

STUDENT RESOURCE
Submitting a Take Home Test/Exam in Quercus

- Open the course. In Course Navigation, click the "Assignments" link.

Discussions

Assignments

Figure 1 Assignments link

- If the Exam is not yet available you will see it under Upcoming Assignments. You will not be able to view or submit the exam except on the date and time specified.

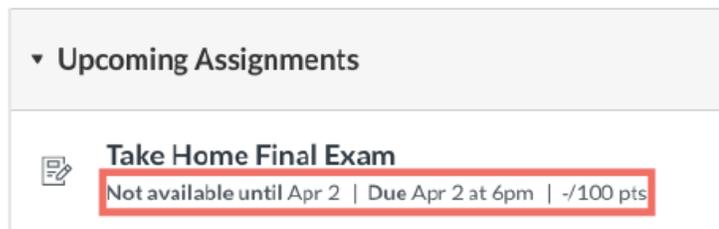


Figure 2 Exam availability date

Click the exam to see the exact time it will be open for submission.

Take Home Final Exam

This assignment is locked until Apr 2 at 3pm.

Figure 3 Exam availability date/time

- Once the exam becomes available you will see the
 - Exam Due date
 - Accepted file types
 - Exam availability and duration

You will also be able to see the exam instructions. Click the Submit Assignment button when you are ready to submit the exam.

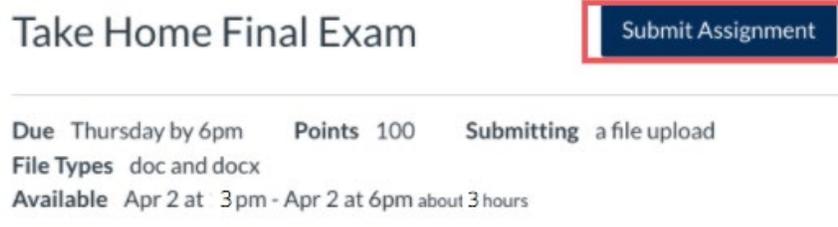


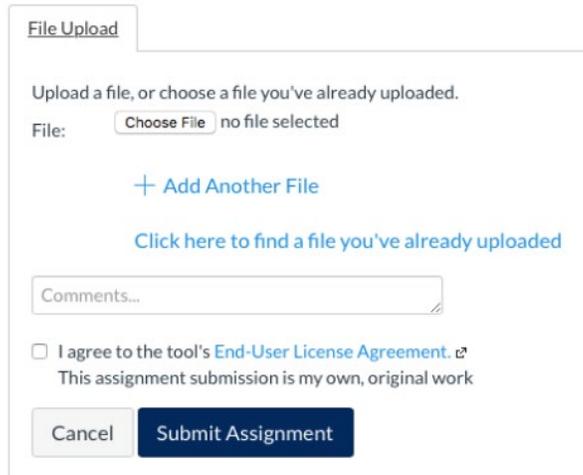
Figure 4 Submit assignment page

- The File Upload box should appear.

Click Choose File to upload a file from your computer.

If you need to upload another file, click the Add Another File link.

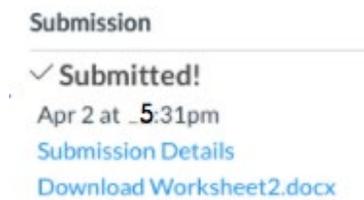
Enter any comments if needed. Click the Submit Assignment button to submit your file(s).



The screenshot shows a 'File Upload' dialog box. At the top, it says 'Upload a file, or choose a file you've already uploaded.' Below this, there is a 'File:' label followed by a 'Choose File' button and the text 'no file selected'. There are two blue links: '+ Add Another File' and 'Click here to find a file you've already uploaded'. Below the links is a text input field labeled 'Comments...'. At the bottom, there is a checkbox with the text 'I agree to the tool's End-User License Agreement. ⚠ This assignment submission is my own, original work'. At the very bottom are two buttons: 'Cancel' and 'Submit Assignment'.

Figure 5 Upload assignment file

- You should see the confirmation of your exam submission.



The screenshot shows a 'Submission' confirmation page. It features a checkmark icon followed by the text 'Submitted!'. Below this, it shows the date and time 'Apr 2 at 5:31pm'. There are two blue links: 'Submission Details' and 'Download Worksheet2.docx'.

Figure 6 Confirmation of submission