

## DAU Virtual Campus (Atlas Student Edition)

### Best Practices for Online Exams

#### Preparation:

- Ensure that you're using a supported Internet browser when accessing the DAU Virtual Campus. At this time, Internet Explorer, version 6 and higher, is the only application supported for our learning management system. Other browsers or mobile devices (tablets and smartphones) should not be used when taking a test.
- Students using Internet Explorer 8+ must enable their browsers "Compatibility View" setting before logging into the DAU Virtual Campus. Please [Click Here](#) for step-by-step instructions if you're not familiar with this option.
- Students should close all other applications and Web sites before starting their test and should not open other applications while the test is in session.
- Students should ensure their computer or laptop is connected to the Internet using a wired connection to reduce the possibility of connectivity interruptions.
- If teleworking, please ensure that you disconnect from your organizations VPN prior to accessing the DAU Virtual Campus; our website is publicly accessible via the Internet.

#### While Taking an Exam:

- Students should not open any other applications or Websites while the exam is in session. If there is the need to perform research within the lesson materials while the exam is in session, students are encouraged to document their current answer selections and close the attempt without submitting, allowing them time to return to the lesson to review the materials (see next bullet point for related guidance).
- Students must complete the exam in one sitting. If you begin an exam, but are unable to finish answering all questions presented, students should copy and paste any questions/answers already answered into a Word processor, or print their current answers by using the keyboard command: "CTRL" + "P". Afterwards, students should use the "X" button in the upper-right corner of the screen to close the exam without submitting their attempt. Upon accessing the Virtual Campus at a later time, students may resume the exam attempt and be presented with the same questions. However, the questions may populate to the screen in a different order and students will need to re-input their previous selections.
- Students should NOT use the Back, Forward, or Home buttons at the top of the Web browser while taking an exam.
- Students should not use the scroll wheel on their mouse (if applicable) as this may inadvertently change the students answer selections.
- After answering all questions on a given test, students are encouraged to review the entire test to ensure they are happy with all answer selections made prior to submitting the test for grading.