

## Assessments

PageOut® offers two different ways that a student can take an assessment. Students can login into the grade book to access the particular assessment that has been assigned or in the Course Content page of the course.

### Accessing Assessments through the Grade book

1. Click on the "GradeBook" link on the menu to the left of the page.
2. Enter your User Id and Password in the fields provided to access the "GradeBook" feature.
3. In the grade book on the middle of the page, you will see a listing of assignments that need to be completed pending on the start and end date. An example is shown below as to how your grade book would look like with two assignments in the course:

## GradeBook

[My Notes](#) [My Account](#) [Logout](#)

**Student Total: 10 \***

**Total Possible: 20**

\*Note: Only course assignments listed in PageOut® are included in this total.

Assignment	Due Date	Actual	Possible	%	Grade
<a href="#">Mid-Term Exam</a>	Nov. 2, 2003	10	10	100	A
Final Exam	Oct. 5, 2003	N/A	10	N/A	N/A

**NOTE:** There is a distinct difference with both exams above. Mid-Term Exam is a selectable link since the exam start date and time has been made available for the student to take this exam. Final Exam does not have a selectable link since this exam has not yet been made available to the student by the instructor.

2. Click on the assigned exam by the instructor that needs to be taken by the due date.
3. If your instructor has chosen to prepare a timed exam for your course, you will receive the following message before proceeding on to the exam:

You are about to take a timed PageOut® Assessment. Clicking the "Begin Assessment" button below will load the assessment and start the timer.


**Note: Once you start the timer you must complete the assessment within the allotted time. When the timer runs out, the assessment will be submitted automatically.**

Click the "**Begin Assessment**" button to continue.

4. Click the "Begin Assessment" button to begin this assessment.
5. On the top frame of the page the Exam title will be in bold type, and the clock counter will be over to the right of the exam with the amount of Time Remaining. If this is a timed exam, the clock will count down to 0 hrs, 0 minutes.
6. Make sure to read the Instructions before taking the exam. Your exam will also have the total amount of points that it is worth on the left of the page.
7. If your instructor has opted to place a URL to visit before taking the exam for supplemental materials to the exam, the link will appear below the amount of points.
8. Select the appropriate answers to the questions for the exam and check the "Confirm Submission" box before clicking "Done" to submit your quiz.

9. Once you have submitted the exam, depending on what your instructor has selected in the options menu, you will receive one of the following results pages:
  - Immediate feedback from your exam with your graded answers and letter grade with percentage.
  - No graded answers and only results for your letter grade with percentage.
  - Controlled feedback which you will have to come back and view your graded answers at a later date selected by your instructor.
10. If your instructor chose to allow you to view your graded answers, at the bottom of the page you can view your result statistics.

### **Accessing Assessments through Course Content**

1. Click on the "Course Content" link on the menu to the left of the page.
2. This next step depends upon what your instructor has named the session titles within the Course Content area. Assessments can be contained in the particular session. Ex. Your instructor tells you to click on the Chapter 1: Learning Assignments Session to access the Chapter 1 Quiz.
3. Click on the Course Content session for Chapter 1.
4. Then in the list of components within the session, locate the Chapter Quiz which should look like this,  [Chapter 1 Quiz](#) and click on the link.
5. If your instructor has chosen to prepare a timed exam for your course, you will receive the following message before proceeding on to the exam:

You are about to take a timed PageOut® Assessment. Clicking the "Begin Assessment" button below will load the assessment and start the timer.

**Note: Once you start the timer you must complete the assessment within the allotted time. When the timer runs out, the assessment will be submitted automatically.**

Click the "**Begin Assessment**" button to continue.

6. Click the "Begin Assessment" button to begin this assessment.
7. On the top frame of the page the Exam title will be in bold type, and the clock counter will be over to the right of the exam with the amount of Time Remaining. If this is a timed exam, the clock will count down to 0 hrs, 0 minutes.
8. Make sure to read the Instructions before taking the exam. Your exam will also have the total amount of points that it is worth on the left of the page.
9. If your instructor has opted to place a URL to visit before taking the exam for supplemental materials to the exam, the link will appear below the amount of points.
10. Select the appropriate answers to the questions for the exam and check the "Confirm Submission" box before clicking "Done" to submit your quiz.
11. Once you have submitted the exam, depending on what your instructor has selected in the options menu, you will receive one of the following results pages:
  - a. Immediate feedback from your exam with your graded answers and letter grade with percentage.
  - b. No graded answers and only results for your letter grade with percentage.
  - c. Controlled feedback which you will have to come back and view your graded answers at a later date selected by your instructor.

12. If your instructor chose to allow you to view your graded answers, at the bottom of the page you can view your result statistics.

### **Scrolling List Question Display**

Scrolling list displays assessment instructions as well as all questions on a single scrolling page. All assessment questions are loaded on a single web page and students can quickly navigate from question to question with very little delay. With this style of question presentation, all answers are submitted upon completion of the entire assessment. For this reason, in the event of a lost connection prior to final submission, all answer data will be lost.

### **One at a Time Question Display Assessments**

One At A Time Question displays questions one at a time. Assessment instructions as well as each question will be presented on its own web page. Students navigate through questions using "Next" and "Previous" buttons. Using this style of presentation, each question/answer pair is submitted upon completion of that question. This provides for greater security in the event of a lost connection.

1. Once the student has logged into the assessment, the assessment title header will appear in the middle of the page and the Time Remaining clock will count down depending on if your instructor chose to present the assessment with a time limit.
2. Instructions for the students, total amount of points, and web URL (optional if instructor chooses to use this function) are to the left hand side of the assessment page.
3. The Navigator drop down menu is to the right of the page. You can select the Question number that you would like to navigate to and click on the "Go" button. After clicking on "Go" it will take you to the question number that you selected.
4. To begin this kind of assessment, you will need to click on the "Questions" button to the left of the page.
5. Upon clicking on the "Questions" button, Question #1 of the assessment will appear on the page.
6. After you have selected your answer to Question #1 by clicking on the radio button next to the answer, click on the "Next" button to advance to Question #2.
7. If you need to go back to the previous question, click on the "Previous" button.
8. The Navigator drop down menu to the right of the page, will allow you to navigate to the various question numbers by selecting the question and clicking on "Go".
9. If you are finished and would like to submit the assessment, click the "Done" button at the bottom of the page.

**NOTE: Do not click the "Done" button during the assessment unless you are certain that the assessment is ready to be submitted for grading.**

**NOTE: If you use a mouse with a scroll wheel, and have not clicked off of the answer, your answer can be change if you inadvertently click on the up and down arrow on the keyboard.**