

Taking a Test

QuickStart Video Transcript

This is a transcript of the Creating an Account & Registering for a Course student eLab training video. Use it in conjunction with the associated video file.

Welcome to today's eLab student training session. Today's topic is taking a test.

To take a test in eLab, from your My Courses page, click the Tests link under your course name. This will open up a window that displays a list of all the active tests in your course.

The Tests window provides you with the Test Name, the Test Open date, and the Test Closed date.

Some tests, depending on how your instructor sets them up, may have an Availability window, which means that you must take the test within a certain period of time. If there's no date listed in the Test Open or Test Closed columns, then you may take a test at any point during the course.

The Test Status column allows you to start your test or view the result of attempts at a test. And, the Grade column shows your grade for the test.

So let's go ahead and take the Lesson 7 test. To do so, I click the Start Test link in the Test Status column. This brings me to the test opener page, where I see the time limit for the test—I have 30 minute to complete the test—and I only have one attempt remaining for this test. (Your instructor may allow multiple attempts at a test.)

To begin the test, I click the Start button. Once I click the Start button, that's when my thirty-minute timer begins.

The first question in my test is a true/false question. To answer it, you simply click the radio button for the choice you wish to make.

To proceed to the next question, click the Next button.

If you wish to return to the previous question, click the Previous button.

Again, to return to the next question, click the Next button.

This is a multiple-choice question.

This next question is a simulation question. In simulation questions, you need to click the Start button to begin the question. In a simulation question, you have three attempts to complete the question before you are moved onto the next question and receive zero points for that question.

It's important to note that once you click the Start button on a simulation question, you cannot leave that question until you've completed and submitted it. If you leave a simulation question after clicking the Start button, you will get zero points for that question.

However, if you read this question's task description and aren't quite sure how to answer it, you can skip the question and then come back to a later time—as long as you have not clicked the Start button.

One way to move around to different test questions is to click the Go To button. The Go To button will open up this window that lists all the questions in your test. It will show you, in the Status column, whether the question has been answered or whether the question has been viewed but not answered, and whether the question has not even been viewed.

The Title column shows you the title of the question and the Type column shows you what type of question it is.

If you want to move around to a different question, you can simply click on that question to move to it.

One other option is you can sort the questions by the various columns so that all true/false questions are grouped or all simulation question are grouped. In this case there is only one question of each type on the test.

You can also filter the questions to show only the unanswered questions in this list. This is useful if you're getting low on time and you wish to see only the questions that you have not answered, so you can go quickly to those.

You click the radio button for Show Only Unanswered Questions, and it filters out the two questions I've already answered.

If I want to skip to a question, I just click on it.

This is a sequence question. In a sequence question, you drag and drop the various steps into the correct sequence to complete the task that is listed—in this case, put the following steps into the correct sequence to save the new, open document.

So, you would drag and drop the steps around into the correct order.

And then you would click the Submit button at the bottom of the screen to submit your answer.

This is a matching question. In matching questions, you drag the answer choices on the right and drop them to match them with the option on the left.

And when you're satisfied, you click the Submit Answer button.

If I want to see if I have any questions remaining, again I will show only unanswered questions. And I can see that I have that simulation question still. So I click on it to go to it.

In a simulation question, you have your task description in the pane on the left. And then there's a Notes section at the bottom.

It's important to check the Notes section. For example, here the note tells me to use the Ribbon for this activity. "Do not launch a dialog box."

So I click the Start button to begin.

Simulation questions do allow you to explore the Ribbon without penalty. And remember, you have three attempts at this question, meaning you can make two errors in the question. But on the third error, you'll be moved on to the next question and receive zero credit for this question.

So the first thing I would do here is change the margins for the display document to Narrow, and then close the document. And it's telling me to save the changes when prompted.

So, I would click the Page Layout tab and if I click a button that's incorrect I'll be told to please try again. "You have two of three attempts remaining."

There, I clicked a second incorrect button. I have one attempt remaining.

And there I clicked a third incorrect button, so I'm told that I was unable to perform this task after three attempts [so] it has been completed for me.

Whenever you complete a simulation question, you always have to click the Next button.

So I've answered all the questions in my test. I can see in the top bar that I have completed five out of five questions. When you're finished, you clicked Submit Test. You are given a message that lets you know, "You have clicked the Submit button, which will end the test and submit it for scoring. Are you sure you want to end the test now and submit it for scoring?"

You click yes.

And, you'll be getting your school or if your instructor releases your score to you.

Click the Back to Course button to return to your main test page.

This concludes our eLab student training session. To view additional recorded training eLab webinars, click the Recorded Training Webinars link in the Help section of your eLab My Courses page.