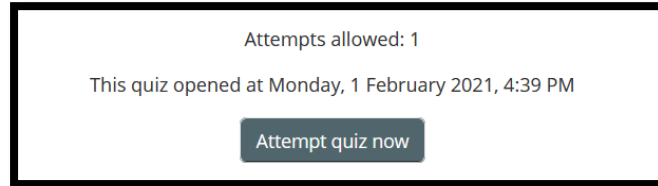


How to take a Quiz or Examination?

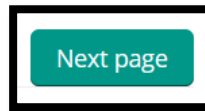
1. Online quizzes, tests, and exams are generally found under the course with an icon that looks like this



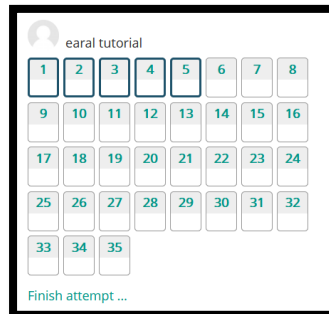
2. To take a quiz, click on the **link of the test**, review the directions, and click **Attempt quiz now**.



3. If the quiz covers multiple pages, click the **Next** button to see the **next page**. This will also automatically save the user's answer.



4. Keep track on the progress in a quiz by looking at the **Quiz Navigation** window (right side). A dark line highlights the items finished. Clicking any number in the navigation window will direct the user to the question. Also, clicking on **Finish Attempt** will bring the user to the final window of the quiz.



5. Flag question in case it needs to be answered later on in the quiz/examination, click on the **flag icon** next to the questions. The flag will turn red and the corner of the question's box in the navigation window will also turn red. This will serve as a mark that it needs to be answered later in the quiz/examination.



6. After the last question is answered, the user will be directed to a **Summary of attempt** window. This will show the user if all items in the examination were answered. The user can go back to any questions in the quiz/exam by simply clicking the question number.

Summary of attempt	
Question	Status
1	Answer saved
2	Answer saved
3	Answer saved
4	Answer saved
5	Answer saved
6	Not yet answered

7. When the user is ready to submit the quiz, click the **Submit all and finish** button on the last page.

