

Quiz Tipsheet for Students

BEFORE THE QUIZ (SETUP)

Use a desktop or laptop computer:

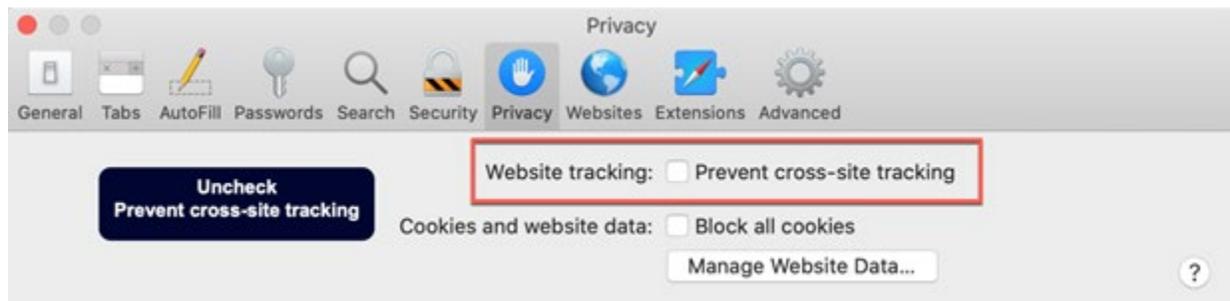
- Make sure you are using a desktop or fully charged laptop with a strong wired connection or WiFi signal. Using a phone or tablet is not recommended.

Check Your Access:

- Please ensure you access Quercus via the desktop browser for a complete experience. It is not recommended to use the Canvas/Quercus phone app for high-stakes assessments.

Browser:

- The recommended browsers are **Google Chrome or Firefox**. If you choose to use **Safari**, please note the following:
 - **Safari display issues:** Safari may not display quiz images properly. Other Quercus quiz experiences may also be affected, as Safari blocks all cross-site tracking and third-party cookies.
 - **Advisory:** To display these images, navigate to Safari Privacy settings and uncheck “Prevent cross-site tracking”.



Disable pop-up blockers:

- Pop-up blockers may interfere with the normal functioning of Quercus. If you have pop-up blockers, it is recommended that you [disable them](#).

Disable browser extensions:

- Some browser extensions are known to interfere with the normal functioning of Quercus. It is advised that you [disable extensions](#) before starting any quiz.

LOCATING YOUR QUIZ & QUIZ DETAILS

Locating your Quiz:

- Depending on course organization, quizzes can be found in either the Modules, Assignments, or Quizzes items in the course menu. When you locate your quiz, and click it, it will take you to the quiz details & instructions page. Clicking on the quiz will NOT automatically start the quiz.

Quiz Details & Instructions:

- The quiz details include due date, availability date/time, total points, number of questions and time limit (if set by the instructor). Below that, the instructor may have added some important quiz information under the Instructions heading. Pressing the “Take the Quiz” button will start your quiz and the quiz timer (if set).

Quiz 1

Due Feb 23 at 2pm	Points 13	Questions 4
Available Feb 23 at 9am - Feb 23 at 3pm about 6 hours		
Time Limit 120 Minutes	Allowed Attempts Unlimited	

Instructions

This Quiz is to determine your understanding of the Week 1 & 2 lectures. Write down what you think each section or statement means.

You have 1 attempt and 2 hours (120 minutes) to complete the quiz.

Take the Quiz

- The quiz will only be available between the “Available From” and “Available Until” times. The “Due Date” is the time when the quiz is due. Submitting a quiz after the Due Date may result in a late penalty depending on course policy.
- Note:** Any in-progress quiz will automatically submit when the “Available Until” time is reached, even if the quiz timer has not reached 0 or run out. Make sure you leave yourself enough time to finish and submit your quiz before the “Available Until” time (and preferably also before the Due Date!).

Due Date →	Due Feb 23 at 2pm	Points 13	Questions 4
Available From →	Available Feb 23 at 9am	Feb 23 at 3pm ←	Available Until
	Time Limit 120 Minutes	Allowed Attempts Unlimited	

STARTING THE QUIZ

IMPORTANT: Do **not** open a quiz in a new tab/window. Doing this may result in a submission with no answers, even if you have already submitted the quiz in another tab.

Starting the Quiz

- When the “Available From” time arrives, the “Take the Quiz” button will be available. Selecting “Take the Quiz” will start the quiz and quiz timer (for a timed quiz).
- **Note:** If you go to the quiz page before the “Available From” time, you will see “This quiz is locked until ...”, and you will need to wait until the “Available From” time, and then **refresh** the page.

IMPORTANT: Once you have started the quiz, do **not** navigate away from the quiz window or close the window.

DURING THE QUIZ

Timer:

- If the quiz has a time limit, clicking the "Take the Quiz" button will start the timer. You must complete the **entire** quiz in one sitting. Timed quizzes automatically end when the allotted time is up. You will receive an alert with one-minute remaining. You can see the timer running on the right-hand side of the page in the quiz.

Time Running: [Hide](#)
Attempt due: Feb 23 at 2pm
1 Hour, 52 Minutes, 44 Seconds

Sidebar:

- The question list on the sidebar is your friend, especially in a quiz where you see only one question at a time. As you progress through your quiz, completed questions will receive a checkmark, indicating that you have answered them. You can navigate to a specific question in the quiz, simply by clicking it in the sidebar.
- **Note:** If your instructor has disabled backtracking in the quiz settings, previous questions will be greyed out in the sidebar and you will not be able to go back to questions you previously answered. This is only applicable if you are seeing one question at a time.

Questions

- [? Question 1](#)
- [? Question 2](#)
- [? Question 3](#)
- [? Question 4](#)

Question Flags:

- You can flag a question to make it easier for you to find during a quiz by clicking the flag next to the question. The flag will turn yellow to remind you to finish/review the question later. The yellow flag will also appear in the question overview in the sidebar.

Quiz 1

Started: Feb 23 at 10:45am

Quiz Instructions

This Quiz is to determine your understanding of the Week 1 & 2 lectures. Write down what you think each section or statement means.

You have 1 attempt and 2 hours (120 minutes) to complete the quiz.

Questions

-  [Question 1](#)
- [Question 2](#)
- [Question 3](#)
- [Question 4](#)

Time Running: [Hide](#)
Attempt due: Feb 23 at 2pm
1 Hour, 52 Minutes, 44 Seconds

 Question 1	1 pts
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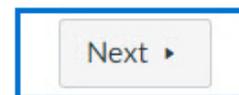
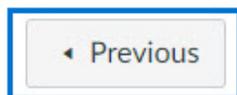
Next and Previous Buttons:

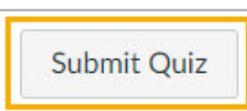
- If you only see one question at a time, you will need to use the “Next” button to proceed to the next question. If backtracking is allowed, the previous button will take you to the previous question.

IMPORTANT: Do not use any browser navigation buttons (i.e. Back, Forward, Home) to navigate the quiz, as it will cause you to exit the quiz.

Submit Quiz Button:

- Press “Submit Quiz” only when you have **completed** the quiz to submit your responses to Quercus.



Quiz saved at 10:44am	
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TROUBLESHOOTING QUIZ ISSUES

Before Starting a Quiz:

- If you have trouble starting a quiz, try using a different browser.
- It may help to [clear browser cookies/cache](#)
- If you still experience issues, contact your instructor immediately.

During a Quiz:

- If you are in the middle of a quiz and are kicked out for any reason, immediately try to log back in to finish the quiz. You will be able to resume the quiz where you left off. You can find your way back to the question you were on by checking the question list in the **Sidebar**. A checkmark next to the question means you have answered it, so simply scroll down to the first question without a checkmark.
- Please note that in a timed quiz, the timer will keep running in the background while you are gone.
 - If you are able to resume the quiz but have lost time as a result of being kicked out, contact your instructor immediately, as they may be able to add extra time to your attempt.
 - If you cannot resume the quiz, the quiz timer may have run out, and the quiz may have auto-submitted itself. If this is the case, contact your instructor immediately.
- If you get locked out of your quiz, contact your instructor immediately.
- Please take note of all the details as to exactly when the problem happened and what might have caused it. Take screenshots if possible.

For **technical** help during a quiz, please contact: Information Commons Help Desk
Phone: 416.978.4357 Email: help.desk@utoronto.ca