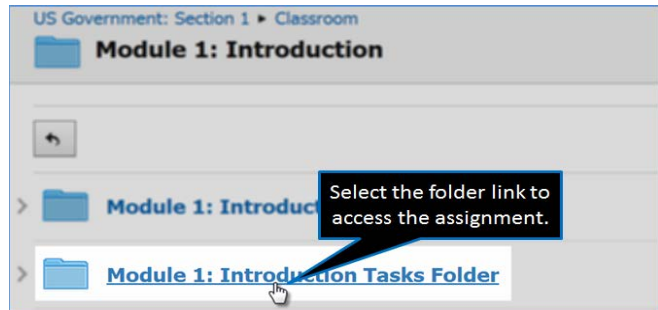
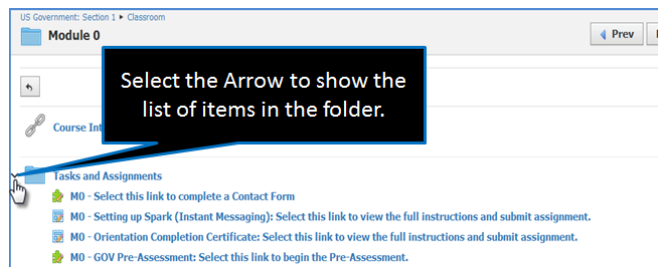


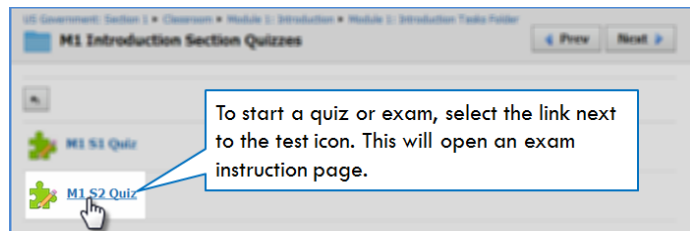
1. Go to the **Classroom**, in the module and lesson folders, locate the quiz/test that is due.



2. To open a folder, either select a **Folder link** to open it, or select the **Arrow** next to the left of any folder to choose from a list of items in the folder.



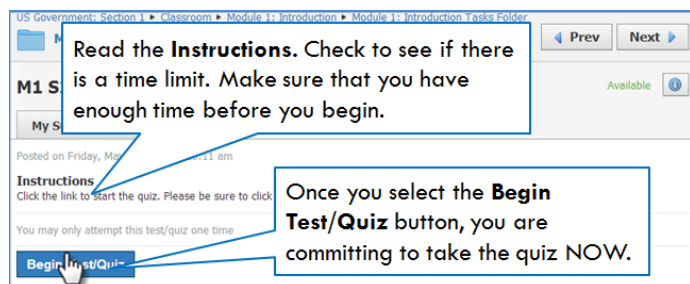
3. To start a test or quiz, select the link next to the **Test/Quiz** symbol. This will open an instruction page.



Most often when you select the **Begin Test/Quiz** button, you are committing to take the Test/Quiz **NOW**.

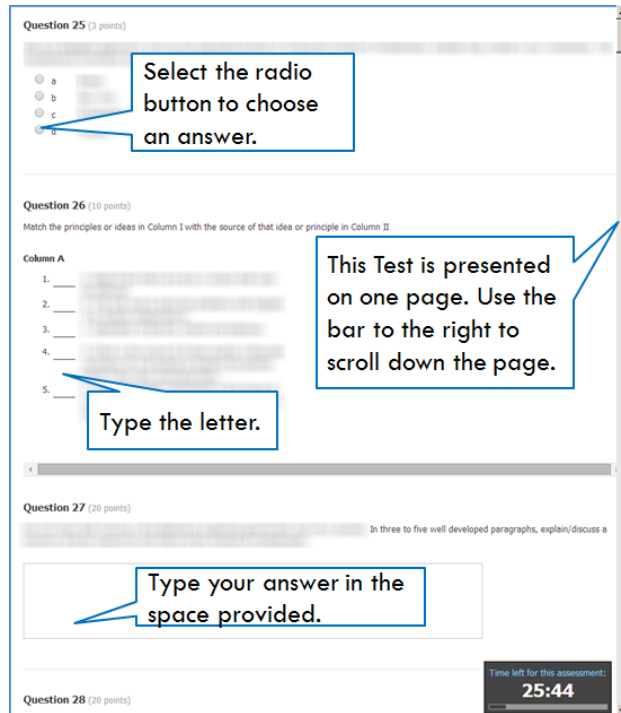
4. Read over the instructions before you click **Begin Test/Quiz**.

Your quizzes and tests may have a time limit, and some tests/quizzes must be taken in one sitting, and may not be resumed if you close out of the browser window.

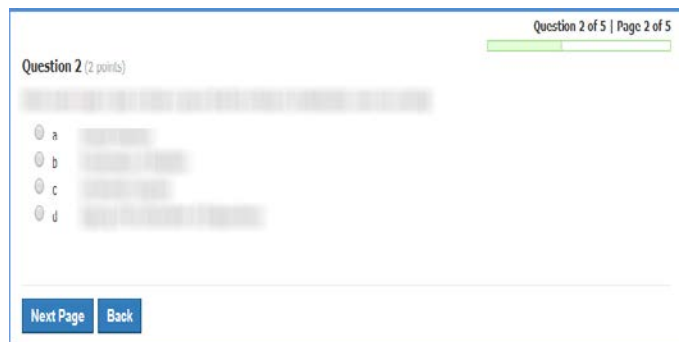


Please review the test requirements to make sure that you have enough time to take the test/quiz before you start.

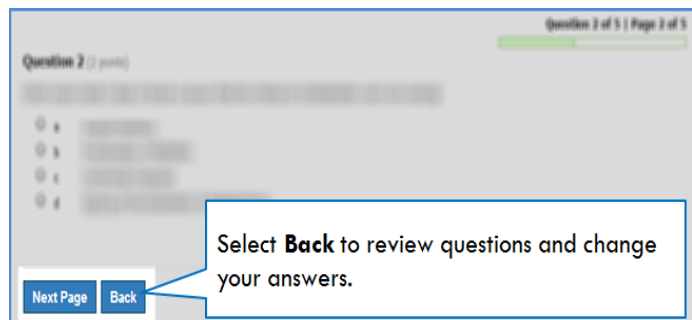
5. Read each question carefully. In this example, the test is given on one page. Use the **right scroll bar** to move between questions.



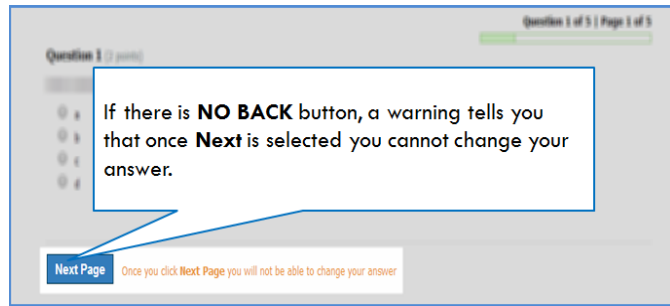
6. In this example the questions are presented **one at a time**.



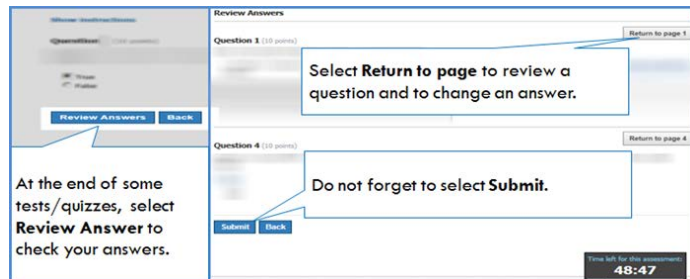
7. Use the **Next Page** and **Back** buttons to move between questions.



8. **Warning:** If there is **NO BACK** button, a warning tells you that **once Next is selected you cannot change your answer.**



9. If the **Review Answers** button is available, it will show the exam with your responses. Choose **Return to page** to review and change any answer. Do not forget to select **Submit**.



10. Select **Submit** when you have completed the test. A **Confirm Submission** screen will appear asking you if you want to submit your assessment. After you select **Yes**, the test cannot be edited.

