How do I manage settings for a quiz in New Quizzes?

You can adjust delivery settings for a quiz in New Quizzes. These options adjust the way that a quiz is delivered to students.

To edit the point total, assignment group, due date, availability dates, and the individual students and course sections who will receive the quiz, edit the quiz from the Assignments page.

Open Quiz

Open Quiz
To manage settings for a quiz, find the quiz you want to open [1].

To open the Build page, click the **Options** icon [2] and then click the **Build** link [3].

To create a new quiz, click the **Add Quiz** button [4].

Open Settings

Open Settings
Click the **Settings** tab.

View Warning Message

View Warning Message
If students have already submitted the quiz, a warning message will appear on the Delivery Settings page.

Shuffle Questions

Shuffle Questions
To shuffle the order questions are displayed to students, click the **Shuffle Questions** button. If this setting is turned off, questions will display in the order you designate in the quiz.

Note: Item bank questions that have been added in a group will continue to be randomized within that group whether this setting is turned on or off.

Shuffle Answers

Shuffle Answers
To shuffle the order answers are displayed to students for multiple choice, multiple answer, and matching quiz questions, click the **Shuffle Answers** button. If this setting is turned off, answers will display in the order you designate in the quiz questions.

Note: Shuffling answers does not guarantee the order is displayed differently to every student. Some students will receive the same answer order, depending on the number of answers for each question.

Display One Question at a Time

Display One Question at a Time
To display one question at a time to students, click the **One Question at A Time** button [1]. To allow students to backtrack to previous questions in a quiz, click the **Allow Backtracking** checkbox [2]. Allow Backtracking is enabled by default.

Require Student Access Code

Require Student Access Code
To require students to enter an access code to take a quiz, click the **Require a student access code** button [1]. Then enter the access code in the **Password** field [2]. To view a masked access code, click the **Show access code** checkbox [3].

Set Time Limit

Set Time Limit
To set a time limit for a quiz, click the **Time Limit** button [1]. Then enter the time limit using the **Hours** and **Minutes** fields [2].

Note: In progress quizzes automatically submit when the Availability date and time passes, even if there is time remaining.

Filter IP Addresses

Filter IP Addresses

To filter IP addresses for the quiz, click the **Filter IP Addresses** button [1]. Then, instructors can filter IP address by entering **custom group ranges** [2] or **select from existing named group ranges** [3].

Allow On-Screen Calculator

Allow On-Screen Calculator

To enable an on-screen calculator for the entire quiz, click the **Allow Calculator** button [1]. Select either the **Basic** or **Scientific** calculator option [2]. The Basic calculator only displays numbers and basic mathematical functions (add, subtract, multiply, divide). The Scientific calculator displays more options for advanced calculations.

Allow Clearing Selection for Multiple Choice Questions

Allow Clearing Selection for Multiple Choice Questions

To allow students to clear a multiple choice answer, click the **Allow clearing selection (Multiple Choice)** button. If this setting is turned on, students can clear their answer to a multiple choice question after they've made a selection and leave the question unanswered.

Show Custom Feedback with Results

Show Custom Feedback with Results

To show custom feedback with results, click the **Show custom feedback with results** button [1].

To add feedback, use the Rich Content Editor to create customized feedback [2].

To preview the custom feedback, click the **Preview Feedback** button [3].

Allow Multiple Attempts

Allow Multiple Attempts

To allow multiple attempts for a quiz, click the **Allow multiple attempts** button [1]. To assign which score to keep for student grades, select the option in the **Score to keep** drop-down menu [2]. You can choose to keep the highest score, average score, latest score, or first score.

Note: The Late Submission Policy is not supported when using multiple attempts in New Quizzes.

Set Limited Attempts

Set Limited Attempts

By default, students will be allowed unlimited attempts when the **Allow multiple attempts** option is enabled. To set a limited number of attempts, select the **Limited** option [1]. Then select the number of attempts you want to allow [2].

Set Waiting Period

Set Waiting Period

To set a waiting period between attempts, click the **Require time between attempts** checkbox [1]. Then select the days [2], hours [3], and minutes [4] to require students to wait before they can begin a new attempt.

Build on Last Attempt

Build on Last Attempt

To allow students to build on their last attempt by letting them reattempt incorrectly answered questions, click the **Enable build on last attempt** checkbox.

Hide Student Results

Hide Student Results

To restrict students from viewing quiz results, click the **Hide results from students** button.

Note: Students can still see their quiz grades in the Gradebook when the Hide results from students option is enabled. To completely hide grades from students, you need to enable a Manual posting policy in the Gradebook.

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