
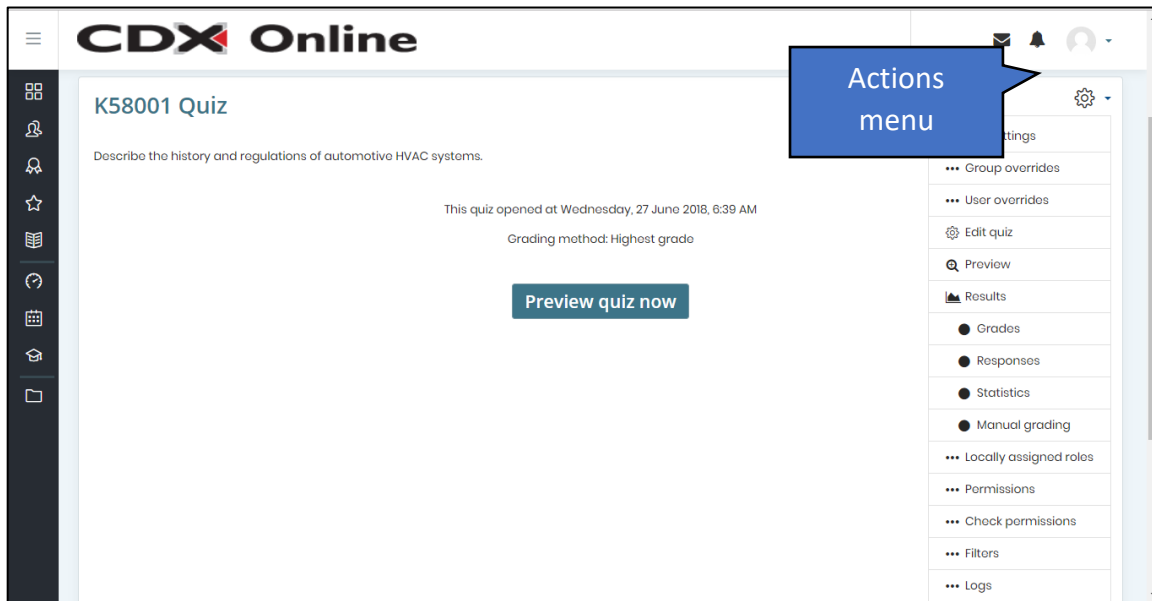
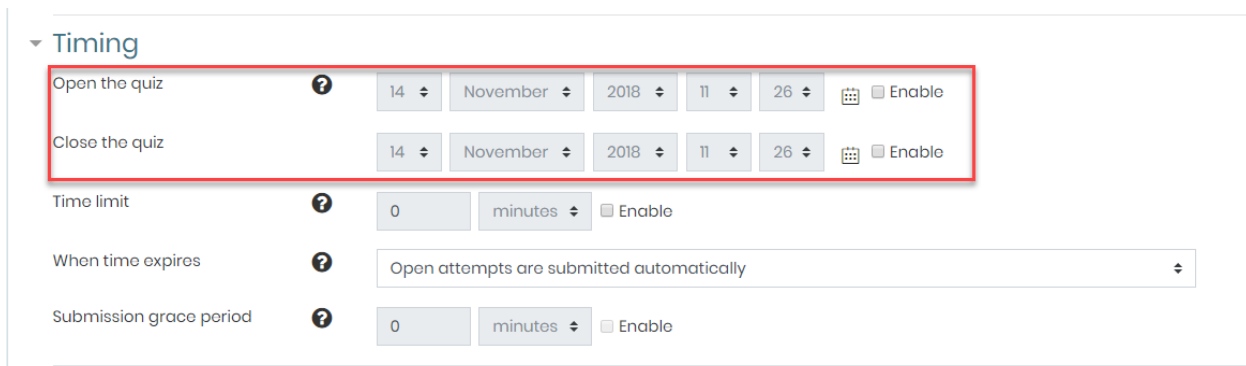


How Do I Assign Or Schedule a Quiz?

1. Click on the quiz you'd like to schedule or assign. On the following page, click the **Actions button** 



2. Then, click **Edit settings**. A settings page will open displaying parameters to manage how the quiz functions.
3. There are two options available for assigning a quiz: you may apply a hard deadline by creating a window of opportunity in which students must take the quiz or you can apply a soft deadline by setting an expected completion date.
4. To apply a hard deadline, open the timing section on the settings page.




5. Choose a date and time for when students can open the quiz by clicking the 'Enable' checkbox next to 'Open the quiz' and choose the desired timing.
6. When satisfied with the quiz opening time, click the 'Enable' checkbox next to 'Close the quiz' and choose the date and time you want to the quiz to be closed or locked.
7. Once you are finished, scroll to the bottom of the page and select 'Save and return to course'


How Do I Assign Or Schedule a Quiz?


- If you prefer to apply a soft deadline or a date communicated to your students for when they are expected to complete the quiz that does not prevent them from doing so earlier or after this date, 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 

Require passing grade  Require passing grade Or all available attempts completed


Expect completed on  14 ▾ November ▾ 2018 ▾ 11 ▾ 26 ▾  Enable


- In the dropdown menu to the right of 'Completion tracking' select the "Show activity as complete when conditions are met" option.
- Then, click the 'Enable' checkbox to the right of the 'Expect completed on' field.



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- Select the desired date and time for when you expect students to have completed the quiz.
- Finally, click the Save and return to course button at the bottom of the page to apply your changes.