

# MMS Student Guide: Online Class Tests

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## Introduction

This guide will cover using the MMS online class test tool. This guide has the following sections:

- Accessing the Class Test tool
- Starting the Online Class Test

- Uploading your class test script
- Ending your class test
- Having problems with Turnitin?

## Accessing the Class Test tool

To access the online exam:

1. Access MySaint: <https://mysaint.st-andrews.ac.uk/>
2. Click the **Sign in** link in the top right
3. Sign in using your university username and password
4. Select **My courses** from the navigation in the left (if this option is not available, click the **Student** link at the top of the navigation panel to open the student options).
5. Locate the module in the **My modules** portlet
6. Click on the **Online Class Test tool** link connected with the module

## Starting the Online Class Test

Once you have accessed the online class test:

1. Read the instructions available at the top of the page, including how long you have to complete the class test.
2. Check the **I am ready to start the class test** tick box.
3. Click the **Start Class test** button.

You will now have a set amount of time to download and prepare - read any additional information at the top of the next page.

4. In the **Class test papers** section select the links to download the paper(s) and additional information.

The papers and additional documents will download to your Downloads folder. Open the papers and ensure you can read the questions and additional information. You can close MMS, or leave it open, depending on preference.

## Uploading your class test script

You will be able to upload a copy of your script at any time during the class test and resubmit as often as you like until the end of the upload allowance time, after that you will not be able to change the uploaded script. When you want to upload your class test script:

1. Access the class test tool
2. The upload may be to Turnitin, **or** directly to MMS.

### To submit to Turnitin:

- a. Scroll down to the **Upload/Submit class test scripts** section
- b. Select the **Submit file via Turnitin** link.
- c. Select the **Upload Submission** button.
- d. Select the **Browse** button.
- e. Select your submission file.
- f. Select the **Upload and Review** button.
- g. Select the **Submit to Turnitin** button.
- h. Once the file has been submitted you can **download a receipt** by selecting the blue paper icon in the far right of the Turnitin dashboard.
- i. Select the **Overview** link from the navigation panel in the left to return to the class test.

A message indicating that MMS has received notification of an upload will appear with a green border in the **Upload/Submit class scripts** section.

### To submit to MMS

- a. Scroll down to the **Upload/Submit class test scripts** section.
- b. Select the **Browse** button.
- c. Select your submission.
- d. Select the **Upload** button.
- e. MMS will email you a copy of your upload receipt to your St Andrews email address.

A message indicating that MMS has received notification of an upload will appear with a green border in the **Upload/Submit class test scripts** section.

3. Once you have uploaded your class test script your school may have configured the tool to allow you to indicate which questions you have answered. Select the questions you have answered by ticking the checkbox next to the question. It will save automatically.

## Ending your class test

To end your class test:

1. Access the online class test tool
2. Check the **Upload/Submit class test scripts** section to ensure you have uploaded a submission.
3. Scroll down to the **End the class test** section.
4. Select the checkbox labelled **I am ready to end the class test.**
5. Select the **End Class Test** button
6. If you have not uploaded a submission MMS will ask you to confirm you want to end the exam without uploading a submission.

No further actions are required. You can leave the Online class test tool by closing your browser or navigating away from the page.

## Having problems with Turnitin?

If you are having issues uploading to Turnitin, there are a few things you can do:

- Check the file can be accepted by Turnitin, most files can be converted or saved as a PDF. If the text cannot be highlighted then Turnitin will not accept the file. Images can be inserted into a word document with at least 80 words of text if needed. There is advice on what files Turnitin can accept on the Turnitin website here: <https://help.turnitin.com/feedback-studio/turnitin-website/student/submitting-a-paper/file-requirements.htm>
- Clear your cache and cookies (there is guidance here if needed: <https://telsta.dropmark.com/295093/13868288> ) and/or use a different browser.

Version	Date	Author	Note
0.1	28 <sup>th</sup> Sept 2020	Vad1	Initial version.
1.0	30 <sup>th</sup> Sept 2020	Vad1	Initial version released.
1.1	2 <sup>nd</sup> Oct 2020	Vad1	Minor updates
1.2	23 <sup>rd</sup> Nov 2020	Vad1	Updated guidance on receipts