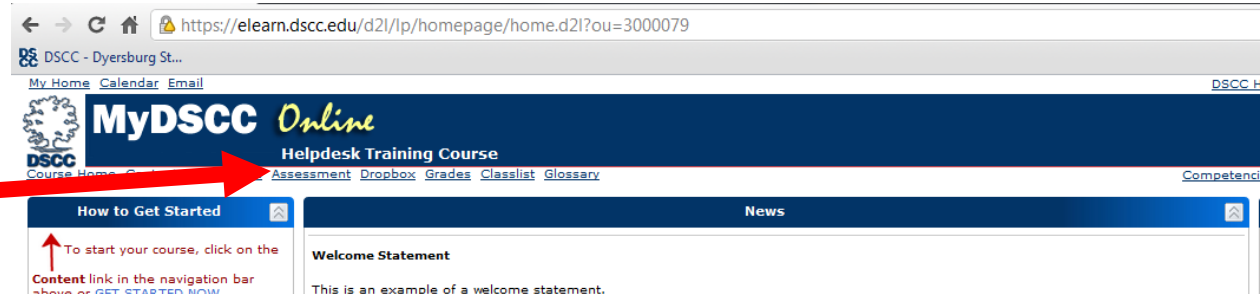
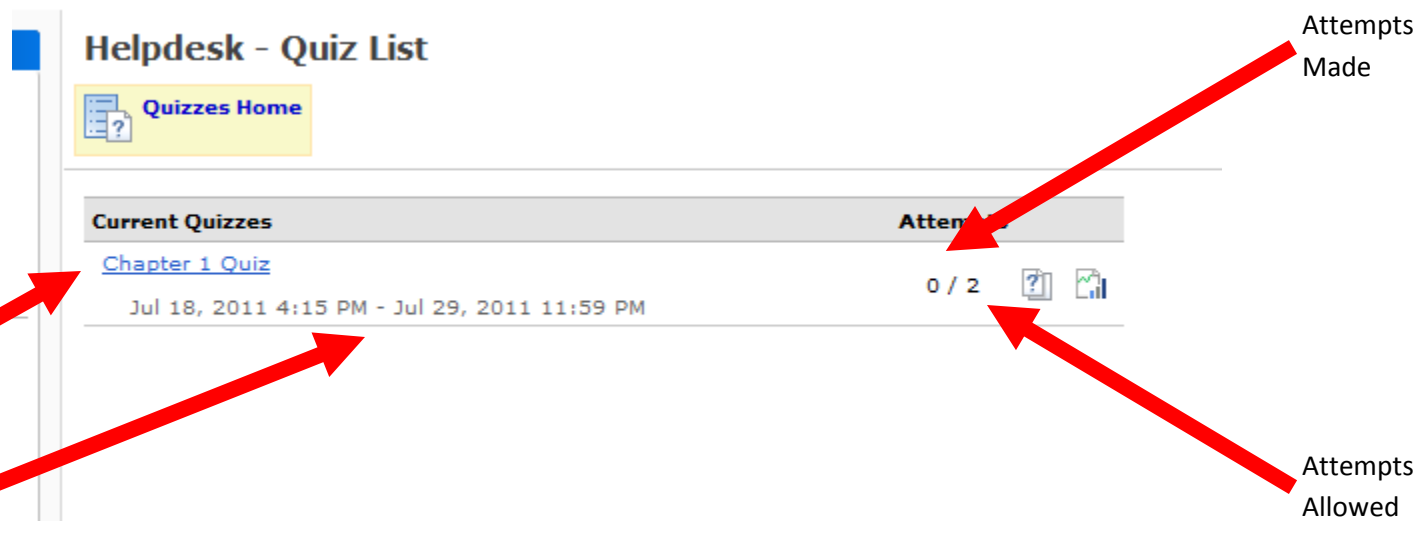


## How to Take and Submit a Quiz

To access your quizzes you will need to click the “**Assessment**” link shown below on your course’s home page.



This will take you to the **Quiz** section of your online course. To access your quiz, click on the **name** of the quiz you are going to take which is located on the **left**. Under the **quiz name** you will find the **dates** and **times** the quiz will be available to you. On the **right** side of the screen you will see the number of **attempts** you are allowed to make on the quiz and the number of attempts you have already made.



After you click on the name of the quiz, the **start quiz** page shown below will appear. This page will state the instructions for the quiz and the time limits for the quiz. After you have read the instructions for your quiz, click the “**Start Quiz**” link located at the top right of the page.

## How to Take and Submit a Quiz

The screenshot shows the 'Chapter 1 Quiz' interface. On the left, a sidebar contains an 'Instructions' box with the text: 'This page shows information about a specific quiz.' Two red arrows point from the labels 'Time Limits' and 'Instructions' to this box. The main content area has a top navigation bar with 'Quizzes Home', 'Summary', 'Submissions', and 'Reports'. Below this, the 'Start Quiz!' button is highlighted with a red arrow and the label 'Start Quiz'. The page displays the following information:

- Time:** 1:02 PM (click here to update the time)
- Student Helpdesk:** (username: helpdesk.student)
- Quiz Specifics:**
  - Quiz Period: Jul 18, 2011 4:15 PM - Jul 29, 2011 11:59 PM
  - Time Allowed: unlimited (estimated time required: 2:00:00)
  - Attempts: Allowed - 2, Completed - 0
- Instructions:**

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.

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.

After you click "Start Quiz" you will see the confirmation box. Click "OK" to continue or "Cancel" to quit.

This screenshot shows the same 'Chapter 1 Quiz' page as above, but with a 'Confirmation' dialog box overlaid. The dialog box contains the following text:

**Confirmation**

You are about to begin the quiz. It may take a few minutes to set up your quiz.

Click OK to start your quiz or click Cancel if you do not wish to start it now.

At the bottom of the dialog box are 'OK' and 'Cancel' buttons. Two red arrows point from the labels 'OK' and 'Cancel' to these buttons. The background page is dimmed.

Below is an example of what your quiz will look like. It is recommended that you save each answer as you complete each question. To do this, click the **Save** button under each question. On the left side of the screen you will see how many of your responses have been or have not been saved.

# How to Take and Submit a Quiz

Saved if lit up

The screenshot shows a quiz interface titled "Chapter 1 Quiz - Quiz" with an estimated length of 2:00:00. On the left, there is a sidebar with "Quiz Info", "Student Helpdesk", and "Questions". The "Questions" section shows "Page 1:" with seven numbered question icons. The "Legend" section includes "Saved Response" (blue icon), "Unsaved Response" (green icon), and "Info Item" (info icon). The main content area displays "Question 1 (1 point)" with a text input field and a "Save" button. Below it is "Question 2 (5 points)" with a text input field and a "Save" button. Red arrows point from the text labels to the "Save" buttons and the "Saved Response" icon in the legend.

Saved Response

Unsaved Response

Save Button

At the end of the quiz, click the **“Save All Responses”** button to ensure that all answers are saved and then click the **“Go To Submit Quiz”** button to submit your quiz.

The screenshot shows the end of the quiz interface. The sidebar on the left now includes a "Quiz Status" section showing "Page 1 Saved". The main content area displays "Question 5 (1 point)", "Question 6 (10 points)", and "Question 7 (2 points)". At the bottom, there are two buttons: "Save All Responses" and "Go To Submit Quiz". Red arrows point from the text labels to these buttons.

Save All Responses

Go To Submit Quiz

This will take you to the **Confirmation page** shown below which will ask you if you are sure you want to submit the quiz. To change an answer click on the corresponding question number on the left hand side of the page. If no change is necessary, submit the quiz by clicking the **“Submit Quiz”** button.

## How to Take and Submit a Quiz

Chapter 1 Quiz - Quiz  
Est. Length: 2:00:00

**Quiz Info**  
Student Helpdesk  
Attempt 1

**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 Quiz Info menu to the left.  
Once you press the Submit Quiz button you cannot return to your quiz.

**Questions**  
Page 1: 1 2 3 4 5 6 7

**Submit Quiz**

**Legend**  
Saved Response  
Unsaved Response  
Info Item

Change Answer

Submit Quiz

Click **“Yes”** at the box shown below to submit or click **“No”** not to submit.

Chapter 1 Quiz - Quiz  
Est. Length: 2:00:00

**Quiz Info**  
Student Helpdesk  
Attempt 1

**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 Quiz Info menu to the left.  
Once you press the Submit Quiz button you cannot return to your quiz.

**Submit Quiz**

**Confirmation**  
Quiz Submission  
You are about to submit your quiz, after which you will not be able to return to the quiz.  
Are you sure you want to submit the quiz?  
Yes No

Yes or No

After you submit your quiz you will get the confirmation page below telling you it was submitted and what your grade is, provided the instructor has allowed it to be shown.

## How to Take and Submit a Quiz

Quiz  
Submitted

**Instructions**

- ▶ This page shows available quiz results for your attempt.

### Chapter 1 Quiz

[Quizzes Home](#) [Summary](#) [Submissions](#) [Reports](#)

Student Helpdesk (username: helpdesk.student)

[← To Submissions](#)

#### Attempt 1

Written: Jul 19, 2011 1:11 PM - Jul 19, 2011 1:30 PM

#### Submission View

Your quiz has been submitted successfully.

**Attempt Score:** 3 / 22 (13.64 %)

**Overall Grade** (highest attempt): 3 / 22 (13.64 %)

Score