

Your teacher would like you to take a test using a computer at school. You will read each question on the test, enter your answer choice, and then move to the next question by clicking **Next** or one of the yellow circles on the bottom of the page. Be sure to review the answers for each question on the test before grading the test.

Starting a Test

- 1 From the Main Menu, click **Test Administration**.
- 2 Select **Start a Test**.
- 3 Look through the list of tests on your schedule. Click **Take Test** next to the test that your teacher has asked you to take today.
- 4 If you are asked, select **Yes** under Take the Full-Length Test to complete the test online.

Answering the Test Questions

- 1 You will see the first item on your test. Carefully read the test item.
- 2 Mark your answer by clicking the oval just before the answer. Your answer will be saved and marked dark blue. You may need to wait a second for the computer to save your answer. Once your answer is saved, the yellow circle for this item at the bottom of the screen will change to green.
- 3 To move to the next question, click **Next** at the bottom of your screen. You can also click the next yellow circle to see the next question.
- 4 Follow the same steps to mark your answer and move to the other test questions.
- 5 When you have finished your test, click **Exit** at the bottom of the screen.

Exiting Your Test

- 1 After you click **Exit**, you can either save your test to finish it later or grade it. To save your test to finish it later, click **Save**. All your work will be saved.
- 2 If you are finished and want to grade your test, click **Grade**.
- 3 Next, you will see a screen asking if you are sure that you want to grade your test. Make sure that you are finished with your test before you grade it because you will not be able to go back and work on the test if you click **Yes**. If you have made a mistake and want to go back, click **No**. If you are sure you want to grade your test, click **Yes**.
- 4 Once you grade the test, your results will display with your score and answer options. You can print a copy of this report by clicking **File** and **Print** on your Web browser.

How to Use This Card

- Print this Quick Reference Card and keep it by your computer when you take an online test.
- Use this card to take a practice test on your own or with your class to be sure that you know how to find and complete your test.

Why is this test important?

Your teacher has asked you to complete this test so that he or she will know if you need more help or if you are ready to learn new skills. Carefully read each question and select the option you think best answers the question. Be sure to review your answers before grading the test to be sure you have selected the best option.

Do you have questions about this feature?

Call PLATO Learning Customer Support at 800.869.2200.