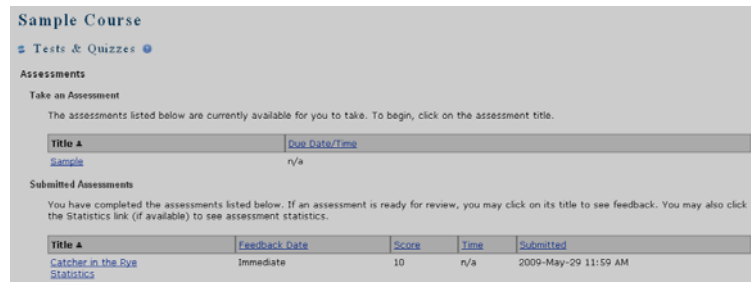


For Students: Taking an Assessment

By default, only students or site members with the appropriate permissions may submit an assessment. Instructors and site organizers may preview an assessment but may not submit an assessment.

When you access the Tests & Quizzes tool, the CLE displays the Tests & Quizzes home page.



If the screen shown above is not displayed, click the **Reset** button to display the home page.

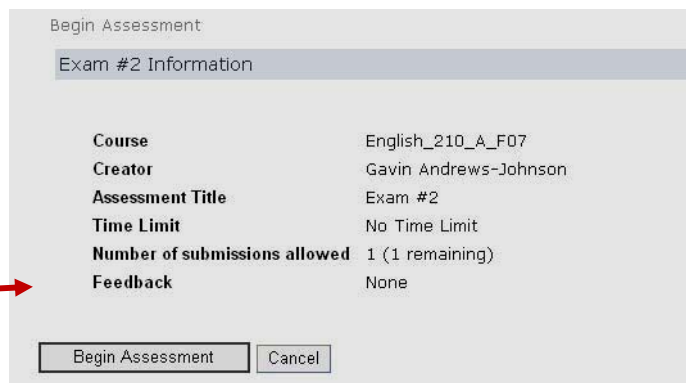
The home page is also known as the Assessments screen. It contains two sections:

- Under "Take an Assessment," you see a list of the assessments you have not taken.
- Under "Submitted Assessments," you see a list of the assessments you have already submitted.

To sort the assessments by title, due date and time, or other label in the header line, click the header you want to sort by. The CLE sorts the list and displays a sort icon by the header you clicked. *For basic information on sorting, see Working with Lists.*

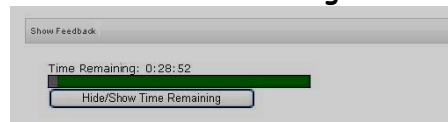
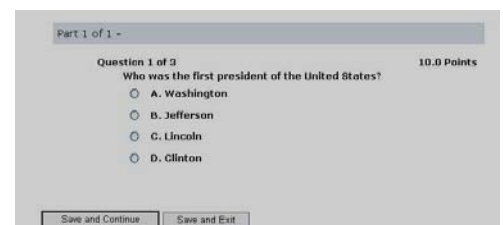
To take an assessment, follow these steps:

- Find the appropriate assessment in the Take an Assessment section and click its title. The CLE displays the Begin Assessment screen. This screen shows basic information about the assessment, including the following:



Course and instructor names, Time limit for taking the assessment, and Number of submissions allowed. It also indicates whether the CLE automatically submits the assessment after the allowed time has elapsed and shows when you will receive feedback on it.

- To begin taking the assessment, click **Begin Assessment**. Or, to return to the Assessments screen without taking the assessment, click **Cancel**. If you clicked **Begin Assessment**, the CLE displays the first question in the assessment. If the test is timed, the time remaining is shown at the top of the screen. To hide this display, click the **Hide/Show Time Remaining** button. To display it, click the button again.



The Tests & Quizzes Tool: For Students- Taking an Assessment

3. Depending on the type of question, click to select the appropriate answer and/or enter text in the box provided.
4. If you are not sure of your answer and want to return to this question later, check the **Mark for Review** box.
5. Depending on how the assessment has been set up, you may have one or more of these choices:
 - a. To save your answer and continue to the next question, click **Save and Continue**.
 - b. To save your answer and exit from the assessment in order to complete it later, click **Save and Exit**.
 - c. To return to the previous question, click **Previous**.
 - d. After answering the last question, click **Submit for Grading**. The CLE displays the Submission screen.

The screenshot shows a 'Submission' screen with the following details:

Final Exam Submission Information	
You have completed this assessment. Your confirmation information is below. Click Return to return to the My Assessments page.	
Course Name	English_210_A_F07
Creator	Gavin Andrews-Jc
Assessment Title	Final Exam
Number of submissions remaining	0 out of 1
Confirmation Number	13-10-aallen-Thu Jul 12 15:53:59 MST 2007
Submitted	07/12/2007

A callout box points to the Confirmation Number with the text "Make note of this number." A "Return" button is located at the bottom left of the screen.

6. Make a note of your confirmation number.
7. Click **Return**. The CLE displays the Tests & Quizzes home page (student view). This assessment is now listed under Submitted Assessments.

Resume Taking a Saved Assessment

To resume taking an assessment you have saved, access the Tests & Quizzes tool and follow these steps:

1. Find the appropriate assessment in the Take an Assessment section and click its title. The CLE displays the Begin Assessment screen.
2. Click **Begin Assessment**. The CLE goes to the point at which you exited earlier and displays the next question in the assessment.
3. Resume your work on the assessment.

Displaying Your Grade and Feedback

After an assessment has been submitted and graded, you may review the assessment and check your grade and your instructor's feedback. To do so, access the Tests & Quizzes tool and follow these steps:

1. If the Assessments screen is not displayed, click the **Reset** button.

The Tests & Quizzes Tool: For Students- Taking an Assessment

2. Find the assessment you want in the Submitted Assessments section and click the name of that assessment. The CLE displays the results of the assessment.

Part 1 of 1 - 43.0 Points

Question 1 of 3 10.0 Points
Who was the first president of the United States?
✓ A. Washington
 B. Jefferson
 C. Lincoln
 D. Clinton
Answer Key: A

Question 2 of 3 15.0 Points
Which of the writers below were American citizens at some point in their lives?
✓ A. Bill Faulkner
 B. Ginny Woolf
✓ C. Tom Eli
Answer Key: A, C

3. For each part, or section, of the assessment, you see your score, the maximum score possible, and information on scoring for each question. For each question, the screen shows your score and any instructor feedback on your responses.

For some question types, instructors must grade a question manually before you can see your score. For example, if your instructor has not yet graded a short answer question, you may see a score of zero next to this question. Continue to check back for your final score.