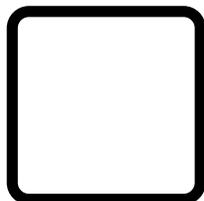


It's Finals Week!

We know some of you have already delivered online exams, so we have some helpful tips we wanted to share and remind you when getting ready to deploy your exams.



SET EXPECTATIONS FIRST (FOR YOURSELF AND YOUR STUDENTS!)

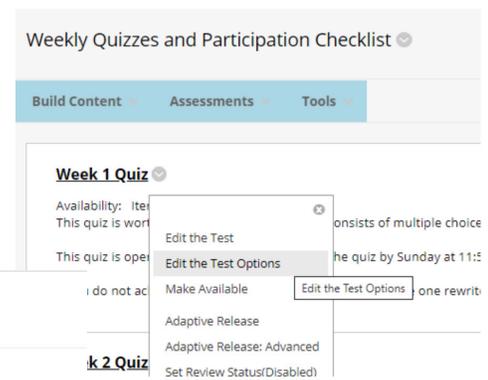
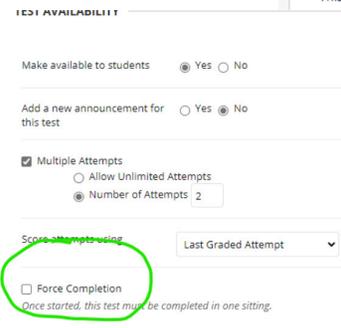
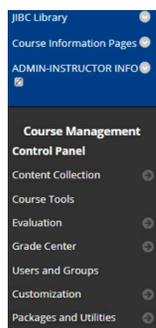
For some of your students this is the first semester of their post-secondary career AND their first time learning online. We are ALL a wee bit stressed! Clearly set your expectations prior to the exam so that everyone in the class knows what kind of support they have if things go awry. Be flexible and have a contingency plan in place just in case you or your students encounter technical difficulties. Technology almost never works perfectly! So plan for hiccups and everyone will have a much happier experience.

MEET WITH YOUR STUDENTS BEFORE IN YOUR VIRTUAL CLASSROOM TO HELP PREPARE THEM FOR THE EXAM.

We've heard of a few instructors who already do this but we think it is way too good not to share with all of you. Before having the students start the exam, meet them in your virtual classroom to go over your expectations, including what technology they should use (and be prepared for connection/technical issues), how to get a hold of you during the exam if they have problems, and other questions they may have prior to writing the exam.

UNCHECK THE FORCE COMPLETION OPTION!

You have a number of options to set for any test in Blackboard, like a release date, a timer, the number of attempts, etc. The **Force Completion** option (located in your Test Options page) determines how the test will be submitted if the user ends their exam abruptly.



When checked, if the user experiences any technical/connection issues, or if they start their exam and decide they need to go away from the computer (and therefore their session expires), even though they may have **time left on their exam timer** their test will auto-submit. Keeping this flag unchecked allows the student to come back in as many times as needed during the duration their exam is available to them (i.e. whatever defined in your timer field).

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BE AVAILABLE TO YOUR STUDENTS FOR THE DURATION OF YOUR EXAM.

Just as you would in your in-person class, be available to your students while they are writing in case they have any questions or problems. During the first part of your class, include how they can contact you along with the rest of your expectations prior to opening the exam. Students can contact you via one of the communication channels in Blackboard (a discussion forum, the internal course email or via Collaborate if you leave it open after you meet with them).



BE FLEXIBLE IN THE FACE OF TECHNICAL DIFFICULTIES.

From the Grade Centre in Blackboard, you are able to clear or ignore an attempt to allow a student to retake the test. This means no one is penalized for having technical problems. If needed, you can even arrange a new time with individual students or set a new time for the full class.



CTLI IS HERE TO SUPPORT YOU!

Email ctli@jibc.ca if you want an extra pair of eyes to review your test options or if you have other questions about building your finals.

Happy Finals!