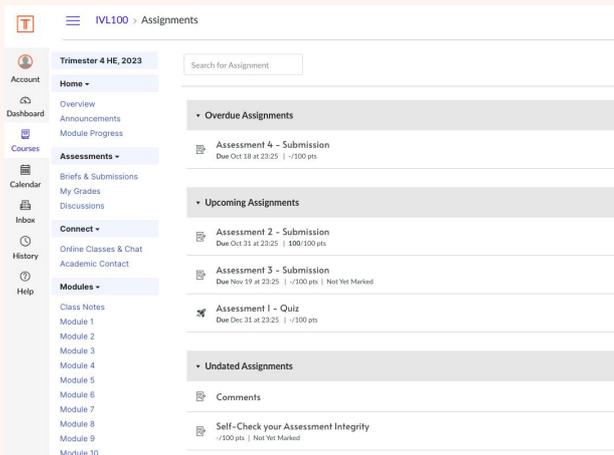


Completing a quiz

Student Guide

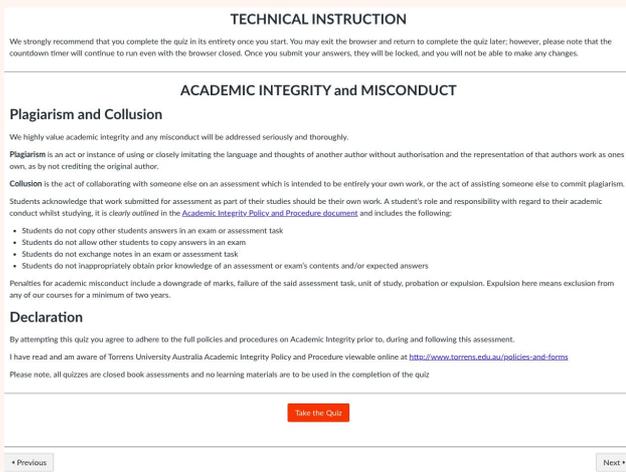
1

To complete a quiz, head to the Briefs & Submissions page in the left-hand side menu of your subject and click on the assessment that is marked as a quiz with a rocket icon.



2

Read the instructions carefully, and when you are ready, hit “Take the Quiz” at the bottom of the page. Once you press this button, the timer will automatically begin and cannot be stopped, so only press it when you are sure you are ready to start.



3

Once you have started, you can view the timer at the top of the page on the right-hand side so that you can keep track of how many minutes you have left, but you are also able to hide this if it makes you feel anxious.

The screenshot shows a Blackboard assessment interface for 'Assessment 1 - Quiz'. The page includes a left-hand navigation menu with options like Home, Overview, Announcements, Module Progress, Assessments, Briefs & Submissions, My Grades, Discussions, Connect, Online Classes & Chat, Academic Contact, Modules, Class Notes, and Additional. The main content area is titled 'Assessment 1 - Quiz' and includes 'Quiz Instructions' and 'Assessment Information'. A 'TECHNICAL INSTRUCTION' box states: 'We strongly recommend that you complete the quiz in its entirety once you start. You may exit the browser and return to complete the quiz later; however, please note that the countdown timer will continue to run even with the browser closed. Once you submit your answers, they will be locked, and you will not be able to make any changes.' Below this is an 'ACADEMIC INTEGRITY and MISCONDUCT' section with sub-sections for 'Plagiarism and Collusion'. The 'Plagiarism and Collusion' section states: 'We highly value academic integrity and any misconduct will be addressed seriously and thoroughly. Plagiarism is an act or instance of using or closely imitating the language and thoughts of another author without authorisation and the representation of that authors work as ones own, as by not crediting the original author. Collusion is the act of collaborating with someone else on an assessment which is intended to be entirely your own work, or the act of assisting someone else to commit plagiarism. Students acknowledge that work submitted for assessment as part of their studies should be their own work. A student's role and responsibility with regard to their academic conduct while studying, it is clearly outlined in the Academic Integrity Policy and Procedure document, and includes the following: Students do not copy other students answers in an exam or assessment task. Students do not allow other students to copy answers in an exam.' The 'Assessment Information' section lists: 'Quiz Duration: 30 Minutes', 'Number of Questions: 10 Multiple Choice Questions', and 'Quiz Weight: 10%'. A 'Questions' list on the right shows 'Question 1' through 'Question 7'. A 'Time Remaining' box indicates '29 Minutes, 35 Seconds'.

4

Answer the questions to the best of your ability and click “Submit Quiz” at the bottom when you are finished. You will need to wait for your Lecturer to release your grade to see how you did.

The screenshot shows the same Blackboard assessment interface as above, but the main content area is mostly obscured by a large black rectangle. At the bottom of the page, there is a status bar that reads 'No new data to save. Last checked at 13:21' and a 'Submit Quiz' button.