Advice for Students Doing Online Quizzes on OurVLE

- Ensure that your ID number is valid and that your password is active <u>prior</u> to the date of the quiz.
- Ensure that you verify for yourself the actual date of the quiz and the amount of time that you
 have to do the quiz. Your lecturer will normally tell you this at the start of the semester or
 during the semester.
- Read ALL instructions carefully. Some quizzes will actually allow you to see the instructions prior to doing the quiz. Some questions may also have special instructions as well.
- Do not wait until the last minute/hour to attempt the quiz.
- Do **NOT** view other websites, including other OurVLE sites whilst doing your quiz. Remain on the quiz page/s until you are ready to submit your answers or unless otherwise instructed.
- If you are doing a timed quiz ensure that you submit your answers for grading **before** the time expires.
- Ensure that you log out of the course container when you have completed your quiz attempt, especially if you are using a public computer.
- If doing the quiz off campus ensure that you use a steady and stable internet connection. If using a wireless connection ensure that you are within close proximity of the router .
- If you are doing the quiz in a public space and someone had already logged into the course, ensure that you log out of that person's session and enter the course using your credentials. Once you have completed the quiz log out of the course and off the platform.
- OurVLE undergoes site maintenance every Thursday between 1:00 and 5:00pm unless otherwise indicated. Quizzes are **NOT** to be attempted during this period.

- If you encounter any problems whilst doing your quiz please ensure that you make every attempt to notify your lecturer/course leader of what has happened. You may inform MITS of what has happened as well. However, in some cases we may not be able to provide feedback on the issue without the consent of the lecturer/course leader. If you do decide to contact MITS the following information MUST be provided before we can investigate what has happened;
 - o The course code of the course you were doing the course in
 - The exact name of the quiz
 - o The date and time you made the attempt
 - A proper description of the issue that occurred

Please submit this information to ourvlesupport@uwimona.edu.jm from your UWI Mona e-mail account.

The following browser versions are recommended for optimal performance of the OurVLE site:

Browser	Minimum Version	Recommended Version	Notes
Google Chrome	30.0	Latest	
Mozilla Firefox	25.0	Latest	
Apple Safari	6	Latest	
Microsoft Internet	9	Latest	Version 10 is required
Explorer			for drag-and-drop
			upload of content from
			outside the browser
			into OurVLE.

It is highly recommended that you keep your browser up to date as much as possible.

For further support contact us at

- Phone: (876) 927-2148

- E-mail: <u>ourvlesupport@uwimona.edu.jm</u>

Visit us at: 5 Gibraltar Camp Way
 UWI, Mona Campus

Kingston 7