

BLACKBOARD TESTING

ACCeID _____

STARTING THE TEST

- Log in using ***your* ACCEID & password**
- Click on the course you will be testing for (upper right area of screen)
- Locate the exam
- Click on the exam you checked in for

TAKING THE TEST

- You may only take the test you checked in for.
- **Advise staff immediately if you encounter an issue.**
- Do not use any of the browser's navigation buttons (Back, Forward, Home, etc.) during the test
- Do not click the browser's Refresh or Reload buttons or use keyboard shortcuts such as F5, Ctl+R during the test
- If you experience any issues with inserting special characters, **a symbol chart is on the back of this card**

FINISHING THE TEST

- Click on "Save and Submit"
- Log out of Blackboard. Do not log off the computer
- Check in with staff **before** exiting the Testing Center

Tampering with this computer or accessing anything other than your exam can result in disciplinary action.

Spanish Accents Hold down ALT key and type the numbers

Capital	
Á	ALT+0193
É	ALT+0201
Í	ALT+0205
Ó	ALT+0211
Ú	ALT+0218
Ñ	ALT+0209
Ü	ALT+0220

Lowercase	
á	ALT+0225
é	ALT+0233
í	ALT+0237
ó	ALT+0243
ú	ALT+0250
ñ	ALT+0241
ü	ALT+0252

Symbols	
¿	ALT+0191
¡	ALT+0161
º	ALT+0186
ª	ALT+0170
«	ALT+0171
»	ALT+0187
€	ALT+0128

French Accents Hold down ALT key and type the numbers

Capital	
À	ALT+0192
Â	ALT+0194
Ä	ALT+0196
È	ALT+0200
É	ALT+0201
Ê	ALT+0202
Ë	ALT+0203
Î	ALT+0206
Ï	ALT+0207
Ô	ALT+0212
Œ	ALT+0140
Ù	ALT+0217
Û	ALT+0219
Ü	ALT+0220
ÿ	ALT+0159

Lowercase	
à	ALT+0224
â	ALT+0226
ä	ALT+0228
è	ALT+0232
é	ALT+0233
ê	ALT+0234
ë	ALT+0235
î	ALT+0238
ï	ALT+0239
ô	ALT+0244
œ	ALT+0156
ù	ALT+0249
û	ALT+0251
ü	ALT+0252
ÿ	ALT+0255

Symbols	
Ç	ALT+0199
ç	ALT+0231
«	ALT+0171
»	ALT+0187
€	ALT+0128