

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.

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

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

Layout and Appearance

Navigation

☐ Linear access to questions with NO return to previous pages. (There are only "Next" buttons to go forward. There is NO Table of Contents page.)

☒ Random access to questions from a Table of Contents. (There are "Next" and "Previous" buttons on each page for navigation.)

Since students are not supposed to see the same questions more than once, selecting linear access will automatically make 1 submission the default setting for number of submissions allowed.

Question Layout

☒ Each Question is on a separate Web page

☐ Each Part is on a separate Web page

☐ The complete Assessment is displayed on one Web page

Numbering

☒ Continuous numbering between parts


☐ Restart numbering for each part

Mark for Review

☐ Add checkboxes next to questions so they can be marked for review

Background

☒ Background Color



☐ Background Image URL

Navigation

Navigation

☐ Linear access to questions with NO return to previous pages. (There are only "Next" buttons to go forward. There is NO Table of Contents page.)

☒ Random access to questions from a Table of Contents. (There are "Next" and "Previous" buttons on each page for navigation.)

Since students are not supposed to see the same questions more than once, selecting linear access will automatically make 1 submission the default setting for number of submissions allowed.

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.

Question Layout

| | |
|-----------------|--|
| Question Layout | <input checked="" type="radio"/> Each Question is on a separate Web page |
| | <input type="radio"/> Each Part is on a separate Web page |
| | <input type="radio"/> The complete Assessment is displayed on one Web page |

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

| | |
|-----------|---|
| Numbering | <input checked="" type="radio"/> Continuous numbering between parts |
| | <input type="radio"/> Restart numbering for each part |

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)

| | |
|-----------------|---|
| Mark for Review | <input checked="" type="checkbox"/> Add checkboxes next to questions so they can be marked for review |
|-----------------|---|

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

Quiz

Table of Contents

Part 1 of 1 -

Question 3 of 3

1 Points

Match the following choices.

A. Presentations

B. Documents

C. Spreadsheets

select ▼ 1. Excel

select ▼ 2. Word

select ▼ 3. Powerpoint

☒ Mark for Review [What's This?](#)

Student view of question marked for review.

Table of Contents with question marked for review

☐ [3. Match the following choices. \(/1.0 Points\)](#)

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.

Background

The image shows a user interface for setting a background. It has a light gray background. On the left, the word "Background" is followed by two numbered steps in black circles: "1" and "2". Step 1 is associated with the "Background Color" option, which has a selected radio button and a small white text input field. A red circle highlights a palette icon to the right of the input field. Step 2 is associated with the "Background Image URL" option, which has an unselected radio button and a long, empty white text input field. A red rounded rectangle highlights this input field.

Background

1 ● Background Color

2 ○ Background Image URL

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.