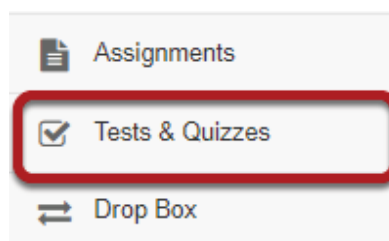


How do students submit an assessment (i.e. test or quiz)?

Test-Taking Tips - In order to avoid potential problems during an assessment, it is recommended that you:

- Use a supported web browser, such as the most recent version of Firefox or Google Chrome.
- Make sure that you **DO NOT** have multiple windows or tabs open while testing.
- Make sure that you have a dependable internet connection; wired rather than wireless if possible.
- **DO NOT** use your browser back and forward buttons. Always navigate within Sakai.
- For timed tests, remember that once you begin the test, the timer will continue to count down. This is true if you lose internet connection, your browser crashes, or you simply exit and close your browser window.
- Make sure that you only click on the Begin Assessment button **ONCE** when starting a test.
- Make sure that you only click on the Submit for Grading button **ONCE** when submitting a test.

Go to Tests & Quizzes tool in the relevant module site.



Select the Tests & Quizzes tool from the Tool Menu of your site.

Click on the title of the assessment.

Assessments

Take an Assessment

The assessments listed below are currently available for you to take. To begin, click on the assessment title.

Title	Time Limit	Due Date/Time
Quiz 2	n/a	2018-02-20 12:00 AM
Quiz 1	n/a	2018-02-28 12:00 AM
Midterm	n/a	n/a
Quiz 3	n/a	n/a

Submitted Assessments

You have not yet submitted any assessments.

In the Assessments section, click on the title of the assessment that you want to take.

Note: Assessments which are past the due date but still available for late submissions will appear in the list with the Due Date/Time shown in red. Assessments which are not currently available do not show up in the Assessments list at all.

Or, your instructor may have linked to the assessment from other tools in the course, such as Lessons.

LESSONS

Print view Index of pages Link ? Help

Reading:

Chapters 1 and 2 in textbook.

Activities:

Discussion 1

Quiz 1

Click on the link to the assessment to go to that item.

Begin assessment.

Begin Assessment

"Quiz 1" for TEST TES 101 Spring 2018

This assessment is **due Wednesday, 2018-Feb-28 02:00 PM**.

Once you click "Begin Assessment," you will have **20 minutes or until Wednesday, 2018-Feb-28 02:00 PM whichever is shorter** to complete this assessment. It will be **submitted at that time**, regardless of whether you have answered all the questions.

You can submit this assessment 1 time(s).

Honor Pledge: I will neither give nor receive aid on this assessment.

Begin Assessment

Cancel

An introductory screen will display which contains summary information about the assessment, its due date, the time allowed for the test, and the number of submissions allowed.

If your instructor has enabled it for your assessment, you must check the box next to the Honor Pledge before you can begin.

When you are ready to start your assessment, click Begin Assessment.

Note: Make sure that you are ready to begin your test before clicking Begin Assessment. If it is a timed test, you will need to submit your test within the time limit or else it will be automatically submitted when your test time expires.

Answer each question.

The screenshot displays a quiz interface with several key components:

- 1. Table of Contents:** A button at the top left for navigating between questions.
- 2. Time Remaining:** A section at the top showing "Time Remaining: 0:19:39" with a green progress bar and a "Hide/Show Time Remaining" button.
- 3. Question Content:** The main area showing "Question 1 of 6" (1.0 Points) and a multiple-choice question: "Which of the following statements accurately describes turbidity current?" with options A, B, C, and D.
- 4. Question Progress Panel:** A sidebar on the right showing "Question Progress" with a legend for "unanswered question" and "Answered Questions", and a list of question numbers (1-6) with radio buttons.
- 5. Navigation Buttons:** "Previous", "Next", and "Save" buttons at the bottom.

1. If allowed in the quiz settings, you may click the Table of Contents button to jump to a different question in the assessment.
2. If the test is timed, the time remaining will display at the top of the assessment. You may click the Hide/Show Time Remaining button to show or hide the count-down clock.
3. The question will display below the count-down clock. Select your response or enter it into the fields provided.
4. If allowed in the quiz settings, the Question Progress panel will appear on the right side of the screen. This panel will display your progress of answered and unanswered questions as you go through the assessment. You may also navigate through the assessment by clicking on the question numbers in the panel. Expand or collapse the panel by clicking on the Question Progress tab.
5. If allowed in the quiz settings, you may use the Previous button to go back to an earlier question.
6. After you have answered the question, click Next to save your response and advance to the next question.
7. You may also click Save on any question to save your answer.

Save and Submit.

The screenshot displays an assessment interface. At the top left, there is a 'Table of Contents' button. Below it, a timer shows 'Time Remaining: 0:11:12' with a progress bar. A 'Hide/Show Time Remaining' button is located below the timer. The current question is 'Question 6 of 6' worth '1.0 Points'. The question text is: 'The trailing edge of moving continental crustal plate is most likely to exhibit features associated with:'. There are four radio button options: A. frequent earthquake activity, B. active continental margins, C. widespread volcanism, and D. passive continental margins. A 'Reset Selection' link is below the options. At the bottom of the question area are 'Previous', 'Next', 'Save', and 'Submit for Grading' buttons. On the right side, a 'Question Progress' sidebar shows a legend for 'unanswered question' (white circle) and 'Answered Questions' (black circle). It indicates 'Part 1' with '6 question(s)'. A progress bar shows questions 1 through 5 as answered (black circles) and question 6 as unanswered (white circle).


When you have answered all of the questions in the assessment, click Save and then Submit for Grading

Confirm submission.

Assessment Submission Warning

Time Remaining: 0:10:52

Hide/Show Time Remaining

 You are about to submit this assessment for grading. Click **Submit for Grading** if you really want to submit for grading. Otherwise, click **Previous** to return to the previous screen.

Course Name TEST TES 101 Spring 2018

Creator Kristine Instructor

Assessment Title Quiz 1

Submit for Grading

Previous

You will be prompted to confirm that you are ready to submit the test. Click Submit for Grading to submit your assessment.

Click Continue.

Submission Quiz 1

Course Name	TEST TES 101 Spring 2018
Creator	Kristine Instructor
Assessment Title	Quiz 1
Number of submissions remaining	0 out of 1
Confirmation Number	160-107-e0d040a0-e0d6-419c-b311-7bb744375d27-Wed Feb 21 16:33:13 EST 2018
Submitted	02/21/2018 04:33:13 PM

You will receive an email receipt for this submission. You can change your email notification settings via Home -> Preferences -> Notifications.



Once you submit, you will see a submission information page with a confirmation number for your submission.

Click Continue to return to the Tests & Quizzes page.