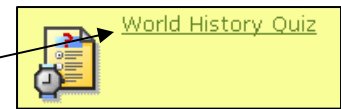


Taking Assessments

- Once you have logged in, locate the assessment and click on it.
- The quiz introduction window will appear.

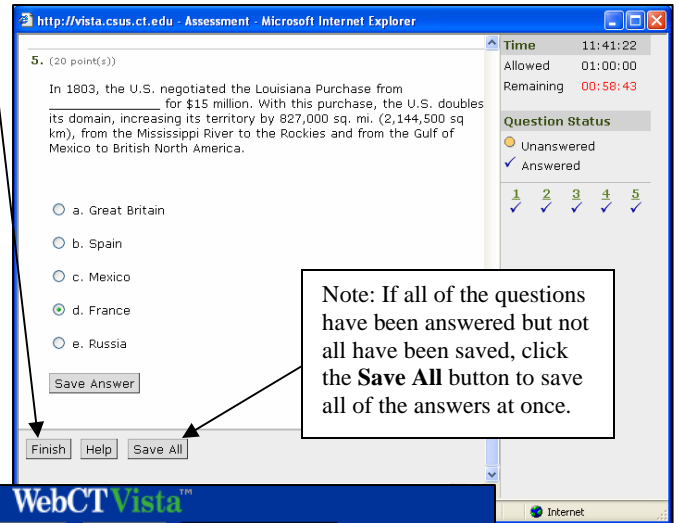
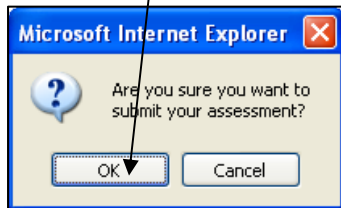


- Click the **Instructions and Troubleshooting** button. Read through the instructions carefully before beginning the assessment. You will receive information that you need to know before you take the assessment, while you are in the assessment, and troubleshooting suggestions. This information is important for your success in taking the assessment. When you are done, click the **Begin Assessment** button.

- You may see a variety of question types (true/false, multiple choice, short answer, paragraph, jumbled sentence, fill in, etc.) depending on the questions your instructor has included in the assessment. Type your response or select the correct answer(s) in the areas provided.

Note: After answering each question, click the **Save Answer** button. A checkmark will be placed under each corresponding question number in the Question Status area (on the right-hand side of the window) indicating that the answer has been saved.

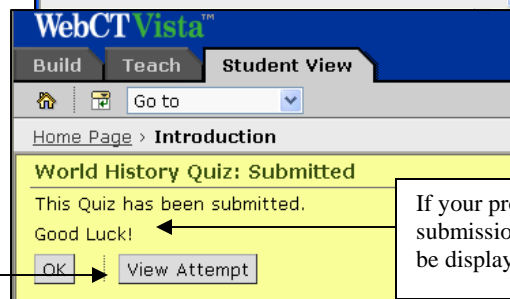
5. When you are done answering all the questions, click the **Finish** button.
6. Click the **OK** button confirming that you want to submit your assessment.



Note: If all of the questions have been answered but not all have been saved, click the **Save All** button to save all of the answers at once.

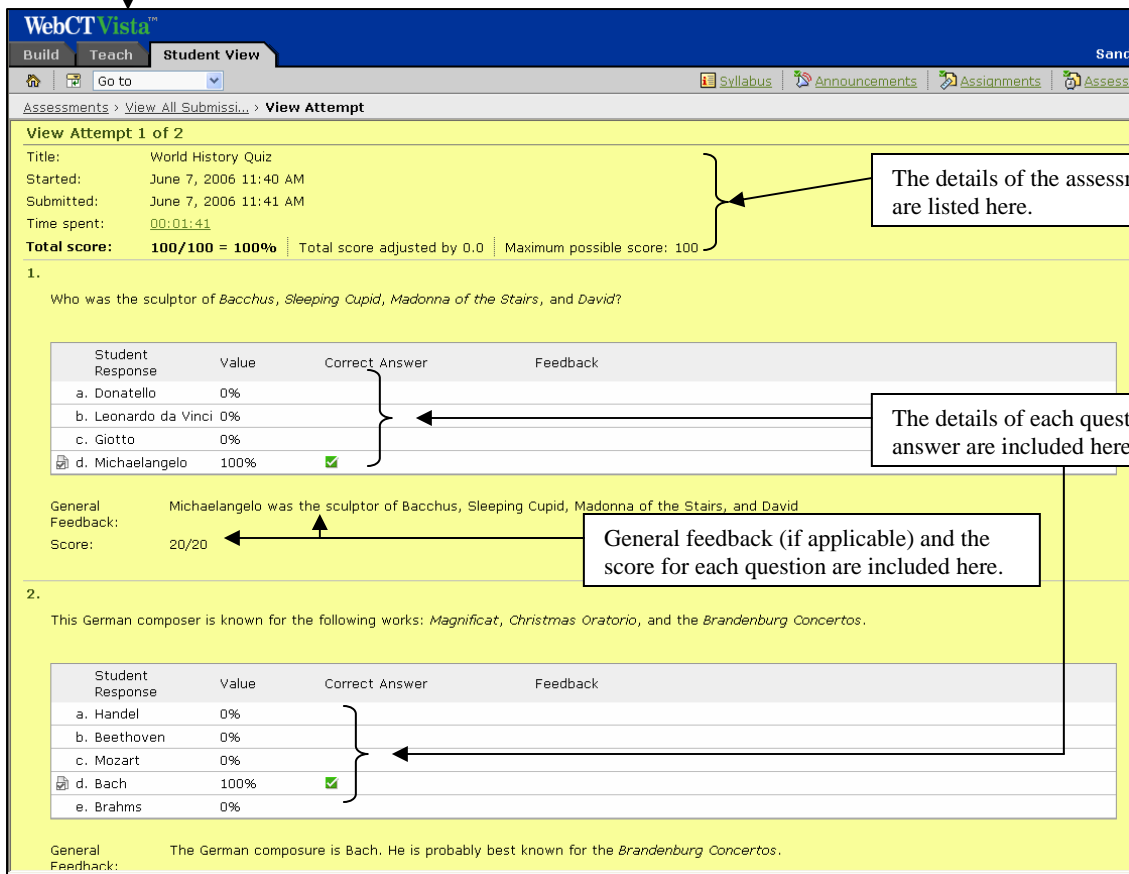
7. You will get a confirmation that your quiz has been submitted. To view the attempt, click the **View Attempt** button.

Note: If you wish to view the attempt later, click **OK** instead of View Attempt.



If your professor provided a submission comment, it will be displayed here.

8. Information about the attempt will appear.



The details of the assessment are listed here.

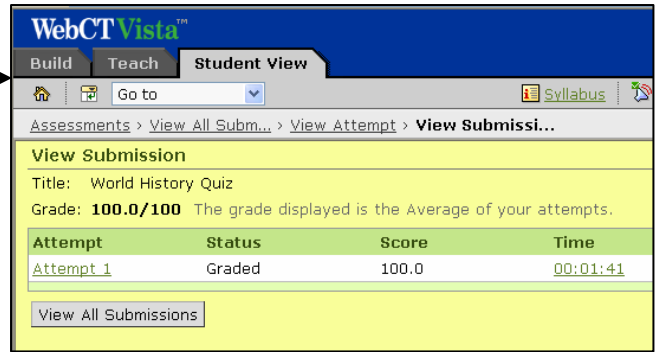
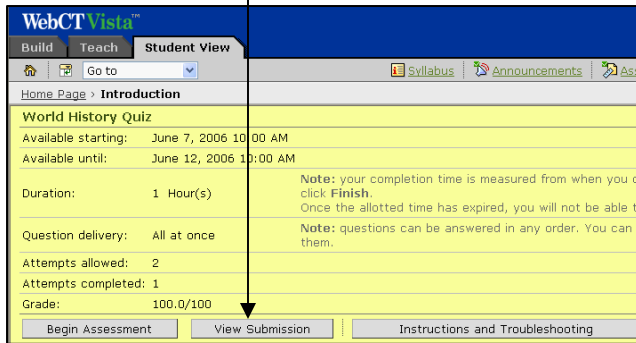
The details of each question and answer are included here.

General feedback (if applicable) and the score for each question are included here.

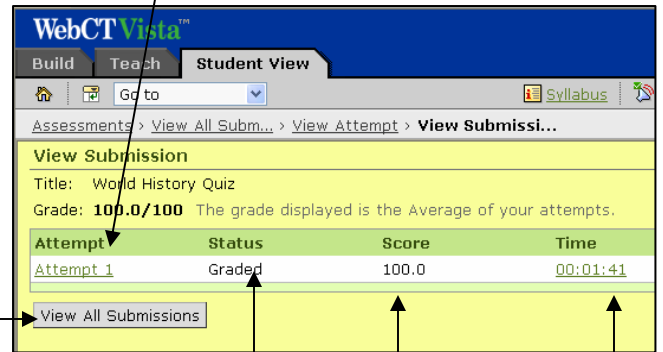
9. When you are done reviewing the quiz results, click **Done**. The following window will appear.

Note: You can view your quiz submissions at any time by doing the following:

1. Go to the quiz (either from the organizer page or from the Assessments tool in the toolbar if your professor made it available there).
2. Click **View Submission**.



3. Click the appropriate **Attempt** (there may be more than one attempt if your professor allows multiple attempts for assessments).



The status is Graded.
 The Score (grade) is 100.0
 The time (duration of the quiz) is 3 minutes, 15 seconds.

Click **View All Submissions** to view the submissions of all assessments.

4. Information about the attempt will appear (see previous page).
5. When you are done reviewing the quiz results, click **Done**.