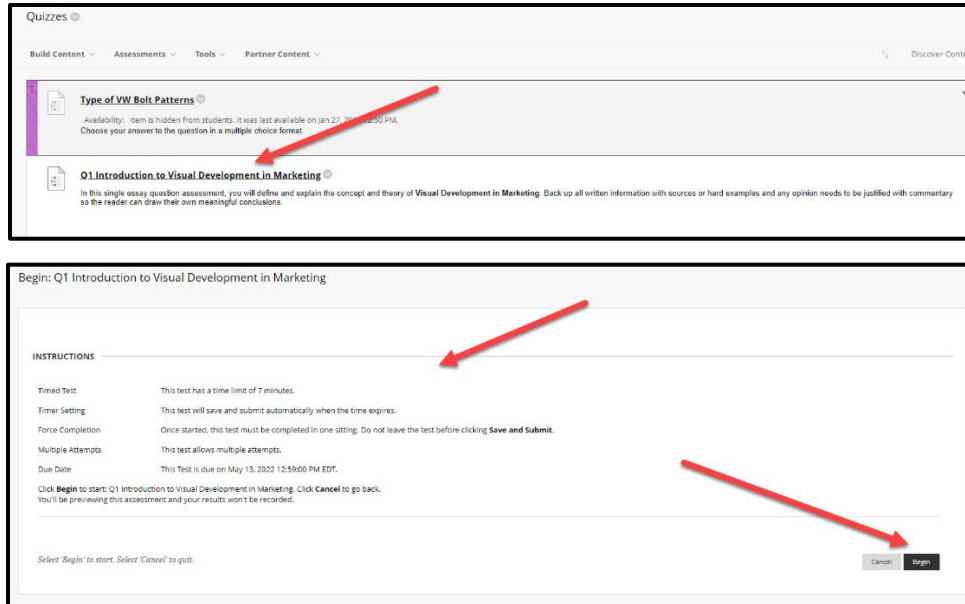




TAKING A QUIZ

Step 1: Click on the Test Link

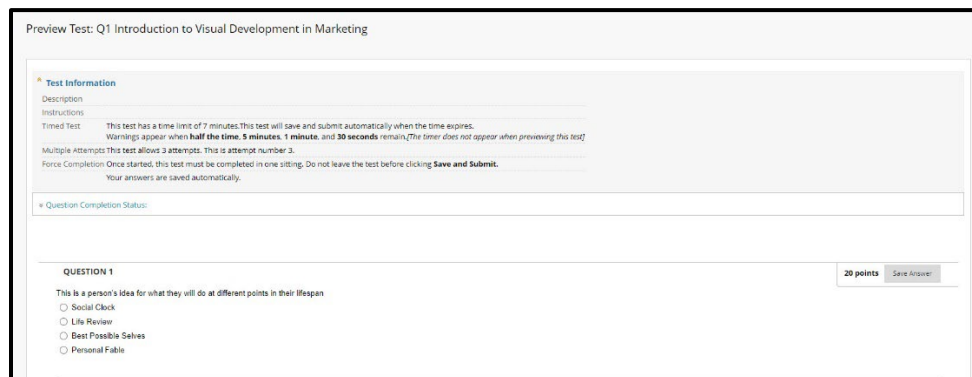
You can find tests and surveys in any content area, learning module, lesson plan, or folder. Navigate to the test or survey and select the title. Read this information carefully. It tells you the time limit for the test, what happens when the time limit expires, if you can pause the test and the due date.



Select Begin, when you are ready to start the test.

Step 2: Take the Test

View the details. At the top of each test or survey, you can view the information about multiple attempts, the timer, navigation, and any optional description and instructions. You're also informed if you must complete the test or survey after you open it. Select the arrows next to the information section to collapse or expand it.



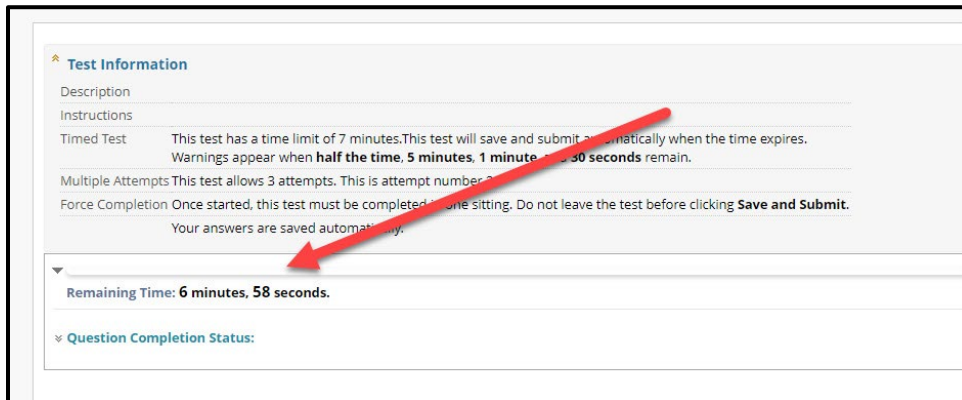


As you work, answers will be saved automatically, or you can click **Save** next to each question or **Save All Answers** at the top or bottom of the page as you work.



Step 3: Timers

When you take a timed test, the remaining time appears on the status bar. Here is an example that shows how the timer changes as time elapses.



Step 4: Finish

Ready to submit. Click **Submit** at the bottom of the test.

Step 5: Key Terms

Auto-submit: The test or survey saves and submits automatically when time expires.

The Submitted page appears.

Continue beyond the time limit: You receive no automatic penalty if you continue beyond the time limit. However, final scoring decisions are made by your instructor. Talk to your instructor if you have questions about this setting. The total time you spend on the test or survey is recorded and available to your instructor when you submit.

If **force completion** is enabled, you must complete the test or survey the first time you open it. You can't exit and continue the test or survey later. The Save function is available for you to save your answers, but you can't exit and re-enter.

If **backtracking** is prohibited, you can't go back to questions you have already answered. An error appears when you attempt to use the Back function within the test or survey.



All-at-once presents all of the questions at the same time. These options are available:

Store answers. Select Save All Answers. The Question Completion Status section displays a saved icon for each question you have answered. You may change answers after you save them.

Finish the test or survey. Select Save and Submit. You receive a confirmation and a receipt page that states that the test or survey is completed.

A one-at-a-time test presents questions separately. Only one question appears on the screen at a time. You decide when you're ready to move on to the next question. These options are available:

Navigate through questions. Use the navigation arrows (<<, <, >, or >>). The Question Completion Status section shows the current location in the test and the overall number of questions. When backtracking is prohibited, the arrows don't appear.

Save answers. Select Save All Answers. Questions you answered up to this point are saved.

Finish the test or survey. Select **Save** and **Submit**.