

HOW TO TAKE ONLINE QUIZZES

Every quiz has a 45-minute timer unless otherwise specified. Every quiz is available for 57 hours (see schedule). During the 57 hour period that the quiz is available, you must finish your quiz in any 45-minute continuous span. The 45-minute timer starts when you start the quiz. Every quiz is worth 10 points, but occasionally a quiz may offer more than 10 points. This means, for some quizzes, extra credit is possible. Follow the instructions below to ensure that your quiz is properly scored and that no problems arise that may influence your quiz grade.

- Step 1.] Open your notes, have the ebook available, and have the course webpage up. You can use any resource available to you.
- Step 2.] Launch an email program on your computer and compose an email to me at bemerick@kutztown.edu with the following in the subject line: “MAT 106-810 YOUR NAME” (e.g. MAT 106-810 Meg Griffin). Keep this window open so that you can quickly email me if something goes wrong.
- Step 3.] Turn on your cell phone and compose a text message to me at (267) 251-4242 with the following contents: “MAT 106-810 YOUR NAME - please check email” (e.g. MAT 106-810 Burt Reynolds - please check email). Keep your cell phone on so that you can quickly alert me to the email you sent.
- Step 4.] WebAssign prefers the following browsers: Safari (Mac only), Internet Explorer (Windows only), or Google Chrome (both Mac and Windows). Follow the link “WebAssign Browser Guide” on the course webpage (<http://www.brooksemerick.com/mat-106>) to prepare your browser properly.
- Step 5.] Log in at [WebAssign](#). Do not use a tablet or a phone. Use a standard computer.
- Go to [this page](#) and make certain that your computer satisfies the posted requirements.
 - Go to [this page](#) and make certain that your computer has the required plugins that are functioning properly.
 - Go to [this page](#) and make certain that your computer has the required settings for browser cookies.
- Step 6.] Clear the cookies and cache from the browser. You can do this by clearing the browser’s temporary internet files, history, and location bar list.
- Step 7.] Quit the browser and relaunch it.
- Step 8.] Log in at [WebAssign](#). Your quiz will be listed under “My Assignments.” The quiz will not appear until 3:00 PM on the day that the quiz is scheduled to open.
- Step 9.] Once you begin the quiz, you must finish within 45 minutes. Your quiz auto-times out. Click on the “Save Assignment Progress” button after you answer each question. If the notice “Saving...” does not go away, reload the web page. Do NOT wait until the last seconds to submit your quiz. Once you have answered all the questions, be sure to hit the “Submit Assignment” button. Makeups are not given. Contact the [WebAssign Tech Support](#) if you have any technical issues.
- Step 10.] Once you start your quiz, DO NOT attempt to clear the cache or cookies. Doing so will result in all of your answers being wiped clean.
- Step 11.] In order to protect your answers, you should take photos of your quiz periodically and right before you submit your quiz.
- Use a cell phone, camera, or screen shot.
 - Pull down the timer from the upper-right corner.

- Orient your phone or camera horizontally so that the entire width of the screen, including the timer, can be photographed.
- Take well-focused photos of your quiz with your answers.
- In the event that something goes wrong during your quiz or at the time of submission, you can immediately email me the photos.

Step 12.] When you have answered all the questions, be sure to hit the “Submit Assignment” button.