

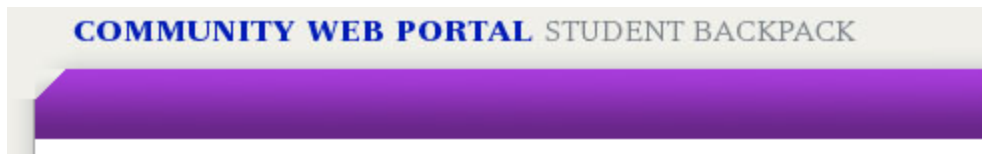
## Information on Taking and Accessing a Test in Sapphire

### What you need to know:

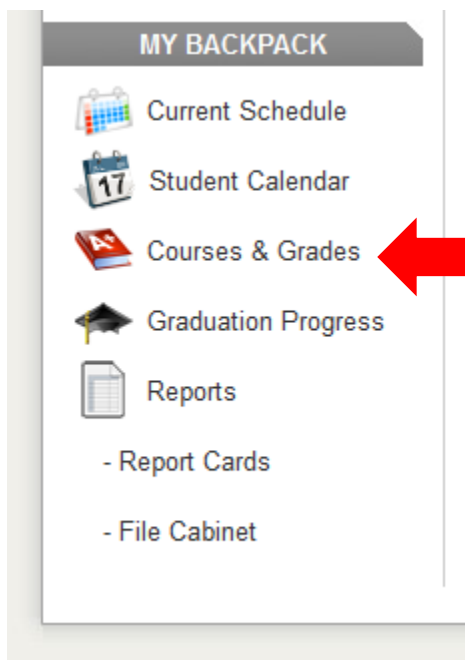
- Once you open it, you **MUST** take it. Exiting the test will lock you out of it.
- It can only be taken **once**.
- Tests and Mid-Unit tests will only be open for a **one week time period**.

### Accessing the test:

1. Make sure the bar at the top is **purple**. This means you are in your student account.



2. On the left side, click on **Courses and Grades**.



3. Click on Class Name.

The image shows a sidebar on the left titled "MY BACKPACK" with several menu items: "Current Schedule", "Student Calendar", "Courses & Grades" (highlighted), "Graduation Progress", and "Reports". Under "Reports" are sub-items: "- Report Cards" and "- File Cabinet". To the right, the page header reads "Agora Cyber Charter School". Below it, the "Course Title" section lists: "Physical Science", "Lit Analysis and Comp OLS", "Intermediate Math C" (with a red arrow pointing to it), "Intermediate World History B", and "Health 8".

4. Click on **Take Test**. \*Take note of the due date listed. You will not be able to access the assignment after that date.


The image shows a section titled "Upcoming Assignments" with a purple header. Below the header, it says "Updated: 9/21/14". The main content area has a light blue background and contains the following information: "- IMC Unit 1 Mid-Unit Test" for "Intermediate Math C". A button labeled "Take Test until 11:59pm" is next to the course name, with a red arrow pointing to it. To the right, the due date "Due: 09/28/2014 - Sun" is circled in red. Below this section is a purple header for "Course Information".


What to look for:

1. On the left, **completed questions will turn purple**. If you want to flag a question, click the "Flag Question" button so that you may come back to it later.

You have earned 0.00 points out of a total of 50.00 points.

Questions			
1	2	3	4
5	6	7	8
9	10		

  Answered Questions  
 Questions NOT Answered

 If you want to remember to return to a question click on the "Flag Question" button.

Some questions are fill in the

Question 1

You have earned 0.00 out of 5.00 points.

This question was Auto Graded.



2. Make sure to complete all pages.


Page Navigation - Total Pages: 2

**1**, [2](#) [Next](#) [Last](#)

3. When you have completed all questions and have reviewed your work. Click the **Finish** button.

Questions			
1	2	3	4
5	6	7	8
9	10		

 Answered Questions  
 Questions NOT Answered

 If you want to remember to return to a question click on the "Flag Question" button.

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When you have completed all the questions, click the button below to finish:



**Reminder:** You can only access the test once. You cannot open it to look at it and then come back later.

Be sure you are prepared to take it when you open it.