

# How do I 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:*

- 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.

OCE101 001 SU14: Tests & Quizzes

**Assessments**

**Take an Assessment**

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

Title	Time Limit	Due Date/Time
<a href="#">Module 01 Quiz</a>	20 min	2014-Mar-02 04:51 PM
<a href="#">Module 02 Quiz</a>	20 min	2014-Mar-09 04:54 PM

**Submitted Assessments**

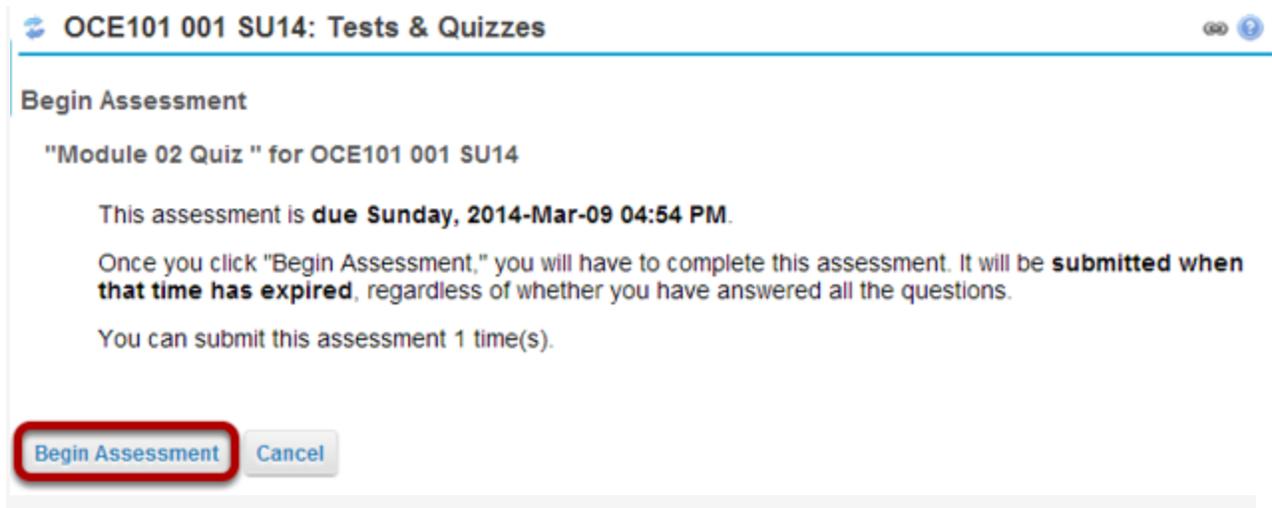
[View All Submissions/Scores |](#)

Title	Statistics	Recorded Score	Feedback Available	Individual Score	Time	Submitted
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In the **Take an Assessment** section, click on the title of the assessment that you want to take.

*Note: Assessments which 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 which are no longer available do not show up in the Take an Assessment list at all.*

## Begin assessment.



OCE101 001 SU14: Tests & Quizzes

**Begin Assessment**

"Module 02 Quiz " for OCE101 001 SU14

This assessment is **due Sunday, 2014-Mar-09 04:54 PM.**

Once you click "Begin Assessment," you will have 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 1 time(s).

**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.

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.

## Module 02 Quiz

1

Table of Contents

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Time Remaining: 0:19:24

Hide/Show Time Remaining

Part 1 of 1 -

3

Question 1 of 20

1.0 Points

As early as the 1700s, scientists and explorers notice a remarkable coincidence of shape of the Atlantic coasts of Africa and which continent?

- A. North America
- B. Asia
- C. Antarctica
- D. South America

[Reset Selection](#)

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Save

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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 Time Remaining count-down clock. Select your response or enter it into the fields provided.
4. If allowed in the quiz settings, you may use the **Previous** button to go back to an earlier question.
5. After you have answered the question, click **Next** to save your response and advance to the next question.
6. You may also click **Save** on any question to save your answer.

## Save and Submit.

Module 02 Quiz

Table of Contents

Time Remaining: 0:12:32

Hide/Show Time Remaining

Part 1 of 1 -

Question 20 of 20

1.0 Points

Which of these is most abundant on or in the Earth?

- A. mantle material
- B. granite rock
- C. liquid water
- D. basalt

[Reset Selection](#)

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Save

Submit for Grading

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

**Confirm submission.**

## Assessment Submission Warning

Time Remaining:

[Hide/Show Time Remaining](#)

 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.

Course Name OCE101 001 SU14

Creator Demo Instructor

Assessment Title Module 02 Quiz

[Submit for Grading](#)[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

## Module 02 Quiz - Submission Information

Course Name	OCE101 001 SU14
Creator	Demo Instructor
Assessment Title	Module 02 Quiz
Number of submissions remaining	0 out of 1
Confirmation Number	76-80-e986306d-c3c9-4829-bf25-32b9b9455659-Tue Mar 04 17:19:31 EST 2014
Submitted	03/04/2014

[Continue](#)

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

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