FERPA Quiz
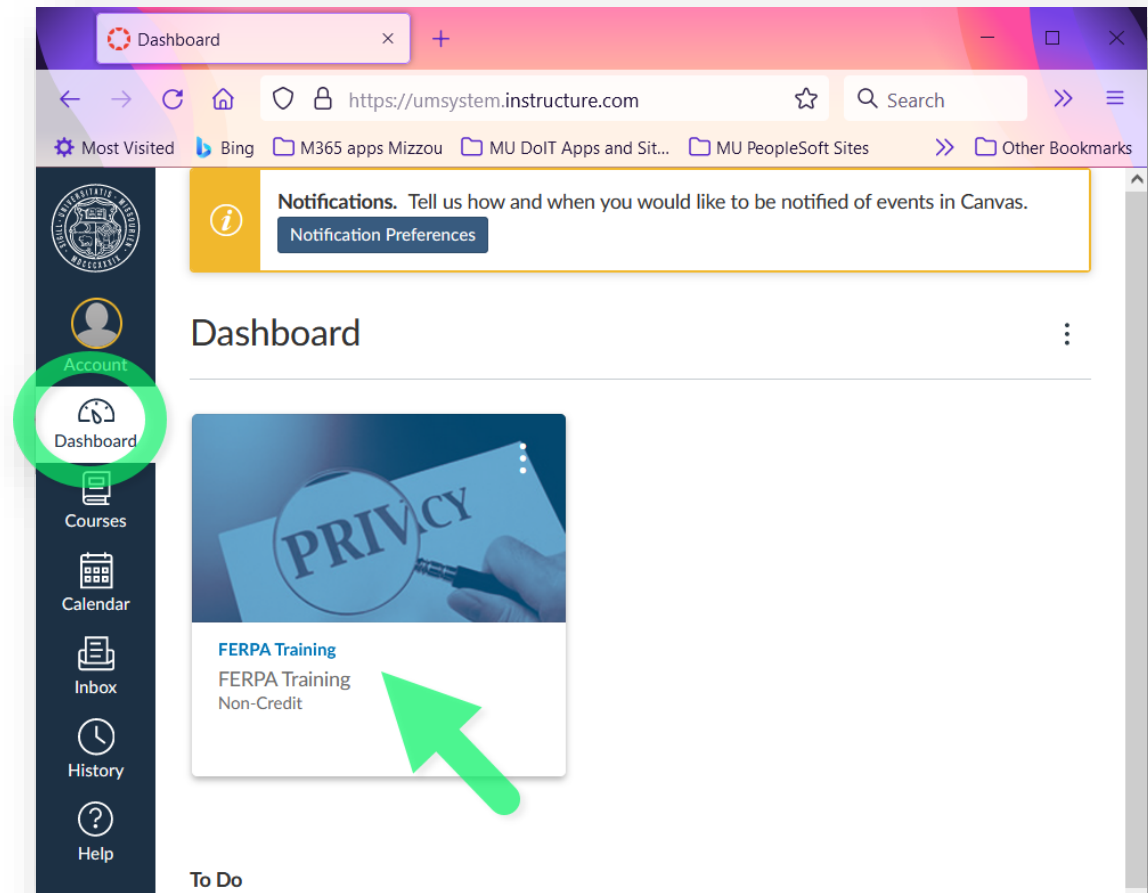
Log In

1. Begin by logging into Canvas with your university credentials.

2. Select the **Dashboard** tab in the left menu.

3. Click the **FERPA Training** item in the main section of the page.

Take the Quiz

1. Upon logging in, FERPA Training opens on the **Courses** page.

   a. The **Modules** link opens the FERPA Training module, which will help you prepare for the FERPA Quiz.

   b. Read the **Tutorial Objectives**.

   c. When you are ready, click the **FERPA Tutorial Completion Quiz** link to begin the quiz.

   d. Note when you can expect your Canvas site(s) to appear in your dashboard.

   e. Additional information can be accessed through the following buttons:

      i. View Course Stream
      ii. View Course Calendar
      iii. View Course Notifications

   f. To Do

   g. Recent Feedback

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2. Upon clicking the link noted in step 5c above, the **FERPA Tutorial Completion Quiz** page opens. Note that there is no time limit, and there are unlimited attempts allowed for completion. As previously mentioned, you must score at least 80% to pass.

    Click **Take the Quiz** to begin.

3. All 10 questions appear. Read each question carefully and then answer appropriately.

Questions that instruct you to **Select all that apply** include check boxes (squares) which allow more than one answer.
You must select *ALL* correct statements and *NO* incorrect statements to score the full point.

Questions that instruct you to **select the *best* answer** include radio buttons (circles) which allow only one answer.
A correct answer scores one full point. Incorrect answers score zero points.

4. The following appears at the bottom of the page, after the last question of the quiz:

    a. **Time-stamp**.
        The quiz is automatically saved every seven seconds. There is no button to exit and save a quiz, but if you close the browser window, accidentally or on purpose, your answers are saved so that you can continue when you return.

    b. **Questions**.

        A **checkmark** appears beside questions that have been answered and the text color is **gold**.
        (*This does NOT indicate a correct answer; only that an answer has been selected*.)

        A **question mark symbol** appears beside questions that have <u>not</u> been answered and the text color is **blue**.

    c. **Time Elapsed**.
        The time you have spent on the quiz is displayed. Click the **Hide Time** button if you wish to remove the display.

    d. Click the **Submit Quiz** button when you have answered all questions, i.e., when all questions in the Questions section display gold text and a checkmark.
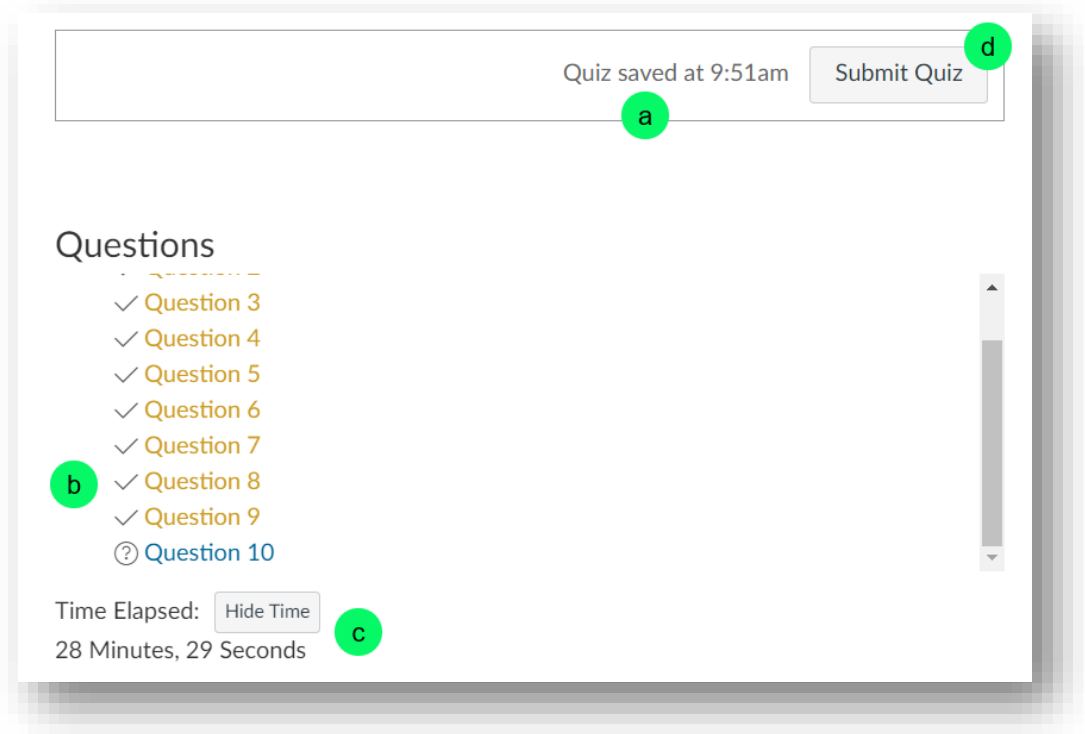
5. Upon submission, results appear.

    a. The **Take the Quiz Again** button allows you to attempt to improve your score if desired.
        IMPORTANT: You MUST complete and SUBMIT the new attempt to pass your FERPA training. When you begin another attempt, the new attempt replaces the previous attempt, even if you previously scored a passing grade. You must score 80% or above on your new attempt to pass your FERPA training.

    b. The **Attempt History** section appears, listing all attempts including the latest.

    c. Information including the score appears under the selected attempt.

    d. Questions that are partially correct are flagged **Partial**.

    e. Questions that are incorrect are flagged **Incorrect.**

6. As previously noted, you may take the quiz as many times as necessary to achieve at least 80%.

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End of procedure.

FERPA Tutorial Completion Quiz - 10 Question version

Due No due date	**Points** 10	**Questions** 10
Time Limit None	**Allowed Attempts** Unlimited	

Instructions

You must achieve a score of at least 80% on this quiz to complete and pass your FERPA training. You may retake the quiz as often as necessary to pass.

(a) Take the Quiz Again

Attempt History

	Attempt	Time	Score
LATEST (b)	Attempt 1	35 minutes	5.33 out of 10

⚠ Correct answers are hidden.

Score for this attempt: **5.33** out of 10
Submitted May 3 at 9:58am (c)
This attempt took 35 minutes.

| Partial | Question | 0.33 / 1 pts |
(d)

| Incorrect | Question | 0 / 1 pts |
(e)