


Instructions for Accessing/Taking a Blackboard Exam in an ACC Testing Center

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Print these instructions and take them with you to the Testing Center.

1. Check-in with Testing Center personnel. ACC photo id is required.
Review additional check-in requirements at:
[Testing Center Guidelines](#)
2. After check-in, you will be directed to a testing center PC.
3. If **Blackboard (Bb)** is not open, double-click the “Blackboard Testing” icon in the top left corner of the screen.
4. Login to Bb. Click the course link under “My Courses” to open.
5. Click the “Assignments & Exams” button in the left navigation panel.
6. Click the appropriate exam link.
7. Click “Begin” (on right) on the “Begin: *Exam Title* – Requires Respondus Lockdown Browser” page.
8. Exam starts – good luck.
9. No need to click “Save” (on far right) for each question.
10. When you are complete, click “Save & Submit” (bottom right).
11. Click “OK” (bottom right) on the information page to see results.
12. Click “OK” (bottom right) after reviewing exam.
13. Click “Logout” (top center).
14. Click “red X”  (top right) to close Respondus.

Contact Professor Martínez: rmartin6@austincc.edu with questions.