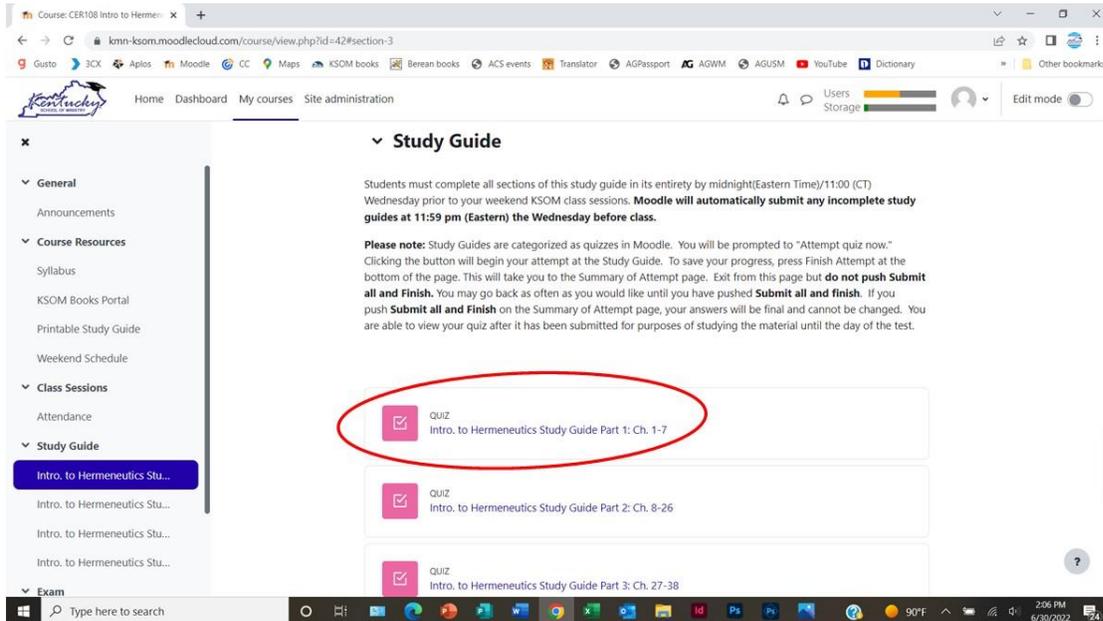


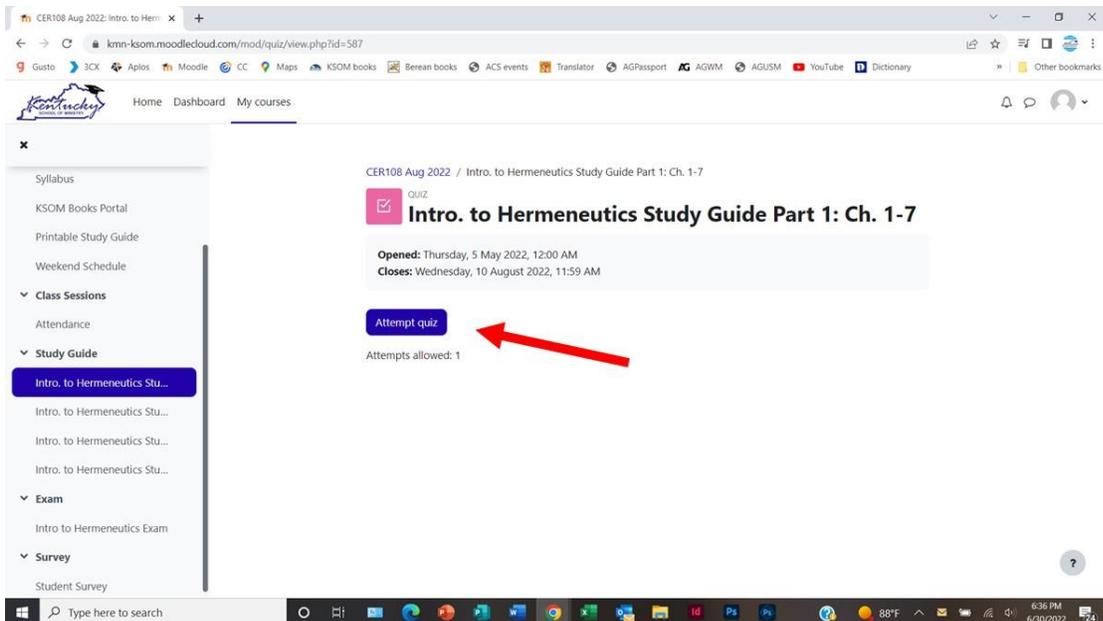
# Completing the Study Guide and Exam in Moodle

Both the Study Guide and Exam are called a “Quiz” in Moodle.

1. Study Guides are divided into sections for the student’s ease of use; each section is a separate “Quiz.” To begin a section of the Study Guide or the Exam, simply click the link for it under the Study Guide or Exam section of your class page.

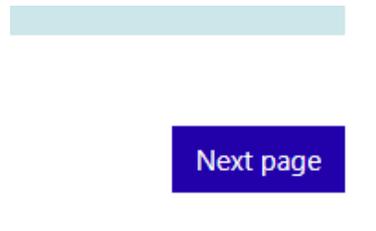


You will be prompted to **Attempt quiz now.**

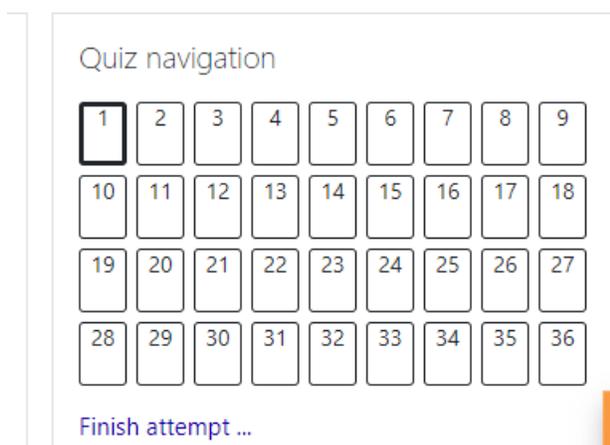


All questions for each section of the **Study Guide** will be on one page. Answer each question and scroll down the page to find the next question. You may skip questions and scroll back to them later.

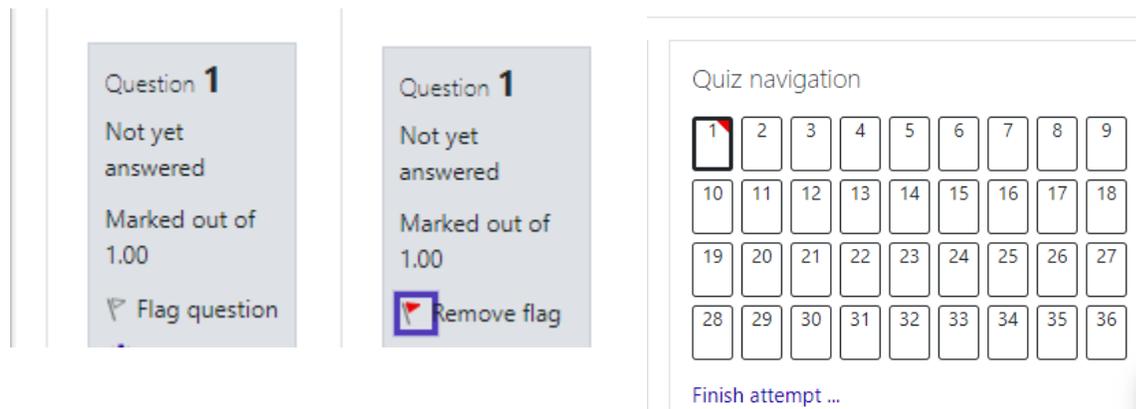
Questions for the **Exam** are listed one per page. Click the **Next page** button at the bottom right of the quiz screen to move to the next question.



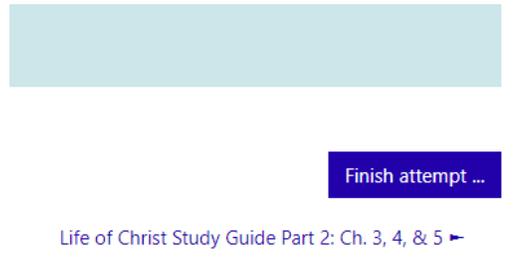
2. You can keep track of where you are in a quiz by looking at the **Quiz Navigation** window located on the right side of the page. A bold dark line highlights the page you are on in the exam. Clicking on any number in the navigation window will take you to that question. Also, clicking on **Finish Attempt** will take you to the final screen of the quiz.



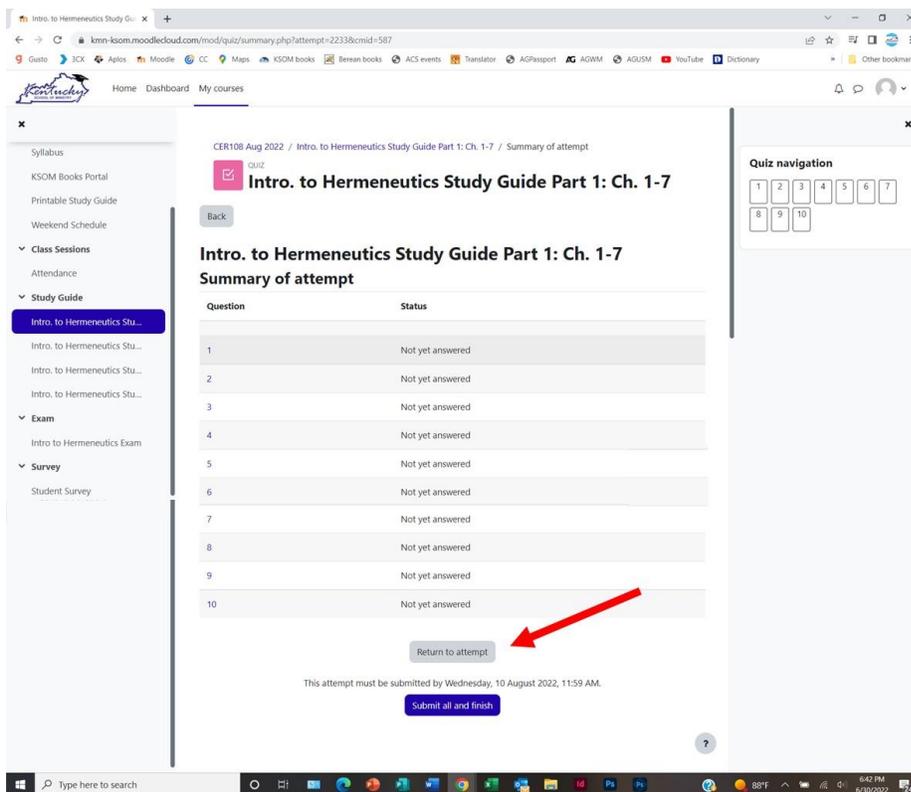
3. If you want to flag a question to look at later, click on the **Flag Question** next to the question (left side of the question). The flag will turn red and the corner of the question's box in the navigation window will also turn red. You can remove the flag by clicking **Remove Flag**.



4. After the last question or to save your progress but not complete the quiz, you will see a **Finish Attempt** button in the bottom right of the quiz screen.



This will take you to a **Summary of attempt** screen. This screen will show your saved answers, unanswered questions, and any flags you may have marked. You can go back to any of the questions from this screen simply by clicking on the question number or by clicking **Return to attempt**.



If you are saving your progress to continue later, exit from this page but **do not** push **Submit all and finish**. When you are ready to come back to your unfinished section, click the Study Guide part you wish to complete from the class page. The option to continue the last attempt will open.

You may leave a quiz and return as often as you would like until you have pushed **Submit all and finish** on the **Summary of Attempt** page.

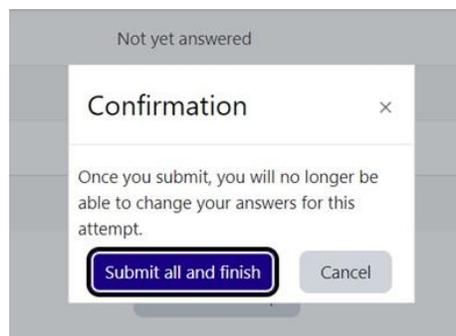
5. When you are ready to submit your quiz for grading, click the **Submit all and finish** button on the bottom of the Summary of Attempt page.

Return to attempt

This attempt must be submitted by Wednesday, 10 August 2022, 11:59 AM.

Submit all and finish

6. When you click **Submit all and finish**, one final confirmation will appear. This is the last point you are able to go back and change answers for your Study Guide or Exam.



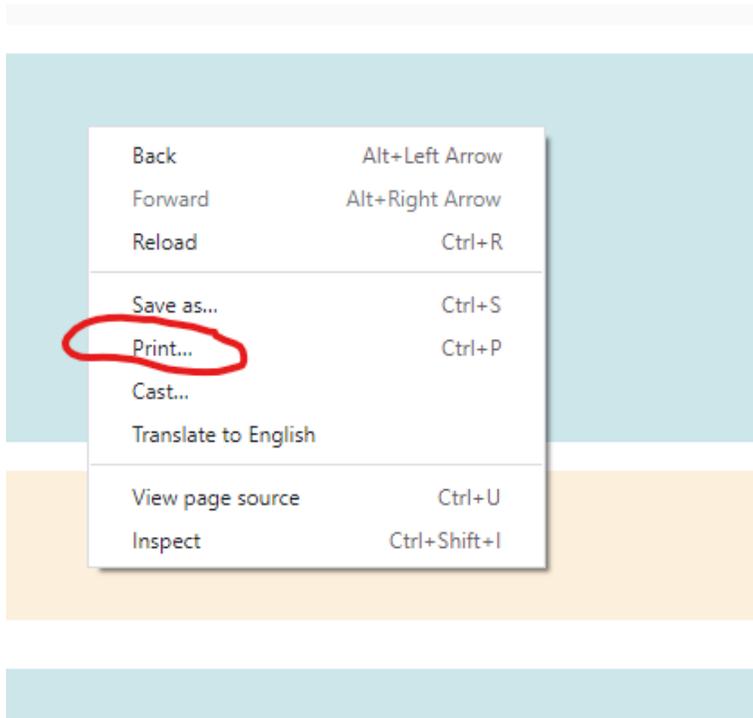
7. Once you have clicked **Submit all and finish** from this box, your Study Guide or Exam will be graded immediately. You will be taken to the review screen that shows your results.

<b>Started on</b>	Tuesday, 17 November 2020, 12:40 PM
<b>State</b>	Finished
<b>Completed on</b>	Tuesday, 17 November 2020, 12:41 PM
<b>Time taken</b>	47 secs
<b>Grade</b>	6.00 out of 7.00 (86%)

8. If you would like to print your Study Guide to prepare for class or review during class:

**To prepare for class (before submitting answers):** Look under “Course Resources” for a printable PDF of the entire Study Guide. **Please note:** You must complete the online Study Guide under the “Study Guide” section of this Moodle Course.

**For review during class (after submitting answers):** From the **Review** screen, right click your mouse to pull up the box below. Select **Print** from this menu to print the study guide with your answers. There is no “print” button on the Review screen. **Note: The document will be many pages with lots of space between questions.** Unfortunately, we cannot change this formatting. Another option is to print the blank PDF study guide (see previous paragraph) and fill in your answers by hand.



9. Students can access their completed Study Guide at any time by clicking **Study Guide** in the toolbar on the left, the Study Guide section they want, then the **Review** button.

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KSOM uses pop-up windows to create a better user experience. Some internet service providers, browsers, and firewalls (including Internet Explorer, Chrome, Safari, and Firefox) have components that block pop-up windows from opening, which will interfere with our online resources (KSOM Books Portal, etc.). If you're using any pop-up blocking software, you will need to disable pop-up blocking while using Moodle.

Try holding down the Ctrl key while clicking on the link. This will force the browser to display pop-up windows. If this does not resolve the issue, please try the suggestions below:

#### Internet Explorer:

1. Click the tools button 
2. Click 'Internet Options'
3. Select the 'Privacy' tab
4. Under the pop-up Blocker section, click 'Settings'
5. Add <https://kmn-ksom.moodlecloud.com> to the allow list
6. Click Close then OK

## Google Chrome:

1. Click the Chrome Menu 
2. Select 'Settings'
3. Click 'Show advanced settings'
4. Under the Privacy section, click 'Content settings' button
5. Under the Pop-ups section, click 'Manage Exceptions'
6. Add <https://kmn-ksom.moodlecloud.com> to the allow list
7. Click Done

## Firefox:

1. Click the Firefox button 
2. Click on 'Options'
3. Select the 'Content' tab
4. To the right of 'Block pop-up windows' click 'Exceptions'
5. Add <https://kmn-ksom.moodlecloud.com> the allow list
6. Click Close then OK