


How to take a test

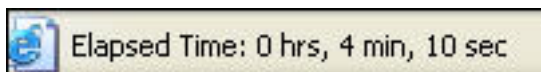
Tests can be used to test the knowledge or skill level of students in a course. They allow the instructors to assign a point value to questions. Student answers are submitted for grading, and the results can be recorded to the online gradebook.

To take a Test:

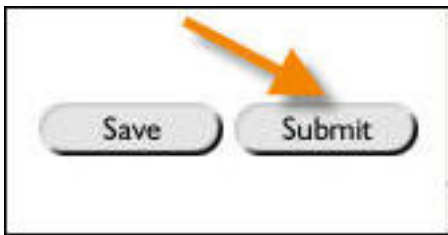
- Follow your instructor's instructions on where to access the test. Remember the link can be found in any course content area. Your instructor will tell you where to find the link.
- Click on the underlined link.
- Click OK to begin taking the test.



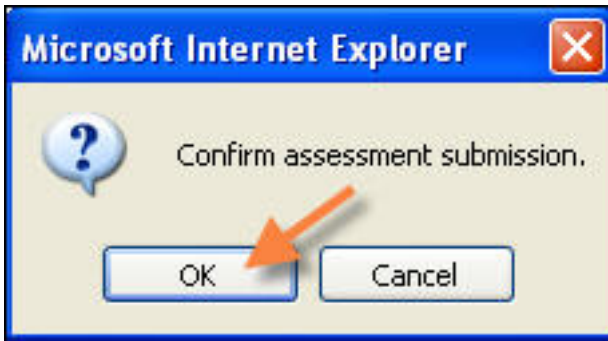
-  **Helpful Hint: Before entering a test, make sure you are prepared and can take the test without interruptions.**
 - Read the directions thoroughly. Unless you are informed differently, your test will only be able to be taken once.
 - If the test is timed, the time remaining will appear in the left-hand corner of the browser.



- **Important:** When you have finished answering the questions on the test, scroll to the bottom of the test and click the Submit button found in the lower right-hand corner.



- Be sure to Click OK to confirm your test submission.



- Your responses may be graded automatically or sent to your instructor for grading (in the case of essay or short-answer questions.)