

Browser Requirements

- Be sure to use a recent version of Firefox or Chrome. We do not recommend using Safari, or Internet Explorer to take a test.

Your Internet Connection

If you lose your Internet connection while taking a test in Moodle, your data may be lost. Here's how you can minimize the risk of losing your connection:

- Use a reliable, high-speed Internet connection.
- If using a mobile device, be sure your connection won't be broken if your device is in motion.

Before Taking a Test in Moodle

- Do not wait until the last minute to take the test; have a backup plan in case your computer crashes or you lose your Internet connection.
- Close all other programs you have open on your computer: music, email or IM programs running in the background, word processing programs, or other web browsers. Running other applications may lead to data loss while taking a test in Moodle.
- In most cases, once you launch a test, you must complete and submit it within a designated time frame. You will not be allowed to return to the test later. Before attempting a test, be certain you are ready for it and that you have enough time to complete it without interruption.

During the Test

- Do not open any other window or program while taking a test (unless it is required for the test).
- Do not click outside of the test window.
- Be careful when using a mouse with a scroll wheel. Click in a blank area on the test screen before using the scroll wheel to prevent inadvertently changing a response on the test.
- Your test may have multiple pages. If so, you will see a block showing questions on each page as illustrated above in Figure 1. Click on a **question number** or on **Next** to see more questions. Your answers are automatically saved as you enter them.
- A **clock** shows the remaining time available in the **Quiz navigation** area. The **Flag question** option allows you to note an item which you would like to reconsider before submitting your responses.

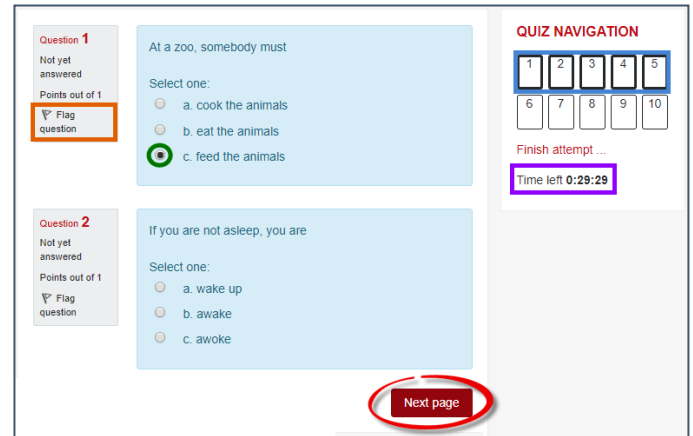


Figure 1: Test Page with Navigation

- Review your answers and be sure that you have answered all questions before clicking on the **Submit all and finish** button. Once submitted, you will not be able to modify any answers.

After Taking a Test in Moodle

- After submitting the test, you should see a confirmation of your submission and may be able to review your test (Figure 2). If you see a test page with no answers selected, use the "Back" button to return to your test and resubmit.

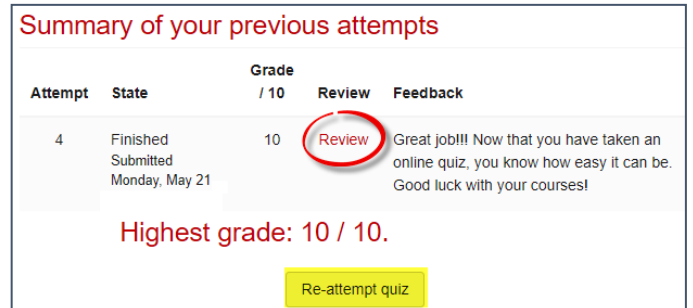


Figure 2: Summary of Test Attempt

- If you receive an error message, note the message word-for-word, along with the date, time and your steps preceding the error. Then, report the error message to the Help Desk (541-552-6900 or HelpDesk@sou.edu). Provide as many details as possible, including course reference number (CRN), test name, question number, browser and operating system. Also, contact your instructor for instructions.
- If a test allows multiple attempts, log out of Moodle and exit the browser before beginning another attempt.

Study hard—happy testing!

