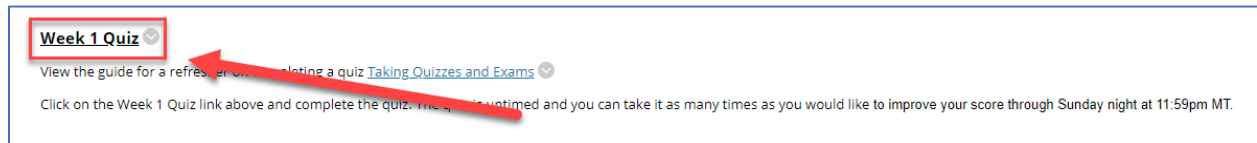


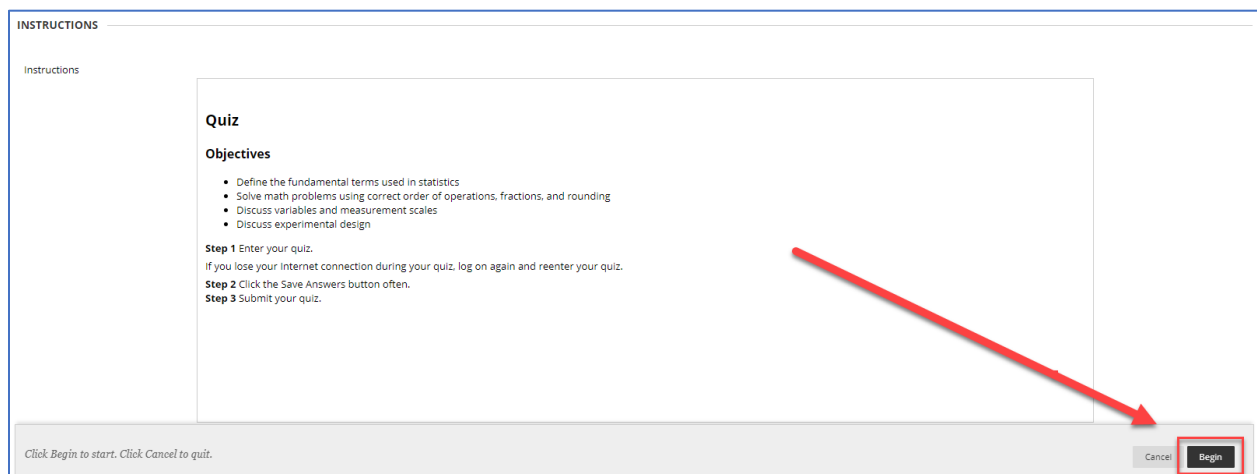
# How do I take a quiz or exam?

Follow these 6 steps to complete a quiz or exam:

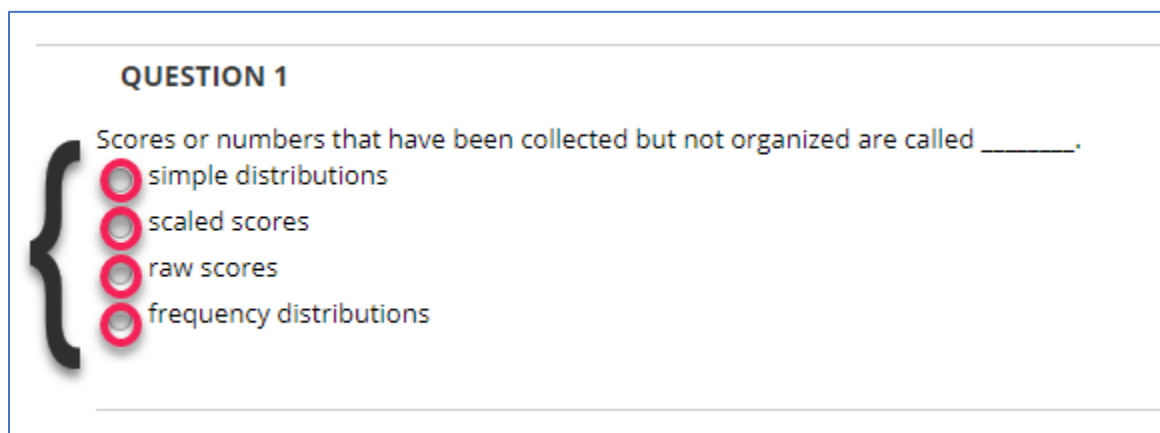
**Step 1:** Click the “Week # Quiz” link.



**Step 2:** Click the “Begin” button.



**Step 3:** Answer each question by clicking the radial button next to the most correct response.



**Note:** You are allowed to save questions, leave the quiz, and come back at another time to complete. You can also retake the quiz as many times as needed.

**Step 4:** Click “Save and Submit” when you have answered all of the questions. Then click “OK.”

Click Save and Submit to save and submit. Click Save All Answers to save all answers.

Save and Submit

fortis-stg.blackboard.com says

Test submission confirmation: Click Cancel to return to the test. Click OK to submit assessment.

OK

Cancel

**Step 5:** Click “OK” to view your results.

Test Submitted: Week 3 Quiz

Test saved and submitted.

Student: Patrick Ray  
Test: Week 3 Quiz  
Course: MAT305\_M1.0 (MAT305\_M1.0)  
Started: 6/24/19 3:14 PM  
Submitted: 6/24/19 3:20 PM  
Time Used: 6 minutes

Click **OK** to review results.  
Monday, June 24, 2019 3:20:51 PM PDT

OK

**Step 6:** Make sure you understand the correct responses if you missed any of the questions.