

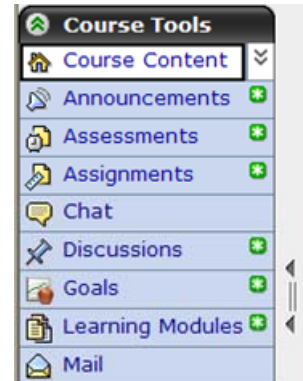


MyClasses provides the ability to take assessments electronically. Assessments may include quizzes, tests/exams, surveys and self-tests. The assessment will be provided by your instructor, along with any specific instructions.

Accessing Your Assessment

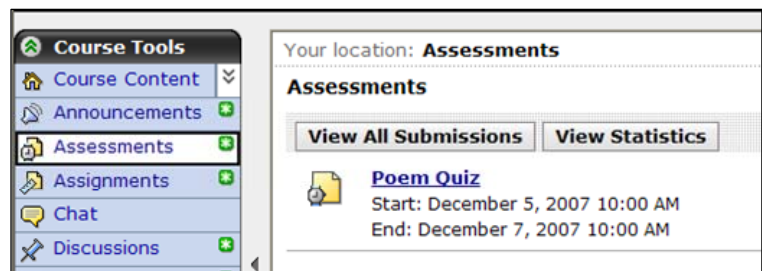
1. Log into MyClasses @ SU and select your course.
2. Your first view is of the Home Page of your course. At the left side of the page, there is a toolbar titled Course Tools.
3. Listed under Course Tools is a button titled Assessments. Click Assessments to find all your electronic Assessments.

Note: A green asterisk box means there is something new in that section of the course.



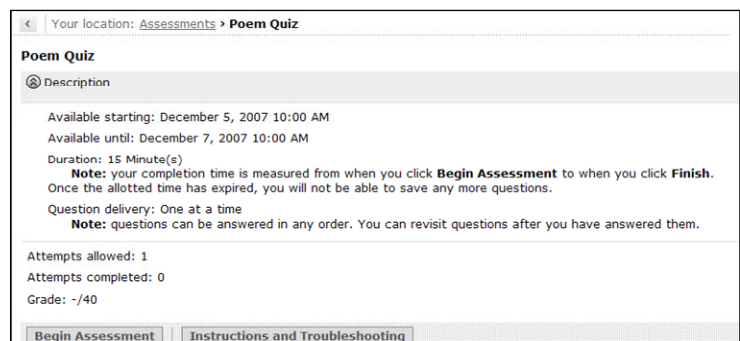
Selecting Your Assessment

1. After entering the Assessments tool, you will be able to view all your available Assessments. Each Assessment has a Name, Start Date, and End Date to let you know when it will be available.
2. If the assessment is currently available, click on the title to enter the assessment.



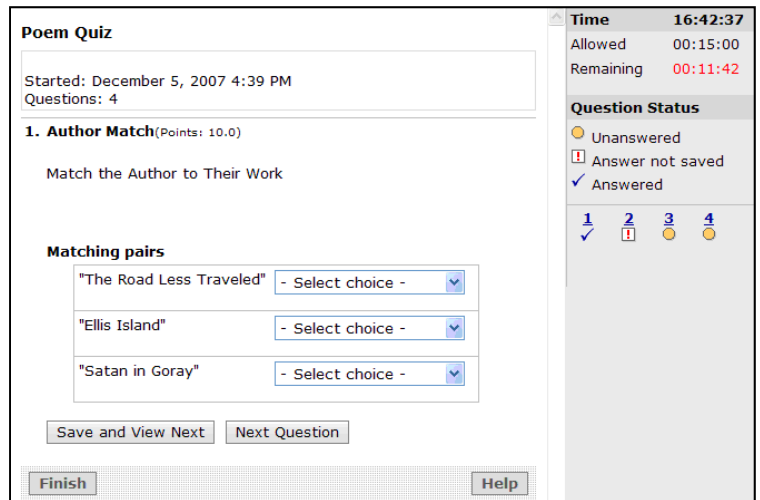
Beginning Your Assessment

1. After clicking on the Assessment you wish to take, you will be brought to the Begin Assessment screen.
2. This screen is very important! It lets you know the format of your Assessment, the duration, how many attempts you are allowed, and any other specific notes left by your instructor.
3. When you are ready to begin, click Begin Assessment.



Taking the Assessment

1. After clicking Begin Assessment, your assessment will open.
2. At the right hand corner is a timer. The timer may count down. The remaining time (in red) indicates how long you have left to take the assessment.
3. Underneath the Timer is the Question Status area. It indicates how many questions are in the assessment, whether you have answered the question, and whether you have answered and saved.
4. After entering your answer, be sure to Save the question by clicking



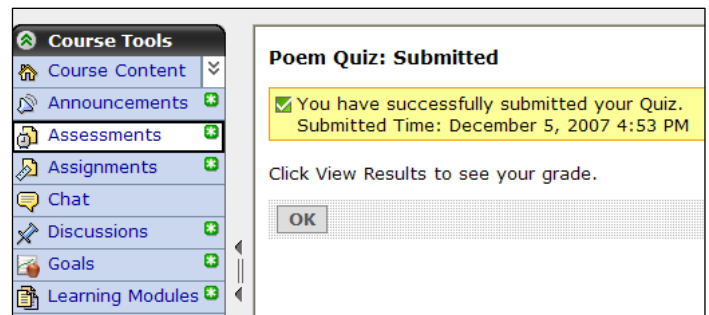
Save or Save and View Next.

1. You can return to any question at anytime but clicking on the question number on the right hand side under Question Status. Change your answer, if necessary and click Save again.



Finishing Your Assessment

1. When all your questions have check-marks, they have all been answered and saved.
2. When you are ready to submit your Assessment, click Finish at the bottom of the quiz.
Note: If you have not saved and/or answered every question, you will be prompted before submitting.
3. It will then ask you if you are sure you want to submit the Assessment. Click OK.



4. There will be a confirmation message that your Assessment has been submitted. Some professors provide additional information on when grades will be available.

MyClasses @ SU Support Information

MyClasses @ SU support information can be found online at <http://www.salisbury.edu/library/tlr/cms>. Additionally, you may contact the IT Helpdesk at (410) 677-5454.