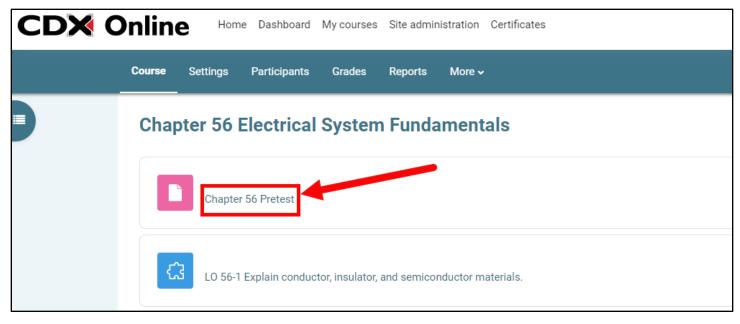
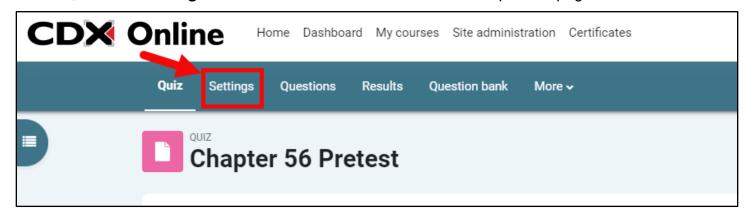
## **How to Change a Quiz's Settings**

You may change quiz settings to manage the way students interact with a quiz—for example, the date/time they can take it, how questions behave, and applying restrictions. Follow the steps below to adjust individual quiz settings as needed.

1. Navigate to and click on the quiz or test for which you would like to make settings' changes.



2. Next, click the **Settings** button from the horizontal menu at the top of the page.

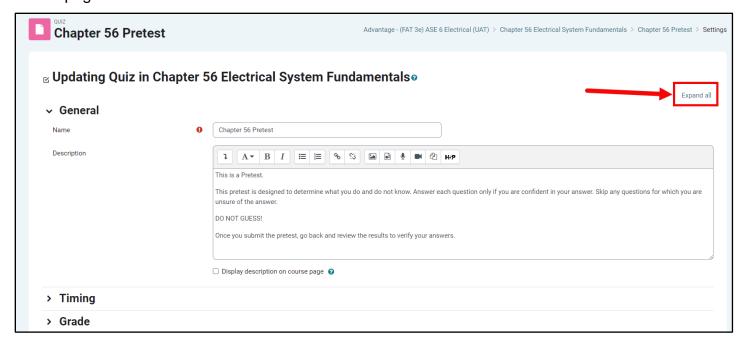




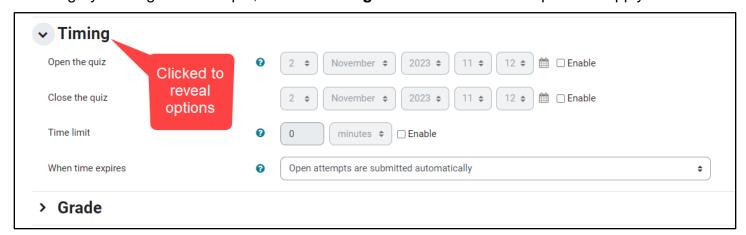
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Quiz settings are organized into categories, with the **General** category expanded by default. You
may expand or collapse all categories at once by clicking **Expand all** in the upper right corner of
the page.

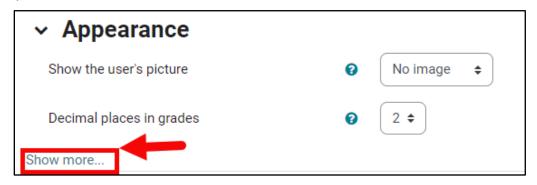


4. Alternatively, you may expand or collapse individual settings categories by clicking on the category naming. For example, click on **Timing** to view date and time options to apply.

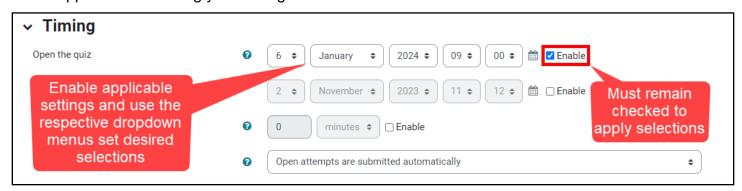




Updated: December 2023 www.cdxlearning.com/support/library Email: support@cdxlearning.com Phone: 1-866-244-4CDX (4239) 5. Some categories require a second click on the **Show more...** link at the bottom to reveal additional options.



6. To change and apply certain settings' options, such as date and time parameters, these must be activated by clicking the **Enable** checkbox to the right of the setting. This adds a checkmark and unlocks fields for editing. Note, the "Enable" checkboxes must remain selected for the setting to be applied when saving your changes.



7. Refer to the table below to review all quiz settings' options available and learn where they are found and how they can affect the behavior of the quiz. You may also click the question mark icon next to any individual setting to reveal an explanation of its functionality.

To adjust/set	Found in this Category	Notes
The name of the quiz; the quiz	General	A <b>required icon 1</b> next to a setting,
description; whether the		such as Name, indicates it is required to
description appears on the course		save your changes.
page.		



When the quiz opens or is available for student access; when it closes or is no longer available for students to attempt; time limits; how to handle open attempts when the time expires.	Timing	To allow extra time after time expires and allow the student to complete the current question, enable and set the <b>Submission grace period</b> .  To include a delay between separate attempts, see the <b>Extra restrictions on attempts category</b> .
The grade category in which a quiz is located; the passing grade required; number of attempts allowed; how to calculate a final grade based on multiple attempts.	Grade	A required passing grade can also be used to prevent students from accessing a subsequent activity, such as an assignment or test, until they pass this quiz. Must be used in conjunction with settings in the Completion Tracking
How many questions appear on each page; how a student can navigate through the questions.	Layout	settings category.  The <b>Free</b> setting lets students navigate back and forth among pages and questions; The <b>Sequential</b> setting forces them to answer each question in sequential order.
Whether to shuffle the order of multiple choice answer options	Question behavior	The option to shuffle the quiz questions for each attempt is located on the <b>Edit Quiz</b> page.
What feedback students can see, such as marks or the right answer; when they can view each type of feedback after completing it, or after the quiz closes.	Review options	Use checkboxes to toggle feedback options under the columns reflecting timing of when the feedback is shared with the student. "After the quiz closes" options are only applicable when a close date is applied.
Whether to show the user's picture; how to display decimal places in question grades; whether to show other course blocks during attempts.	Appearance	The <b>Decimal places</b> setting affects only how grades display to the student (with more or fewer decimal places), not the recorded marks.
Password and security requirements for the quiz, including an enforced delay between attempts; browser security; offline use with the mobile app.	Extra restrictions on attempts	You can set an <b>Enforced delay</b> to encourage students to take time to review the material before re-attempting the quiz. <b>Browser security</b> helps prevent some unauthorized activities, such as cutting and pasting, where possible.

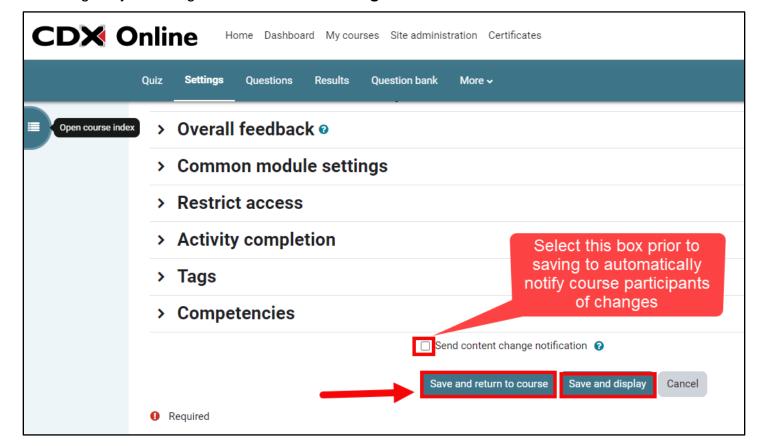




Feedback that appears after a student has completed a quiz attempt.	Overall feedback	You can give specific feedback for up to 8 grade boundaries, such as 100%, 90%, and so on, to help contextualize a grade (such as "Well done!" or "Review the chapter again").
Whether to reveal the quiz on the course page or hide it from students; whether to assign an ID number; whether to force language changes to the user interface.	Common module settings	These settings affect multiple modules in a course.
Restrict access to the quiz based on prior activity completion, date, grade, user profile, or nested sets of additional restrictions.	Restrict access	Set an array of student access restrictions based your prerequisites.
Whether and how to track completion of the quiz; whether multiple conditions must be met before the quiz attempt is considered complete.	Activity completion	Use these settings to specify what constitutes completion of this quiz, if completion is required before students can access other activities.
Tags or labels for the quiz.	Tags	You can add tags to connect content and concepts in a quiz.
Course competencies that are linked to the activity; whether to attach evidence, send for review, or complete the competency upon activity completion.	Competencies	If you are using a competency-based learning system, you can link the quiz to a competency and determine what to do with the quiz after completion.



8. When you're finished making changes to each desired setting, click **Save and return to course** to close the quiz and return to your course or **Save and Display** to preview the quiz and make additional changes. You also have the option of automatically notifying your students of any saved changes by checking the **Send content change notification** checkbox if desired.





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