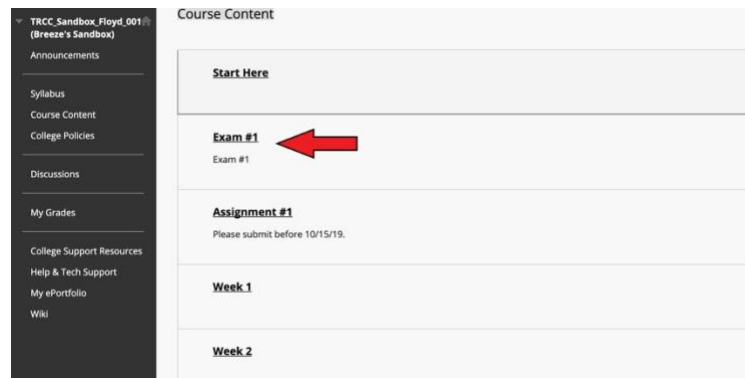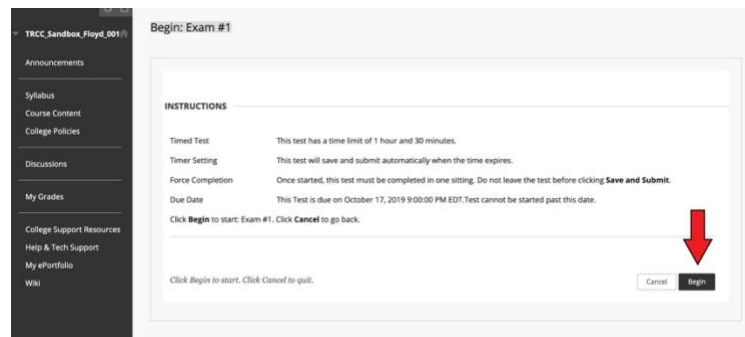# Tests--Taking a Test, Quiz, or Exam Online

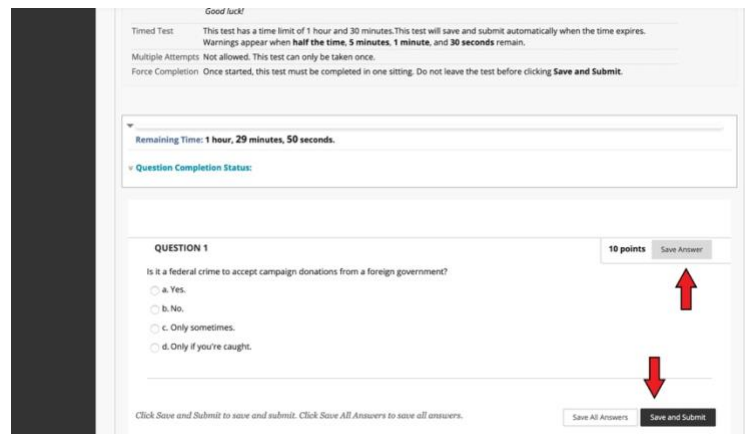To take a quiz online, take the following steps.

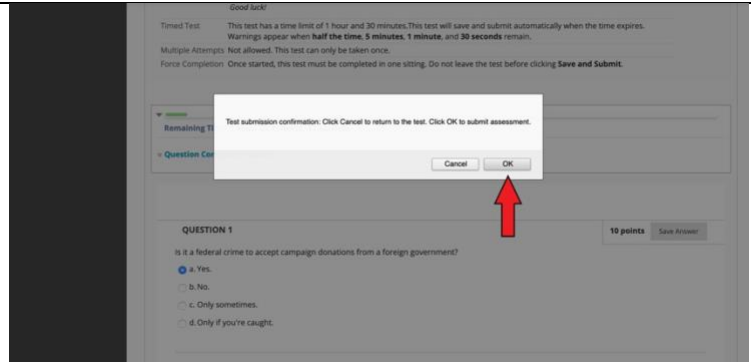|	
1. First navigate to the course which has the test. The test can be anywhere in the course page so your instructor will notify you via the announcements, e-mail, or a notification. Click on the title of the quiz or exam.	
2. Once you have and selected the test, read the instructions and click Begin. Be careful, if your test is timed the countdown will begin as soon as you start it	
3. For each question you can choose to save your answer for that particular question by click the *Save Answer* button on the right or you can click the *Save All Answers* button at the top to save all of your test answers. Once you're done with the test, click the *Save and Submit* button at the top to finish.	

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4. After clicking on *Save and Submit*, you will see a pop up alert. To submit your test, click *Ok*. If you need to go back and make changes, click on *Cancel*.	
5. After clicking Ok, you will see a confirmation screen. Click on *Ok*.	
6. On this final screen, you will see the grade you earned.	