

Quiz and Test Tool

Use the Quizzes tool to take a quiz, review your quiz results, and see class statistics for a quiz.

Accessing the Quiz and Test Tool

To access the Quizzes tool, click the Quizzes & Test link on the course navigation bar.



Taking a Quiz or Test

From the main Quiz List, Click the name of the quiz you want to take.

The image shows a screenshot of the 'gwinthers_training_Course - Quiz List' page. It features a 'Quizzes Home' button and a table of quizzes. The table is divided into 'Current Quizzes' and 'Future Quizzes'.

Current Quizzes	Attempts
Netiquette - Random begins Jul 25, 2008 3:46 PM	0 / unlimited
Unit 1 Quiz Aug 12, 2008 3:38 PM - Aug 19, 2008 3:09 PM	0 / 1

Future Quizzes	Attempts
Unit 2 Quiz Aug 25, 2008 3:35 PM - Aug 30, 2008 3:35 PM	0 / 1
Mid-Term Test (inactive) Sep 1, 2008 3:37 PM - Sep 6, 2008 3:37 PM	0 / 1

1. Read the Quiz Specifics
2. Read the Instructions
3. Click the Start Quiz link. A Confirmation will display
 - a. It may take a few minutes to set up your quiz
 - b. The timer will not begin until after the setup process is finished
 - c. If you submit your responses after the time limit expires, your attempt will be recorded as a late submission.

The image shows a screenshot of the 'Unit 1 Quiz' page. At the top, there are links for 'Quizzes Home', 'Summary', 'Submissions', and 'Reports'. Below this, the 'Time' is displayed as '3:50 PM' with a link to update it. A 'Start Quiz!' link is prominently displayed. The page is annotated with red boxes and arrows indicating the steps: '1) Read' points to the 'Quiz Specifics' section, '2) Read' points to the 'Instructions' section, and '3) Click' points to the 'Start Quiz!' link.

Time: 3:50 PM (click [here](#) to update the time) **Start Quiz!**

Glenna Winters (username: gwinters)

Quiz Specifics ← 1) Read

Quiz Period: Aug 12, 2008 3:38 PM - Aug 19, 2008 3:09 PM
Time Allowed: 30
Attempts: Allowed - 1, Completed - 0

Instructions ← 2) Read

For each question, there is a "Save" button. Clicking the "Save" button saves your response to that question. You can save each question as many times as you wish. When you navigate to another page of the quiz by using the right and left arrows, all your questions on the current page will be saved.




Before submitting the quiz, you will have the opportunity to return to questions that you may have missed or simply did not answer.

You can submit your quiz responses at any time. However, if you submit your responses after the time limit expires, your attempt will be recorded as a late submission.

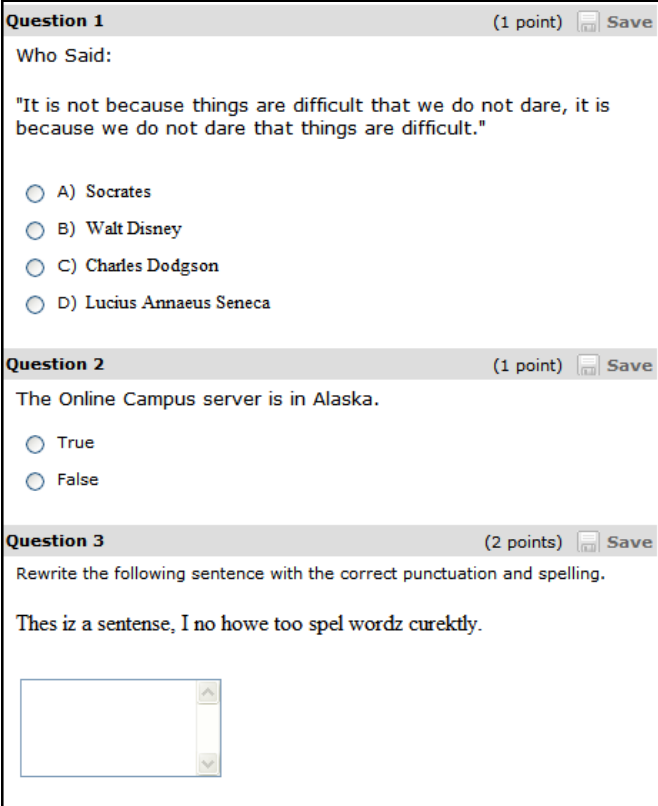
When you have finished reviewing these instructions, click on "Start Quiz" to begin Attempt 1.

Please Note: Your quiz may take a few minutes to be set up.
The timer will not begin until after the setup process is finished.


Important Notes About Taking Quizzes or Tests:


- If your quiz has a **time-limit** you may be prompted or forced to submit your quiz. **If the quiz is set to auto-submit at the end of the designated time period, only saved questions are submitted.** Make sure you save regularly near the end of the quiz period and try to finish and submit the quiz before the time expires. You should see a time or timer in the upper left corner of the quiz.
 - Your instructor has the option to deliver questions one question at a time and not allow you to revisit the question. It is important to read the instructions prior to taking the quiz or test.
4. Answer the quiz questions by selecting an answer from the list of options or by filling in the appropriate text field.
 5. Click the Save icon  **Save** in the right corner of the question to save your answer. Although there is a Save All option at the bottom of the page, it is recommended that you save each question as you answer in case of technical difficulties.
 6. Click the Next Page  **Next Page** or Previous Page  **Previous Page** icon to navigate between pages if applicable.
 7. Make a habit of clicking the Save All Responses button regularly if there are a lot of questions on a single page or you are working on a time-consuming question.
 8. Click the Go to Submit Quiz button when you are ready to submit.


Note: If you try to submit a quiz with unanswered questions, you see a warning at the top of the Submit Quiz page. Click the links below the warning to return to the answered questions then submit the quiz again.

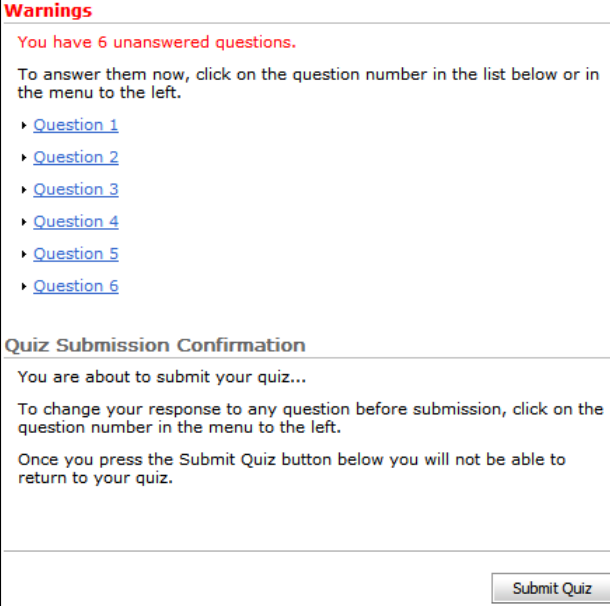


The screenshot shows a quiz interface with three questions. Each question has a title, a point value, and a 'Save' button. Question 1 is a multiple-choice question about who said a quote. Question 2 is a true/false question about the location of an online campus server. Question 3 is a text-based question asking for punctuation and spelling corrections.

Question 1 (1 point)  Save
Who Said:
"It is not because things are difficult that we do not dare, it is because we do not dare that things are difficult."
 A) Socrates
 B) Walt Disney
 C) Charles Dodgson
 D) Lucius Annaeus Seneca

Question 2 (1 point)  Save
The Online Campus server is in Alaska.
 True
 False

Question 3 (2 points)  Save
Rewrite the following sentence with the correct punctuation and spelling.
Thes iz a sentence, I no howe too spel wordz curekly.



The screenshot shows a warning message at the top of the Submit Quiz page, followed by a list of links to return to answered questions. Below that is a section for quiz submission confirmation.


Warnings
You have 6 unanswered questions.
To answer them now, click on the question number in the list below or in the menu to the left.
▶ [Question 1](#)
▶ [Question 2](#)
▶ [Question 3](#)
▶ [Question 4](#)
▶ [Question 5](#)
▶ [Question 6](#)

Quiz Submission Confirmation
You are about to submit your quiz...
To change your response to any question before submission, click on the question number in the menu to the left.
Once you press the Submit Quiz button below you will not be able to return to your quiz.

Once you submit the quiz, a summary will display. What displays in the summary depends on how your instructor has set up the quiz submission view.




Note: Most instructors will allow you to see your Attempt Score but not the questions and answers until the end date for the quiz or test has passed.

Viewing Submissions and Information on a Graded Quizzes

From the main Quiz List, click the Submissions icon  beside the quiz you want to view. Depending on the quiz settings, you may see Class Statistics and/or Score Distribution.

Click on the Attempt to see the questions, answers, and corrections.

Legend

-  Correct Response
-  Incorrect Response
-  Correct Answer

Note: Grades and statistical information are not available until they are released.

Individual Attempts	Score
Attempt 1	6.6 / 10 (66 %)
Overall Grade (highest attempt): 6.6 / 10 (66 %)	

Class Statistics

Class Average: 66 %

Your Score: 66 %

Score Distribution

Number of Users (%)

Final Grade (%)