


How do I take a test, quiz, or survey?

When an assessment is available to take, you may be able to access the assessment in one or more of the following ways, depending on how your instructor set up the assessment:

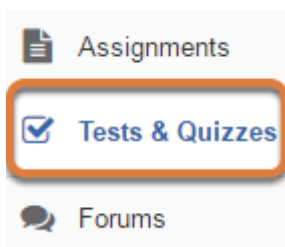
- [Go to the *Tests & Quizzes* tool \(assessments are typically accessed via *Tests & Quizzes*\).](#)
- [Select a link to the assessment embedded within another page of the site \(e.g., the *Syllabus* or *Lessons*\).](#)
- [Access a link your instructor provides in email.](#)

 To avoid potential problems during an assessment, it is recommended that you read and follow the [Essential Tips for Taking Online Tests in UVaCollab](#).

Access the assessment.

Access the assessment via the Tests & Quizzes tool.

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu of the site.

Select the assessment.

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
Quiz 3	10 min	2018-07-27 12:00 AM
Quiz 4	10 min	2018-08-06 11:59 PM

In the *Take an Assessment* section, select the **title** of the assessment.

- Note:** Assessments that are past the due date but still available for you to submit late will appear in the list with the *Due Date/Time* shown in red.
- Assessments which are no longer available do not display in the *Take an Assessment* list at all.

Access the assessment via a link in another tool (e.g. Syllabus, Lessons).

IMPORTANT: Don't forget to submit your midterm exam by the end of next week!



Instructors may create links to assessments in other tools in their site, such as *Syllabus* or *Lessons*. The image above shows an example of a link to an exam on a lesson page.

- Note:** An assessment accessed via a link on a lesson page may open:
- Within the lesson page window,
 - Or in a new browser window or tab.

Access the assessment via an email link.

Subject [18Sp Intro Writing Course] "Quiz 4" is available on 07/06/2018 05:10:00 PM

9:35 AM

To collab-tier2@virginia.edu★

Before starting this quiz, remember to review the Essential Tips for Taking Online Tests in the UVACollab Help as part of your study process!

"Quiz 4" is available on 07/06/2018 05:10:00 PM to the entire class at <https://collab.its.virginia.edu/samigo-app/servlet/Login?id=8a062e44-ee5e-47fe-805e-3ef261842ded1532698523712>

It is due 08/06/2018 11:59:00 PM.

The time limit is 0 hr, 10 min. This assessment will be submitted when time is up. Students can submit this 1 time(s). (The highest score will be recorded).

Student will receive **feedback on submission**.

Find this assessment at the "18Sp Intro Writing Course" site on <https://collab.its.virginia.edu/portal>.

An instructor may send an email notifying students when an assessment will be available. The email will contain a link to the assessment. At the **available** date indicated in the email, you can access the link in your internet browser and take the assessment.

You can see an example of an email sent from the *Tests & Quizzes* tool in the image above, with the link outlined in orange.

Note: If you go to the link for an assessment that is not yet available to take, the following message will display: *You do not have permission to access this assessment. If you believe this is in error, please contact collab-support@virginia.edu or your instructor.*

Start taking the test or quiz.

Begin Assessment

"Quiz 4" for 18Sp Intro Writing Course

This assessment is **due Monday, 2018-Aug-06 11:59 PM**.

Once you click "Begin Assessment," you will have **10 minutes or until Monday, 2018-Aug-06 11:59 PM whichever is shorter** to complete this assessment. It will be **submitted at that time**, regardless of whether you have answered all the questions.

You can submit this assessment 1 time(s).

1



Honor Pledge: I will neither give nor receive aid on this assessment.

2

Begin Assessment

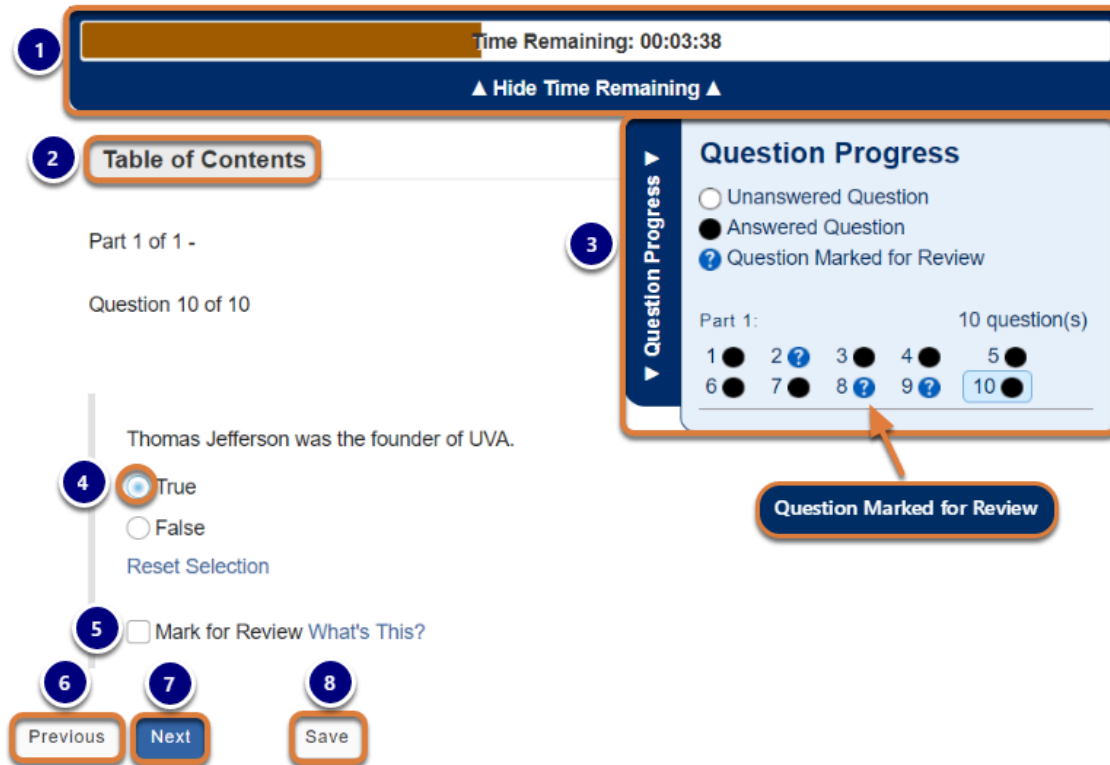
Cancel

The *Begin Assessment* screen displays information about the assessment, such as its due date, the time allowed for the assessment, and the number of submissions allowed. Instructors may include additional directions for test-takers on the *Begin Assessment* screen.

1. If an **Honor Pledge** check box displays, select the check box to agree to the Honor Pledge.
2. When you are ready to start your assessment, select **Begin Assessment**.

Important: Make sure that you are ready to begin your assessment before selecting **Begin Assessment**. If it is a timed assessment, you will need to submit it within the time limit or it will be automatically saved and submitted when the time expires. You **cannot** pause the timer once it starts.

Answer each question.



The screenshot shows a Sakai assessment interface with the following elements highlighted by numbered callouts:

- 1**: Timer bar at the top showing "Time Remaining: 00:03:38" and a "Hide Time Remaining" button.
- 2**: "Table of Contents" tab.
- 3**: "Question Progress" sidebar showing a grid of question status (1-10). Question 8 is marked for review (blue question mark icon).
- 4**: Question text "Thomas Jefferson was the founder of UVA." with radio button options for "True" (selected) and "False", and a "Reset Selection" link.
- 5**: "Mark for Review What's This?" checkbox.
- 6**: "Previous" button.
- 7**: "Next" button.
- 8**: "Save" button.

Depending on how your instructor has configured the assessment settings, one or more of the following may display:

1. **Timer Bar (Timed Assessments Only):**

- Displays the time remaining.
- Moves up and down as you scroll on the screen.
- To hide or show the timer bar, select **Hide/Show Time Remaining**.
- When 10% of the time is left on the assessment, an alert indicates how many minutes or seconds remain.

2. **Table of Contents** tab: Access the **Table of Contents** to view a summary of all questions and jump to a specific question in the assessment.

3. **Question Progress Bar:**

- Displays if the assessment includes one question on each page.
- Indicates how many questions are in each part of the assessment and which questions are answered or unanswered.
- To jump to a question, select a question number in the progress bar.
- To show or hide the progress bar, select the **Question Progress** tab.

4. **Question(s):**

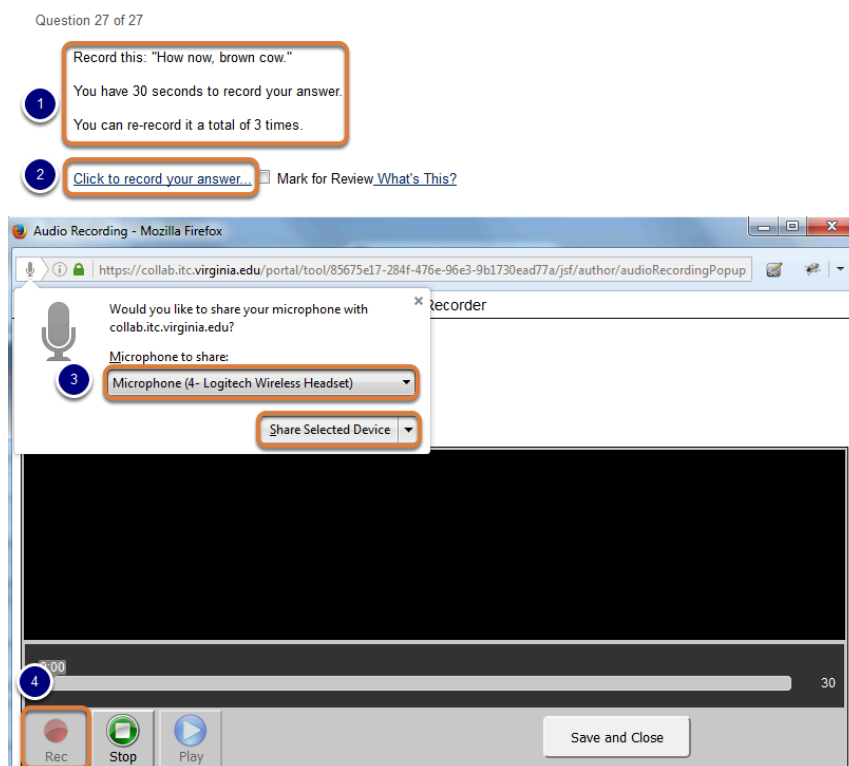
- One or more will display.
- Select your response(s) to each question or enter it in the field(s) provided.

5. **Mark for Review:**

- Select the check box to identify a question you may want to return to later to check your answer.
 - Marked questions will be indicated with question mark (?) icons in the **Question Progress Bar** and/or the **Table of Contents**.
6. **Previous** button: Saves your answer(s) and goes back to the previous question page.
 7. **Next** button: Saves your answer(s) and advances to the next question page.
 8. **Save** button: Saves your answer(s) and remains on the same screen.

Notes about specific question types:

Audio Recording Questions



Use the **Chrome** browser to record your response to an **Audio Recording** question. You will also need a working microphone and speakers to answer this question type.

1. Note the following limitations:
 - How much time you have to record your answer
 - How many times you can re-record the answer
2. Select the **Click to record your answer...** link to open the recording window.
3. Share your recording device:
 - A microphone should be selected by default. If your connected microphone is not selected, select the microphone from the drop-down menu.
 - Choose **Share Selected Device**.

- Once a device is selected, the **Rec** button will become active and you can click it to start recording.

Numeric Response Questions

Accepted characters: numbers, decimal point markers (period or comma), sign indicators (-), spaces (e.g., as thousands separator, 5 000), "E" or "e" (used in scientific notation).

NOTE: For scientific notation, a period **MUST** be used as the decimal point marker.

Complex numbers should be in the form (a + bi) where "a" and "b" need to have explicitly stated values.

For example: {1+1i} is valid whereas {1+i} is not. {0+9i} is valid whereas {9i} is not.

Enter the correct numbers in the sequence below:

998, 999, , 1001,

Correct Answer (points to 1000)

Incorrect Answer - Comma is a decimal separator. (points to 1,002)

Numeric Response questions require that you format your answers correctly. The **Accepted characters** list displays above every **Numeric Response** question.

Warning: Commas are decimal separators in many countries. Because UVACollab supports multiple languages, entering a **comma** in a **Numeric Response** question will work the same way as a **period**.

For example, entering **1,000** (with a comma after the **1** and before the **0s**) in a **Numeric Response** question is the same as entering the number **1.000** or **1**.

Fill-in-the-Blank Questions

Question 4 of 6

UVA was founded in this year:

Fill-in-the-Blank questions also require correct formatting for your answer to be marked as correct.

Your instructor can specify how strict the formatting should be for your response. **Fill-in-the-Blank** questions may be:

- **Case sensitive** - Uppercase and lowercase letters must be used correctly.
- **Mutually exclusive** - If there are multiple blanks in the same question, entering an identical answer in each blank will count the question as incorrect.

Example of a mutually exclusive question:

Male and female children are also called ___ and ___.

Correct answer: boys and girls OR girls and boys

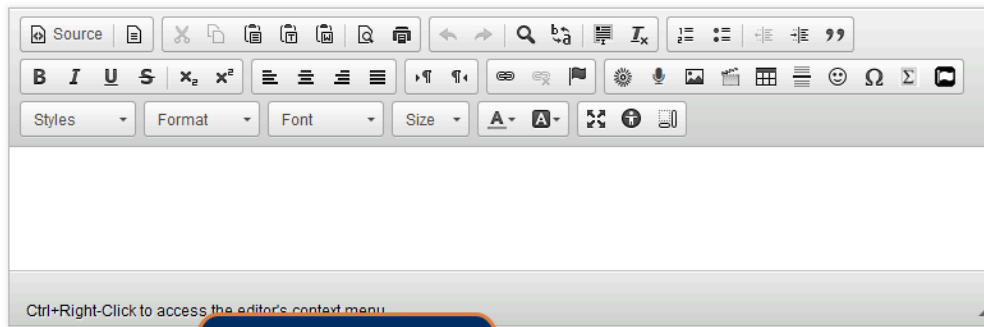
Half credit: boys and boys OR girls and girls

Short Answer/Essay Questions

Please describe your experience when examining 16th century books in Special Collections. Include the following:

- The title of one of the books you studied
- Short summary of the book's text
- The name of the printer
- Description of the physical book (e.g. binding, texture, notable damage such as wormholes or water damage, watermark)

Maximum number of characters (including HTML tags added by text editor): 32,000



Save often when working on lengthy responses!

Previous

Next

Save

Exit

When typing a response to a **Short Answer/Essay** question, remember to select **Save** often to save your work!

Saving your work will help preserve your data in the event of an [idle session timeout](#) or an interruption in internet connectivity.

Submit for Grading.

Question 6 of 6

10.0 Points

was the founder of UVA.

☐ Mark for Review [What's This?](#)

Previous

Next

Save

1
Submit for Grading

Table of Contents Total Score: 100Points

Key:

☐ Unanswered Question

☒ Answered Question

☒ Question Marked for Review

Click on the arrow below to see or hide the list of questions

Part 1 - - 6/6 Answered Question, 100.0 Points

- ☒ 1. Select all the people below who were once students at UVA. (10.0 Points)
- ☒ 2. Thomas Jefferson was the founder of UVA. (10.0 Points)
- ☒ 3. Which of these is a building on grounds at UVA? (10.0 Points)
- ☒ 4. UVA was founded in this year: _____. (10.0 Points)
- ☒ 5. Please read the attached Word document containing the instructions and essay prompts. In a new Word document, type your response to the prompt of your choosing. Upload your response here. (50.0 Points)
- ☒ 2 _____ was the founder of UVA. (10.0 Points)

Submit for Grading

Save


The **Submit for Grading** button displays in two places:

- On the last page of the assessment,
- On the *Table of Contents* page, if it was made available in the assessment settings.

When you have answered all of the questions in the assessment and are ready to turn it in, go to one of these pages and select **Submit for Grading**.

Confirm submission.

Assessment Submission Warning

 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 18Sp Intro Writing Course

Creator Tiffany Stull

Assessment Title Quiz 4

Submit for Grading

Previous

You will be prompted to confirm that you are ready to submit the assessment.

Be sure to select **Submit for Grading** on the *Assessment Submission Warning* screen to finalize your submission!

View Submission Information and exit the assessment.

Submission Quiz 4

Course Name	18Sp Intro Writing Course
Creator	Tiffany Stull
Assessment Title	Quiz 4
Number of submissions remaining	0 out of 1
Confirmation Number	1787130-87273-tls6u-stu2-Fri Jul 27 09:57:52 EDT 2018
Submitted	07/27/2018

You will receive an email receipt for this submission. You can change your email notification settings via Home -> Preferences -> Notifications.

Continue

Once you submit, you will be taken to a *Submission Information* page with a *Confirmation Number* for your submission.

Depending on how you accessed the assessment, do one of the following to exit it:

- Accessed via the *Tests & Quizzes* tool - Select **Continue** to return to the *Tests & Quizzes* page.
- Accessed via a link on a lesson page, which opened the assessment within *Lessons* - Select **Return to Lessons**.
- Accessed via a link and the assessment opened in its own tab or window - Close the tab or window in which it was open.