

Taking an Online Test in Canvas

Summary

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Setting up Your Workspace

Prior to the day of your test, you should make sure that your computer is up to date, and that updates on your device have been paused before the test.

Online Test Checklist:

- a. Ethernet cable (if applicable)
- b. Laptop charger
- c. Updated computer
- d. Updated browser (including Lockdown Browser, if it will be used for your test/exam)

Tip: If you don't have an Ethernet cable, ensure you are sitting near your router for the best connection during your test. You should also close unnecessary programs running in the background, and ask others in your household to refrain from using the Internet while your test is in progress, if possible, to help ensure higher speeds.

Being Prepared for Your Test

Before starting your online test, ensure that you have attempted any practice quizzes made available to you in the course. You should take advantage of the resources that your instructor has given you during the weeks prior to you test, such as:

- a. Lecture slides
- b. Textbook problems
- c. Assignments & class notes
- d. Any instructions and information regarding the format of the test

Note: Some tests or exams may require the use of Respondus LockDown Browser or Respondus Monitor. Check that you are aware of the tools that will be used for your test or exam.

Types of Questions

When taking your online test, you don't have to be surprised by the format of the questions that you will encounter. Here are some of the types of questions that could be included:

- a. Multiple Choice: Select the most appropriate answer from the list of options provided.
- b. True or False: State whether the question is correct or incorrect by selecting true or false from the options.
- c. Fill in the Blank: Write the correct answer in the space provided.
- d. Fill in Multiple Blanks: Write the correct answers in the multiple spaces provided. Ensure to write the correct answer in the correct space.
- e. Multiple Answers Question: Select all of the correct answers from the list of options provided. This question type is different from the multiple choice question type where only one answer is correct.
- f. Dropdowns: Select the correct answer from the list of answers in the drop down menu.
- g. Matching: Match the correct answer with the provided statement. The options will be available for each phrase/word from a drop down list.
- h. Essay Format: Answer this type of question in essay format, giving details and explanations. Be sure to check the type of formatting your instructor wants, as well as the expected word count.
- i. File Upload: Complete the question in another application and upload the file through this question on Canvas.

All of these types of questions are further explained and can be viewed at the Canvas Guide: [How Do I Answer Each Type of Question?](#)

Tip: You may not be able to go back to previous questions after answering them. The option to go back is decided by your instructor and depends on the test.

Accessing Your Instructor/IT Service Desk

Be sure to check for information from your instructor about how to contact them if you encounter an issue during the test/exam. If your instructor has set up a virtual meeting location during your test, make sure you know where to find the link in the event that you have any issues during your test. If they do not have a virtual meeting set up, send them an email including: your first and last name, student number, the course CRN, date/time of the issue, any screenshots (if possible), and the specific issue you have encountered.

If you are having a technical issue, please also report the issue to our IT Service Desk (servicedesk@dc-uoit.ca) with as much information as you can, including the required ones listed above.

Note: Your instructor may post additional resources or recommendations for troubleshooting for your specific test/exam.

Additional Resources

Student Life Resources

Many resources and services are available to you through [Student Life](#). Some of the services Student Life offers are: specialized support such as career and academic support, one-on-one support sessions, health and wellness support and services, and a variety of other workshops and services. Attend the [Stride](#) program to learn more about coping with things such as test anxiety, time management, academic literacy, and self-awareness and resilience. Remember you are never alone and there are many university resources to help you.

Canvas Resources

You can attend an LMS student training drop-in session for any questions you may have regarding the online systems being used for this school year. Please view this [LMS Student Training Drop-in Schedule](#) if you are interested in attending one of these sessions.

You can also access this [Canvas FAQ](#) page to learn more about how to navigate through Canvas.

Academic Integrity

It is important to know and follow Ontario Tech's Academic Integrity Policy. Check the [Ontario Tech University Academic Integrity Policy](#) and review any program or Faculty specific policies and information to ensure that you are up to date.