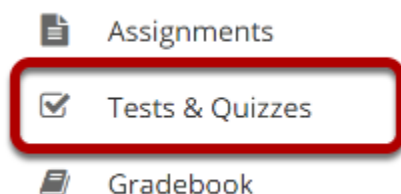


How do students submit an assessment (i.e., test or quiz)?

Test-Taking Tips - In order to avoid potential problems during an assessment, it is recommended that you do the following:

- *Use a supported web browser, such as the most recent version of Firefox, Google Chrome, or Internet Explorer.*
- *Make sure that you DO NOT have multiple windows or tabs open while testing.*
- *Make sure that you have a dependable internet connection--wired rather than wireless if possible.*
- *DO NOT use your browser back and forward buttons. Always navigate within Sakai.*
- *For timed tests, remember that once you begin the test, the timer will continue to count down. This is true if you lose internet connection, your browser crashes, or you simply exit and close your browser window.*
- *Make sure that you only click on the Begin Assessment button ONCE when starting a test.*
- *Make sure that you only click on the Submit for Grading button ONCE when submitting a test.*

Go to Tests & Quizzes.



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

Click on the title of the 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:

Title	Time Limit	Due Date/Time ▾
Quiz 3	n/a	2019-03-02 12:00 AM
Quiz 2	n/a	2019-02-23 12:00 AM
Quiz 1	n/a	2019-02-09 12:00 AM (late)

Showing page 1 of 1

Previous Next

Submitted Assessments

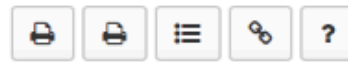
You have not yet submitted any assessments.

In the **Assessments** section, click on the title of the assessment that you want to take.

Note: Assessments that are past the due date but still available for late submissions will appear in the list with the Due Date/Time shown in red. Assessments that are not currently available do not show up in the Assessments list at all.

Or, your instructor may have linked to the assessment from other tools in the course, such as Lessons.


LESSONS



Reading:

Chapters 1 and 2 in textbook.

Activities:

 [Discussion 1](#)

☒ [Quiz 1](#)

☒ [Quiz 2](#)

Click on the link to the assessment to go to that item.

Begin assessment.

Begin Assessment

"Quiz 2" for Discussion 1 SMPL101



There is no due date for this assessment.
There is no time limit for this assessment.
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.



Honor Pledge: I will neither give nor receive aid on this assessment.

BEGIN ASSESSMENT

Cancel

An introductory screen will display which contains summary information about the assessment, its due date, the time allowed for the test, and the number of submissions allowed.

If your instructor has enabled it for your assessment, you must check the box next to the **Honor Pledge** before you can begin.

When you are ready to start your assessment, click **Begin Assessment**.

Note: Make sure that you are ready to begin your test before clicking Begin Assessment. If it is a timed test, you will need to submit your test within the time limit or else it will be automatically submitted when your test time expires.

Answer each question.

The screenshot shows a quiz interface with the following elements and callouts:

- Callout 1:** Points to the **Table of Contents** button.
- Callout 2:** Points to the **Time Remaining: 01:57:52** bar at the top.
- Callout 3:** Points to the question text: "Which of the following statements accurately describe a turbidity current?" and the multiple-choice options.
- Callout 4:** Points to the **Question Progress** panel on the right, which shows "Unanswered Question" and "Answered Question" counts.
- Callout 5:** Points to the **Previous** button.
- Callout 6:** Points to the **Next** button.
- Callout 7:** Points to the **Save** button.

The question text is: "Which of the following statements accurately describe a turbidity current?"

The options are:

- ☐ A. A fast surface current of water that runs parallel to beaches and that causes a rapid decrease in water clarity (turbidity).
- ☐ B. The cause of mid-ocean trenches.
- ☐ C. A phenomenon associated with violent atmospheric storms at sea.
- ☐ D. none of these

There is a [Reset Selection](#) link below the options.

1. If allowed in the quiz settings, you may click the **Table of Contents** button to jump to a different question in the assessment.
2. If the test is timed, the time remaining will display at the top of the assessment. You may click the **Hide/Show Time Remaining** button to show or hide the count-down clock.
3. The question will display below the count-down clock. Select your response or enter it into the fields provided.
4. If allowed in the quiz settings, the **Question Progress** panel will appear on the right side of the screen. This panel will display your progress of answered and unanswered questions as you go through the assessment. You may also navigate through the assessment by clicking on the question numbers in the panel. Expand or collapse the panel by clicking on the **Question Progress** tab.
5. If allowed in the quiz settings, you may use the **Previous** button to go back to an earlier question.
6. After you have answered the question, click **Next** to save your response and advance to the next question.

7. You may also click **Save** on any question to save your answer.

Save and Submit.

The screenshot shows a quiz interface. At the top left is a 'Table of Contents' button. Below it, 'Part 1 of 1' is displayed. A progress bar indicates 'Question 6 of 6' and '1 Points'. The question text is: 'The trailing edge of a moving continental crustal plate is most likely to exhibit features associated with:'. There are four radio button options: A. frequent earthquake activity, B. active continental margins, C. widespread volcanism, and D. passive continental margins. Option D is selected. Below the options is a 'Reset Selection' link. At the bottom are three buttons: 'Previous', 'NEXT', and 'Save' (which is highlighted with a red border). To the right of 'Save' is a 'SUBMIT FOR GRADING' button. On the far right, a 'Question Progress' sidebar shows a progress bar for 'Part 1' with 6 questions. Questions 1-5 are marked as answered (black dots), and question 6 is marked as unanswered (white dot).

When you have answered all of the questions in the assessment, click **Save** and then **Submit for Grading**.

Confirm submission.

The screenshot shows a confirmation screen with a yellow background. A message at the top says: 'You are about to submit this assessment for grading. Click **Submit for Grading** if you really want to submit for grading. Otherwise, click **Previous** to return to the previous screen.' Below this, the following information is displayed: 'Course Name' is 'Discussion 1 SMPL101', 'Creator' is 'ktinstructor', and 'Assessment Title' is 'Quiz 2'. At the bottom are two buttons: 'SUBMIT FOR GRADING' (highlighted with a red border) and 'Previous'.

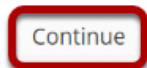
You will be prompted to confirm that you are ready to submit the test. Click **Submit for Grading** to submit your assessment.

Click Continue.

Submission Quiz 2

Course Name	Discussion 1 SMPL101
Creator	ktinstructor
Assessment Title	Quiz 2
Number of submissions remaining	0 out of 1
Confirmation Number	29-6-a9533f45-f180-4ca7-829a-ff4018a36ed8-Sun Feb 10 20:25:14 EST 2019
Submitted	02/10/2019 08:25:14 PM

You will receive an email receipt for this submission. You can change your email notification settings via Home -> Preferences -> Notifications.



Once you submit your assessment, you will see a submission information page with a confirmation number for your submission.

Click **Continue** to return to the Tests & Quizzes page.