How do I adjust the layout and appearance of an assessment?

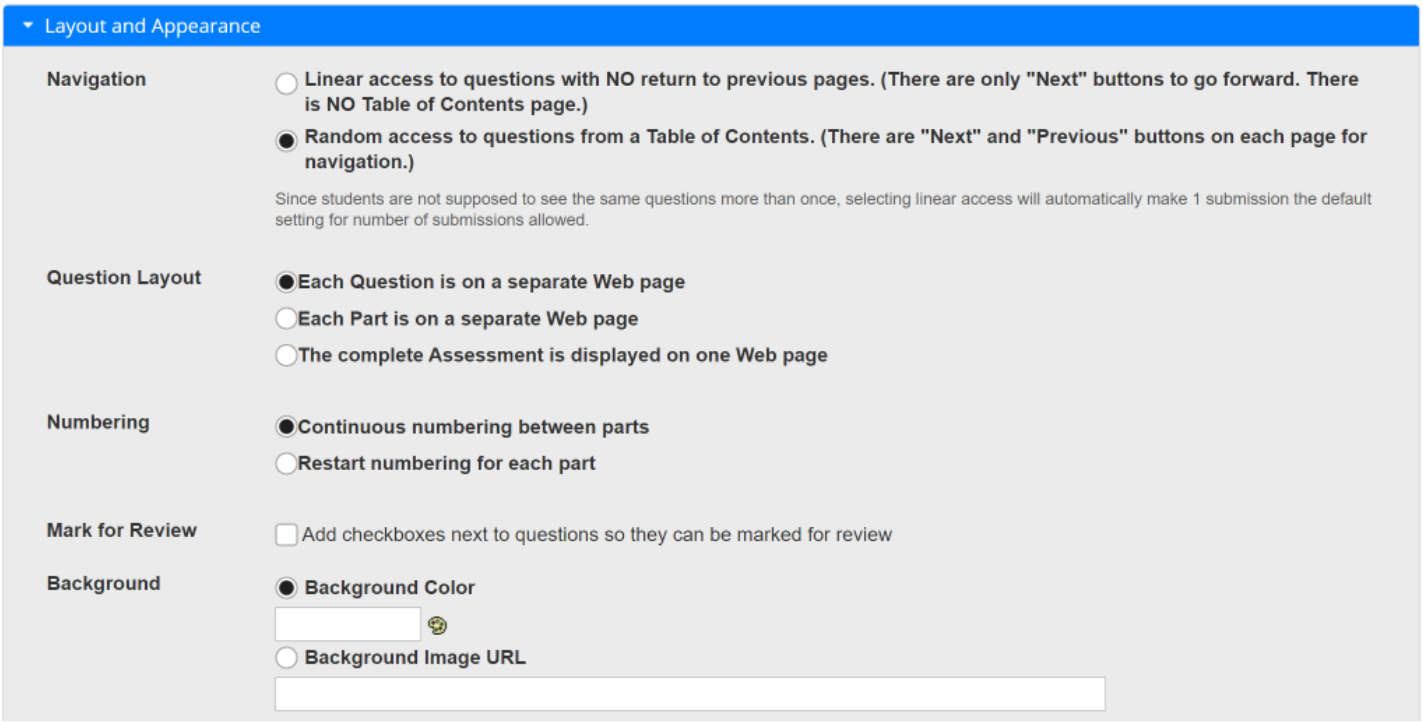
Layout and Appearance options control the overall look and feel of the test for students, such as how they navigate from one question to another, and how the assessment questions are numbered if the assessment has multiple parts.

In the assessment Settings page, click Layout and Appearance.

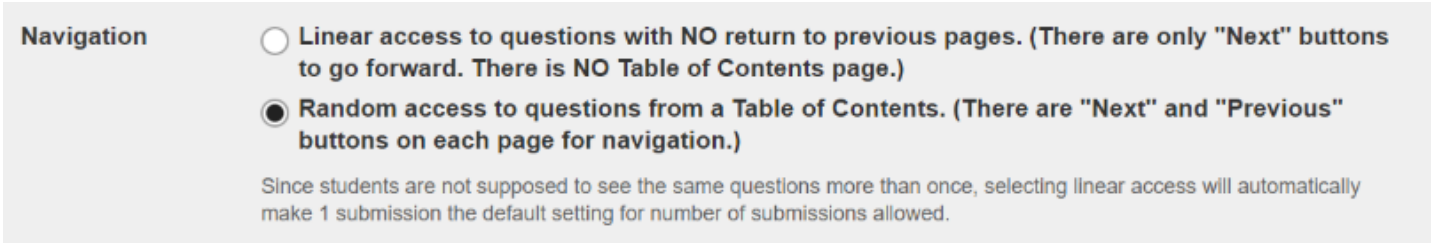


This work is licensed under a Creative Commons Attribution 4.0 Intl. License. http://creativecommons.org/licenses/by/4.0/

The Layout and Appearance section will expand to show the following options:



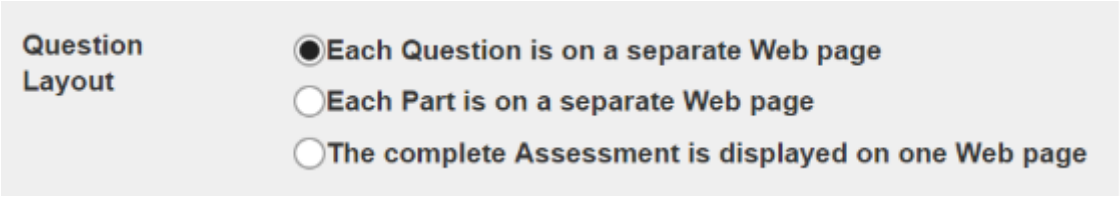
Navigation



Navigation controls how students proceed through the test. The default is **Random access** where students can navigate through the test with **Next** and **Previous** buttons, as well as a **Table of Contents**. You may change this to **Linear access** if you prefer, where students can only go forward using the **Next** button and cannot revisit earlier questions or access a **Table of Contents** to jump to a question.

This work is licensed under a Creative Commons Attribution 4.0 Intl. License. http://creativecommons.org/licenses/by/4.0/

Question Layout

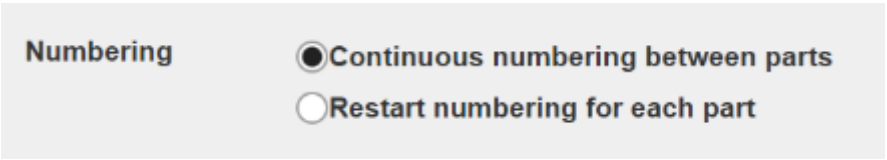


You can control the presentation of the questions according to the options shown. The default option is to display **Each question on a separate Web page**. This is the *recommended setting*, as students' answers will be saved as they navigate through the test using the **Next**, **Previous**, and **Table of Contents** buttons.

If you have separated your assessment into parts, you can use the second option to display **Each Part on a separate Web page**. To display **The complete Assessment on a single Web page**, allowing students to scroll through it, click the third choice.

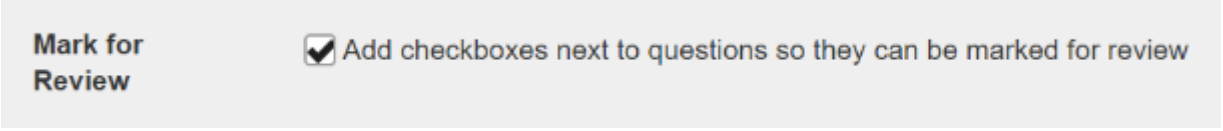
*WARNING: If you choose **The complete Assessment is displayed on one Web page**, students MUST click **Save** to ensure that their answers are saved. Displaying the complete assessment on a single Web page greatly increases the risk that students will lose their work.*

Numbering



If your assessment has multiple parts, choose the numbering pattern here. **Continuous numbering between parts** presents the questions in continuous, sequential order. If you choose to **Restart numbering for each part**, questions are numbered with the part number, and then with the question number.

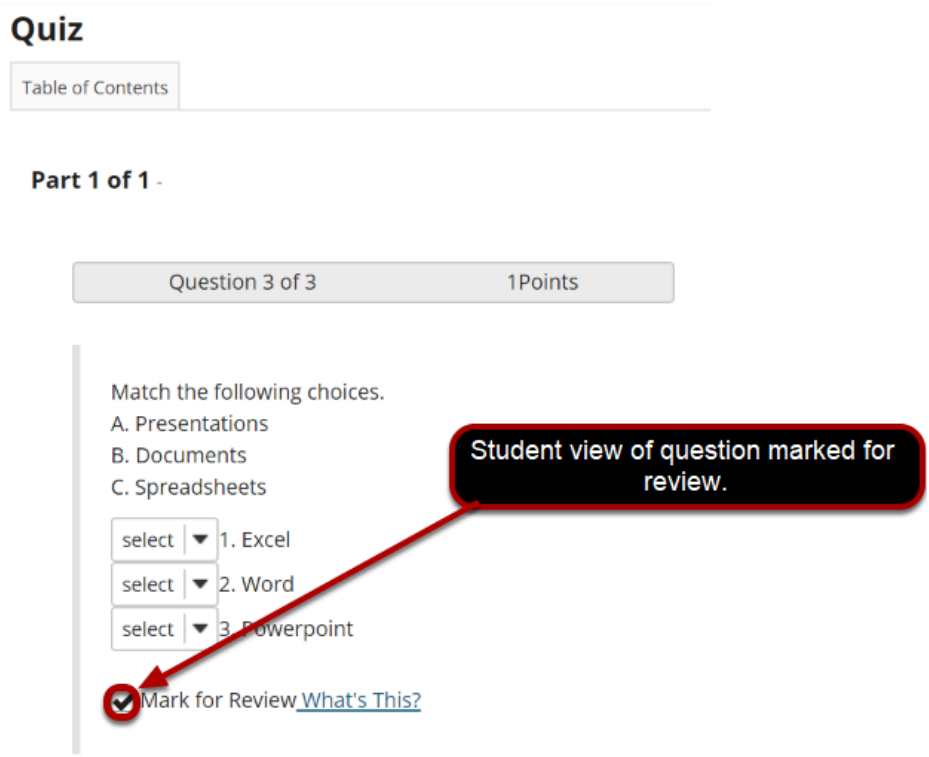
Add check boxes next to questions so they can be marked for review. (Optional)

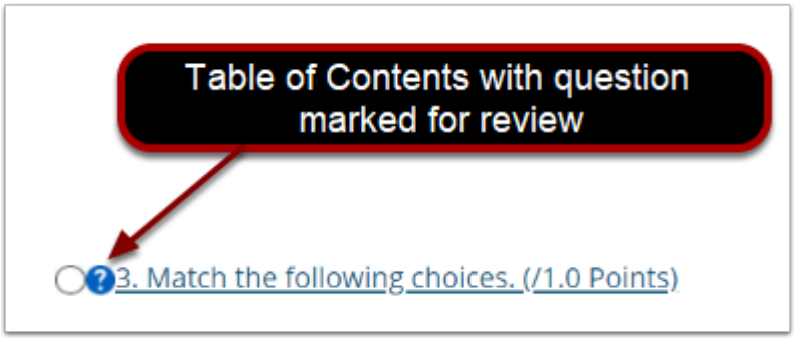


This work is licensed under a Creative Commons Attribution 4.0 Intl. License. http://creativecommons.org/licenses/by/4.0/

If your assessment navigation allows Random access to questions from a Table of Contents, you can check a box to **Add check boxes next to questions so they can be marked for review**.

Student View of Mark for Review

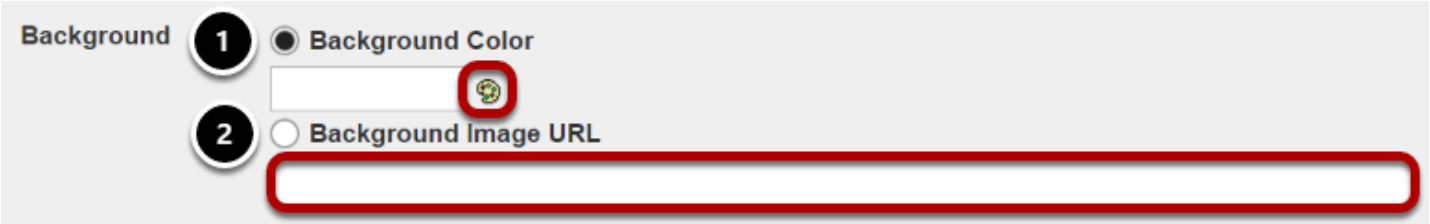




When students are taking the test, this option will allow them to check a box, **Mark for Review**, under each question. When they view the *Table of Contents*, questions **Marked for Review** will display a **question mark icon (?)** so they can easily identify and revisit marked questions.

This work is licensed under a Creative Commons Attribution 4.0 Intl. License. http://creativecommons.org/licenses/by/4.0/

Background



You can choose a color or image for the background here.

1. To select a **Background Color**, click the **palette icon**.
2. To add a **Background Image**, enter the URL of the image's location. An image smaller than the screen will be tiled to cover the entire screen area.

This work is licensed under a Creative Commons Attribution 4.0 Intl. License. http://creativecommons.org/licenses/by/4.0/