

PCG Terms

Save – Using the **Save** button only saves any answers that have been entered. It does NOT score.

Submit – Using the **Submit** button completes the testing session and scores the test. The test may not be reopened.

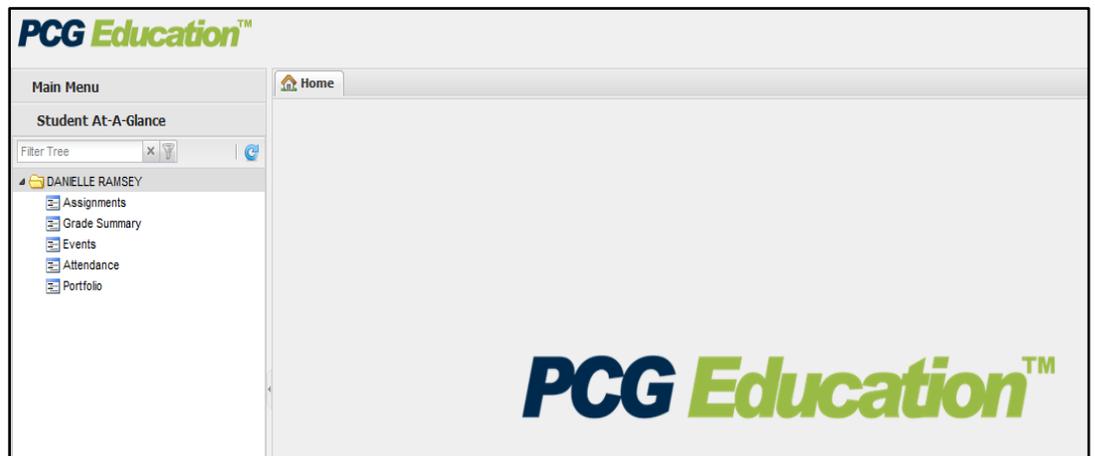
Exit – Using the **Logout** button properly closes the session with the server.



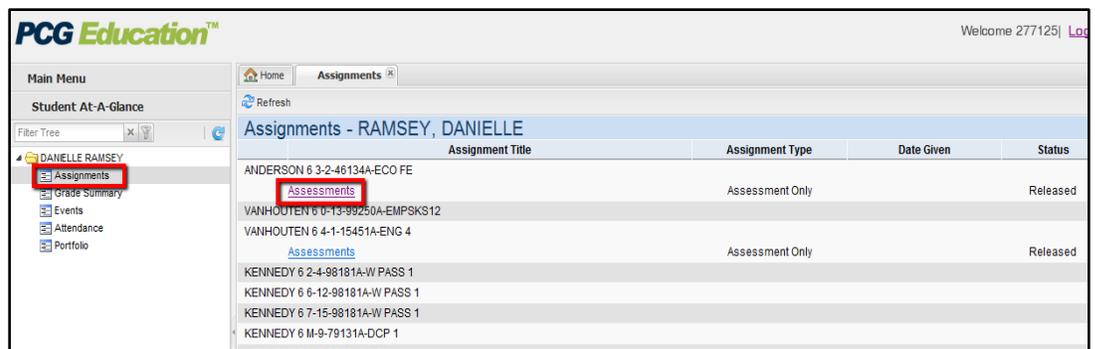
Log in as a student, using the login and password you have been given.

Click on the student's folder to show the contents.

Click on the **Assignments** link.



Click on the **Assessments** link under the class in which you need to take a test.



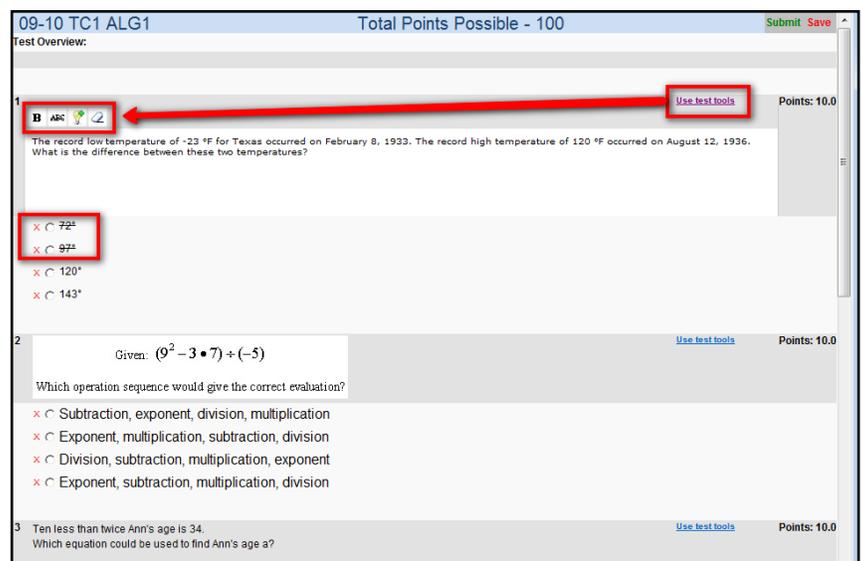
The right side of the screen will display all assessments assigned in that class, both available and completed. If necessary, scroll down until you find the available assessment (it will be a blue hyperlink), then click on it.



Answer each question by clicking in the bubble to the left of the answer you think is correct.

The red 'x' beside an answer choice will mark out that answer choice if you want to eliminate it from consideration. The 'Use Test Tools' link allows you to use highlighting, bolding, and striking out text to help decide which answer is best.

If you need to stop the test for some reason, click the **Save** button at the upper right corner of the screen, then close the window.



IF YOU CLOSE THE WINDOW WITHOUT SAVING, NONE OF YOUR ANSWERS WILL BE SAVED.

When you are finished, click on the **Submit** button at the upper right of the screen. (You may need to scroll back up to the top to see it.) Be sure to click on Submit only one time. Do NOT double-click.

You will see the screen refresh, then your score will be displayed.

To exit the program, be sure to click on the **Exit** icon at the upper right corner of the screen (the door). If you just close the window without clicking on the exit icon, you will not be logged out of the application.