



iLearn: Changing Quiz Settings

Center for Innovation in Teaching and Learning

Changing Quiz Settings

There are many settings options for quizzes:

- [Modify Availability Dates](#)
- [Set Time Limits](#)
- [Set Up a Synchronous Quiz](#)
- [Modify Retake Options](#)
- [Modify Feedback Display](#)

For added security, [Lockdown Browser](#) can be enabled on a quiz. If you have questions about these or other quiz settings not mentioned here, please contact citl@tntech.edu.

Start, Due, and End Dates

Start, Due, and End Dates allow you to control when a quiz is available to students. While students can view quiz details, they won't be able to begin the quiz before the Start Date or after the End Date.

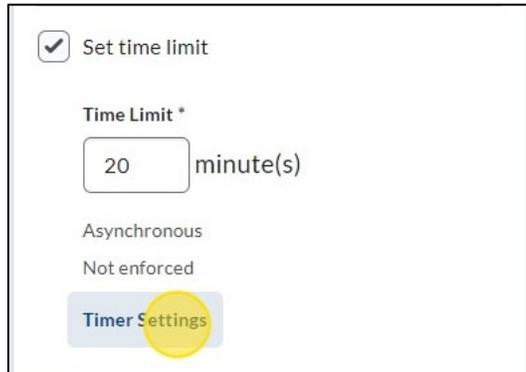
- The **Start Date** determines when the assignment is made available to students. Before the Start Date, students can see the quiz (unless it's hidden), but they won't be able to access it. For synchronous quizzes, the Start Date marks when the quiz timer starts.
- The **Due Date** is the deadline set by the instructor for submitting the quiz. Students can still submit after the Due Date (up until the End Date, if applicable), but late submissions will be marked in red in both the instructor and student views.
- The **End Date** is more restrictive, as it prevents students from starting the quiz once the specified date and time have passed. (Avoid setting End Dates for synchronous quizzes.)

Set Start and End Dates in Quiz Tool

1. Click **Quizzes** in the purple navigation bar, then click the quiz name.
2. To add a Due Date, select the text box under "Due Date" and choose a date and time.
3. To add additional date restrictions, select the **Availability Dates & Conditions** tab.
4. Click the Start Date box to set a Start Date for the quiz by entering or choosing the appropriate date and time.
5. Click the End Date box to set an End Date for the quiz by entering or choosing the appropriate date and time.
6. Other Options:
 - Click **Add availability dates to Calendar** for the quiz to display in the Calendar, Pulse app, and Work to Do Widget.
 - Select **Add a Release Conditions** to make this quiz only viewable after the students have met specified criteria.
 - Select **Manage Special Access** to provide select students with extended time or date restrictions

Set Time Limit and Late Submission Options for a Quiz

1. Click **Quizzes** in the purple navigation bar, then click the quiz name.
2. Click **Timing & Display**
3. Click the checkbox next to **Set Time Limit**.
4. In the text box that appears, enter the number of minutes students are allowed to complete the quiz.
5. By default, the quiz will be set to automatically submit the attempt when the time limit is done. To modify this, click **Timer Settings** and choose from the options that appear.



The screenshot shows a settings panel for a quiz. At the top, there is a checked checkbox labeled "Set time limit". Below this is a "Time Limit *" section with a text input field containing the number "20" and the text "minute(s)" to its right. Underneath, there are two radio button options: "Asynchronous" and "Not enforced". At the bottom of the panel, there is a button labeled "Timer Settings" which is highlighted with a yellow circle.

Figure: Once you have set your time limit, you can adjust your Timer Settings.

6. Options:
 - **Automatically submit the quiz attempt** (default): This option submits the quiz automatically when the time limit expires.
 - **Flag as "exceeded time limit" and allow the student to continue:** This allows the student to keep working after the time limit, but flags the attempt to indicate that the time was exceeded.
 - **Do nothing: time limit not enforced:** Select this if the time limit is only a guideline. The time limit won't be enforced, and attempts won't be flagged.
7. Click **OK**, then click **Save and Close**.

Creating a Synchronous Quiz

If a quiz has a time limit, it can be set as synchronous. In a synchronous quiz, the time limit starts at the specified Start Date. This means the Start Date controls when students can access the quiz and when the timer begins.

- Synchronous quizzes should not be given in courses delivered in an asynchronous modality.
- For synchronous quizzes, the Start Date will not appear to students in the Course Calendar, the Work to Do widget, or the Pulse app.
- It's recommended to add a link to the quiz in the Content area, as this will ensure the Start Date appears in the Course Calendar. For details, see the instructions in [Link to a Synchronous Quiz](#).

Set Up a Synchronous Quiz

1. Click **Quizzes** in the purple navigation bar, then click the quiz name.
2. Click **Availability Dates & Conditions**
3. Use the **Start Date** text box to set the date and time at which the quiz timer will begin.
4. Make sure that there is **NO** end date listed.
5. Click **Timing & Display**
6. Click **Set Time Limit**
7. In the text box that appears, enter the number of minutes students are allowed to complete the quiz.
8. Click **Timer Settings**
9. Click the radio button beside **Synchronous: Timer starts on the start date**

Timing

Quiz Start

Asynchronous: Timer starts when the learner launches the quiz

Synchronous: Timer starts on the start date

When The Time Limit Expires

Automatically submit the quiz attempt

Flag as "exceeded time limit" and allow the learner to continue wor

Do nothing: the time limit is not enforced

Figure: In Timer Settings, choose synchronous.

10. You will then see the start and end times for the synchronous quiz.

Timing

Quiz Start

Asynchronous: Timer starts when the learner launches the quiz

Synchronous: Timer starts on the start date

Start Date 10:00 AM United States - Chicago, Sep 23 2024

Time's Up 10:45 AM United States - Chicago, Sep 23 2024

Figure: Once you select synchronous, the time will display underneath the option.

11. Choose what you would like the quiz to do when the time limit expires (see option in [Set Time Limit and Late Submission Options for a Quiz](#), Step 6)
12. Click **OK**, then click **Save and Close**.

Link to a Synchronous Quiz in Content

When a quiz is synchronous, its start date will not appear to students in the Course Calendar, the Work to Do widget, or the Pulse app.

Changing Quiz Settings

Adding a link to the quiz in Content will push the Start Date into the Course Calendar. Adding a Due Date is also recommended.

1. Navigate to the Content module where the quiz will be placed.
2. Click **Add Existing Activity**.
3. Select **Quizzes**.
4. Choose the quiz from the options.

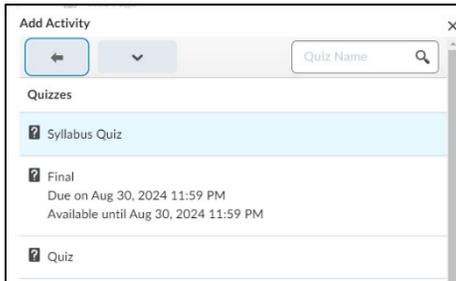


Figure: Use the navigation to embed the quiz.

5. The quiz will appear within the module. Select the downward-facing arrow next to the quiz.
6. Click **Edit Properties In-Place**.
7. Click **Add Dates and Descriptions**.
8. Add a Due Date to the quiz using the Due Date text box. The Due Date should be the same as the Start Date.
9. Click **Update** to save.
10. The Start/Due Date will appear in the Course calendar. (Optional) Drag the link to move its placement.

Modify Retake Options

By default, students have a single attempt to complete a quiz. However, instructors can enable multiple attempts if desired. When allowing multiple attempts, instructors can also choose to display only the questions answered incorrectly on subsequent tries.

Note: If multiple attempts are allowed and the quiz is associated with a grade item, the score to be transferred to the grade book will need to be specified.

1. Click **Quizzes** in the purple navigation bar, then click the quiz name.
2. Click **Attempts & Completions**
3. Click **Manage Attempts**
4. Choose an option for Attempts Allowed.



Figure: Use the dropdown arrow under Attempts Allowed to select how many times a

Changing Quiz Settings

student can retake a quiz.

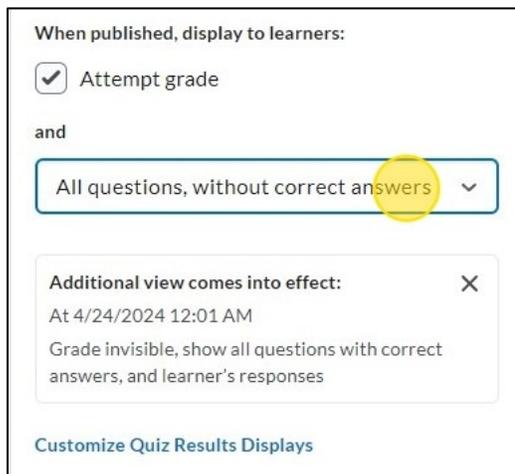
5. Choose an option in **Overall Grade Calculation** to specify how the quiz score will be calculated. (The default option is Highest Attempt, but there are several other options, including Average Score.)
6. (Optional) Under **Retake Incorrect Questions Only** click the checkbox so that on new attempts, students will only see the questions they previously answered incorrectly.
7. Click **OK**, then click **Save and Close**.

Display Questions and Feedback to Students

By default, students do not see feedback on individual quiz questions. However, instructors can customize the view to include elements such as feedback, incorrect answers, correct answers, and the student's responses. Additionally, instructors can set up extra views to be available after a specific date.

Note: If date restricted submission views have been added to a course the instructor will want to be sure to revise the dates when the course is copied into a future term section as these views will be immediately visible to students as the dates will be in the past.

1. Click **Quizzes** in the purple navigation bar, then click the quiz name.
2. Click **Evaluation & Feedback**
3. Under **When published, display to learners** select the dropdown menu to choose what will display to learners along with the attempt score.



When published, display to learners:

Attempt grade

and

All questions, without correct answers

Additional view comes into effect: X

At 4/24/2024 12:01 AM

Grade invisible, show all questions with correct answers, and learner's responses

[Customize Quiz Results Displays](#)

Figure: Select what view you would like your students to see after they submit an attempt.

Note: The box to display the attempt grade is selected by default. Keeping this selected will show students their numeric score once published.

4. If further customization of the display is required, click **Customize Quiz Results Displays**.
5. The page that opens will show the primary view, allowing you to edit it or create a new one. To set up a date-restricted view, select **Add Additional View**, then configure the desired settings and specify the date restrictions.

Changing Quiz Settings

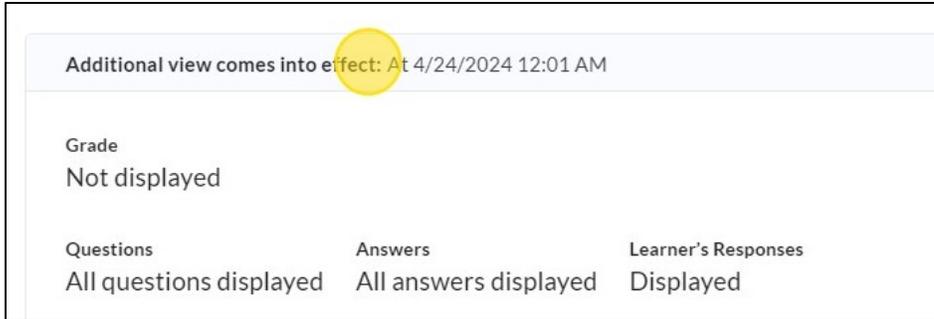


Figure: Example of additional view options.

6. Click OK, then click Save and Close.

Note: To limit the time questions and answers are displayed to students, create an Additional View that only shows the questions and/or answers for a limited time after the quiz is submitted. To do this, create an additional view, set the release date/time, and check the box to limit how long (in minutes) the view remains available. Be sure to inform students of any time limits they'll have to review questions and/or answers after submitting the quiz.

Set Respondus Lockdown Browser

Respondus Lockdown Browser is a tool designed to help prevent cheating during exams in proctored settings, such as labs. It's not recommended for use in non-proctored environments, as it only restricts the device the student is using to take the exam.

Note: It is recommended to provide students the instructions for [downloading and installing LockDown Browser](#).

1. In Quizzes, click **LockDown Browser**

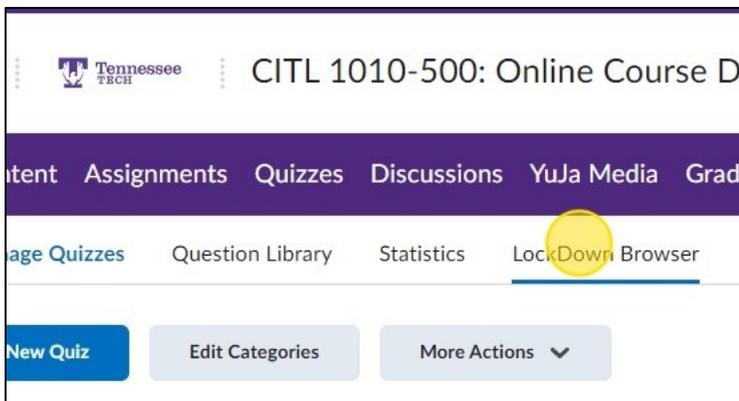
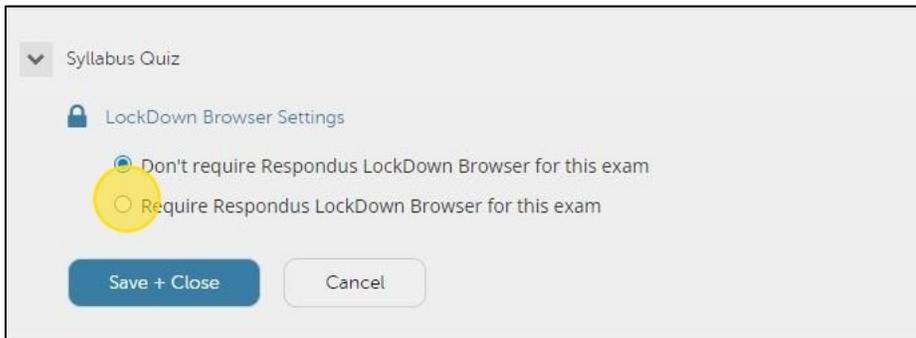


Figure: You can access the Lockdown Browser by using the tab in the Quiz tool.

2. Select the down arrow next to the quiz name.
3. Click **Settings**

Changing Quiz Settings

4. Click the **Require Respondus LockDown Browser for this exam** field.



The screenshot shows a dialog box titled "Syllabus Quiz" with a dropdown arrow on the left. Below the title is a section labeled "LockDown Browser Settings" with a lock icon. There are two radio button options: "Don't require Respondus LockDown Browser for this exam" (which is selected) and "Require Respondus LockDown Browser for this exam" (which is highlighted with a yellow circle). At the bottom of the dialog are two buttons: "Save + Close" and "Cancel".

Figure: Choose Require if you would like Lockdown Browser to be required for a quiz.

5. Select any additional advanced settings, then click **Save + Close**