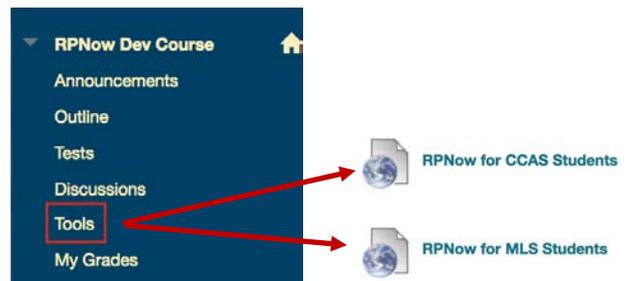# How to take a Blackboard Test Using RPNow

Access RPNow

1. In your Blackboard course locate the RPNow tool link for your school.

   In most cases, this will be located in the **Tools** area on the left navigation menu, but your instructor can place this anywhere in the course. If you cannot find the link, contact your instructor.

2. Find the Exam you will be taking and choose **Begin**.

3. Verify your name, email, and username, and click **Next**. (*Note:* Click the orange button to copy your email to use later.)

4. In the resulting popup, confirm the exam you are taking and select **Next**.

Download RPNow

1. On the RPNow Installation page, choose **Download Software**. You should do this each time you use RPNow, as updates to the software may become available.

2. Locate the downloaded file on your computer and open it to start RPNow.

3. Read the instructions on the resulting screen and click **Next**.

4. The system will start a **Microphone Check** to test your computer's sound. You will need to speak out loud to pass this test. If you do not pass, you will be given a list of troubleshooting options. After you have passed the microphone test, click **Continue**.

Select Your Test

1. Choose your **course** and **exam** from the drop-down menus then enter your **name**, **email**, and **telephone number,** and click **Next.**

   Note: *Your telephone number is optional and is only used so support can contact you.*

2. The RPNow **User Agreement, Advisory, and Testing Requirements** screens will then launch. Please make sure to read these carefully as they detail the rules and requirements for the exam and software.

3. If you have any **prohibited programs** running, such as a Google Chrome or Word, a popup will appear. Save any unfinished work and click **Continue** to close them.

Verify Your Identity

1. You will be asked to take a picture of your photo ID. Make sure the name and picture on the photo are clear and click **Take ID Photo**.

2. Review the photo, and if it is unclear for any reason, click *Retake ID Photo*.

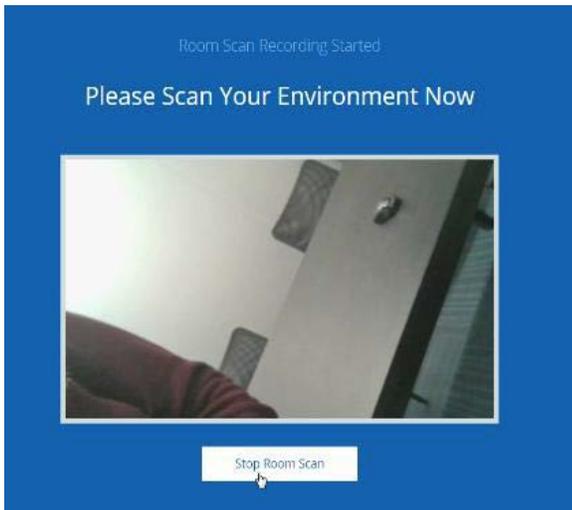   When finished, select the check box under your photo and click **Confirm ID Photo**.

4. Perform a room scan to show your work area. When finished, select **Stop Room Scan** and preview your scan.

   Make sure you clearly pan your desk, walls, and floor as well as any materials that your instructor allows during the test, such as calculators, books, and notes.

5. Click **Confirm Room/Desk Scan** to save it.

6. Take a clear photo to be compared with your Photo ID and click **Confirm User Photo**.

Take Your Exam
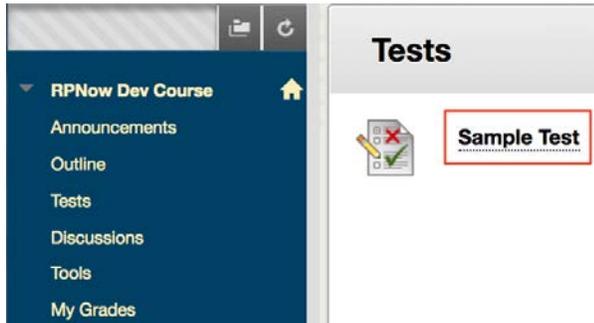
1. After verifying your identity, you will be prompted to log in to Blackboard and open your course.

2. Once in your course, **DO NOT CLICK** the RPNow link again, but find your exam link and click it to begin.

3. On the resulting page, you will be prompted for a password. Click the **Insert Password** button at the top of the screen and the password will automatically populate.
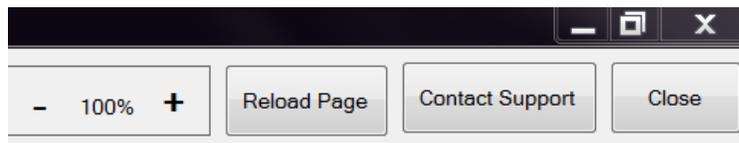

4. Click **Continue** to start the exam.

5. Once you have finished your exam, click the button to **Save and Submit** your answers at the bottom right of the screen.

6. RPNow will continue to record until you exit the software. To exit, click the **Close** or **X** button at the top right corner of the screen.

    In most cases, you will know you have successfully exited RPNow when you see a thank you page.

    For further assistance, contact an RPNow support representative 24/7 at 1-855-436-2039 or http://info.psionline.com/rpnowuniversity_student.