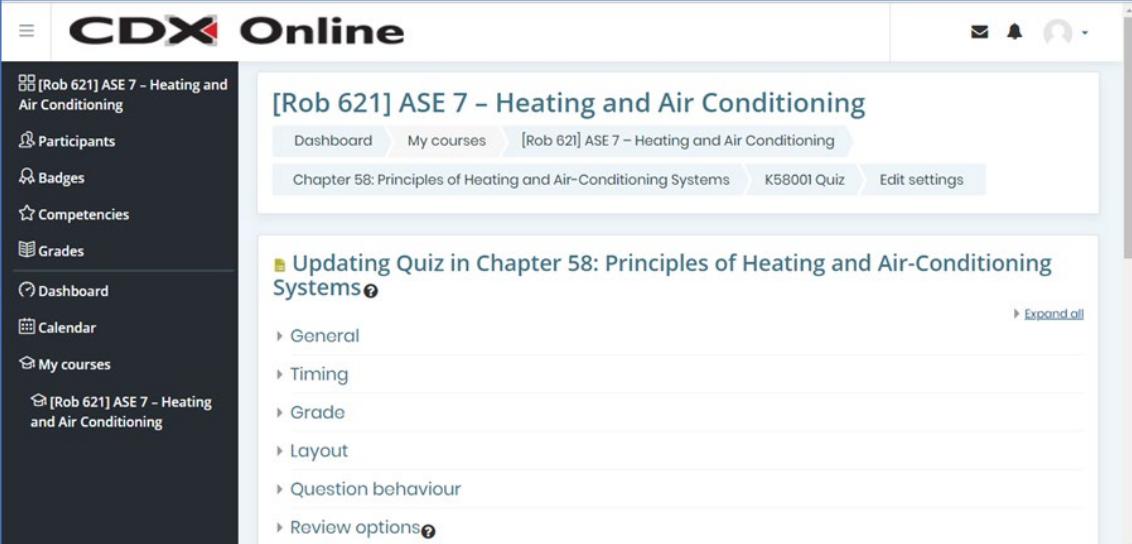


How Do I Change the Quiz Timing?

You can change the timing for a quiz to adjust elements such as when the quiz opens or closes and whether to include a time limit for taking the quiz.

1. Log in to your CDX account as an instructor and navigate to the desired course.
2. On the course page, click the chapter that contains the quiz. The chapter page opens, showing the components contained in the chapter.
3. In the top right corner of the chapter page, click the **Actions button**  , then click **Turn editing on**  . You can now make changes to any component in the chapter or add an activity or resource.



4. Click the **Edit option**  next to the quiz you want to edit, then click **Edit Settings**. The settings for the quiz will open.
5. Scroll down if necessary. Then, click **Timing**. The block expands to display available timing options. (**Note:** You can click **Expand all** on the right side of the window to expand all the blocks at once to see all available options for each setting.)

How Do I Change the Quiz Timing?

The screenshot shows the 'Timing' section of the quiz settings. It includes fields for 'Open the quiz' (set to June 26, 2018, at 15:28), 'Close the quiz' (set to June 28, 2018, at 15:28), 'Time limit' (set to 0 minutes), and 'When time expires' (set to 'Open attempts are submitted automatically'). The 'Enable' checkbox is checked for all these fields.

6. Complete or edit the fields for the enabled setting—for example, use the **day**, **month**, and **year buttons** (or the **calendar icon**) to specify a start date for the quiz and the **hour** and **minute buttons** to specify a start time. Enable additional settings as necessary. For example, if you've changed when a quiz opens, you may need to change when it closes. To do so, click the **Enable checkbox** to the right of **Close the quiz**. Then, make the necessary changes. You must leave the Enable checkbox ticked to apply the changes.

The screenshot shows the same 'Timing' section as before, but now the 'Enable' checkbox is checked for the 'Close the quiz' field. This indicates that the changes made in step 6 have been applied.

7. Make any additional timing changes for the quiz. To set a time limit, click the **Enable checkbox** to the right of **Time Limit**, set the desired unit, such as minutes, then enter the desired number of minutes. You can also specify what should happen when the time limit **expires**, such as whether any open attempts should be submitted automatically, whether to allow a grace period for submitting them, or whether they are not counted. Note that

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How Do I Change the Quiz Timing?

the **submission grace period** option is available only if you've chosen to allow a grace period; otherwise, this setting cannot be enabled.

8. When you've finished changing all desired timings, scroll down if necessary and click **Save and return to course** to save your changes and return to the course or **Save and display** to view the quiz or make additional changes to it.

The screenshot shows the CDX Online software interface. The top navigation bar includes the CDX logo, a search bar, and user icons for email, notifications, and messaging. On the left, a sidebar menu lists various course management options: Participants, Badges, Competencies, Grades, Dashboard, Calendar, My courses, and a specific course entry for '[Rob 621] ASE 7 - Heating and Air Conditioning'. The main content area displays a list of quiz configuration options with expandable arrows: Layout, Question behaviour, Review options (with a question mark icon), Appearance, Extra restrictions on attempts, Overall feedback (with a question mark icon), Common module settings, Restrict access, Activity completion, Tags, and Competencies. At the bottom of the page are three buttons: 'Save and return to course' (highlighted in blue), 'Save and display', and 'Cancel'. A small note at the bottom states: 'There are required fields in this form marked *'.