How do I preview an assessment (i.e. test or quiz)?

You can preview an assessment either by using the **Preview** option in the *Action* menu, or by viewing the site as a student and submitting the assessment.

*Note: If you use the **Preview** option to preview an assessment, you will not be able to submit the assessment or see how feedback displays for your students.*

Go to Tests & Quizzes.

![Tests & Quizzes](image)

Preview from the Action menu.

<table>
<thead>
<tr>
<th>Action</th>
<th>Title</th>
<th>Last Modified</th>
<th>Modified Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>-- Select Action--</td>
<td>Final Exam- Group A</td>
<td>Iman Instructor</td>
<td>2019-04-18 11:38 AM</td>
</tr>
<tr>
<td></td>
<td>Module 1 Quiz</td>
<td>Iman Instructor</td>
<td>2019-04-17 4:47 PM</td>
</tr>
</tbody>
</table>

From the *Tests & Quizzes* tool home screen, choose the **Preview** option in the drop-down menu for the assessment you would like to preview.

*Note: The **Preview** option is available in both the **Working Copies** and **Published Copies** tabs of Tests & Quizzes.*
Preview the assessment.

Begin Assessment
"Module 1 Quiz" for TRAIN 201

This assessment is due Friday, 2019-May-03 12:00 AM. Once you click "Begin Assessment," you will have 1 hour or until Friday, 2019-May-31 12:00 AM whichever is shorter to complete this assessment. It will be submitted at that time, regardless of whether you have answered all the questions. You can submit this assessment an unlimited number of times. Answers from previous attempts will not be available within the assessment during subsequent attempts. Your highest score will be recorded.

You'll be able to walk through a preview of your assessment, but you won't be able to submit the assessment from this preview.

Note: The assessment preview will be identified with the following text in light grey: "Assessment Preview - This is an example student view of this assessment."

OR View the site as a student.

You can view the Tests & Quizzes tool and submit your assessment as if you were a student using the View Site As... Student option OR by adding your non-university email address to your site as a Student and logging in to submit the assessment.
Select an assessment.

**Assessments**

**Take an Assessment**

The assessments listed below are currently available for you to take. To begin, click on the assessment title.

<table>
<thead>
<tr>
<th>Title</th>
<th>Time Limit</th>
<th>Due Date/Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exams</td>
<td>1 hr</td>
<td>2019-09-31 12:00 AM</td>
</tr>
<tr>
<td>Quiz 1</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>Test 1</td>
<td>n/a</td>
<td>n/a</td>
</tr>
</tbody>
</table>

**Submitted Assessments**

You have not yet submitted any assessments.

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**Note:** If you submit your test using the **View Site As...** option, you won't see your submission listed in the Scores screens for grading. Using **View Site As...**, you WILL be able to see all feedback you have made available to students that does not require manual grading.

Tip: If you’d like to be able to grade your own submission to the test as an instructor, you’ll need to submit the test after logging in with a different user account. Often, instructors will enroll a fake “demo student” account in the site so that they can log in as that user to submit items and practice grading them.