

## Finding your course quizzes

Select the **Quizzes** link on the Course Home navigation bar.



The Quizzes Home page displays.



Or your instructor may have linked the test from the **Course Content** area, which takes you directly to the quiz you are to take.



## Taking a Quiz

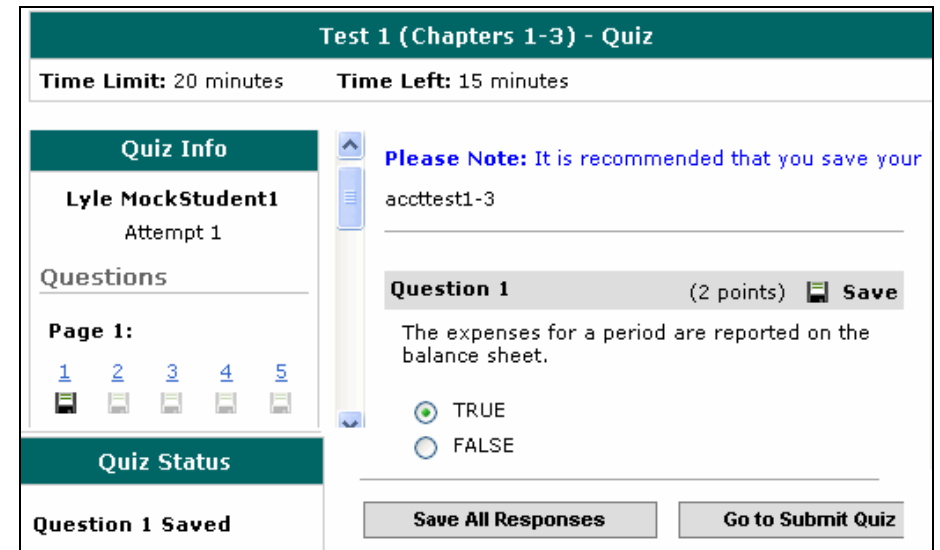
From the Quizzes Home page:

1. Click on the hyperlink for the quiz you want to take.


The instruction page for the quiz displays.


2. Click [Start Quiz!](#)

The initial quiz page displays.



3. Follow the instructions and complete the quiz.

4. Click the save icon ( Save) to save each question as you complete it.

The **Quiz Info** widget helps you track saved answers. The Save icon () darkens below saved answers.

- Click the **Save All Responses** button to save a page of questions or your work up to a certain point.
- Click the Next Page icon (⏩) or the Previous Page icon (⏪) to navigate between pages.
- Click the **Go to Submit Quiz** button when you are ready to submit.

The Submit Quiz page displays.

Unanswered questions display with a link to the unanswered question's number.

**Warnings**

You have 1 unanswered question.

To answer them now, click on the question number in the list below or in the menu to the left.

▶ [Question 2](#)

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**Quiz Submission Confirmation**

You are about to submit your quiz...

To change your response to any question before submission, click on the question number in the menu to the left.

Once you press the Submit Quiz button below you will not be able to return to your quiz.

- If you have unanswered questions, click the hyperlinks to the questions and answer them.
- When you are sure you have completed the quiz, click **Submit Quiz**.

**Note** If the time limit has passed, you will be asked to submit your quiz.

**Important Note** If your instructor has chosen to auto-submit quizzes at the end of the designated time period and you have not finished the quiz, only the questions you have saved will be submitted. **You must ensure that all of your answers are saved before the time limit expires.**

## Looking over questions

**Quiz Info**






**Student A**  
Attempt 1

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**Questions**


**Page 1:**


[1](#)
[2](#)
[3](#)
[4](#)
[5](#)








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**Legend**

 Saved Response

 Unsaved Response

 Info Item


Once you have saved a question, it is logged in the **Quiz Info** box as a hyperlink.

You can select a link to a saved question at any time during the quiz and review or edit your answer.

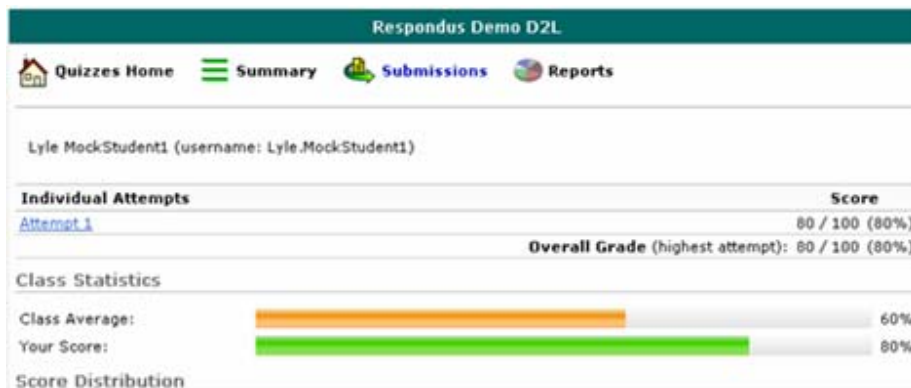
The **Quiz Info** box also indicates which answers still need to be saved.

## Viewing your submission information and graded quizzes

To access information about your submissions and your grades:

1. Select the **Quizzes** link from your Course Home navigation bar.
2. Click the on the hyperlink for the quiz you want view.
3. Click the **Submissions** icon (  **Submissions** ).

*The Submissions page displays.*



**Note:** Grades and statistical information become available when your instructor has graded the quizzes.

**Note** You can also view your grades (when posted by the instructor) by selecting the **Grades** link on your Course Home navigation bar.

## Viewing Reports

Instructors may make extra information about quiz results available for you to view through reports.

To check if reports are available:

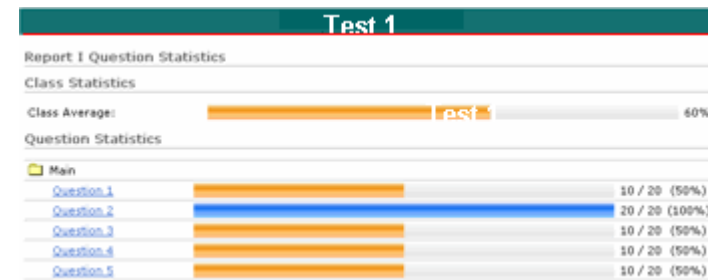
1. Click the **Reports** icon (  **Reports** ) from the list of choices at the top of a quiz page.

*The Reports page displays.*

2. Click the title link of the report you want to view.

3. Click **Generate Report**.

*The Report displays.*



4. To print a report click **Print Report**, choose your desired print settings in the pop-up window, and click Print.