

Taking a Test in the PD Portal

1. When you have completed the online class within a curriculum, you will be able to activate and **launch your test**.

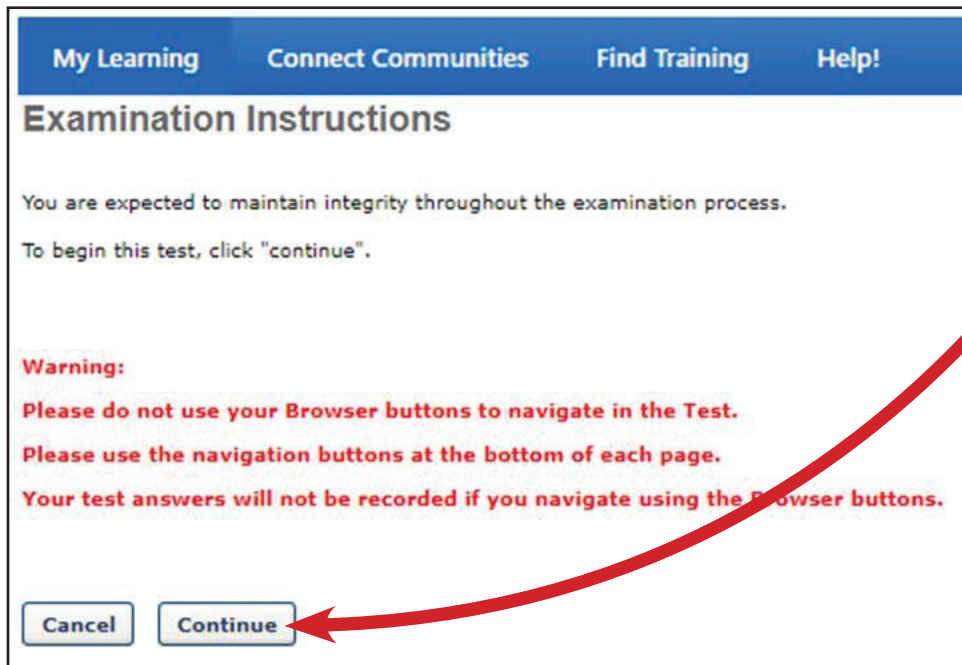
Goal-Driven Learning ('18-'19) Options ▾

This is the 3-hour Goal Setting curriculum that can fulfill the PAL requirement.
Closed captions are provided in this course.

- Read Me First! (Course Instructions)** ⓘ
Status: Completed Due: No Due Date **Launch** ▾
- Goal-Driven Learning ('18-'19)**
Status: Completed Due: No Due Date **Launch** ▾
- Goal-Driven Learning Test (2018-19)**
Status: In Progress Due: No Due Date Training Hours: 3 hrs
Program year: 2018-2019 **Launch Test** ▾

! Note: The icon with the clipboard represents a test.

2. After reading the Examination Instructions, please **click Continue**.



The screenshot shows a navigation bar with 'My Learning', 'Connect Communities', 'Find Training', and 'Help!'. Below is the 'Examination Instructions' section. It contains the text: 'You are expected to maintain integrity throughout the examination process. To begin this test, click "continue".' A red warning box contains the text: 'Warning: Please do not use your Browser buttons to navigate in the Test. Please use the navigation buttons at the bottom of each page. Your test answers will not be recorded if you navigate using the Browser buttons.' At the bottom are 'Cancel' and 'Continue' buttons. A red arrow points from the top right towards the 'Continue' button.

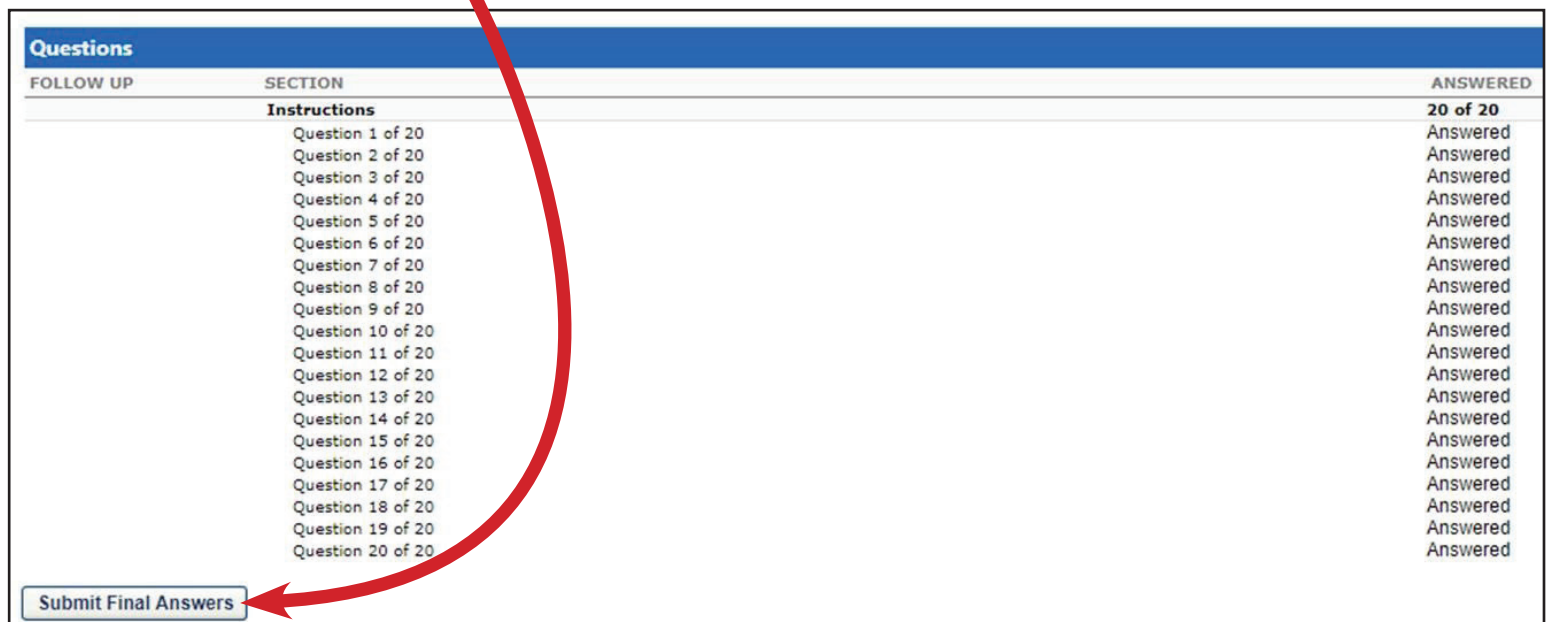
3. Answer the test questions with the best of your ability.

4. When you have completed the test, click on the **Summary** button to submit your answers.



The screenshot shows two buttons: 'Save / Return Later' and 'Summary'. A red arrow points from the top right towards the 'Summary' button.

5. Lastly, check to make sure you have answered all questions. Then **Submit Final Answers**.






The screenshot shows a 'Questions' table with columns 'FOLLOW UP', 'SECTION', and 'ANSWERED'. The 'SECTION' column lists 'Instructions' and 'Question 1 of 20' through 'Question 20 of 20'. The 'ANSWERED' column shows '20 of 20' for the instructions and 'Answered' for each question. A red arrow points from the top left towards the 'Submit Final Answers' button at the bottom left.

FOLLOW UP	SECTION	ANSWERED
	Instructions	20 of 20
	Question 1 of 20	Answered
	Question 2 of 20	Answered
	Question 3 of 20	Answered
	Question 4 of 20	Answered
	Question 5 of 20	Answered
	Question 6 of 20	Answered
	Question 7 of 20	Answered
	Question 8 of 20	Answered
	Question 9 of 20	Answered
	Question 10 of 20	Answered
	Question 11 of 20	Answered
	Question 12 of 20	Answered
	Question 13 of 20	Answered
	Question 14 of 20	Answered
	Question 15 of 20	Answered
	Question 16 of 20	Answered
	Question 17 of 20	Answered
	Question 18 of 20	Answered
	Question 19 of 20	Answered
	Question 20 of 20	Answered

NOTE: After submitting your test, please be patient. Most tests are graded automatically, but some have questions that are manually graded by TCALL team members, such as Understanding Principles of Adult Learning. If this is the case, the test status will say Pending Grade. Tests that are manually graded can take up to 2 business days to be reviewed.

Understanding Principles of Adult Learning 2018-2019 Options ▾

This 3-hour course provides foundational concepts about adult learning. Understanding Adult Learners (1-hour) is a prerequisite to this course. Total time: 4 hours
Closed captions are available for this course.

	Read Me First (Course Instructions) ⓘ Status: Completed Due: No Due Date	Launch ▾
	Adult Learning Principles 2018 (1.25/19) Status: Completed Due: No Due Date	Launch ▾
	Understanding Principles of Adult Learning Status: Pending Grade Due: No Due Date	View Training D... ▾