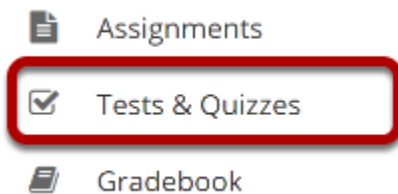


# How do I preview an assessment (i.e., test or quiz)?

You can preview an assessment either by using the **Preview** option in the *Action* menu, or by viewing the site as a student and submitting the assessment.

*Note: If you use the **Preview** option to preview an assessment, you will not be able to submit the assessment or see how feedback displays for your students.*

## Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu of your site.

## Preview from the Action menu.

### Assessment List

View

Display  assessments per page

Search:

<a href="#">Title</a>	<a href="#">Status</a>	<a href="#">In Progress</a>	<a href="#">Submitted</a>	<a href="#">For</a>	<a href="#">Open</a>	<a href="#">Due</a>	<a href="#">Last Modified</a>	<a href="#">Modified Date</a> ▾	<a href="#">Remove?</a>
Draft - New Quiz - Copy #1	Draft			Entire Site	Apr 17, 2020 7:10 PM	Apr 21, 2020 12:00 AM	Demo Instructor	Apr 17, 2020 7:52 PM	<input type="checkbox"/>
Draft - New Quiz	Draft			Entire Site	Apr 17, 2020 7:10 PM	Apr 21, 2020 12:00 AM	Demo Instructor	Apr 17, 2020 7:18 PM	<input type="checkbox"/>
New Quiz	Published - Active	0	0	Entire Site	Apr 17, 2020	Apr 21, 2020	Demo Instructor	Apr 17, 2020 7:18 PM	<input type="checkbox"/>

From the *Tests & Quizzes* tool home screen, choose the **Preview** option in the drop-down menu for the assessment you would like to preview.

*Note: The **Preview** option is available for both draft and published assessments.*

## Preview the assessment.

☑ TESTS & QUIZZES

🔗 Link

? Help

✕

Assessment Preview - This is an example student view of this assessment done

### Begin Assessment

"New Quiz - Copy #1" for MPH 001 002 Spring 2020

This assessment is **due** Tuesday, April 21, 2020 12:00 AM. Once you click "Begin Assessment," you will have **2 hours** to complete this assessment. It will be **submitted when that time has expired**, regardless of whether you have answered all the questions. You can submit this assessment an unlimited number of times. If multiple submissions are allowed, answers from previous attempts will not be available within the assessment during subsequent attempts. Your highest score will be recorded.

BEGIN ASSESSMENT

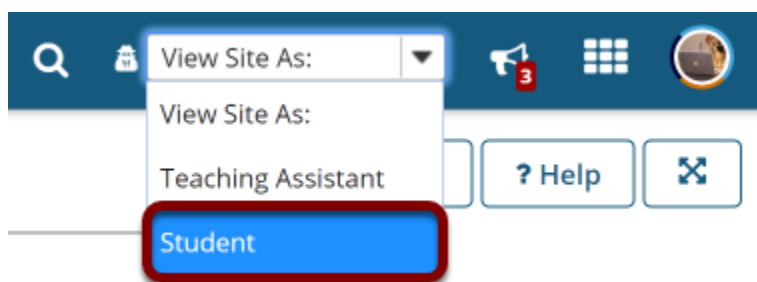
Cancel

Assessment Preview - This is an example student view of this assessment done

You'll be able to walk through a preview of your assessment, but you won't be able to submit the assessment from this preview.

*Note: The assessment preview will be identified with the following text: "Assessment Preview - This is an example student view of this assessment."*

## OR View the site as a student.



You can view the *Tests & Quizzes* tool and submit your assessment as if you were a student using the **View Site As: Student** option OR by adding your non-university email address to your site as a *Student* and logging in to submit the assessment.

Note: **View Site As: Student** will only display published assessments that are viewable by students in the entire site.

## Select an assessment.

### Assessments

#### Take an Assessment

The assessments listed below are currently available for you to take. To begin, click on the assessment title.

Display  assessments per page

Search:

<a href="#">Title</a>	<a href="#">Time Limit</a>	<a href="#">Due Date/Time</a> <small>▲</small>
<a href="#">New Quiz</a>	2 hr	Apr 21, 2020 12:00 AM
<a href="#">Quiz 1</a>	n/a	n/a

Showing page 1 of 1

Previous

1

Next

#### Submitted Assessments

You have not yet submitted any assessments.

Note: If you submit your test using the **View Site As** option, you won't see your submission listed in the Scores screens for grading. Using **View Site As**, you WILL be able to see all [feedback](#) you have made available to students that does not require manual grading.

Tip: If you'd like to be able to grade your own submission to the test as an instructor, you'll need to submit the test after logging in with a fake "demo student" account. Often, instructors will enroll a fake "demo student" account in the site so that they can log in as that user to submit items and practice grading them.