# Formative Assessment FAQs and User's Guide

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Where will I see quizzes that have been assigned to me?

How do I complete my assigned quiz?

How soon will I get my results?

#### How do I log in?

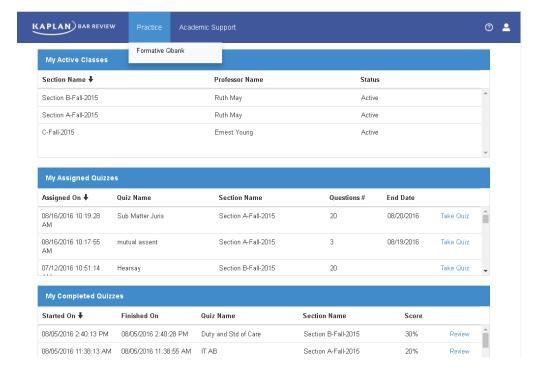
You should have recently received an email with the subject "Welcome to Kaptest.com!" from customer.care@kaplan.com. This email contains instructions on the log in procedure for the Qbuilder.

If you cannot find this email and do not already have Kaplan login credentials, follow these steps to login:

- · Go to https://www.kaptest.com/login.jhtml
- · Choose the "Forgot Your Password?" link
- · Enter the email address to which this email was sent.

#### To access Qbuilder, follow these steps:

- · Under My Courses, you'll see Formative Assessment Qbank
- · Select Access My Online Resources
- · Accept the Enrollment Agreement
- · Under Access My Online Resources, see the Read This First link for technical requirements
- Select Formative Assessment Qbank, which will bring you to the course.
- The Formative Qbank tab is under Practice across the top.



## How do I verify if I am in the right course?

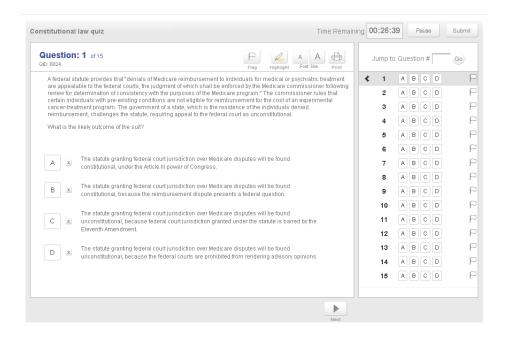
You can view a list of all the active courses with which you are associated. If you find a course is missing, you can let your professor or law school admin know and Kaplan can add you to that course.

## Where will I see quizzes that have been assigned to me?

When a quiz has been published to your section, that quiz will appear under "Assigned Quizzes" with the date it was assigned, the quiz name, section name, number of questions within the quiz, and end date for quiz submission. Each of these may be sorted, so for example, if you sort by End Date, you can complete the quizzes which are due earliest.

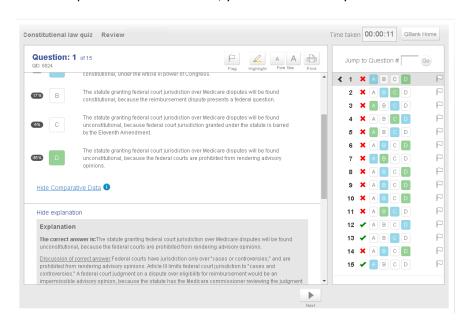
## How do I complete my assigned quiz?

By selecting "Take Quiz," you will have the opportunity to enter your answers in the answer grid and submit the quiz for immediate grading. You may also pause the quiz and come back to it later from My Assigned Quizzes by selecting "Resume Quiz." To submit the quiz for grading, select "Submit."



## How soon will I get my results?

Once the quiz has been submitted, you will immediately see the results and answer explanations.



By selecting "Qbank Home," you can navigate back to the Formative Qbank home page. Here, you can view your performance on each quiz at a glance under "My Completed Quizzes."

My Active Classes			
Section Name <b>↓</b>	Professor Name	Status	
Federal Civil and Procedure Section 1-Fall-2017	qbuilderprof2 qbuilderprof2	Active	A
Contract/Sales Section 1-Summer-2015	qbuilderprof1 qbuilderprof1	Active	
Contract/Sales Section 1-Summer-2015	Ruth May	Active	
			-

My Assigned Quizzes				
Assigned On ↓	Quiz Name	Section Name	Questions #	Take QUIZ
10/06/2015 5:59:25 AM	Testing	Federal Civil and Procedure Section 1-Fall-2017	15	Take Quiz
10/06/2015 5:26:38 AM	Testing the tutor mode scenario	Contract/Sales Section 1-Summer-2015	10	Take Quiz
10/06/2015 4:53:01 AM	Just for testing the max 100 question	Contract/Sales Section 1-Summer-2015	100	Take Quiz

Started On <b>↓</b>	Finished On	Quiz Name	Section Name	Score	
10/08/2015 1:27:09 AM	10/08/2015 1:31:57 AM	Testing_Constitutional law quiz	Contract/Sales Section 1- Summer-2015	20%	Review
10/08/2015 1:27:09 AM	10/08/2015 1:31:57 AM	Testing_Constitutional law quiz	Federal Civil and Procedure Section 1-Fall-2017	20%	Review
10/08/2015 1:16:25 AM	10/08/2015 1:16:44 AM	Constitutional Law Quiz 1	Contract/Sales Section 1-	12%	Review