How to Complete the G.R.A.D. Aggies Reflection Quiz and Screengrab Instructions for Travel Award Applications

Reflection quizzes can be found on the G.R.A.D. Aggies Professional Development Certificate Program Canvas page.

- To gain access to the Canvas page, submit the form found here: tx.ag/JoinGRADAggies, with your name and UIN.
  - Please note, enrollment requests are sent to Academic Innovations once per week, so it can take up to 7 business days for you to receive access.
- To access Canvas, visit canvas.tamu.edu or log into https://howdy.tamu.edu and click the Canvas icon.

To find your event’s reflection quiz on Canvas:

- From the Home page locate the facilitating office’s events button at the bottom of the page.

![G.R.A.D. Aggies Event Reflection Quizzes](image-url)
• Find the name of the event (quizzes will be available for one month following the end of the event).

• Double click on the name of the event to open the reflection quiz.

• Complete the 3-question reflection and click Submit. **Remain on the Confirmation page if you need to take the screengrab for the Graduate Student Research and Presentation Travel Award application.**

• **To create the screengrab:**
  o After you click Submit, take a screengrab of the Results page.
  o Screengrab this complete page, being sure to include:
    ▪ “Assignment > Session Name and Date” at the top of the page. Review Test Submission: [Complete Test Title]”
    ▪ User Name, and the
    ▪ Question answers for ALL questions (see example screengrab below).
  o Copy this screengrab(s) into the word document template to upload to your RAP Travel Award application.
If you need to take a screengrab of a previously submitted Reflection quiz

- From the **Home** page locate the facilitating office’s events button at the bottom of the page.
- Find the reflection quiz and click on its title

1 of 3 attempts taken. This will be your 2nd attempt.

<table>
<thead>
<tr>
<th>Attempt History</th>
<th>Points</th>
<th>Score</th>
<th>(Highest score is kept)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Attempt 1</strong></td>
<td>0 of 1</td>
<td>0%</td>
<td>(Highest score)</td>
</tr>
</tbody>
</table>

- Click on the **Attempt** you would like to view.
- Take the screengrab as described above