



Overview

- Introduction
- Beginning
- Saving
- Submitting
- Results

Introduction

This is the Quiz icon. Quizzes and Surveys work basically the same way, in that you fill in answers and submit. The only real difference is that Surveys are anonymous and NOT graded.

Quizzes and Surveys may be found directly on the Homepage **OR** inside a specific course section.

In this tutorial the Quiz tool is inside the section for "Exams", click to enter section.

The Exam/Quiz section may look different depending upon setup.

In this tutorial each title takes you to the Quizzes and Surveys area for that specified quiz, click on the quiz title to enter.

The Quizzes and Surveys area will have specific information related to the quiz or survey such as availability, duration, grade and attempts.

Click the quiz title to enter.

Exams

WebCT supplies important information concerning how to take and submit a quiz or survey.

To begin click the "Begin quiz" or survey button.

Inside Quiz

Questions will be viewable on the left (*all at once or one at a time depending on settings*), click, type in, or use pull down menu to answer and select the button for "Save answer".

The area on the right will indicate saved answers and quiz time remaining (if applicable).

Inside Quiz

Once all answers are saved, double check the status (*all numbers should be checked*). To overwrite an answer select a new response and click the "Save answer" button again.

When completed with the quiz click the "Finish" button.

Submitting

At this point WebCT will indicate if all questions were NOT answered, click "Cancel" to return back to the quiz OR "OK" to continue.

Submitting

To confirm submission, click "OK" again.

View Results

Depending on quiz settings a button to view scores may be available, click the "View Results" button to immediately view your grade (if applicable).

Scroll down through the quiz to view individual question scores and comments.

If the quiz was not set to view scores on submission you will need to return back to the Quiz and Survey area once they become available.

To review individual question scores and instructor feedback click on the button for "View scores".

The Scores table contains information specific to the quiz, including maximum score, score received and time it took to take the quiz.

In the "Number" column under "Attempts" click on the numbered link (this may vary depending on number of submissions allowed).

Scroll down through the quiz to view question scores and additional feedback.

Refresher

- Introduction
- Beginning
- Saving
- Submitting
- Results
