

## Completing the Study Guide and Exam in Moodle

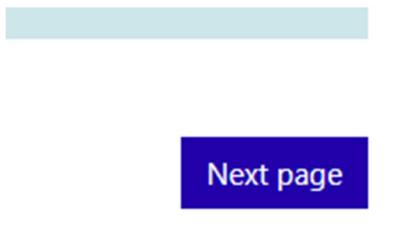
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Both the Study Guide and Exam are classified as a “Quiz” in Moodle.

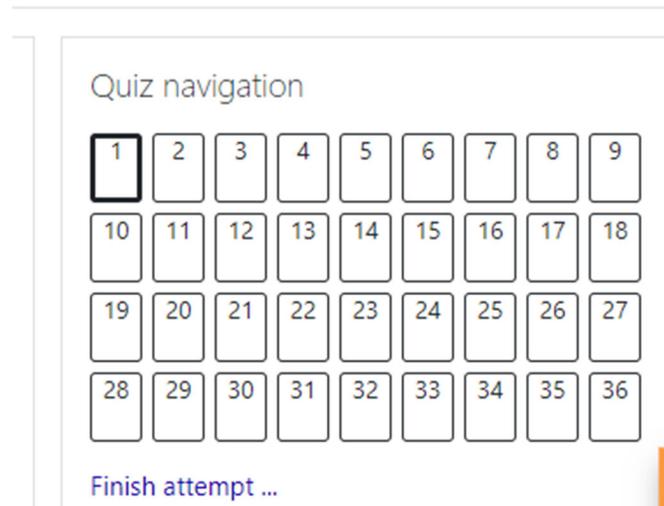
1. Study Guides are divided into sections for the student’s ease of use; each section is a separate “Quiz.” To begin a section of the Study Guide or the Exam, simply click the link for it under the Study Guide or Exam section of your class page. You will be prompted to **Attempt quiz now**.

-  Life of Christ Study Guide Part 1: Intro, Ch. 1 & 2
-  Life of Christ Study Guide Part 2: Ch. 3, 4, & 5
-  Life of Christ Study Guide Part 3: Ch. 6, 7, & 8
-  Life of Christ Study Guide Part 4: Ch. 9 & 10

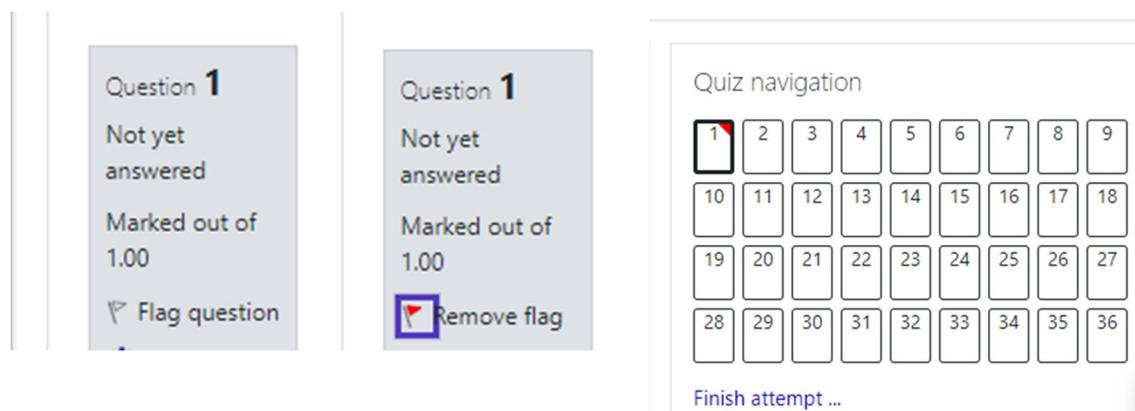
All questions for each section of the Study Guide will be on one page. Answer each question and scroll down the page to find the next question. You may skip questions and scroll back to them later. Questions for the Exam are listed one per page. Click the **Next page** button at the bottom right of the quiz screen to move to the next question.



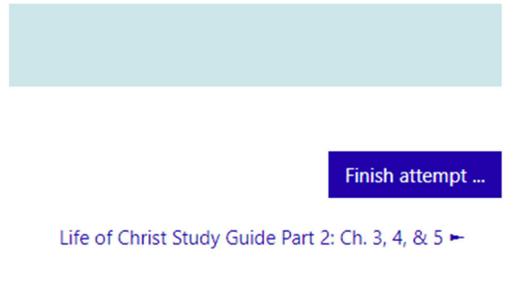
2. You can keep track of where you are in a quiz by looking at the **Quiz Navigation** window located on the right side of the page. A bold dark line highlights the page you are on in the exam. Clicking on any number in the navigation window will take you to that question. Also, clicking on **Finish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

Life of Christ Study Guide Part 1: Intro, Ch. 1 & 2

Summary of attempt

Question	Status
1	Not yet answered
2	Not yet answered
3	Not yet answered
4	Not yet answered
5	Not yet answered
6	Not yet answered
7	Not yet answered
8	Not yet answered
9	Not yet answered
10	Not yet answered
11	Not yet answered
12	Not yet answered

Quiz navigation

1 2 3 4 5 6 7 8 9

10 11 12 13 14 15

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Return to attempt

This attempt must be submitted by Wednesday, 20 January 2021, 11:59 PM.

Submit all and finish

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.

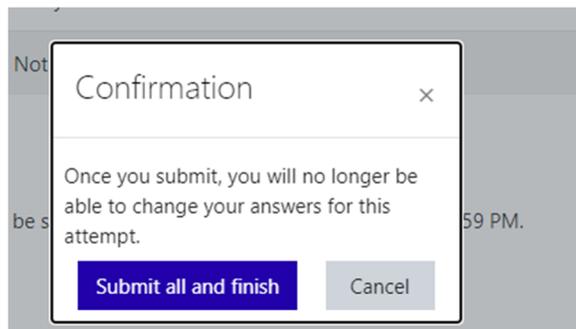
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Return to attempt

This attempt must be submitted by Wednesday, 20 January 2021, 11:59 PM.

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.



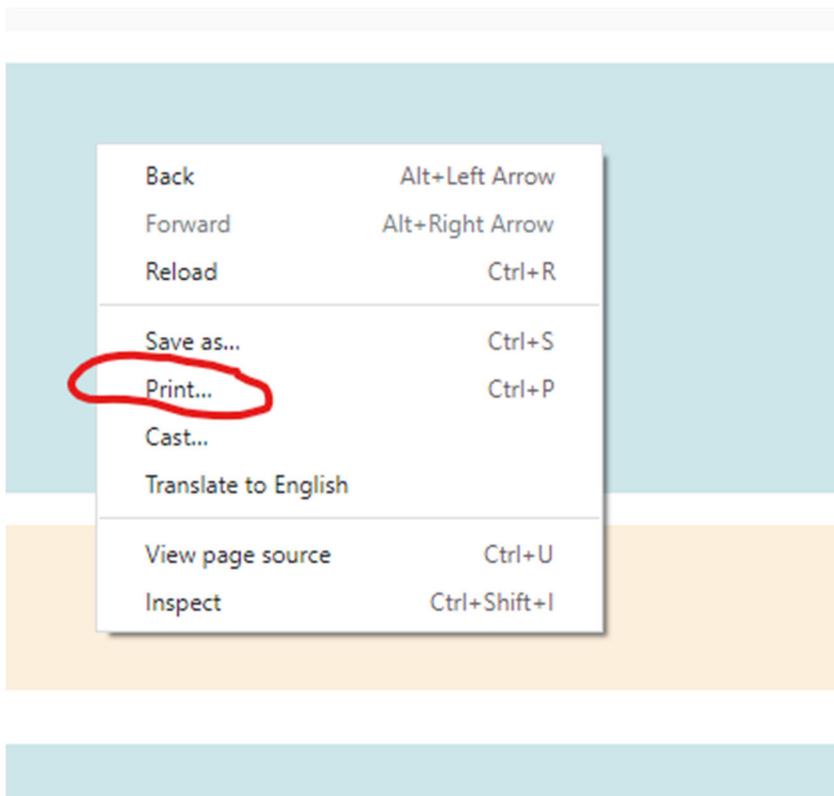
7. Once you have clicked **Submit all and finish** from this box, your Study Guide or Exam will be graded immediately. You will be taken to the review screen that shows your results.

<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 for review during class:

**To prepare for class (before submitting answers):** Click the Study Guide quiz you want to work on. After it opens, right click your mouse to pull up the box below. Select **Print** from this menu to print the study guide.

**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. **Note: There is no “print” button on the Review screen. You must right click to pull up the print option.**



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.