1. When you click into a quiz, it will open in a separate browser tab. You will see a Due Date and either a button labeled Begin Assessment or Resume Attempt. Click the button.

2. At the top of the quiz screen, it shows how many questions there are in the quiz. At the top right, you will see a timer that you can pause during the quiz. This timer resets for each question and gives you an idea of how long it takes you to answer certain questions.

3. Choose an answer and click a confidence indicator. The confidence indicators are Just a Guess, Pretty Sure, or Nailed It. You need to choose a confidence indicator to submit your answer.
4. Once you have chosen your confidence indicator, the quiz will move on to the next question. When a question has been answered, the number icon for that question will change to blue.

5. You can skip questions by clicking on the next number. You can tell what questions you have yet to answer as they will not be colored blue.

6. Once you have answered the last question of the quiz, a Continue to results button will appear. NOTE: Make sure you double-check the question numbers at the top to see whether you still have unanswered questions or not. (In this example, the user has not answered question 24.) Once you have answered all questions, click Continue to results.

7. A Quiz Results page will open up displaying the Quiz Summary tab. Here, you will see the Topic and the Content Area for the quiz. Also displayed is your Performance on the quiz, the total number of questions on the quiz, and the number of correct and incorrect answers you got. You can also see the Total Session Time for the quiz and the Average Time Per Question.
8. Scrolling down, you can see the **Confidence** details. This will show how you performed in each of the three confidence indicator choices.

![Confidence Details Diagram]

9. At the top right, you can click the **Correct Responses** and **Incorrect Responses** tabs (**Correct Responses screen is shown**). These tabs will show you your answer and/or the correct answer. Under each question, you will see the **rationale** for the correct answer. Also, you can see what **confidence indicator** you chose for that question.

![Quiz Results Diagram]
10. At the bottom of each question you will see a button labeled **View Topics**. Click the button. This will list all the different topics that are covered by that question.

11. Close the **browser tab** for the quiz when you are finished viewing the results.

12. Once you have completed a quiz, when you click into it again, the button will have changed to **Results**. You can always go back and view your quiz results. Quizzes may only be taken one time.

**END OF GUIDE**