

# Online Math Placement Exam

A Quick Guide on taking the Math Placement Exam for Ithaca College

## Overview

This Quick Guide outlines the steps for logging into Blackboard to take the Ithaca College Math Placement Exam. You must take the Math Placement Exam prior to coming to campus for orientation. If you fail to do so, you will not be able to register for a math course at orientation unless you have received transfer or Advanced Placement credit for a math course. Have scrap paper and a hand-held calculator handy. You should allow up to 90 minutes for the exam. Before you start the exam you may review some typical questions; samples are posted at: <http://www.ithaca.edu/mathsample> Transfer students are strongly encouraged to take the Exam in case your transcripts are not processed prior to registration.

The exam is intended to help determine the mathematics-based course you should take first at Ithaca College. This choice will be based on your background, skills, and interests. In order to obtain an accurate placement it is vital that you take the test honestly. You are on your honor to do only your own work on this test, without receiving assistance from any other resources, and not to discuss the test with others or reproduce test questions in any format. Your advisor will explain the results of your placement when you come to orientation. If you believe the results of the exam do not properly reflect your mathematical preparation, you may contact the Math Department at 607 274-3107 to retake the exam prior to the start of classes.

Make sure you have the letter from the Office of the Registrar before you begin Step 1.

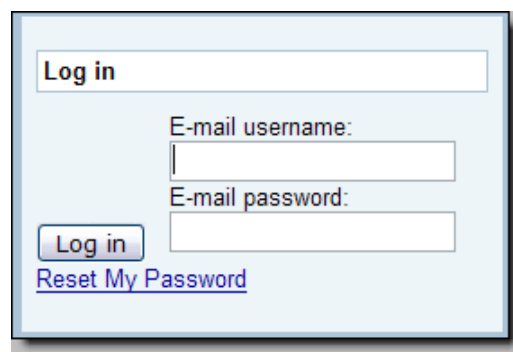
## Step 1- Activate Your Ithaca College (IC) E-mail

**You MUST activate your e-mail account 24 hours before accessing the Online Math Placement Exam. It is IC policy that all business related material be sent to IC e-mail.**

1. Launch a Web browser. Use Internet Explorer or Firefox for Windows PCs. Use Safari or Firefox for Macintosh computers.
2. Go to the Web page: <http://www.ithaca.edu/passwords>
3. In the **Activation** section click **Activate a New Student E-mail Account**.
4. Follow the onscreen prompts to complete activation. You will use the letter from the Office of the Registrar with your HomerConnect User ID and PIN to complete this process.
5. On the final screen, you will be shown your e-mail account information. You will need this information to log into **Blackboard**. Please note and store this information in a safe place.

## Step 2- Log in to Blackboard

1. Using Internet Explorer, Firefox, or Safari, go to the Web page: <http://courses.ithaca.edu> (please note that there is no "www" at the start of the address).
2. Click **Log in to Blackboard**.
3. In the **Blackboard ID** text field, enter your Ithaca College e-mail **username**. Your e-mail username is everything that appears **before the '@' sign of your e-mail address**. For example, the e-mail username for `jdoe1@ithaca.edu` is `jdoe1`.
4. In the **Password** field, enter your e-mail password.
5. Click **Log in**.



The screenshot shows a login form with the following elements:

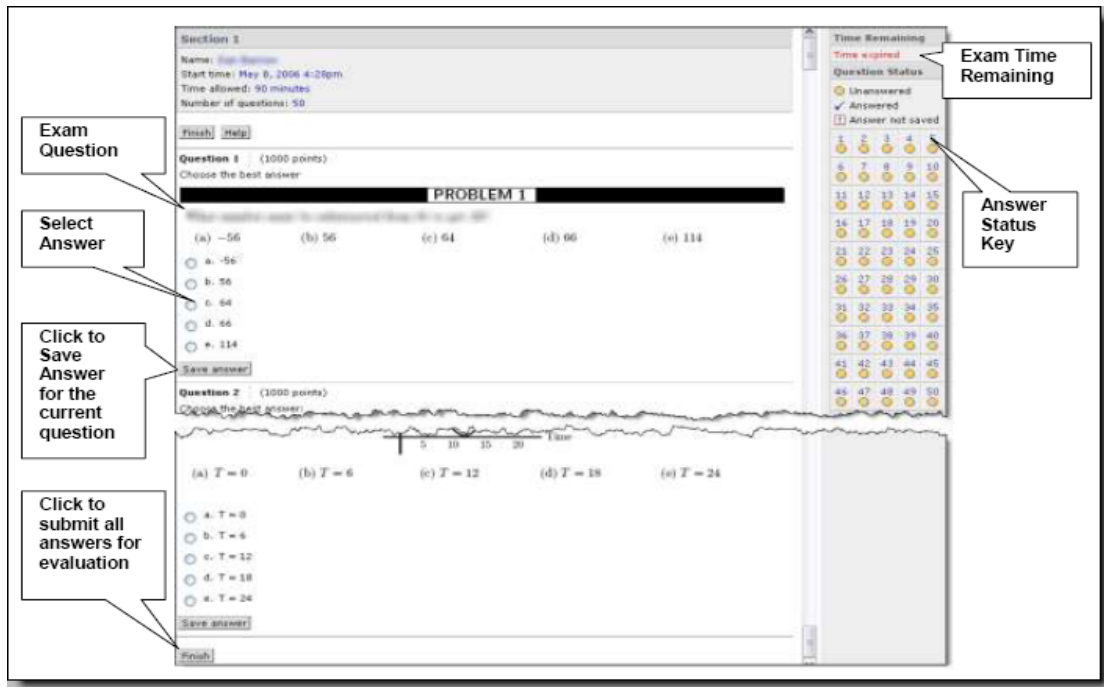
- A "Log in" button at the top left.
- An input field for "E-mail username:".
- An input field for "E-mail password:".
- A "Log in" button below the password field.
- A "Reset My Password" link below the password field.

## Quick Guide

## Step 3- Starting the Placement Exam

Once you have logged onto Blackboard, you may begin the Math Placement Exam.

1. On the My Blackboard page, click the **Math Placement** link.
2. From the course homepage, click the **Math Placement Exam** link.
3. Follow the directions noted onscreen. The exam is designed to be completed in 90 minutes; you will, however, have a total of 3 hours in which to complete it. Click **Begin Assessment** to start the exam.
4. **Please Note:** as you answer the questions, you must click the **Save Answer** button. You can always change answers even after clicking Save Answer.
5. When you have finished, click the **Finish** button (bottom left of the screen) to submit all of the answers.



## For More Assistance

If you lose your Internet connection or are disconnected from Blackboard, for any reason, during the exam, you will be able to resume the exam by following the above directions. Blackboard will save your progress **as long as you click the Save Answer buttons**. If disconnected from the exam before finishing, follow steps 1 through 3 under **Step 3 –Starting the Placement Exam** above to return to the examination. Click the **Continue Assessment** button to resume the exam where you left off.

If you are having any trouble with any part of this process, including e-mail activation or logging into Blackboard, please contact the ITS Helpdesk. If you are disconnected from Blackboard while taking the exam, or are unable to complete the exam, contact the ITS Helpdesk immediately. The Helpdesk can be reached by phone at 607 274-3282.

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