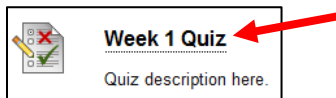


Taking a Test

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

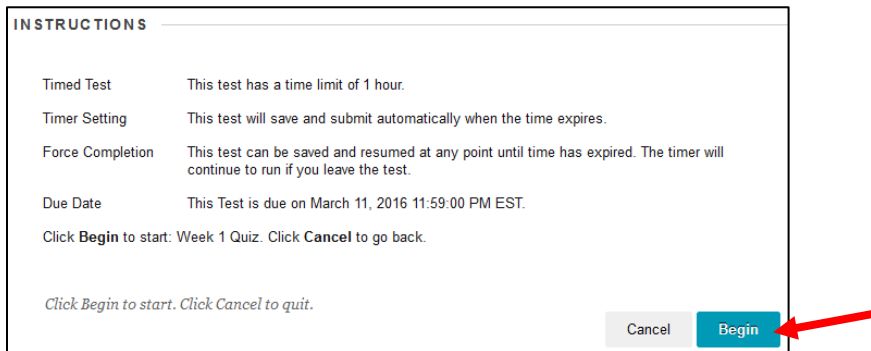
Step 1:

Click on the name of a test in myCourses. An icon with a pencil, paper, red "X", and a green checkmark represents tests.



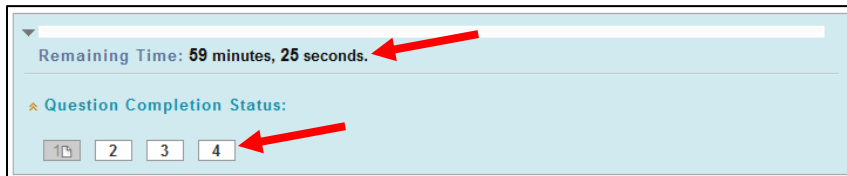
Step 2:

Read the instructions of the test carefully and click the "Begin" button to start the test. Be sure that you have enough time to complete the test in one sitting.



Step 3:

If the test is timed, the timer 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 that question.



Step 4:

The first question will appear beneath the timer/question status bar. Your instructor can choose to have all questions displayed 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.

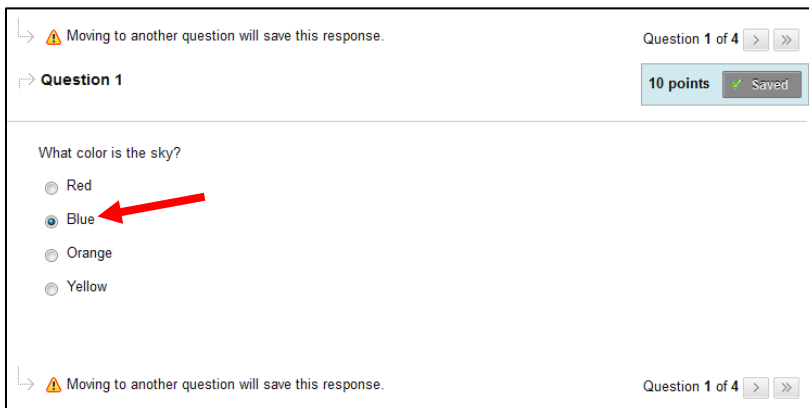
Test questions should automatically save as you enter/select them. If they do not, you can click the “**Save Answer**” button. Answers will auto-save when you click the [>] button.

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. Your test will be submitted to the instructor after you click that button. **Do not click this button until you are done!**

Samples of several common question types are included below.

Multiple Choice Question:

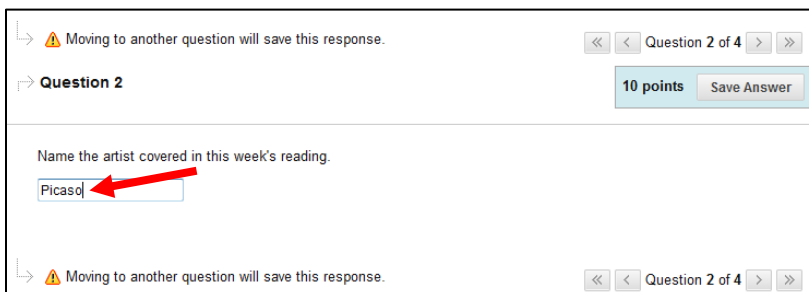
Select your answer from the choices provided.



The screenshot shows a test interface for a multiple choice question. At the top, there is a warning icon and the text "Moving to another question will save this response." On the right, it says "Question 1 of 4" with navigation arrows. Below this, the question is labeled "Question 1" and is worth "10 points". A "Saved" button with a green checkmark is visible. The question text is "What color is the sky?". There are four radio button options: "Red", "Blue", "Orange", and "Yellow". A red arrow points to the "Blue" option, which is selected. At the bottom, there is another warning icon and "Question 1 of 4" with navigation arrows.

Fill-in-the-blank Question:

Type your answer in the box provided.



The screenshot shows a test interface for a fill-in-the-blank question. At the top, there is a warning icon and the text "Moving to another question will save this response." On the right, it says "Question 2 of 4" with navigation arrows. Below this, the question is labeled "Question 2" and is worth "10 points". A "Save Answer" button is visible. The question text is "Name the artist covered in this week's reading.". There is a text input box containing the word "Picaso", with a red arrow pointing to it. At the bottom, there is another warning icon and "Question 2 of 4" with navigation arrows.

Matching Question:

Use the drop-down lists next to each item on the left to select which item on the right it relates to.

⌵ ⚠ 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:

Type or paste your response in the large text box provided.

⇒ 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

Step 5:

After clicking the “**Save and Submit**” button, a confirmation page that says “**Test Submitted**” will appear to let you know that your test submitted.

Do not close the window or exit myCourses until this page appears confirming that your test 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