







Guide Reference:

ET-AWN-212

Version 4

# **Online Tests**

#### How to Take a Test

- 1. Navigate to the test or survey and select the title.
- 2. On the next page, select Begin. Your instructor might require that you type a password to begin.
- 3. If necessary, type the **password** and select **Submit**.

The system continues to prompt for a valid password until you provide the correct one.

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Home Page		
Learning Materials		
Tools	INSTRUCTIONS -	
Discussion Board		
My Groups	Porce Companion Insistes can be avee and resumed take.	
r my croups	Click Begin to start. Test - Health Assessment. Click Cancel to go back.	
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	Chek Begin to start. Chek Caneel to quit.	_

## **Take Test Page**

At the top of each test, you can view the information about multiple attempts, the timer, navigation, and any optional description and instructions. You're also informed if you must complete the test after you open it. Select the arrows next to the information section to collapse or expand it.

- 1. If your test or survey is timed, you are informed of the instructor's choice. The timer status bar keeps you updated on the time remaining.
  - a. <u>Auto-submit</u>: The test or survey saves and submits automatically when time expires. The Submitted page appears.
  - b. <u>Continue beyond the time limit</u>: You receive no automatic penalty if you continue beyond the time limit. However, final scoring decisions are made by your instructor. Talk to your instructor if you have questions about this setting. The total time you spend on the test or survey is recorded and available to your instructor when you submit.

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🕈 🖶 Learning Materials 1				
16 C	Take Test: Test - Health Assessment			
✓ Health Assessment ♠ Home Page				
Learning Materials	* Test information			
Tools	Description			
Discussion Board	Timed Test Timed Test Warnings appear when half the time. 5 minutes, 1 minute, and 30 seconds remain.			
	Multiple Attempts: Not allowed: This test can only be taken once. Force Conceleton This test can be used and resumed that The times will continue to run if you leave the test			
I Group 8 →				
	Remaining Time: 9 minutes, 52 seconds.			

- 2. View completed questions: The Question Completion Status section displays a saved icon for each question you have answered. You can select a question number to jump to that question. Select the arrows next to the status section to collapse or expand it.
- 3. Clear your multiple choice answer: If you are unsure of your selection on a multiple choice question, you may <u>double-click</u> to clear your answer choice.
- 4. Your answers are auto-saved: You can also select Save Answer next to each question or Save All Answers as you work. When you save an answer, Saved appears in the question's row.
- 5. Ready to submit: When you're finished, select Save and Submit.



6. You may see your score immediately if all questions are auto-graded and your instructor releases this information. However, your instructor must manually grade some question types such as Essays.

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	Take Test: Test - Health Assessment	
✓ Health Assessment ♠ Home Page		
Learning Materials	* Test Information Description	
Tools	Instructions	
Discussion Board	Varnings appear when half the time. 5 minutes, 1 minute, and 30 seconds remain.	
🐨 My Groups	Force Completion. This test can be saved and resumed later. The timer will continue to run if you leave the test.	
Group B	<b>*</b> -	
	Remaining Time: 9 minutes, 52 seconds.	
	e Question Completion Status:	
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10000000000000000	1. When you sneeze, all of your bodily functions stop, even your heart.	
000000000000000000000000000000000000000	© True © False	
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	Click Save and Submit to save and submit. Click Save All Answers to save all answers.	
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		My Institution Courses Strategic Plan 2016
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ë C	Review Test Submission: Test - Health Assessment	
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Home Page	User Fahad Talai	
Tools	Course Health Assessment Test Test - Health Assessment	
Discussion Board	Started 5/24/18 2:10 PM Submitted 5/24/18 2:11 PM	
▼ My Groups	Status Completed Amount Score 40 activity 20 activity	
	Time Elapsed 1 minute out of 10 minutes	
Group B >	Results Displayed All Answers, Submitted Answers, Correct Answers, Feedback, Incorrectly Answered Questions	
▶ Group B →		
Group B	Question 1	0 out of 10 ;
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Group B ,	Question 1  Selected Answer Q File Arsent O	0 out of 10,
► Group B →	Question 1 I When you sneeze, all of your bodily functions stop, even your heart. Selected Arease: Selected Arease: Too Acases: Too False	0 out of 10,
• Group B	Question 1 1. When you sneeze, all of your bodily functions stop, even your heart. Selected Answer: Piste Acceler: Piste Piste	O out of 10 y
Group B	Question 1         I When you sneeze, all of your bodily functions stop, even your heart.         Selected Answer O       False         Acswer:       Tree         False         Question 2	0 out of 10 10 out of 10
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## View a Test Question with a Rubric

If your instructor associated a rubric with an Essay, File Response, or Short Answer question, select **View Rubric**. You can view the grading criteria before you answer the question.

## **Retake a Test or Survey**

When you first open a test or survey, you are informed if you have multiple attempts. If your instructor placed a limit on the number of attempts, <u>the number is stated</u>. You can also see which attempt you are starting.

When you return to a test or survey to start another submission, you can see how many attempts exist and how many you have used.

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Health Assessment	Take Test: Test - Health Assessment			
Home Page Learning Materials Tools Discussion Board	Test Information Description Institution Institution Imme Tive The This test has a time limit of 10 minutes You will be notified when the explose, and you may continue or submit. Imme Tive I Institution I Institutio I Institution I Institutio I Institutio I Insti			
My Groups	Multiple Attempts. Not allowed. This test can only be taken once.			
Group B	Remaining Time: 9 minutes, 52 seconds.			
	× Question Completion Status:			