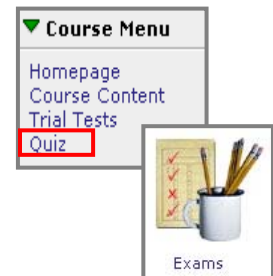



TIPS TRICKS^{AND} HOW TO...

Take a Quiz in WebCT For Students

1. Log into your course.
2. Click the Quiz/Exam tool from the homepage or the course menu.
3. A window showing the list of available quizzes is displayed.



BIS 1400 Final
Availability: February 1, 2005 3:25pm - June 15, 2005 5:30pm
Duration: 90 minutes | Grade: --- / 75
Attempts: 0 completed, 1 remaining [View scores](#)

 **Fall BIS 1400 MT**
Availability: February 1, 2005 3:25pm - October 11, 2005 6:30pm
Duration: 60 minutes | Grade: --- / 100
Attempts: 0 completed, 1 remaining [View scores](#)

4. A pencil icon indicates the quiz is open to students. Click on the title of the quiz to continue.
5. The quiz introduction is displayed. This screen displays general quiz taking information. When you are ready to start, select “**Begin quiz.**”

Note: If a password is required for you to take the quiz, enter it here.

Quiz Introduction

Before you start the quiz

The quiz questions

- All the questions for this quiz will be presented to you at one time.
- The questions may be answered in any order.

How long do I have to complete the quiz?
You will have 60 minutes to complete the quiz. **Note:** your completion time **has expired, you will not be able to save any more questions.**

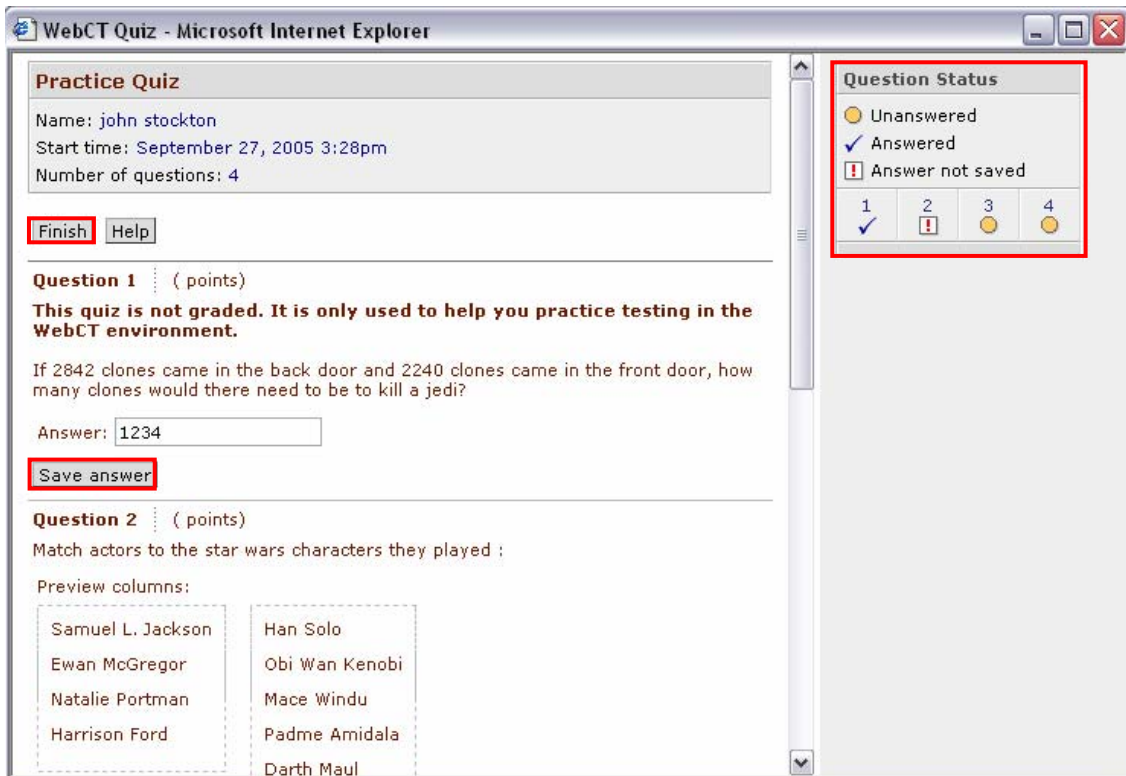
This quiz requires that you enter a password before access is granted.
Please enter the password:

How do I begin the quiz?
To begin the quiz, click **Begin quiz** at the bottom of these instructions, completely before attempting to do anything else.

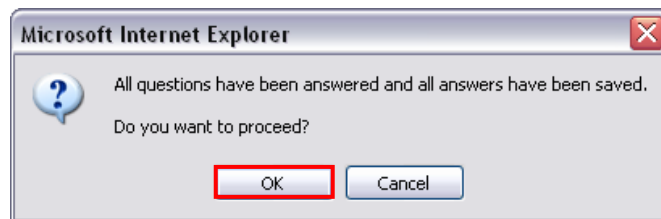
[Begin quiz](#)

6. If this is a timed quiz, the clock begins as soon as you click on “**Begin quiz.**”

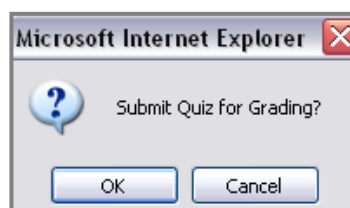
7. The quiz window is displayed. As you answer a question, be sure to click on “**Save answer**” below each answer. You may change your answers after saving, just be sure to click on “Save answer” again to complete the change.
8. In the **Question Status** box, be sure that each question listed has been answered and saved (indicated by the check mark).
9. When all questions have been answered and saved, click on the “**Finish**” button at the beginning or end of the quiz.



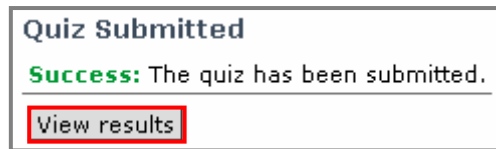
10. When prompted, click “**OK**” to proceed.



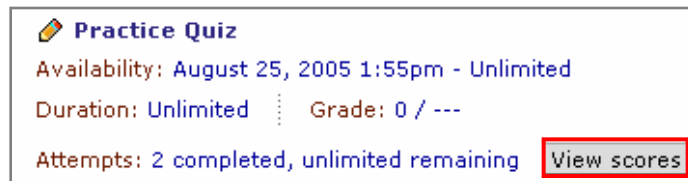
11. When prompted, click “**OK**” to submit your quiz for grading.



12. This following message is displayed to let you know that your quiz has been submitted successfully. If the quiz is automatically graded by WebCT, click on “**View results**” to see your graded quiz/score.



13. Your score will be displayed according to the parameters set by your instructor. Each instructor may choose what results to display to their students. If you feel you’re not seeing the correct quiz result information, contact your instructor.
14. To review your results again at a later time, click on the quiz tool icon and choose “**View Scores.**”



15. Then click on the quiz attempt number (1) to see your quiz results window.

