


Student guide to NMIT Online

Contents

Getting there	2
Logging in for the first time	2
Your personal NMIT Online home page.....	4
How to update your user profile & email address.....	4
Finding your way around NMIT Online.....	6
Using your course pages	7
How to participate in a Forum	8
Precautions.....	10
Discussion Forum Communication Protocols.....	10
How to submit assignments on NMIT Online	11
Turnitin – how it works	14
Completing an online test (Quiz)	15

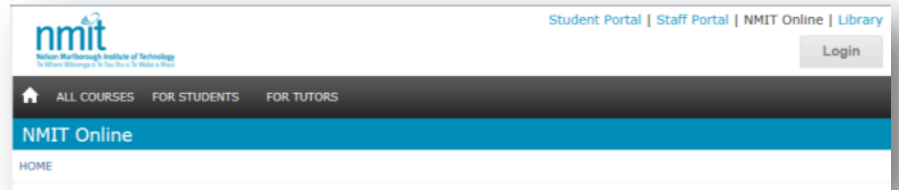
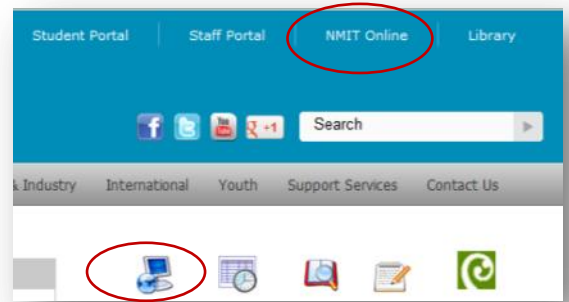


Getting there

NMIT Online is a website providing course resources and learning activities. Not all courses at NMIT have materials in NMIT Online – your tutor will direct you to the website as appropriate. You can access NMIT Online from any modern computer with an internet connection. Just click on the  icon on the Student Portal page or point your browser to <http://ecampus.nmit.ac.nz/>.

Make this site a Bookmark/Favourite or create a shortcut on your computer desktop before you login.

If you have logged in before, select **Login** from the right hand side of the banner. If prompted, enter your **user name** and **password**. If this is the first time you have used your NMIT computer account, follow the the instructions below.



Logging in for the first time

Step 1: Activate Your Login

All students must **activate** their NMIT computer account before they can login to NMIT Online:

[Your tutor or programme support team will provide you with your initial username and password in this format:]

Username: jo-bloggs

Password: 20049999Jb (Your ID number followed by upper case first initial, lower case last initial)

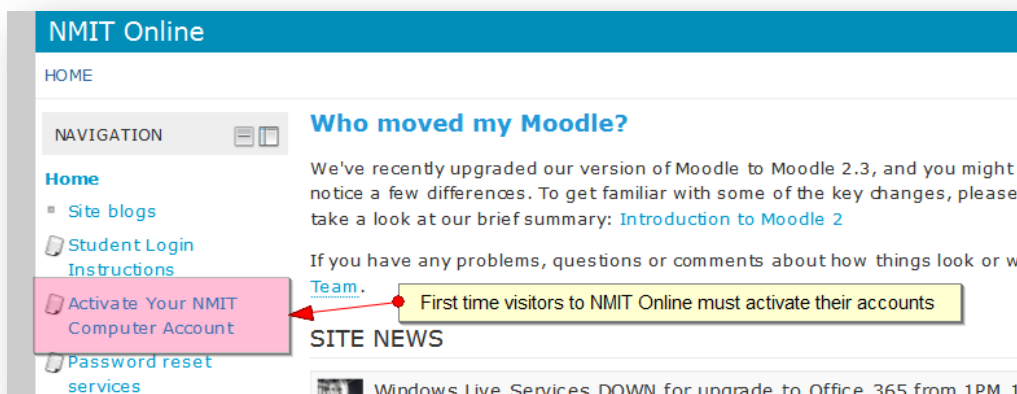
Step 1: On-Campus

Logging onto a campus PC will activate your account. Go to Step 3

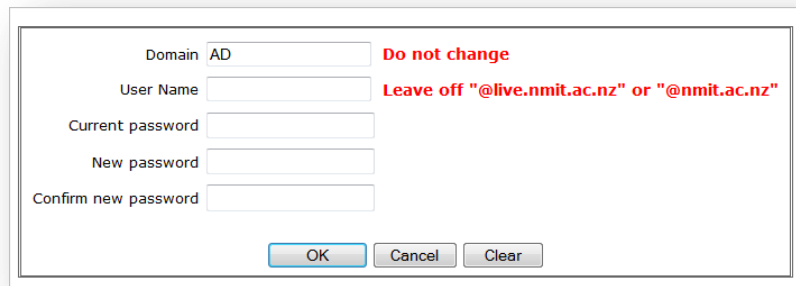
Step 1: Off-Campus

If off campus, and you have not logged into an NMIT computer, you need to activate your account using the **Activate Your NMIT Computer Account** page:

- Click the **Activate or change your password** link in the left-hand menu column.



This will open the Activate Your NMIT Computer Account page:



- Follow the instructions on the login screen to activate your computer account. This process will enable you to access all NMIT's online services including NMIT Online, your NMIT Outlook Email account, Timetables etc.

Step 2: Password reset services

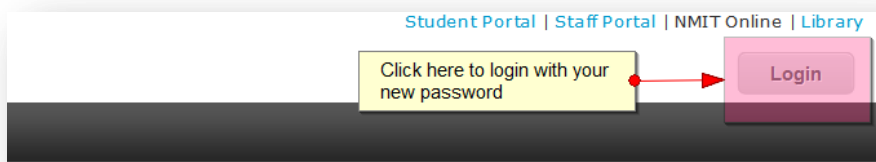
Once your account is activated, you can setup your password security questions. This allows you to register some security questions which you can use if you ever forget your NMIT password.

- Click the link to the Password Registration or go direct to <https://registrationportal.nmit.ac.nz>


Step 3: Login

Once your account is activated, you can login.

- Go to the NMIT Online home page (<http://ecampus.nmit.ac.nz/>).
- Click the **Login** button in the right-hand header area.



Login using your NMIT computer username and password.



Step 3: Proceed to NMIT Online

After allowing access **wait a few seconds and you will be redirected to NMIT Online** and be able access your courses. Update your profile to ensure the information is correct, especially your preferred email address.

Please contact the NMIT ITS ServiceDesk if you have any problems using this site:

- HelpDesk@nmit.ac.nz or phone **0800 POLYIT** (0800 765 948) or visit the ITS Helpdesk in the Nelson LLC
- Available 8am-8pm weekdays AND 2pm-6pm Sunday

Your personal NMIT Online home page

As soon as you login you will be presented with a list of courses you have access to. This is your "My Home" page and has a number of useful components identified below. If your course/s are not listed contact your tutor ASAP.

You can return to this page from anywhere within the site by clicking on the "My Home" link at the top left of the screen. Explore this page for yourself once you have logged in.

The screenshot shows the NMIT Online 'My Home' page. The page is divided into several sections:

- Left sidebar:** Contains navigation links such as 'My Course Groups', 'SETTINGS', 'My profile settings', 'NAVIGATION', 'My home' (with sub-links for Site home, Site pages, My profile, My courses), and 'MY PRIVATE FILES'.
- Center column:** Displays a 'COURSE OVERVIEW' section with links to various forums and assignments, such as '>>NMIT Online Teacher Support Site - Moving To Moodle 2.3' and '>>Diploma In Aquaculture Home 2013'.
- Right sidebar:** Includes 'USEFUL LINKS' with icons for various services, a 'CALENDAR' for March 2013, and a list of recent posts or announcements.

Callouts provide additional information:

- A callout pointing to the center column states: "The courses you have access to should be listed in the centre column. Click on a title to enter the actual course page."
- A callout pointing to the right sidebar states: "Some courses will include information about things happening within the course, including direct links to activities like forums, assignments, quizzes etc."
- A callout pointing to the left sidebar states: "Blocks of useful information are also shown on each side of the page"

How to update your user profile & email address

The first time you login, you should make sure the details in your profile are complete and correct, especially your email address. Your tutor will often send messages via NMIT Online and email copies will be sent to the email address you specify in your NMIT Online profile.

There are several ways to view and edit your personal information on NMIT Online.

Option 1: Look for the "Edit profile" link in your settings block on the top left of screen.

The screenshot shows the 'SETTINGS' block with the 'My profile settings' section expanded. The 'Edit profile' link is highlighted in blue.

Option 2: open the Info bar

The screenshot shows the 'Info bar' at the top of the page. A yellow callout box with a red arrow points to the '+' symbol next to the user's name, stating: "Click the + symbol beside your name to open the info bar and click on the 'Edit profile' link". Below the callout, the 'Info bar' is expanded, showing a grid of icons for 'My courses', 'View profile', 'Edit profile', 'My private files', 'Calendar', 'Email', 'My ILP', and 'Logout'. The 'Edit profile' icon is highlighted in pink.

You can update your profile details

The screenshot shows a profile update form with the following fields: First name (Vwp22), Surname (Vwp_User22), Email address* (Joe.Blogg@xtra.co.nz), Email display (Hide my email address from everyone), Email activated (This email address is enabled), City/town* (Marlborough), Select a country* (New Zealand), Timezone (Pacific/Auckland), Preferred language (English (en)), and Description* (Hi I am Brix the test student). A callout box points to the email address field, stating: "IT IS VERY IMPORTANT that this email address is one you will be checking regularly. By default your profile uses your NMIT email address. You can continue to use this address or change it to your home or work address if you prefer". Another callout box points to the description field, stating: "You MUST have some text in this description box. Write a quick summary about yourself here." The description text reads: "I am an experienced winery mouse catcher, so I thought that it was about time that I learnt more about viticulture and winemaking. My favourite variety is an obscure Sicilian grape variety, Catarratto Bianco, a country that I hope to visit in the future. This is my".

Note – other key fields to check:

Email display allows you to choose different options to set who can view your email address through your profile.

Email activated allows you to enable or disable your email address. If you **disable** your email address you will not receive emails even if subscribed to a forum.

Email format provides the option of your email address being plain text or HTML – leave this as the default 'Pretty HTML'.

Email digest type provides receiving options.

- If **no digest (single post per forum)** is set you will receive an email for every single posting to subscribed forums within 30 minutes of posting.
- If **complete (daily email with full posts)** is set you will receive ONE email with the forum posting details each day.
- If **subjects (daily email with subjects only)** is set you will receive ONE email with the subject details each day.

Add a picture of yourself

Click "Add" link, then the "Upload a file" -> **Browse** button. The dialogue box "Choose a file to upload" will appear. From here find a suitable picture of yourself and double click on it. The image must be in JPG or PNG format i.e. the names will usually end in jpg or png.

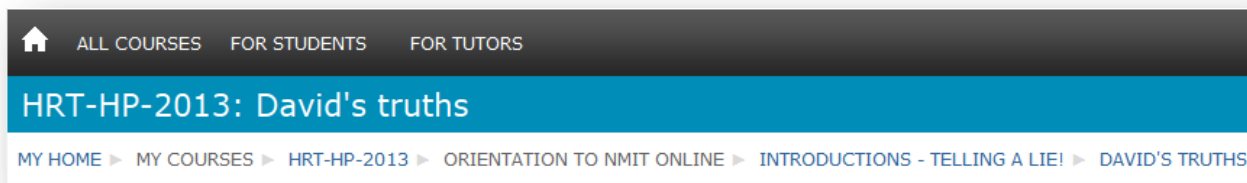
When your picture has been uploaded, click the "Update profile" button at the bottom of the page.

The screenshot shows the 'User picture' section with 'Current picture' set to 'None' and 'New picture' with an 'Add...' button. A callout box points to the 'Add...' button, stating: "Click the Add link to upload a picture".

The screenshot shows the 'File picker' dialog box with a list of sources: Recent files, Upload a file, Private files, Flickr public, Google Docs, Microsoft Skydrive, and Wikimedia. A callout box points to the 'Upload a file' option, stating: "Choose where you are getting your assignment file from. Click 'Upload file' to see the option to browse your own computer". Below the list, there are fields for 'Attachment:', 'Save as:', 'Author: FLiT training-account1', and 'Choose license: All rights reserved', along with a 'Browse...' button and an 'Upload this file' button.

Note: If you changed your email address you will see a message requesting you to click a link in an email sent to your new address to confirm the change.

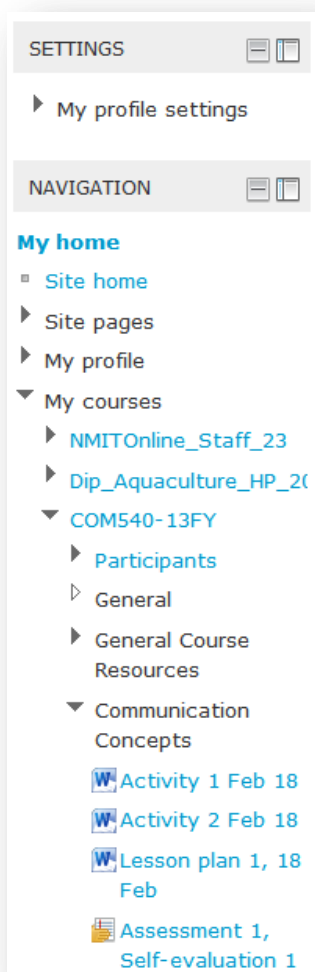
Finding your way around NMIT Online



Take note of the black menu bar at the top of the page – the “For students” menu has links to support pages and other services.

The links listed just below the blue title bar at the top of the page also tell you where you are. This “Breadcrumb” trail of links is a quick way to jump between pages in NMIT Online.



At any stage you can click the “House” icon in the menu bar or the “My Home” link in the breadcrumb bar to return to your personal home page.

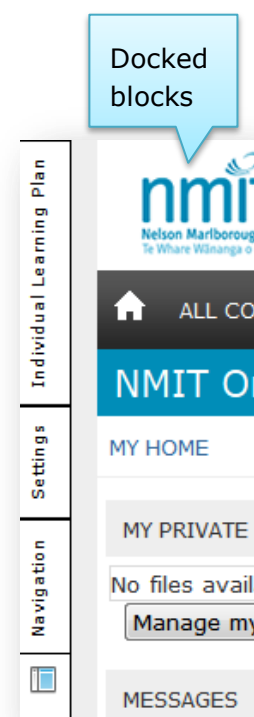


Settings and Navigation blocks

- The content of the Settings block will change according to what context you are in. Within a course it will show course-related settings and within an activity like a forum, it will show forum-related settings.
- The Navigation block shows links for all your courses. You can click the small arrows to expand or collapse lists of courses and sections within them

You can also dock or minimise blocks to create more space on the page.

- Click the “-” icon to minimise a block (you can click the + icon to expand it again).
- Click the  icon to move blocks into the dock on the left side of the page. Hover over a heading in the dock and the full block menu will show on the page. Click the  icon in the docked block to return it to the main page.



Using your course pages

Click on a course name in the My Home list or Navigation block to enter the course. Your course may look different to the sample below but the general format will be the same.

Courses are typically split into topic sections. Each topic has a heading that shows in the centre column and is listed in the Navigation block on the left hand side.

Some tutors may have all topics visible to you at the start of the course, while others may only make each topic available as it is needed.

The screenshot shows the course page for the NMIT Certificate in Horticulture Programme (HP) 2013. The page has a blue header with the course title. Below the header, there is a navigation menu on the left with sections for 'SETTINGS', 'NAVIGATION', and 'My home'. The main content area features a banner image of a garden, followed by the course title and a welcome message. Below the welcome message, there are links for 'Programme News & Announcements' and 'Introductions'. The page also includes a 'Programme Guidelines' section with a blue header, and a 'Getting Help' section with a blue header. On the right side, there are several widgets: 'LATEST NEWS' with a news item about legionnaires disease, 'CALENDAR' showing March 2013, 'UPCOMING EVENTS' with a list of business closure dates, and 'Events key' with a legend for Global, Course, Group, and User.

Course: NMIT Certificate in Horticulture Programme Homepage (HP) 2013

MY HOME > MY COURSES > HRT-HP-2013

SETTINGS

- My profile settings

NAVIGATION

My home

- Site home
- Site pages
- My profile
- My courses
 - App Bus Home 2013
 - MGT636-13S1
 - HRT-HP-2013**
 - Participants
 - General
 - Programme Guidelines
 - Getting Help
 - Orientation to NMIT Online
 - HRT201-12FY
 - BN Home 2013
 - BAppSocSci_HP 2013
 - Tourism_2013
 - Swedish Cultural Tourism
 - Travel 2013
 - CertCarp Home 2013
 - OER12
 - TextBooks_SP
 - NMIT_Online_ILP_Supp
 - Remote courses

NMIT Certificate in Horticulture Programme Homepage

Welcome to the NMIT Certificate in Horticulture! This programme will help to accelerate your career in horticulture and provide you with with the skills and understanding essential when working with plants. This is the home page for the course and provides the essential information such as the [Programme Guide](#), the [Programme Regulations](#) and information about accessing help.

Programme News & Announcements

>> This forum is used for general programme announcements. All programme participants will receive email copies of messages posted here.

Introductions

>> This forum is for [introductions](#). If you introduce yourself here you will have contact with a wider range of students as some will be enrolled in different courses to yours.

Programme Guidelines

The materials here relate to the whole programme. The [Programme Guide](#) includes information directly relevant to you. More detail is provided in the [Programme Regulations](#).

Programme regulations

Programme Guide

Getting Help

o Go to the **Student Help pages** for **help with Moodle**.

LATEST NEWS

Judy Crous 3 Dec, 11:39
legionnaires disease warning more...
[Older topics ...](#)
[RSS](#)

CALENDAR

March 2013

Mon	Tue	Wed	Thu	Fri	Sat	Sun
			7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Events key

- Global
- Course
- Group
- User

UPCOMING EVENTS

- Progress review review
Thursday, 28 March, 12:00 AM
- Good Friday (Easter Break) - NMIT will be closed for business
Friday, 29 March, 8:00 AM
- Easter Monday - NMIT will be closed for business.
Monday, 1 April, 8:00 AM
- Education Day - NMIT will be closed for business.
Tuesday, 2 April, 8:00 AM
- End of Term 1
Friday, 19 April, 8:00 AM

Each NMIT Online course is divided into topic or week sections - the topic names or weeks are usually listed in the Navigation block on the left of the page. Each topic or weekly section will contain instructions, links to documents or web sites and perhaps links to activities such as discussion forums, assignment drop-boxes, quizzes etc.

Scroll down the page to view all the available sections and their content. Your tutor may have all the sections visible from the start of your course OR they may only make certain topic sections visible as they become relevant.

How to participate in a Forum

Forums (👤) are ways for students and tutors to hold discussions online and act like a virtual message board.

Each course contains at least one forum for course news and announcements (the exact name can vary). This forum is used by the tutor to broadcast course news to all students and every student will receive email copies of messages posted within it.

Other forums may also be available within a course at the discretion of the tutor and are good places to post questions and comments, share ideas etc.

Click on the forum's name to view a description of the forums purpose and a list of the Discussion topics. The topics are listed from latest to oldest. Click the **discussion topic's title** to view and participate in the discussion. If you click on the persons name you will see their profile page, not their forum message.

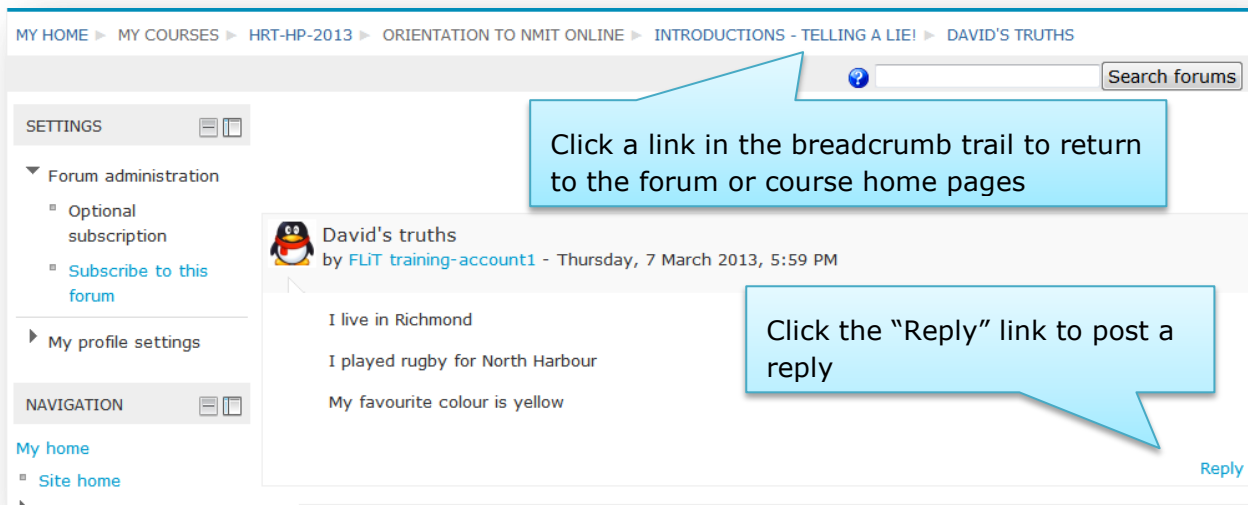
The screenshot shows a forum page titled "Introductions - telling a lie!". The interface includes a navigation menu on the left, a search bar at the top right, and a main content area with a discussion topic. A table at the bottom lists several discussion topics.

Callouts:

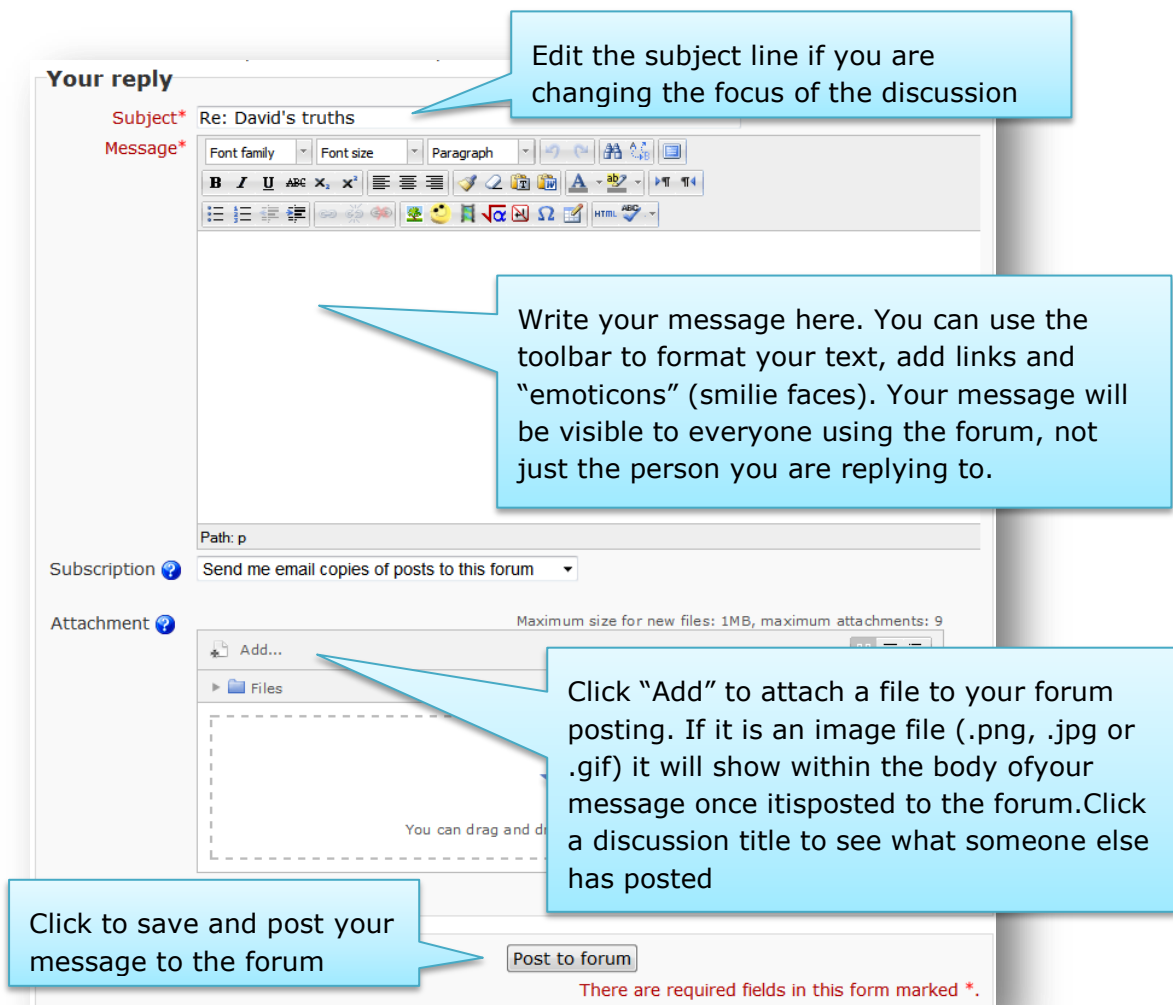
- Search the content of all forums in the course:** Points to the search bar at the top right.
- Control whether you get email copies of messages from this forum. Some forums don't allow you to choose:** Points to the "Optional subscription" and "Subscribe to this forum" options in the settings menu.
- Click here to start a new discussion:** Points to the "Add a new discussion topic" button.
- Click a discussion title to see what someone else has posted:** Points to the "Introductions - telling a lie!" title in the table.

Discussion	Started by	Group	Replies	Last post
Stuff I like	Name	2013-02-NN	11	Name
Introductions - telling a lie!	Name	2013-02-NN	8	Name
Introductory Task Posting 3 things	Name	2013-02-NN	10	Name
	Name	2013-02-NN	10	Name
	FLIT training-account1	2013-02-NN	8	Name

The discussion and all replies are listed from oldest to newest. Click the Reply link on the appropriate discussion message (also called “posting”) to contribute your ideas or comments (the link is at the bottom right corner of the message).



Type your message in the text editor “message” box. Click '**Post to forum**' to finish. Your message will be indented underneath the one you replied to and will be visible to everyone else with access to the forum (class mates). You have 15 minutes to edit your entry, after which edit rights disappear and email copies are sent to anyone subscribed to the forum.



If you want to change your message or attachment after you have posted your message, follow these steps (within 15 minutes of making your original posting):

- Click on Edit at the bottom of your post
- Edit your message
- Delete your file and /or upload a new attachment
- Click Post to Forum - this will replace your old message and attachment.

Note:

- **Remember, only post information on what the forum is about. You only have 15 minutes to edit your entry.**
- **After 15 minutes, an email copy of your message will be sent to everyone in the course who is subscribed to this forum.**

Precautions

It wouldn't be fair if we didn't admit that things occasionally **go wrong** while using the discussion forums. When working on a message over a long period there is the risk of it "disappearing" should, for example, the NMIT Online session time out or a dial-up connection drop out. Also, while there is no "auto-save" feature, the system will warn you if you try to move away from a page without saving your changes.

Noting the following tips for writing and saving discussion forum messages will spare you from these mishaps.

1. Just before you post your message, select all the text of your message and copy it. If your message fails to save properly you will be able to create a new message and paste you copied text back into it.
2. If you need to follow a link while you are part way through typing a message, use the "New Tab" feature of your browser to follow the link in a separate tab. Tabs allow you to work on other web pages without affecting your original one.
3. Good, "safe" practice when creating long forum messages is to put your cutting and pasting skills to work. **Write and save** the message in a word processor, copy it, then log in to NMIT Online and paste the text into a discussion topic message. Keep formatting to a minimum when using a word processor, applying the required formatting after pasting into the NMIT Online text editor.
This method also **saves quite a bit of online time** if a you happen to be working via a dial-up connection.

Discussion Forum Communication Protocols

1. Avoid using all capitals – Internet conventions mean this is the equivalent of shouting or "flaming" someone.
2. When posting a reply to another student's discussion posting or chat comment, make sure the 'golden rule' applies i.e. don't post anything you would be unhappy to receive if it were posted to you.
3. Any issues or problems with the course or with another course member should be notified privately to the tutor by email or phone, not raised in a chat room or posted publicly on a discussion forum –please use email or phone the tutor for emergencies or important course issues only.
4. Log in to the course regularly (but preferably each working day) just to keep up with what is happening.
5. Keep to one topic per discussion posting as much as possible, it is better to post several postings on one topic each, rather than one long posting with several topics embedded in it.

Click on the **For Students** link in the black NMIT Online navigation bar to view more online support materials.

How to submit assignments on NMIT Online

Your tutor may ask you to submit assignments online for feedback and/or marking. Some tutors are also using the Turnitin.com plagiarism detection system to help you maintain the academic integrity of your assessed work.

This guide will take you through the process of uploading your assignment files within NMIT Online, including submitting for final marking. A separate guide will cover the details of how you interpret Turnitin reports.

Where to submit your work?

Within your course you should look for the appropriate assignment "drop box". Be sure to submit your work in the right place – double check the course and the name of the assignment.

 [Sample online submission drop box](#)

SAMPLE ONLINE SUBMISSION DROP BOX

Demonstration of submitting your assignment online, including use of Turnitin. Do not submit your actual assignment here!

SUBMISSION STATUS

Submission status	Nothing has been submitted for this assignment
Grading status	Not graded
Due date	Sunday, 28 April 2013, 9:45 AM
Time remaining	52 days 17 hours

Add submission

Click the Add submission button to go to the upload page

SAMPLE ONLINE SUBMISSION DROP BOX

Demonstration of submitting your assignment

All files uploaded will be submitted to the plagiarism detection service. Click the "Add" button to upload your file (or files) here and then click the "Save changes" button to return to the Submission status page. Please be assured you have not submitted your assignment yet.

Turnitin.com requires up to 30 minutes to process your assignment. You can leave the assignment page and return later or if you choose to wait, please click the refresh/reload button in your browser (or the F5 key on your key board) to see if the Turnitin result has become available. **DO NOT click the Submit your assignment for marking button** until you have seen and are satisfied with your Turnitin result.

You can find more information about assignments and interpreting Turnitin results in our help pages.

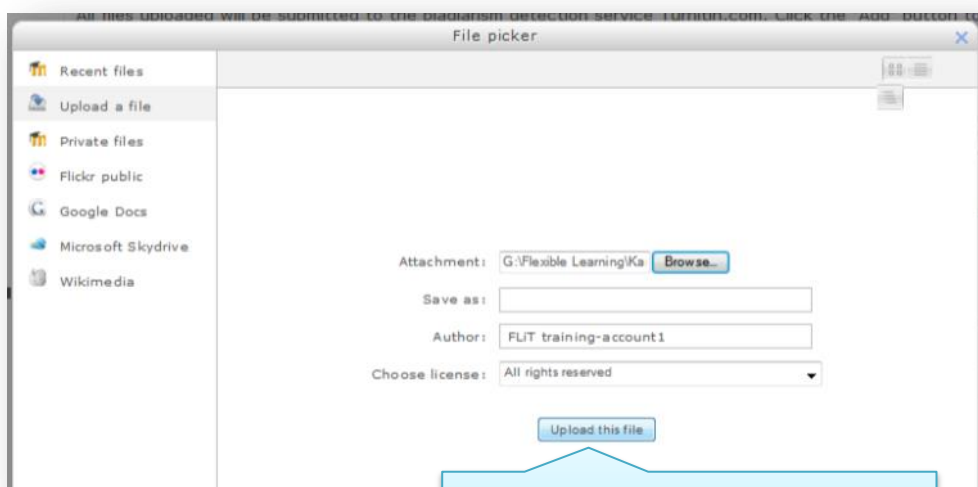
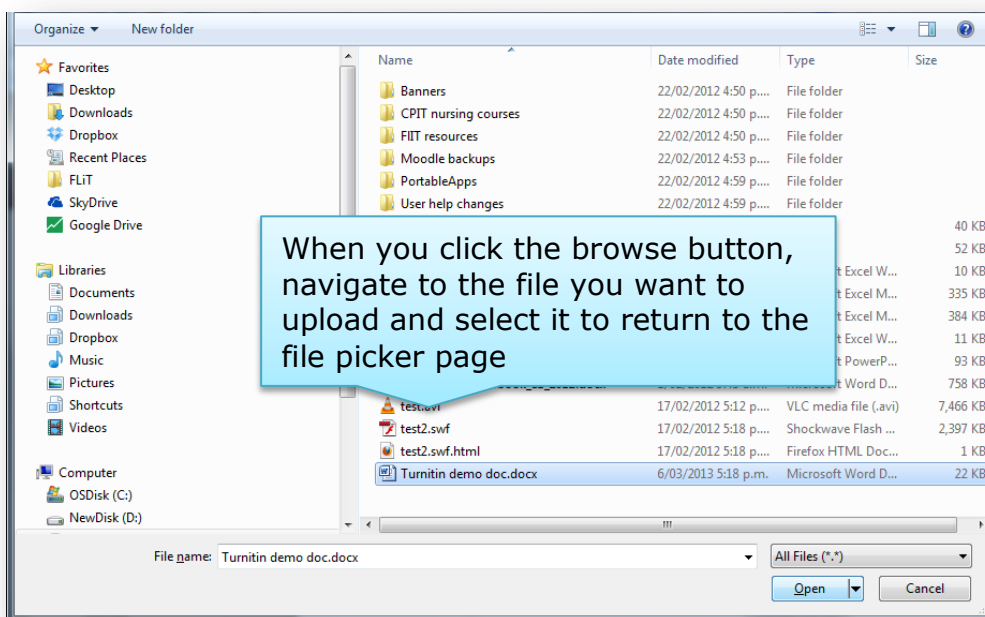
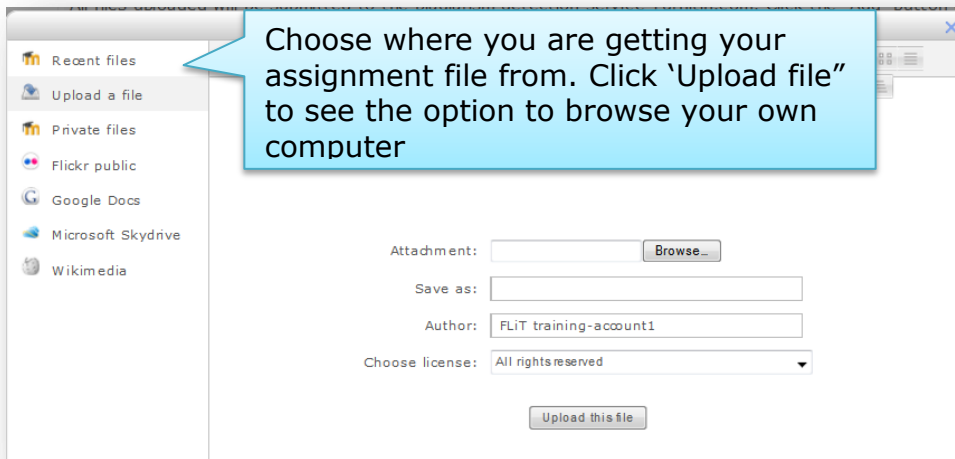
File submissions

Click "Add" to find your assignment file

OR if you see this large arrow you can drag and drop a file onto this box to upload it

You can drag and drop files here to add them.

Save changes **Cancel**



SAMPLE ONLINE SUBMISSION DROP BOX

Demonstration of submitting your assignment online, including use of Turnitin. Do not submit your actual assignment here!

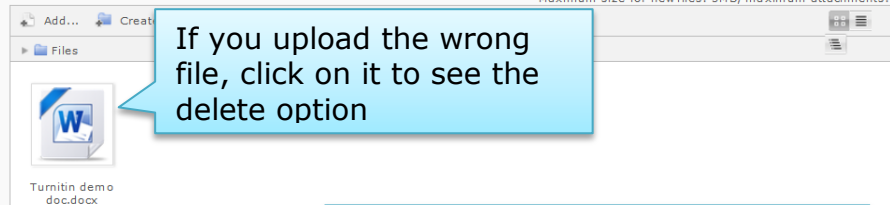
All files uploaded will be submitted to the plagiarism detection service Turnitin.com. Click the "Add" button to upload your file (or files) here and then click the "Save changes" button to return to the Submission status page. Please be assured you have not submitted your assignment yet.

Turnitin.com requires up to 30 minutes to process your assignment. You can leave the assignment page and return later or if you choose to wait, please click the refresh/reload button in your [browser](#) (or the F5 key on your key board) to see if the Turnitin result has become available. **DO NOT click the Submit your assignment for marking** button until you have seen and are satisfied with your Turnitin result.

You can read further instructions on [submitting assignments and interpreting Turnitin results in our help pages](#).

File submissions

Maximum size for new files: 5MB, maximum attachments: 2



Save changes

Click save changes when you are

SAMPLE ONLINE SUBMISSION DROP BOX

Demonstration of submitting your assignment online, including use of Turnitin. Do not submit your actual assignment here!

SUBMISSION STATUS

Submission status	Draft (not submitted)
Grading status	Not graded
Due date	Sunday, 28 April 2013, 9:45 AM
Time remaining	52 days 17 hours
Last modified	Wednesday, 6 March 2013, 5:33 PM
File submissions	Turnitin demo doc.docx Export to portfolio

Your file is still has the "draft" status. If you are waiting for a Turnitin report it can take up to 30 minutes to process your file. You can go away from this page – you don't need to wait. If you choose to wait on this page, click the refresh button in your browser to check if the report has been completed. Click the "Edit my submission" button to upload an additional file and/or delete the one you have uploaded. Only click the "Submit for marking" button when the file you have uploaded is the version you want your tutor to mark.

Edit my submission

Submit for marking

If the previous page mentioned that Turnitin has been activated in this assignment, it will take up to 30 minutes to process your file/s. When it has been processed a score and link to a full report will appear beside your assignment file/s. You don't have to wait here - you can leave this page and return later. Or if you choose to wait, please click the refresh/reload button in your browser (or the F5 key on your key board) to see if the Turnitin result has become available. If Turnitin is active, **DO NOT click the Submit for marking button** until you have seen and are satisfied with your Turnitin result.

You can read further instructions on [submitting assignments and interpreting Turnitin results in our help pages](#).

See the next page for more details on Turnitin. When you are ready to submit for marking, click the "Submit for marking" button. Then confirm your submission is your own work. You will receive an email confirmation.

SUBMIT FOR MARKING

Are you sure you want to submit your work for marking? You will not be able to make any more changes.

In submitting your work here you are also acknowledging that it is your own work and complies with the guidelines for referencing and academic honesty as detailed in your programme handbook or course outline.

Continue

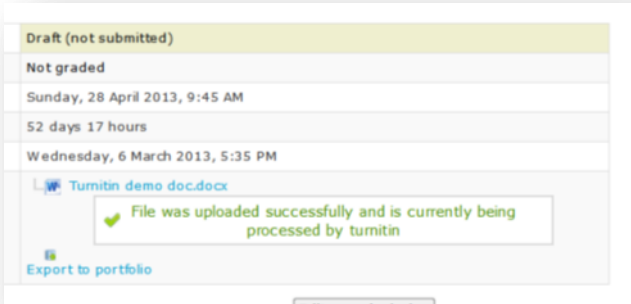
Cancel

Turnitin – how it works

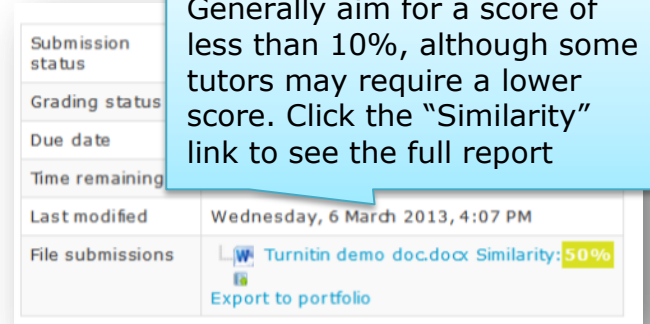
Turnitin.com provides a service for checking academic work for possible sources of plagiarism. Your tutor will provide details on what they consider plagiarism to be and how to maintain your academic integrity.

Turnitin can only generate reports for the following file formats: Microsoft Word (.doc, .docx); Plain text (.txt); Adobe Acrobat PDF (.pdf); Rich Text Format (.rtf); PostScript (.ps); HTML (.html, htm), Open Document Format (.odt).

Turnitin submission still being processed

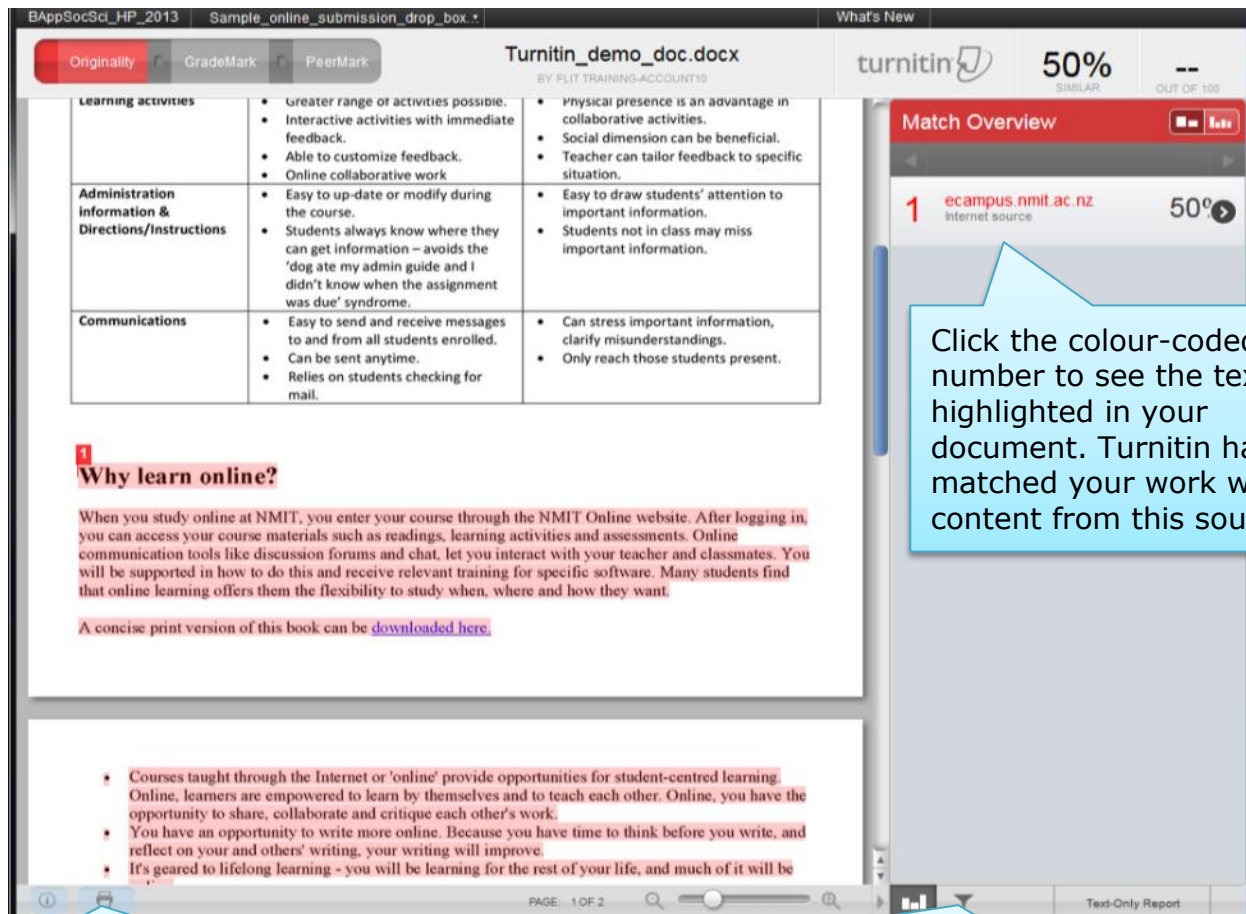


Turnitin result available



Generally aim for a score of less than 10%, although some tutors may require a lower score. Click the "Similarity" link to see the full report

Click on the "Similarity" link to see the full Turnitin report. See the Turnitin student support site for a more detailed description - http://turnitin.com/en_us/training/student-training/viewing-originality-reports. Note: ignore the first 20 seconds of the video.



Click the colour-coded number to see the text highlighted in your document. Turnitin has matched your work with content from this source.

Click here to download a printable copy of your report

Click the filter funnel icon to check if quotes and your bibliography have been excluded from the report score.

Completing an online test (Quiz)


NMIT Online supports online testing using the Quiz module. You tutor may create different types of tests using the Quiz module, including:

1. **Diagnostic tests or other pre-tests** to help establish what you know about the course or topic before starting it. These **don't** count towards your course mark.
2. **A quiz to help you learn** some important aspects of a topic - these may allow you to complete a test multiple times and **don't** count towards your course mark
3. **Informal quick revision or practice tests** to check you have learned a topic or are on track - these may allow you to complete a test multiple times and **don't** count towards your course mark
4. **Formal term tests or other assessments** that **do** count towards your course mark

Some quizzes or tests (types 1-3 above) may also show you the correct answers as you go and/or allow you to review your full results, including correct or sample answers after you have attempted the quiz. The tutor will choose to enable these options as they feel appropriate.

A quiz can have a variety of question types - multichoice, true/false, fill in a gap, match answers or a short essay. Your tutor will inform you about the type of questions your specific quiz will include.

To participate in a quiz

1. Click on the quiz name to view the introduction and instructions (look for the Quiz icon - )
2. Click **'Attempt quiz now'** to begin the quiz
3. Read each question carefully and click the radio button beside the correct answer to make your choice or type your answer in as appropriate. Check the navigation details below for more information on how to progress through a quiz.
4. When you have completed the quiz, make sure you click the "Finish and submit all" button on the last page.

Quiz navigation

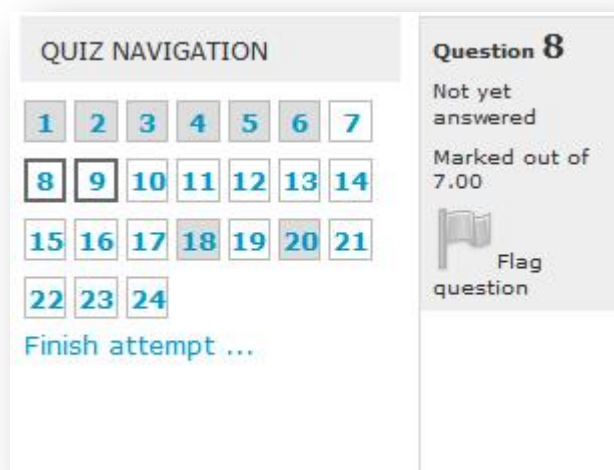
Quizzes may have all questions on one page or spread across multiple pages.

There is a **Quiz Navigation block** at the top left of every page of the test. And a "Next" button at the bottom of every page.

Each time you click the "Next" button or a link in the navigation block, your answers are automatically saved. You are able to "go back" if you wish to change an answer at any time - but **don't use your browser's Back button**.

Clicking on a number in the quiz navigation block will take you to the corresponding page. You can always get to the last page by clicking on the "Finish attempt" link in the navigation block.

Flagging a question adds a red mark to the question number in the navigation block, allowing you to quickly return to the flagged question later.



A quiz can also have a set time limit, and will show a count down clock in the navigation block. In this case - be sure to complete and submit you test within the set time.



Don't leave the quiz without submitting your work: If you ever see a warning box appear about leaving the page you must click the "Stay on page" button. Otherwise you run the risk of losing your work.

Viewing your results: Depending on how your tutor has set up the quiz, you may be able to review your results immediately. If not, your tutor will inform you when your results are available.

To view your results, return to the quiz itself as if you were going to take it again. It will immediately show you a summary of your results and (if the tutor has allowed it) show a link to review the details of your attempt, including individual marks for each question and perhaps when you got a question wrong, what the right answer was.

You can see a demonstration video of completing a quiz

Your quiz may look a little different to this one, but the basic navigation will apply.

<https://www.youtube.com/watch?v=1ooC7ALrD7Q>