

Instruction Guide for Taking a WebCT Quiz

I. Accessing the Quiz

1. Log on to www.uh.edu/webct and click on 'student log on'. You will be prompted for a user name and password. Your initial password is your birth date in the mmddyyyy format.
2. To take a quiz or a survey, click the Quiz tool hyperlink on your Homepage (or your Organizer page, or Navigation Bar). The Quizzes and Surveys screen appears. The following appears in bold headings on this page:
 - **Title:** the title of the quiz or survey. **Note:** *if a quiz is not available, or has already been taken the maximum number of times, the title will not be hyperlinked.*
 - **Availability:** the time period in which the quiz may be accessed.
 - **Duration:** you have this amount of time to complete the quiz. If there is no information displayed in this column, then you have unlimited time.
 - **Grade:** the grade you received for the quiz. For example, 90/100 indicates that you received 90 out of 100 points.
 - **Attempts:** This column displays the number of times you have attempted the quiz, and the number of attempts remaining. Once an attempt has been marked and its grade released, the hyperlinked Completed appears.
3. Under Title, click the hyperlinked name of the quiz or survey that you want to take.
4. The Quiz (or Survey) Introduction screen appears. Follow the instructions in the Introduction.
5. To start Quiz, click the **Begin Quiz** Button. *Note: Once you begin a quiz, your time will start to be counted until you finish the quiz, and hit the Finish Button.*

Note: You will only be able to access a quiz during the defined time period even though it is indicated that you have a quiz available on your homepage!

II. Taking a quiz or survey

The quiz or survey appears in two frames. The left frame contains summary information, and the quiz or survey questions. The right frame contains information about how you are progressing.

A. Your progress

Information about your progress appears in the right frame.

- The time remaining for you to complete the quiz. The color of the time gives you an indication of how far the allocated time has progressed. **NOTE: The time remaining will only be correctly indicated and updated when you save an answer** (see answering questions).
 - **Green** indicates that you are in the early stages of the quiz
 - **Blue** indicates that you are in the middle stage of the quiz
 - **Red** indicates that you are in final stages of the quiz

- The questions you have answered & saved (green star), and those you have not (red dot).

B. Answering questions

Whether you are running out of time or not, you are advised to **save each answer** as you progress through the quiz rather than at the end of the quiz

1. To save your answer to a question, **click Save answer**. Note: this will ensure that any work you have done is not lost, in the event of any technical problems. This also allows you to revisit questions and make changes, if your instructor has allowed this.

III. Submitting a quiz or survey

1. To submit the quiz or survey, click Finish. A confirmation message appears.
2. Click **OK**. The Quizzes and Surveys screen appears.
3. On the Quizzes and Surveys, make sure that you click on the **View results** button. A screen will then appear showing you your completed quiz. You may choose to print a hardcopy of the quiz for your records.

NOTE: If you need any help navigating the Quiz Screen, just click on the help button.

IV. Key Points to Note

1. **NOTE:** The time indicated on the Quiz is the one on the WebCT server. If you are therefore taking the quiz on a computer at home/office you need to understand that the quiz will be unavailable after the indicated on WebCT server and not your computer or clock!
2. You are advised not to take your quizzes in the MD Anderson Library, as the quiz screen tends to be unstable. There are computer labs that you can easily access to. These are:

Central Computing Lab/Site: Social Work Building Room 110 – Open 24 hours, 7 days a week.

College of Technology Computer Labs –

116-117 T2 Fall Lab Hours

239 239 Cameron Fall Lab Hours.

Monday-Thursday:	8 AM-11 PM	Monday-Thursday:	12N-5:30 PM
Friday:	8 AM - 10 PM	Friday:	Closed
Saturday:	8 AM - 6 PM	Saturday:	Closed
Sunday: 12N-6PM		Sunday:	Closed

VI. Viewing individual quiz results

1. To view the results of your quiz attempt, click the Quiz tool hyperlink on your Homepage, Organizer page, or Navigation Bar. The Quizzes and Surveys screen appears.

2. Under Attempts, click the Completed hyperlink for the quiz that you want to view. The Scores screen appears. Note: to return to the Quizzes and Surveys screen, under Scores, click the Quiz hyperlink.
3. Under Number, click the hyperlink of the quiz attempt for which you want to see the results. The results screen appears. Note: the information that is available to you depends upon how your instructor has set up the quiz results. For example, your instructor may choose to show you the correct answer as well as your own answer.
4. To return to the Scores screen, click the Scores hyperlink.

Viewing all your quiz results

1. To view the results of all of your quiz attempts, click the Quiz tool hyperlink on your Homepage, Organizer page, or Navigation Bar. The Quizzes and Surveys screen appears.
2. Under Quizzes and Surveys, select View scores for all my quizzes, and click Go. The Scores screen appears. Note: if you want to view an individual quiz attempt, under Number, click the hyperlinked attempt number. The results screen appears.

For more help on taking the quiz, see the WebCT Quiz Help link at –

http://scholar2.cc.uh.edu:8900/web-ct/help/en/student/quiz/s_quiz_helpI.html