

# How to Take Tests

Your instructor may setup quizzes/tests for you take as part of your lessons. Tests may be in Trainings (AKA Courses) or Communities. This tutorial provides step-by-step instructions on How to Take Tests. Note: The screenshots and steps may differ slightly depending on how your site administrator setup your site.

## How to Access Test

If enabled by the site administrator instructors have the option to enable/disable the Test tool.

1. Login to Edvance360

## QuickStart Guide: How to Take Tests

### 2. Navigate to 1-Trainings > 2-My Courses > 3-Select desired course

The screenshot shows the Edvance360 user interface. At the top left is the logo "Edvance360 evolving education". The top navigation bar includes "Home", "Trainings", "Communities", "Calendar", "Scores", and "Help". The "Trainings" link is highlighted with a red box and a "1". Below the navigation bar is a "Trainings" header. On the left is a sidebar menu with "MY COURSES", "AVAILABLE COURSES", and "ALL COURSES". The "MY COURSES" link is highlighted with a red box and a "2". The main content area shows "Trainings > My Courses" with a search bar. Below the search bar is "Ashley's Term" and a list of courses: "Common User", "Customer Service", "E360 Live!", and "Healthcare CEU 101". The "Common User" link is highlighted with a red box and a "3".

### 3. Select **Tests** from left-hand course menu.

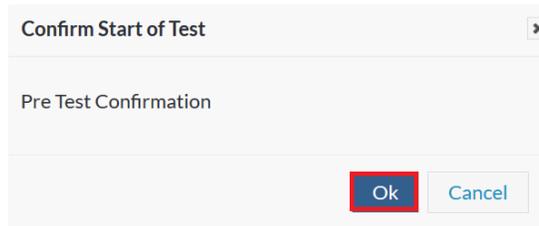
The screenshot shows the Edvance360 user interface for a specific course. The left sidebar menu includes "MY COURSE", "LESSONS", "RESOURCES", "TESTS", "DISCUSSION", and "DROPBOX". The "TESTS" link is highlighted with a red box. The main content area has a red message: "When you select Tests your tests will display here". Below this is a "Tests" header with a search bar. The test details show "A Color Test" with a "Start Test" button. Below the test name, it says "Test Administered By: FEMA" with a FEMA logo and "Test is not date restricted".

Note: The test can also be accessed directly as a step in a Lesson.

4. Select **Start Test** next to the test you are ready to begin.



5. If you see Confirm Start of Test message select **OK** to begin.



6. Your test will display. There are several test setting options available that may or may not display depending on how your instructor setup your test. For example, there may or may not be a timer. Questions may be presented all at once or one at a time.

# QuickStart Guide: How to Take Tests

Trainings » Tests » Student Test Questions

0 9 53  
Hours Minutes Seconds

Instructions:

Remember, this test is an open book test and will last for 60 minutes.

■ Question Incomplete   ■ Question Complete

■ 1. What is the color of grass?

- Blue
- Green
- Black
- Red

■ 2. Name the colors in the rainbow.

- Blue
- Yellow
- Red
- Orange

■ 3. What color is the girl's shirt.

- Black
- Orange
- Brown
- Blue

7. Once you select Finish Test the Confirm Finish message will appear. Select **OK** if you are finished with your test.

Confirm Finish ✕

Post Test Confirmation

## QuickStart Guide: How to Take Tests

8. You will see a message confirming the completion of your test. The information on that page varies depending on how your instructor setup the page. For example, you may be able to review your test, an additional message from your instructor or your grade.

Trainings » Tests » score

✓ Test Complete Message

📄 Test Score

If you wish to review the test, visit the test home page to see if the test is available for review.

Note: Tests are graded periodically and are not immediately reflected in the gradebook score.

User Total Score: 100

9. Your Grade. Depending on the test settings you may see your grade immediately upon completing the test. If not, your grade will display in the Scores tab once your instructor has graded the test.

The screenshot shows the Edvance360 interface. At the top, there is a navigation bar with the Edvance360 logo and several menu items: Home, Trainings, Communities, Calendar, Scores (highlighted with a red box), and Help. Below the navigation bar is a section titled 'Scores'. On the left side of this section is a sidebar menu with options: MY GRADES (highlighted), MY CERTIFICATES, ATTENDANCE, and MY CERTIFICATES(ARCHIVE). The main content area of the 'Scores' section shows a breadcrumb trail: 'My Grades » My Grades', followed by 'Grades Module', 'Ashley's Term', and 'Common User'. Below this, there is a table with one row for a test named 'Another Test'. The table has two columns: 'Feedback:' and a score column. The score column contains the text '60.00/60.00' and '100%', both of which are highlighted with red boxes.

Feedback:	Score
	60.00/60.00 100%