

How to Take a Quiz in WebCT

Your instructor will probably require you to take chapter quizzes, exams, or homework evaluations online. Access to these assessment features may vary from one online classroom to another. Some may have a link on the navigation bar; others may have an icon on the homepage that indicates it is a link to your quizzes, exams, or homework evaluations. Still others may have an Assessment or Evaluation icon that leads you to multiple methods of being evaluated within the online environment. This area will contain a link to your quizzes and exams. The icons and the verbiage may vary, but most will be an obvious avenue to your testing materials.

When you click on this icon or link, a listing of available quizzes will be displayed. You may also be able to view the names and release dates of quizzes that are not yet available. Your instructor may set expiration dates and times on the quizzes. This means that they are only available during the window of time indicated.

A quiz that is available will be underlined or colored differently. In this example only the sample quiz is currently available. Click on the link to the quiz you would like to enter. An Introduction page with detailed instructions on how to take a quiz is now presented, including troubleshooting information if needed.

Once you are ready to take this quiz, click on the Begin Quiz button. This will open a new browser window where the questions will come into view. It is best if you maximize the

window at this time. The quiz information appears in two frames. The left frame contains summary information, and the quiz questions. If you click in this frame you will be able to then print this part of the quiz.

Notice the grid to the right; it will display a red dot representing each question in the quiz. At the top of this section it states that the red dots indicate that these questions are unanswered.

If your instructor has placed a time limit on your quiz, this will also be displayed in the right frame. This limits the time you have from when you first open the quiz until you can submit the quiz for grading. The time displayed is based on the last communication with the server. Therefore, it is wise to use the “Save answer” button upon selecting an answer. This will keep you aware of how much time is really left to complete the exam. The color of the time will give you an indication of how far the allocated time has progressed. – green indicates that you are in the early stages of the quiz - blue indicates that you in the middle stages of the quiz – red indicates that you are in the final stages of the quiz. You will not be able to submit your completed quiz if you have exceeded the time limit, if there is one.

For Multiple Choice and True/False questions you will see radio buttons to the left of your choices. Mark your selection by clicking in the circle, if you change your mind and click on a different radio button the first one will automatically be deselected.

Once you have answered a question, you must send your response to the server by clicking on the “Save answer” button. The graphic representing that question will turn into a green star. If you change an answer after you have clicked the “Save answer” button, you must click the “Save answer” again in order to send this new selection back to the server for grading.

If you have a multiple correct type of question where you are instructed to select more than one correct answer, there will be check boxes provided. To choose which answer(s) you want simply click on the box and a checkmark will appear. You may mark additional boxes in this manner, but if you choose to change an answer, you must deselect it by clicking on the checkmark again.

For a matching type question you will have drop down boxes to the right of each item from where you can make your selection. Don't forget to use the “Save answer” button for each of the questions.

If your instructor has selected the option to present one question at a time without the opportunity to return to review/revise, be sure that you have clicked on the “Save answer” button before you proceed. If your quiz is configured to scroll from one question to the other, make sure all of the graphics have turned into green stars before you click the Finish button.

It is also recommended that if you have changed any of your answers once you have clicked on the “Save answer” button, that you go back through the questions and click all of the

“Save answer” buttons again, just to make sure that the response you want is sent to the server. It is not uncommon in a testing situation to be nervous. This may occasionally result in someone forgetting which answer they changed and whether or not they clicked the “Save answer” button after the answer was changed.

After you have clicked on the finish button a confirmation message appears. If you have any unanswered questions it will provide this information and give you the opportunity to cancel the submission of this quiz so you can go back and answer them.

If you do not have any unanswered questions, click the OK button when the confirmation message is displayed.

Most instructors allow you to view the quiz results immediately. Click on the View results button. Different instructors choose to allow different information to be displayed at this time. Your score will be displayed at the bottom of the screen. You should be able to use this for a study guide as it can be printed if you choose.

When you return to the quiz area, your score for this quiz will be displayed.