



Assessment

Lesson Transcript

Assignments

Slide 1- From your course home page, or from any page within your course, tap “Assignment Drop Box” from the navigation menu.

Slide 2 – You will see each of the assignments from your professor, as well as their due date. From here, you can review the assignment instructions or submit your completed work. To review the assignment instructions, select the relevant assignment title. Let’s choose Assignment 1, Competence and Confidentiality Review.

Slide 3 - The applicable Honor Code language will appear. Review the Honor Code, and tap “Accept.”

Slides 4 and 5 – You will then see detailed instructions, grading and submission information, and time remaining until the due date. Once you are done reviewing the instructions, tap “Return to Drop Box.”

Slide 6 - To submit your assignment, tap “Submit.”

Slide 7 - On the submission page, you have the option of entering a message for your professor in the text field. To upload your assignment, select Browse, locate the assignment on your computer, upload, and tap “Submit.”



Slide 8 - You will receive a “Submission Received” pop up. Click Okay. You have successfully uploaded your assignment.

Diagnostic Quizzes

Slide 9 - Now let’s review quizzes within TWEN. To complete what we will call a diagnostic quiz, which again is a multiple choice, true/false, or fill in the blank quiz, select Quizzes from the Navigation menu.

Slide 10 - All available quizzes will be listed by title. Select the relevant quiz. Let’s choose “Advertising and Solicitation Review.”

Slide 11 - Review the quiz instructions and tap “Start.”

Slide 12 - Review the question, select your answer, and select next.

Slide 13 - The numbers at the bottom left, below the question, indicate the total number of quiz questions.

Slide 14 - Once you have completed the quiz, tap “Complete Quiz.”

Slides 15 and 16 - If you have answered all of the questions, a pop up will ask you to confirm that you are done taking the quiz and are ready to submit your final responses. If you wish, you may return to the previous question, and then to any other question. You will then select “Complete Quiz” again.

Slide 17 - If you are ready to submit your final responses, select “Yes, Submit the Quiz.”



Slide 18 - You will receive a confirmation that you have submitted your quiz, which may also include a message from your professor. Select “Close Window” when you are ready to proceed.

Slide 19 - Remember, many professors use the quiz feature not just for review, but also for mid-term and final exams. Be sure you understand the functions and features of this tool before beginning a graded exam.

Document Quizzes

Let’s now look at document quizzes, a unique feature of TWEN that allows you to respond to questions within a document. From your navigation menu, select “Document Quiz.”

Slide 20 - All available document quizzes will be listed by title. Select the relevant quiz. Let’s choose Virtual Law Practice in NC.

Slide 21 - Review the quiz instructions and select “Start.”

Slide 22 - When you open the document, you will see red question marks embedded within the text. Each question mark represents a question. After you have reviewed the materials and are ready to complete the quiz, select a question mark.

Slide 23 – You will see the question and a text field for entering your answer. Type your answer, review your work, and select “Close the question link.”

Slides 24 – 26 - Once you have answered all of the questions, select “View Results.”

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Slide 27 - Note that if you have left questions blank, language in the pop up window will alert you, indicating the questions you have omitted and giving you the option to *Submit the quiz* or *Return to the document*. If you have inadvertently omitted one or more questions, tap “Return to the document” and complete those questions. If you are ready to submit your quiz, select “Yes, submit the quiz.”

Slide 28 - You will receive a confirmation that you have completed quiz, which may also include a message from your professor. Select “Return to Homepage” when you are ready to proceed.