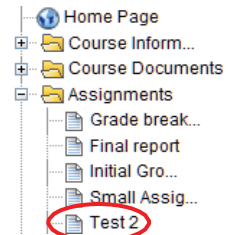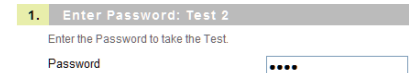# Online Test and Quiz Guide

Like other assignments, tests can be found in the Assignments folder in the left sidebar menu of the Course Home Page.
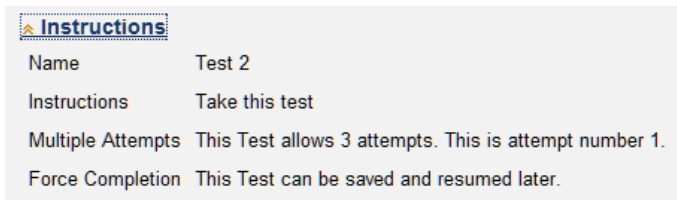
Click on the test in the menu to bring up the main Assignments page. Additional important details may be displayed here such as number of attempts or time limit.

After reading the instructions, click **Begin** to start the test. Some tests may be **Password Protected**. If so, enter the password provided by the instructor.
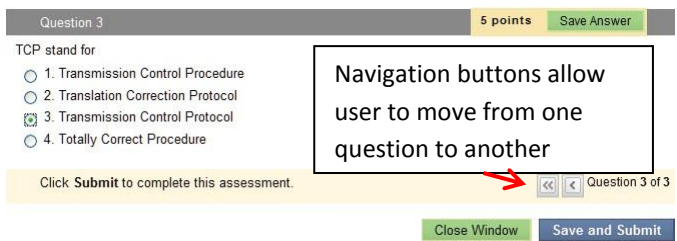
When the test begins, detailed **instructions** are displayed. Be sure to review these before starting.

In this case we see that this is the first of three allowable attempts. Also, this test can be saved and resumed at a later time. **Some tests will allow one attempt and must to be completed once started.**

There are many possible types of questions, however the most common type is the "multiple choice" question shown at right.

Because the Instructions (above) state that "Force Completion" is not required, pressing **Close Window** will save the test for later.

When you are finished, press **Save and Submit** and you will receive confirmation of a successful submission: