendations:

### 1. Blackboard

#### a. Sessions timeout after 90 minutes of inactivity

##### i. **Bb does not recognize typing in a textbox as activity.**

If you're typing an assignment, assessment, or discussion submission for longer than 90 minutes, the session may timeout before the submit button is pressed. This means that you may lose your work. To prevent lost work, you may want to create your content in a word processing program and then copy & paste the content into Blackboard.

**Save your work every 5-10 minutes.**

##### ii. **Bb does not have a session timeout alert.**

#### b. Blackboard has a 3-hour time limit

##### i. After 3 hours of inactivity, Bb will logout the user.

##### ii. Bb does not have an alert.

### 2. Check Computer settings

#### a. Computer or Hard Drive Sleep Mode

##### i. Defaults vary

##### 1. User can change settings.

##### ii. Typically, any activity will prevent a computer from going to sleep or screen saver mode.

##### iii. If performing work that leaves a device idle for an extended period, it is a good idea to tap the space key, move the mouse, or perform some basic function to keep the computer awake.

### 3. Internet connection

#### a. **If possible, use a hard-wired connection (physical connection).**

#### b. **If using Wi-Fi, be near the modem/router.**

##### i. If possible, be in the same room and as near as possible to the modem/router.

##### ii. Allow time for large uploads. Upload speed is typically slower than download speed.

#### c. **If using a cell phone hotspot:**

##### i. Confirm that cellular signal is strong,

##### ii. Confirm that battery charge is high.