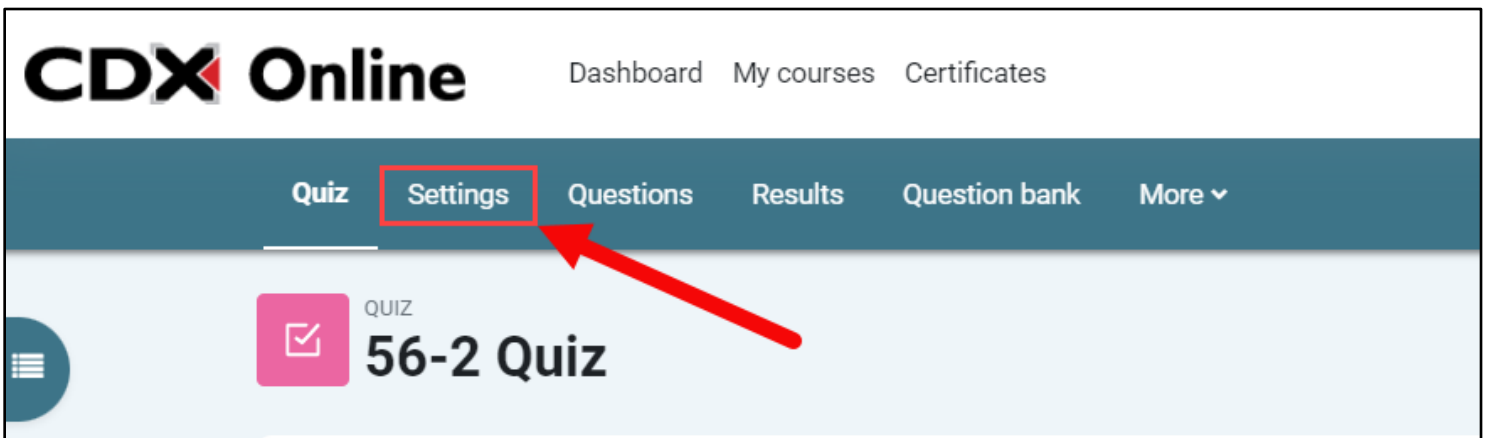


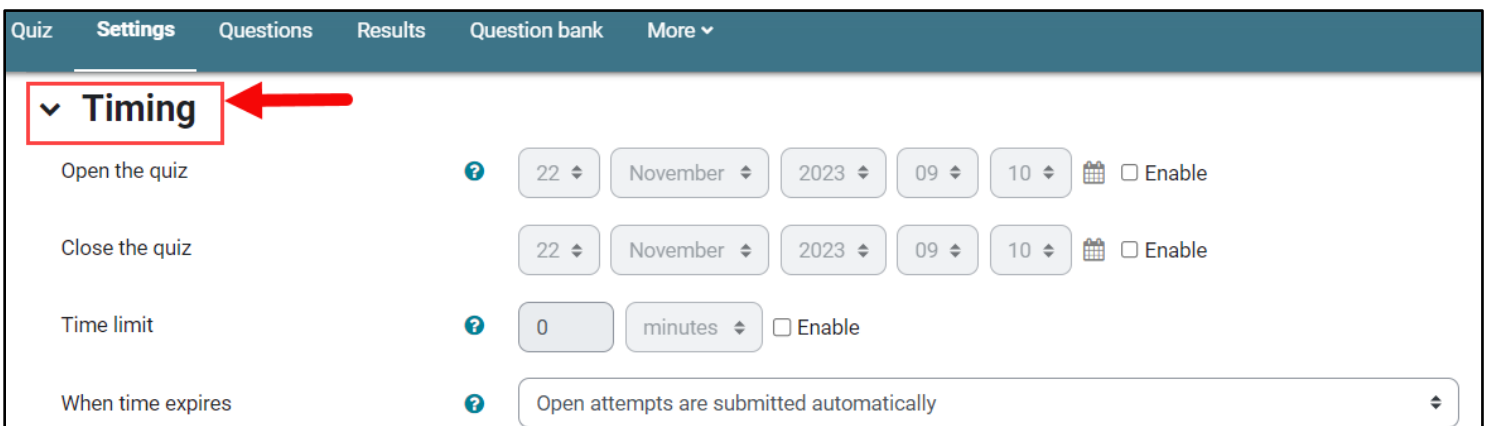
# How to Assign or Schedule a Quiz

The steps below provide instructions for applying due dates and/or times to your quizzes as assignments for your students to complete with the applied parameters.

1. Navigate to the quiz you would like to schedule or assign and click to open it. Then select the **Settings** option from the navigation menu across the top of the page.



2. A settings page opens displaying parameters for managing the quiz's behavior. There are two options available for assigning a quiz, you may apply a hard deadline by creating a window of time in which students must complete the quiz, or you can apply a soft deadline by applying an expected completion date. To apply a hard deadline, expand the **Timing** section.

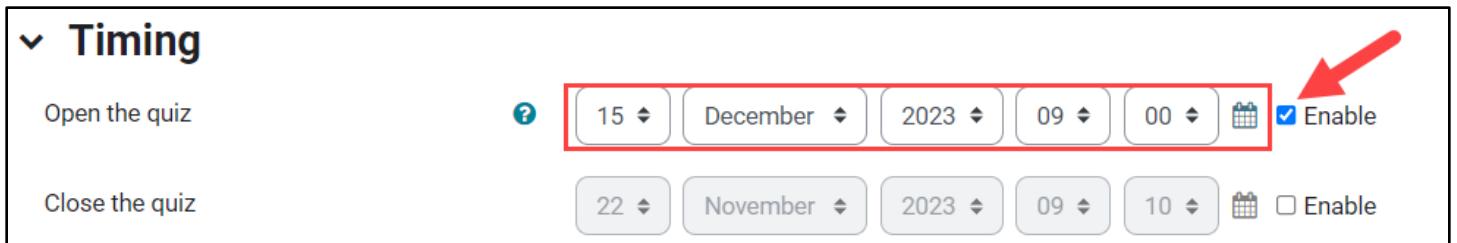


3. Choose a date and time when students can open the quiz by clicking the 'Enable' checkbox next to the **Open the quiz** fields. Then use the applicable dropdown menus and/or calendar button to choose the respective time and date.

**Timing**

Open the quiz ? 15 December 2023 09 00  Enable

Close the quiz 22 November 2023 09 10  Enable

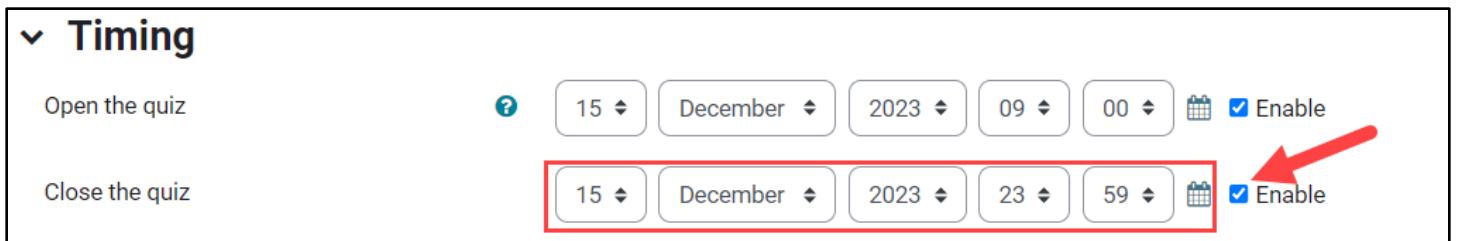


4. When satisfied with the quiz open time, click the 'Enable' checkbox next to **Close the quiz**, and choose the date and time to close or lock the quiz to prevent subsequent attempts.

**Timing**

Open the quiz ? 15 December 2023 09 00  Enable

Close the quiz 15 December 2023 23 59  Enable



5. Alternatively, if you prefer to apply a soft deadline, or date when students are expected to complete the quiz but doesn't prevent them from doing so earlier or later, scroll down the settings page to find and expand the **Activity completion** section.

**Activity completion**

Completion tracking ? Show activity as complete when conditions are met

Require view  Student must view this activity to complete it

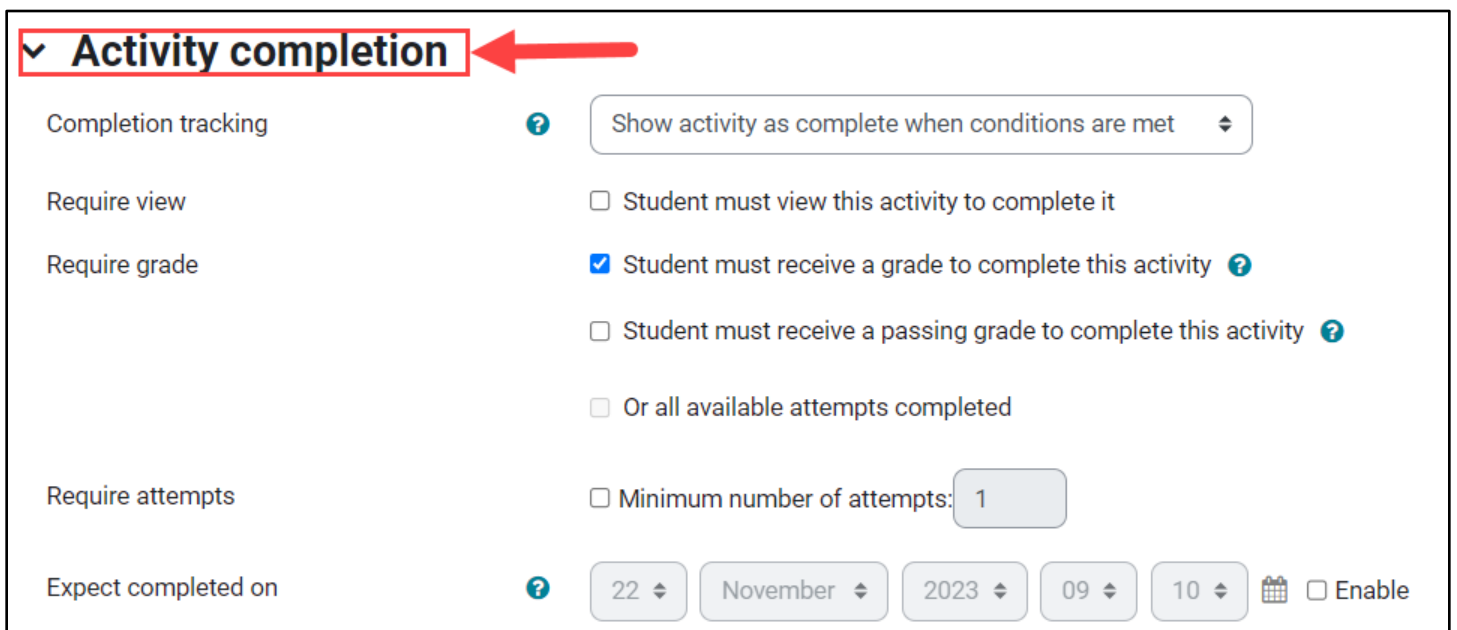
Require grade  Student must receive a grade to complete this activity ?

Student must receive a passing grade to complete this activity ?

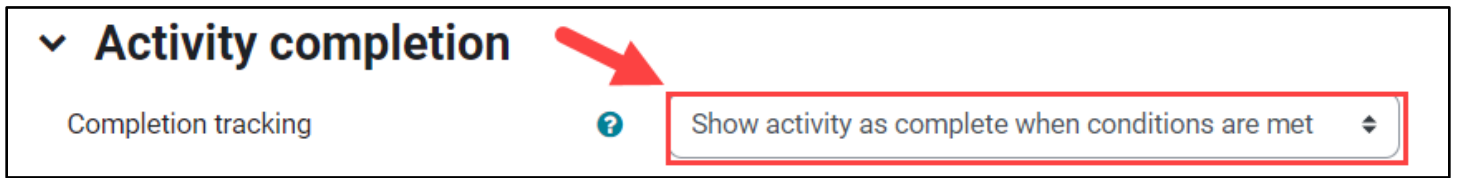
Or all available attempts completed

Require attempts  Minimum number of attempts: 1

Expect completed on ? 22 November 2023 09 10  Enable



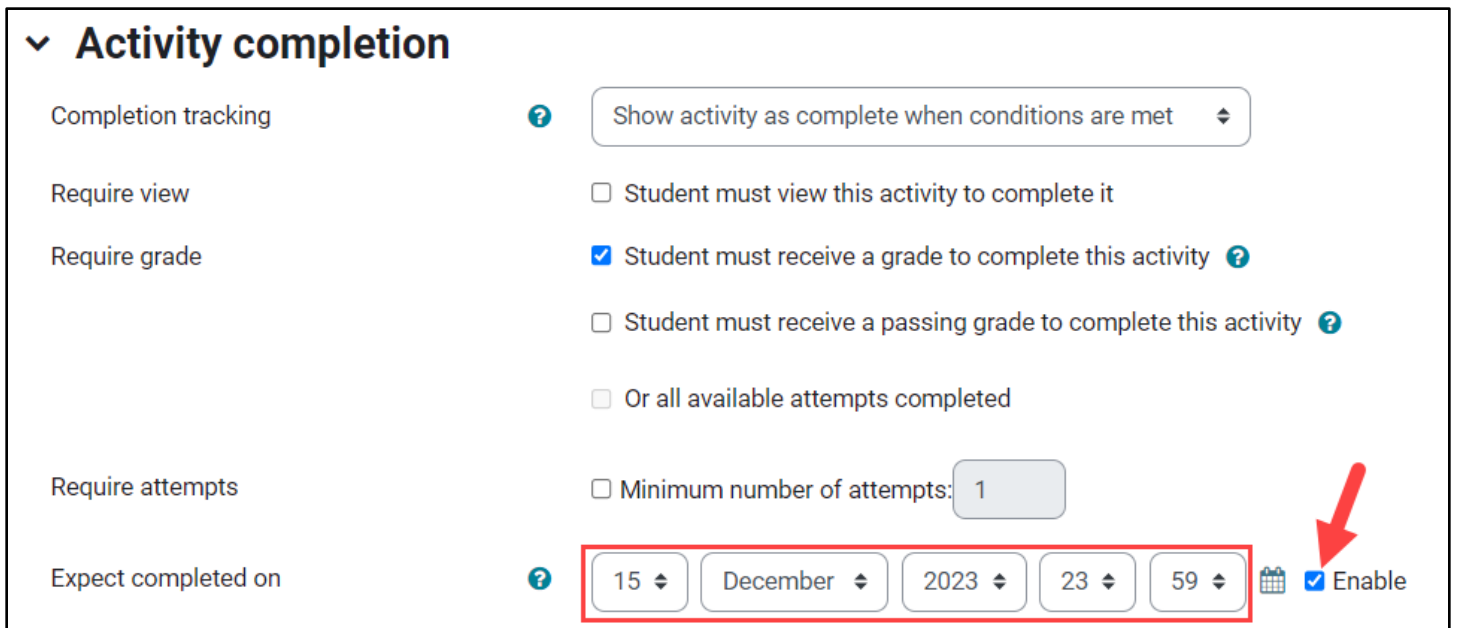
6. Using the dropdown menu to the right of **Completion tracking**, ensure the **Show activity as complete when conditions are met** option is selected.



Activity completion

Completion tracking ? Show activity as complete when conditions are met

7. Next, click the 'Enable' checkbox to the right of the **Expect completed on** field at the bottom of the section, and use the corresponding dropdown menus to apply a desired date and time.



Activity completion

Completion tracking ? Show activity as complete when conditions are met

Require view  Student must view this activity to complete it

Require grade  Student must receive a grade to complete this activity ?

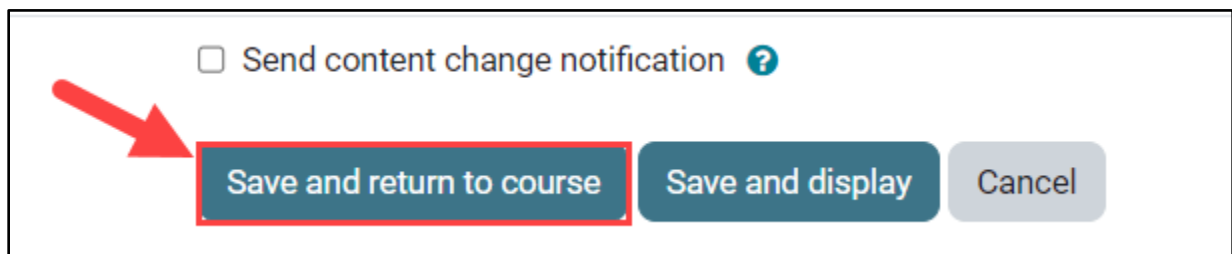
Student must receive a passing grade to complete this activity ?

Or all available attempts completed

Require attempts  Minimum number of attempts: 1

Expect completed on ? 15 December 2023 23 59  Enable

8. Finally, click the **Save and return to course** button at the bottom of the page to apply your changes.



Send content change notification ?

Save and return to course Save and display Cancel