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



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	
	9	
	Background Image URL	
Numbering Mark for Review	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. © 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 © Continuous numbering between parts Restart numbering for each part Add checkboxes next to questions so they can be marked for review © Background Color	

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	Each Question is on a separate Web pageEach Part is on a separate Web page
	○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

Numbaring	
Numbering	Continuous numbering between parts
	Restart numbering for each part

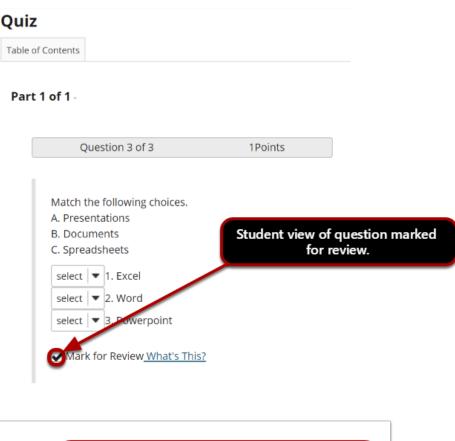
If your assessment has <u>multiple parts</u>, choose the numbering pattern here. **Continuous numbering between parts** presents the questions in continuous, sequential order. If you choose to **Restart numbering for each part**, questions are numbered with the part number, and then with the question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

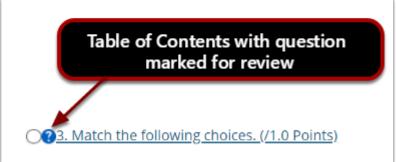
Add check boxes next to questions so they can be marked for review. (Optional)



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.

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.