



*Learn. Apply.
Adapt.*


Background:

This guide will help you through the process of reviewing multiple choice or non-standard text input questions that are incorrect.

Pre-requisites

- You have successfully logged into the Academy site.
- You have completed previous activities in your course.
- You have completed a multiple choice or a sorting question and got something incorrect.

Process


1. Click on the 'My Account' link in the top, right corner in your Academy site to open your account's dashboard.
2. Find the course you are currently completing and click the down arrow  to expand the course.

Dashboard summary:



1	0	0	0
Courses	Completed	Certificates	Points


Your Courses



Search   Expand All

 BSB40920 – Certificate IV in Project Management Practice IN PROGRESS 

3. Once the window has been expanded you will be able to see the activities you have completed. A 0% can mean your response has not been excepted or is incorrect.

Activities	Certificate	Score	Statistics	Date
 Activity -Project Management Fundamentals Part 2		0%		12/01/2021 2:16 PM

4. In this example, you can see the incorrect question has 0%. Click on the statistics  icon you wish to review to bring up the details. This is the question you need to open and review.

Activities	Certificate	Score	Statistics	Date
 Activity -Project Management Fundamentals Part 2		0%		12/01/2021 2:16 PM

5. Once in the question, select the [\(view\)](#) link below the question.

12/01/2021 2:16 PM

Question	
Category: No category	
1	Which of these are a project ? (view)
Sub-Total:	
Total	

6. You can now review your selected answers. This will not tell you which one of the multiple choice or sorting questions you got wrong. You can now reconsider your first attempt and then try again.

Question	Points	Correct	Incorrect	Hints used	Time elapsed	Points scored	Results
Category: No category							
1. Which of these are a project ? (view)	1	0 (0%)	1 (100%)	0	00:00:18	0	
<input type="checkbox"/> Operating a shopfront counter is a project ? <input type="checkbox"/> Paying invoices is a project ? <input checked="" type="checkbox"/> Upgrading the office to a new desktop environment is a project ? <input type="checkbox"/> Planning your day's 'to-do' list is a Project ? <input type="checkbox"/> Refurbishing an office is a project ? <input checked="" type="checkbox"/> Ordering and maintaining the office stationery inventory is a Project ? <input checked="" type="checkbox"/> Conducting a tender processes is part of a Project ?							
Sub-Total:	1	0 (0%)	1 (100%)	0	00:00:18	0	0%
Total	1	0 (0%)	1 (100%)	0	00:00:18	0	0%

7. You are only able to answer this type of questions twice. If your answer is still incorrect after your second attempt, you will need to speak to your Trainer/Facilitator to discuss the question further.