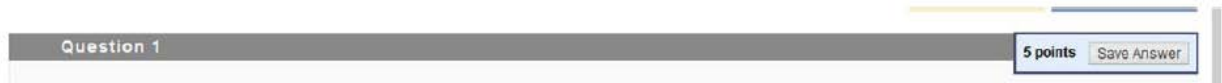


How to Take a Quiz/Test Online

1. Click on the course menu item where the quiz or test is located. (Note: this can vary among your courses. Some common menu names are *Quizzes*, *Tests*, *Mid-Term*, and *Final*. Your instructor will be able to provide you with this information.)
2. Click on the name of the quiz or test.
3. The next screen will provide you the instructions for the quiz.
 - a. Please review these instructions and make sure you are prepared and have enough time to take the quiz/test
4. Click "Begin"
5. Select your answer choice, and then click "Save Answer" before moving on to the next question.



6. When all questions have been answered click "Save and Submit"



- a. If you have failed to answer a question, a window will appear letting you know which question was unanswered and giving you the option to return to the test.
- b. If you have answered all the questions a window will appear to confirm that you want to submit the assessment.

WARNING: Do not use the browser's back button while taking a quiz or test. This may cause loss of data.

Timed Tests

If your instructor chose a timed Quiz/Test, the scheduled time is included in the instructions before you begin.

1. *Auto-submit*: Quiz/Test saves and submits automatically when time expires.
2. When the timer runs out with the auto-submit feature, the Quiz/Test saves and submits, and the *Test Submitted* page appears. Without *Auto-submit*, a pop-up window appears with the choice to submit or continue.
3. While taking a timed Quiz/Test, the remaining time appears on a status bar.
*Click the arrows next to the timer to collapse or expand it.

4. Timer warnings appear when half the time, five minutes, one minute, and thirty seconds remain. When the remaining time reads 1 minute, 30 seconds, the status bar turns yellow. At 1 minute, the warning is red, and at 30 seconds, both the status bar and the warning are red.

*Please note that if you have collapsed the timer, the timer warning color changes are not visible.

Tips for Taking a Quizzes and Tests

- Start your Quiz/Test as soon as you can. If your instructor schedules three days for your Quiz/Test, plan to take the Quiz/Test early on the first day. That way, if you have an issue, you will have time to contact your instructor.
- Be prepared. Have any materials that you need at hand. Read all of the instructions. If you have any trouble taking your Quiz/Test or understanding Quiz/Test questions, contact your instructor immediately.
- Check your Internet connection. You need to make sure that you have a strong internet connection. Depending on your computer and internet speed, it may take a little while to load a quiz/test.
 - A wired connection is usually more reliable than a wireless connection.
 - Avoid taking a Quiz/Test using a cellular data connection as Quiz/Tests are not mobile-compatible.
- Make sure when accessing a Quiz/Test, you only click the link once. If you click multiple times you may find yourself locked out of the Quiz/Test.
- Do not refresh the page, close the window, or click the browser's back button while taking a Quiz/Test. If you experience problems during a Quiz/Test, contact your instructor immediately.