

## Taking RACS Exams on SmartSite

To take an online exam:

1. Go to SmartSite at <http://smartsite.ucdavis.edu>.
2. Click the **Login** button [A] in the upper right corner.
3. Log in using your campus user ID and Kerberos password.
4. Click on the **RACS** link [B] in the header bar. If you don't see this link, *send your DaFIS user ID* to [dshenn@ucdavis.edu](mailto:dshenn@ucdavis.edu) and request permission to access the site.
5. Click on **Resources** [C] in the left panel to review the course materials. There is a PDF file for each course containing the presentation materials, plus other resources.
6. When you are ready to take the exam, click on **Tests & Quizzes** [D] in the left panel.
7. Click on the link for the exam you wish to take [E].
8. Take the exam. Your score will be automatically calculated and scored with results available in the **Gradebook** [F].

The screenshot shows the SmartSite interface for RACS. The browser window title is "SmartSite@UCDavis : RACS : Tests & Quizzes". The URL is "https://smartsite.ucdavis.edu:8443/portal/site/ddd4673d-6e8c-44b0-805e-74b30a345ab3/page/6110c98b-4c3f-4f59-0". The page header includes "UCDAVIS UNIVERSITY OF CALIFORNIA" and "SmartSite Teach, learn and work — together". The navigation bar shows "My Workspace", "General Surgery", "HWY 666b 001 W06", and "RACS". The left sidebar contains links for Home, Announcements, Gradebook, Resources, Schedule, Site Info, Support & Training, Tests & Quizzes, and Help. The main content area is titled "TESTS & QUIZZES" and "Assessments". It includes a "Take an Assessment" section with a table of available exams. The table has columns for Title, Due Date/Time, and Submitted. One exam is listed: "A-21 Costing Principles" with a due date of "n/a". Below this is a "Submitted Assessments" section with a table of completed exams. The table has columns for Title, Feedback Date, Score, Time, and Submitted. Three exams are listed: "Post Award Administration, Part I", "Post Award Administration, Part II", and "Principles of Research Administration Exam".

Title	Due Date/Time	Submitted
A-21 Costing Principles	n/a	

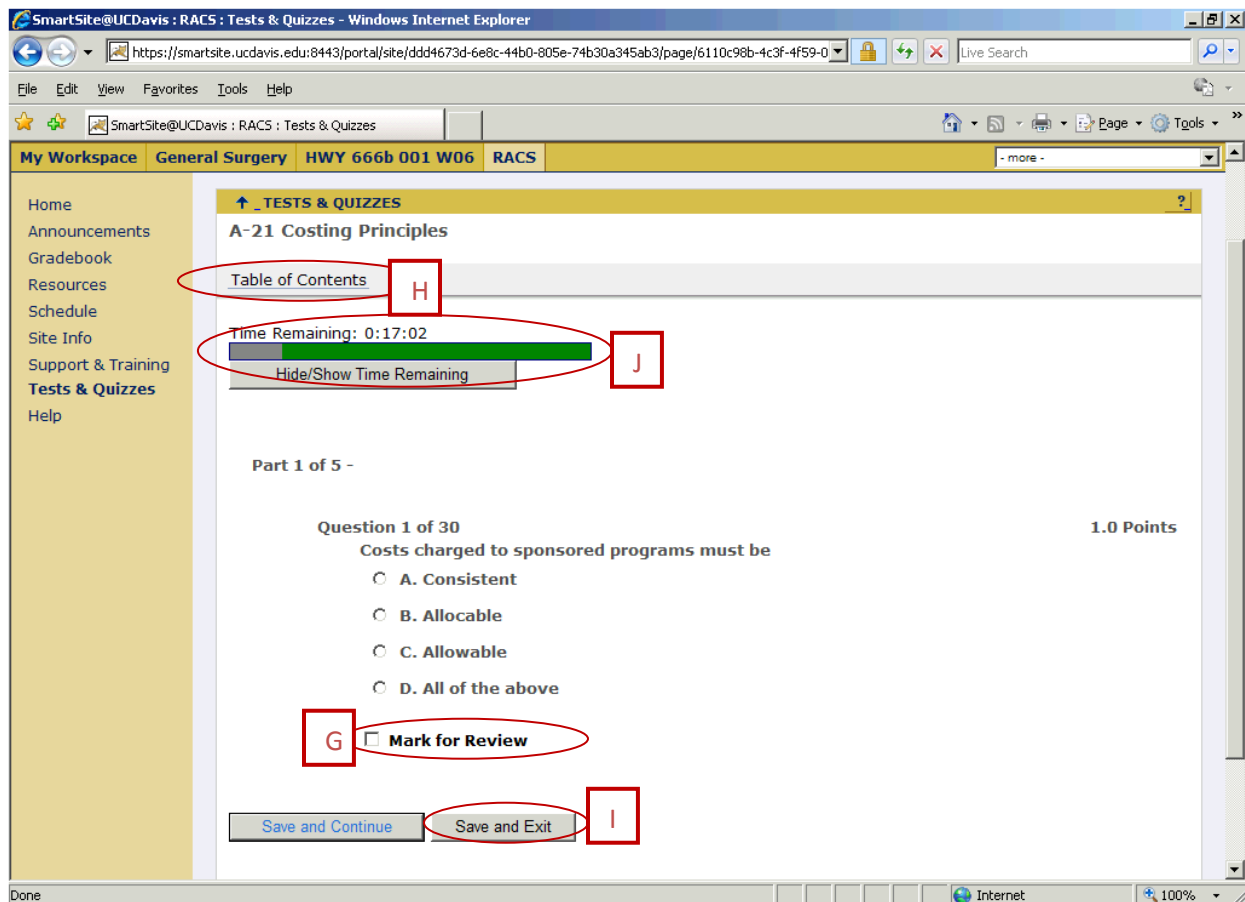
Title	Feedback Date	Score	Time	Submitted
Post Award Administration, Part I	n/a	n/a*	20 min	2008-May-20 12:19 PM
Post Award Administration, Part II	n/a	n/a*	20 min	2008-May-20 01:45 PM
Principles of Research Administration Exam	n/a	n/a*	5 min 45 sec	2008-May-20 10:25 AM

While taking the exam:

You may mark questions for later review by checking the **Mark for Review** checkbox [G]. Use the **Table of Contents** link [H] to see a list of all questions. Click each part to view the questions. An arrow indicates unanswered questions. A question mark indicates the questions marked for review.

**Warning 1:** The RACS tests are timed. You have 20 minutes to answer and review all 30 questions. At the end of 20 minutes, the test is automatically submitted. Using the **Save and Exit** button [I] WILL NOT STOP THE TIMER [J]. When taking tests, make sure to allow yourself 20 minutes without interruptions or distractions. If you accidentally Save and Exit, you can re-enter the test if you have time left.

**Warning 2:** When you reach the last question, the **Save and Exit** button [I] will change to **Submit for Grading**. If you wish to review your questions using the Table of Contents link [H], you must do so BEFORE you click the Submit for Grading button.



For help with SmartSite issues, contact [smartsite-help@ucdavis.edu](mailto:smartsite-help@ucdavis.edu).