**TAKING A QUIZ**

1. To take a quiz, click the Quiz tool hyperlink on your Homepage, Organizer page, or Navigation Bar. The Quizzes and Surveys screen appears.
   - **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.

2. Under Title, click the hyperlinked name of the quiz or survey that you want to take. The Quiz (or Survey) Introduction screen appears.
3. Follow the instructions in the Introduction.
4. Once you complete a quiz or survey, click Finish to submit it.