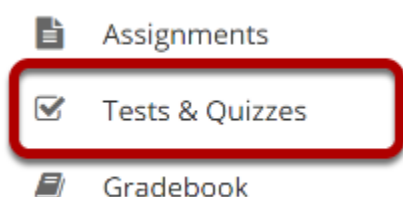


How do I view and modify the settings of an assessment?

The settings of a test or quiz are complex, and offer many options. The modification of a setting in one section will not change settings in other sections.

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu of your site.

Edit the settings.

Assessment List

View All ▼

Display 20 ▼ assessments per page

Search:

Title	Status	In Progress	Submitted	For	Open	Due	Last Modified	Modified Date ▼	Remove?
Draft - New Quiz	Draft			Entire Site			Demo Instructor	Apr 14, 2020 10:45 PM	<input type="checkbox"/>
Quiz 1	Published - Active	0	0	Entire Site	Apr 8, 2020 11:55 AM		Demo Instructor	Apr 8, 2020 11:55 AM	<input type="checkbox"/>
Draft - Quiz 1	Draft			Entire Site	Apr 8, 2020 11:55 AM		Demo Instructor	Apr 8, 2020 11:55 AM	<input type="checkbox"/>

Actions ▼

[Edit](#)
[Preview](#)
[Print](#)
[Settings](#)
[Publish](#)
[Duplicate](#)
[Export](#)

From the *Tests & Quizzes Assessments* screen, choose the **Settings** option in the drop-down menu for the quiz you would like to publish.

*Note: You can review and edit settings on a published assessment by selecting **Settings** in the drop-down menu for the assessment. It is not recommended to modify the settings of an assessment while testing is in progress as it may cause loss of student submission data.*

Alternatively, you can access assessment settings from the edit assessment screen.

Questions: New Quiz

3 Existing Questions - 20 total points

[Add Part](#) | [Preview](#) | [Print](#) | [Settings](#) | [Publish](#)

If you are currently editing the **Draft** of the assessment, click the **Settings** link at the top of the assessment editing screen.

Settings Options

Settings - New Quiz

[Expand All](#)

- ▶ About this Assessment
- ▶ Availability and Submissions
- ▶ Exceptions to Time Limit and Delivery Date
- ▶ Grading and Feedback
- ▶ Layout and Appearance

SAVE SETTINGS AND PUBLISH

Save

Cancel

There are five sections of assessment **Settings**:

1. **About this Assessment**
2. **Availability and Submissions**
3. **Exceptions to Time Limit and Delivery Date**
4. **Grading and Feedback**
5. **Layout and Appearance**

Click on the section title in the *Settings* screen to expand or collapse that section. Below is a summary of the options available to you in each of these sections, and a link to an article that describes the options in greater detail.

About this Assessment

In the **About this Assessment** section, you can edit the **Title** of your assessment, add a **Description/Intro** that displays before students begin taking the test, and require students to

agree to honor pledge before beginning assessment. For more information on this section and its options, see [How do I edit my assessment title or description?](#)

Availability and Submissions

In **Availability and Submissions**, you can do the following:

1. Indicate who should submit the assessment (**Anonymous Users**, **Entire Site**, or **Selected Group(s)**).
2. Select how many times each student or site member is allowed to submit the assessment.
3. Select the dates when the assessment is **available** and **due**, and until when to accept **late submissions**, if allowed.
4. Set a **time limit** for the assessment, if desired.
5. Choose whether to have *in progress* assessments automatically submitted, if the students have not already submitted the assessment.
6. Choose whether to show the question point values during the assessment.
7. Restrict the assessment by a range of **IP Addresses** (to require students to submit the assessment within a specific building), or require a **Password** that students will have to type in at the start of the assessment to take it. You may also require the use of a lockdown browser.
8. Create a message that students see upon submitting their assignment.

For more information on this section and its options, see [What are the Availability and Submissions options for an assessment?](#)

Exceptions to Time Limit and Delivery Date

In the **Exceptions to Time Limit and Delivery Date** section, you can select users or groups within the site and specify a different availability window for the assessment as well as indicate the time limit allowed for that user/group. For more information on this section and its options, see [How do I give specific students different date or time settings for an assessment?](#)

Grading and Feedback

In **Grading and Feedback**, you can do the following:

1. Choose which score is recorded (highest score, last score, or average score), if a student is allowed to make more than one submission.
2. Choose whether graders see the students' names when grading.
3. Select whether or not to send grades to the *Gradebook* tool.
4. Choose whether feedback will be authored at the question level, section level, or both.
5. Choose whether students will receive feedback on the assessment, and if so, when it will be available to them (immediately, upon submission, or at a specific date).
6. Select advanced feedback options as applicable.

For more information on this section and its options, see [What are the Grading and Feedback options for an assessment?](#)

Layout and Appearance

Layout and Appearance options control the overall look and feel of the test for students, such as how they navigate from one question to another, how the assessment questions are numbered if the assessment has [multiple parts](#), whether check boxes will appear next to questions for review purposes, and what background color will be used for the assessment.

For more information on this section and its options, see [How do I adjust the layout and appearance of an assessment?](#)

Effects of Settings

You can modify the settings, parts, and questions of any **Draft** assessment. When you publish an assessment, a copy is created and listed in the **Assessment List**. For the published copy, you can make changes to all the settings except *Assessment Released To*. To edit the settings, select **Settings** in the *Action* drop-down menu for that assessment. You cannot edit the questions in a published copy.

*Note: After you've published an assessment, if you modify the unpublished **Draft** version, you'll have to alter the assessment's **Title** before republishing it. When you publish it, you'll be creating another publication, NOT replacing the existing published copy.*

Note: It is not recommended to modify the settings of an assessment while testing is in progress as it may cause loss of student submission data.

Save Settings and Publish the assessment.



When the assessment settings are ready and the questions are in place, click **Save Settings and Publish** to publish the assessment so that your students can take it. See the article [How do I publish an assessment \(i.e., test or quiz\)?](#)

Alternatively, if you're not ready to publish the assessment, you can click **Save** to save your settings selections.

*Note: If you're modifying the settings of a published assessment, you'll only see the **Save** and **Cancel** buttons.*