About Tests

- Displays exams and quizzes in the current course.
- Detailed results are reported to the instructor and can be included in a final class grade.

Exams

- Click Details to view
  o Timeline session
  o Test start and end dates
  o Directions
  o Score report (for exams only)

- Click Take the Exam to begin testing process.
  o A new window showing the test details will open.
  o Click I agree to take test now to begin the test.

- Before beginning a test, close all other programs, including anti-virus software and pop-up blockers, to avoid any interference with the test.

Test Name
- Displays
  o Test start and end dates
  o Timeline session
  o Number of times exam can be taken

Not Yet Submitted
- Displays the number of students who have not taken the exam.
- Names can be viewed by clicking the [●].

Submitted and Graded
- Displays the number of students who have taken the exam and whose scores have been finalized.
- Names can be viewed by clicking the [●].

Submitted and Ungraded
- Displays the number of students who have taken the exam but whose score have not been finalized.
- Names can be viewed by clicking the [●].
Ungraded Quizzes

- Click **Details** to view
  - Timeline session
  - Test start and end dates
  - Directions
  - Score report (for exams only)
- Click Take **the Exam** to begin testing process.
  - A new window showing the test details will open.
  - Click *I agree to take test now* to begin the test.
- Before beginning a test, close all other programs, including anti-virus software and pop-up blockers, to avoid any interference with the test.

**Test Name**
- Displays
  - Test start and end dates
  - Timeline session
  - Number of times exam can be taken

**Not Taken Yet**
- Displays the number of students who have not taken the quiz.
- Names can be viewed by clicking the 🔍.

**Already Took Ungraded Quiz**
- Displays the number of students who have not taken the quiz.
- Names can be viewed by clicking the 🔍.