

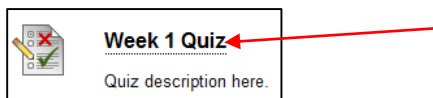
Taking a Test

Introduction

Follow the steps below to learn how to identify and take a test in myCourses.

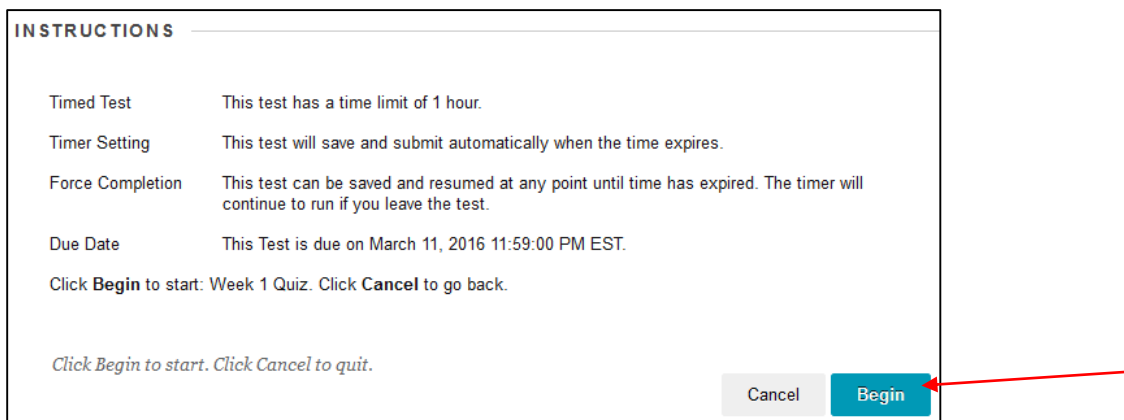
Step 1:

To begin, click on the name of a test in myCourses. Tests are represented by an icon with a pencil, paper, red "X", and a green checkmark.



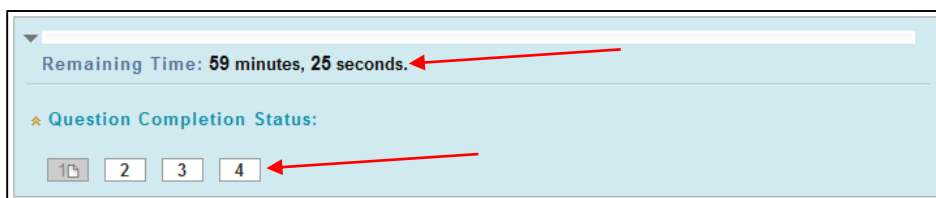
Step 2:

Read through the instructions of the test carefully, then press **"Begin"** to start the test. Be sure that you have enough time to complete the test in one sitting.



Step 3:

If a timer has been enabled, it will remain at the top of the test page. As you answer questions the **"Question Completion Status"** icons will change from being white to having a small white indicator next to them so that you know you have answered the question.



Step 4:

The first question will appear beneath the timer/question status bar. Your instructor can choose to have all questions displayed vertically on a single page, or to have questions appear one-at-a-time. In the example below questions are presented one-at-a-time and require that you use the [>] button to move from one question to the next.

Test Taking Tips:

During a one-at-a-time test, the [>] button moves you to the next question of the test, and the [>>] button jumps you to the **final** question of the test.

Test questions should automatically save as you enter/select them. If they do not you can click the **“Save Answer”** button (shown as Saved below.) Answers will also be saved when you use the [>] button during a one-at-a-time test.

At the bottom of the test page (or at the last question of a one-at-a-time test) there will be a **“Save and Submit”** button that saves all of your answers and submits the test. After you press this button your test is submitted and sent to the instructor. **Do not press this button until you are done!**

Samples of several common question types are included below for reference.

Multiple Choice Question:

The screenshot shows a question interface for a multiple-choice question. At the top, it says "Question 1 of 4" with navigation buttons. Below that, it says "10 points" and "Saved". The question is "What color is the sky?" with four options: Red, Blue, Orange, and Yellow. The "Blue" option is selected. Annotations with red arrows point to the "Save your answers." button, the "Blue" option, and the "Move to the next question." button. The bottom of the interface shows "Question 1 of 4" with navigation buttons.

Fill-in-the-blank Question:

The screenshot shows a question interface for a fill-in-the-blank question. At the top, it says "Question 2 of 4" with navigation buttons. Below that, it says "10 points" and "Save Answer". The question is "Name the artist covered in this week's reading." with a text input field containing "Picasso". The bottom of the interface shows "Question 2 of 4" with navigation buttons.

Matching Question:

⏪ ⚠ Moving to another question will save this response. << < Question 3 of 4 > >>

→ **Question 3** 10 points Save Answer

Match the animal on the left with the sound it makes on the right.

A. Dog	A. Woof
B. Cat	B. Meow
C. Bird	C. Tweet
D. Mouse	D. Squeak
E. Cow	E. Moo
F. Frog	F. Croak
G. Elephant	G. Toot
H. Duck	H. Quack
I. Fish	I. Blub
J. Seal	J. Ow Ow Ow
K. Fox	K. Wa-pa-pa-pa-pa-pow!

⏪ ⚠ Moving to another question will save this response. << < Question 3 of 4 > >>

Essay Question:

→ **Question 4** 10 points ✓ Saved

What impact did Jane's actions have on the region she lived in?

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

Her impact...|

Path: p Words:2

⏪ ⚠ Click **Submit** to complete this assessment. << < Question 4 of 4

Save and Submit

Click this button when you are done with the test.

Step 5:

After clicking “**Save and Submit**” a confirmation page that says “**Test Submitted**” will appear. Do not close the window or exit myCourses until this page appears confirming that your test was submitted.

Test Submitted: Week 1 Quiz

Test saved and submitted.

Student: Andrew Hinote_PreviewUser
Test: Week 1 Quiz
Course: Demo Course Site (AP)
Started: 3/10/16 2:20 PM
Submitted: 3/10/16 2:49 PM
Due Date: 3/11/16 11:59 PM
Time Used: 28 minutes out of 1 hour

Click **OK** to review results.
Thursday, March 10, 2016 2:49:14 PM EST

Conclusion

We hope this guide was helpful.

For additional information or support contact the Instructional Development team by phone at 508-999-8505 or by email at myCoursesHelp@umassd.edu.