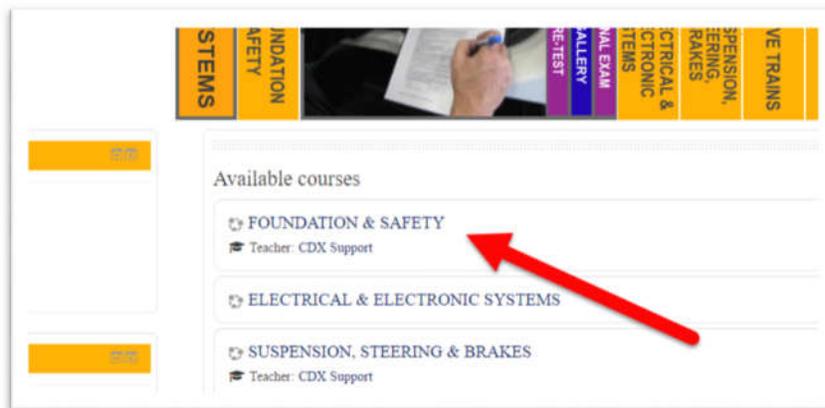
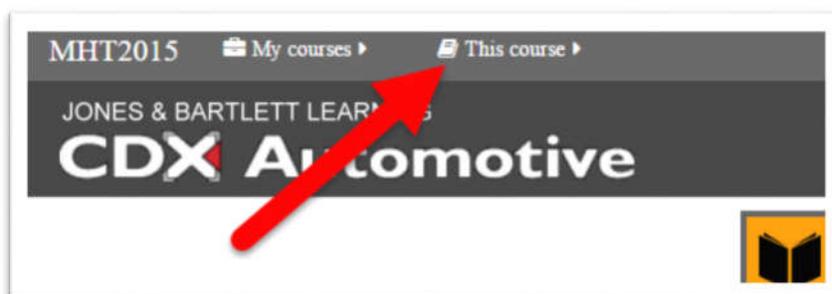


Changing Quiz Settings in your MHT2015 CDX Course

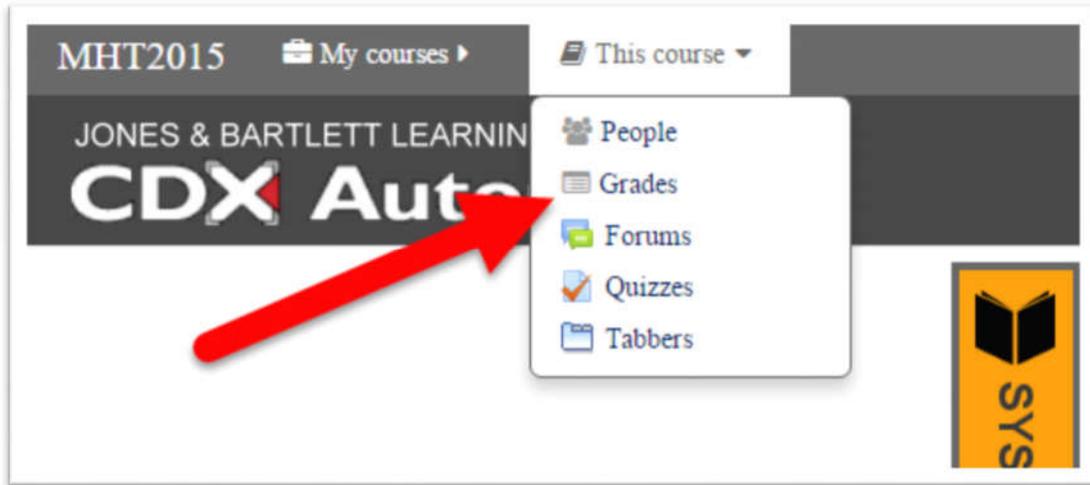
1. To begin, navigate to your CDX Course page.
2. Then log in to your instructor account.
3. Begin by navigating to the course section that contains the assignment whose attempts you would like to view or edit.



4. Then hover your mouse over the drop down menu at the top of the page titled This Course.



- From the drop down menu that appears click on the option titled Grades.

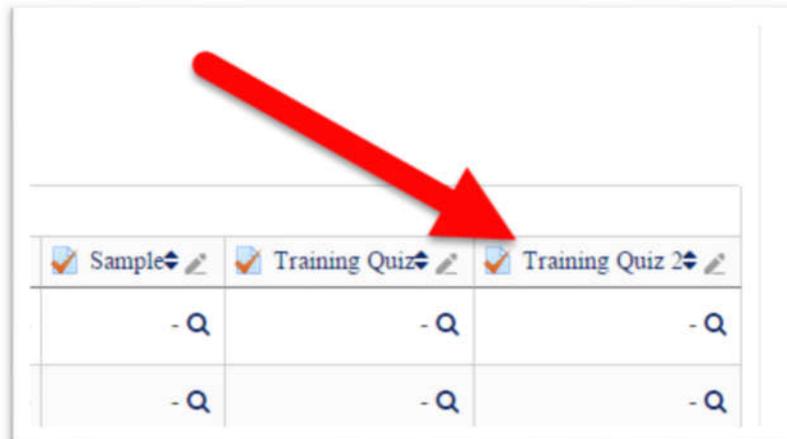


- This will bring you to the Gradebook for that course.
- The Gradebook displays as a spreadsheet with the students' names in a column on the left and the assignments being listed in a row across the top.

A screenshot of a gradebook interface. At the top, it says 'separate groups All participants' and 'All participants: 13/13'. Below that are search filters for 'last name' and 'surname'. The main table has columns for 'Surname', 'First name', 'Email address', and a row of assignments under the heading 'FOUNDATION & SAFETY'. The assignments are: 'Chapter 01 Pretest', 'Chapter 01 Test', 'Chapter 02 Pretest', 'Chapter 02 Test', 'Chapter 03 Pretest', 'Chapter 03 Test', and 'Chapter 04 Pretest'. The table shows scores for five students: Student Eight (18.00), Student Five (35.00), Student Four (-), Student Nine (-), and Student One (-).

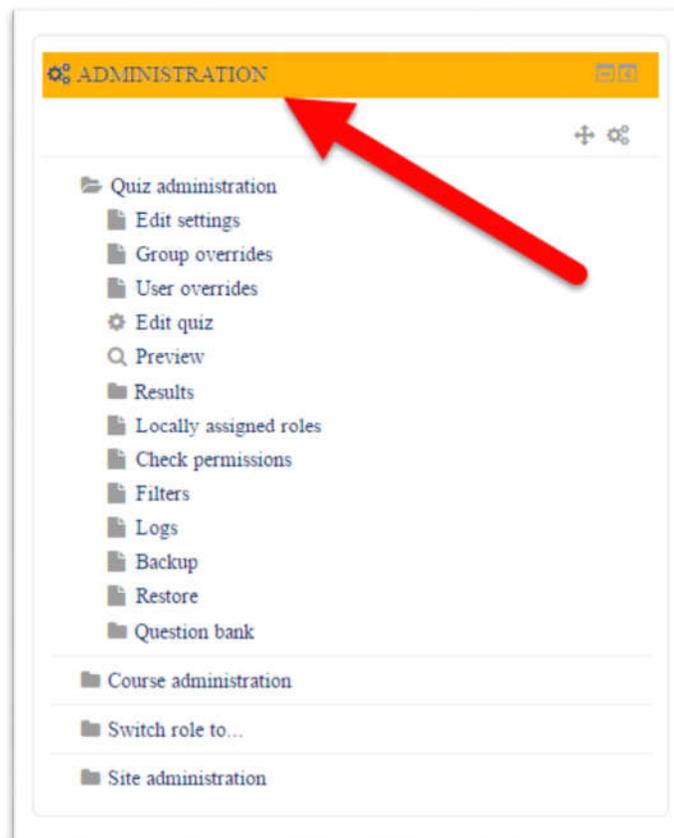
Surname	First name	Email address	FOUNDATION & SAFETY	Chapter 01 Pretest	Chapter 01 Test	Chapter 02 Pretest	Chapter 02 Test	Chapter 03 Pretest	Chapter 03 Test	Chapter 04 Pretest
Student Eight		sngrt@example.com	18.00	Q	26.00	Q	Q	Q	Q	Q
Student Five		sfive@example.com	35.00	Q	-	Q	Q	Q	Q	Q
Student Four		sfour@example.com	-	Q	-	Q	Q	Q	Q	Q
Student Nine		snine@example.com	-	Q	-	Q	Q	Q	Q	Q
Student One		sone@example.com	-	Q	-	Q	Q	Q	Q	Q

8. Clicking on the name of any of the assignments brings you to a page with a list of all student attempts.

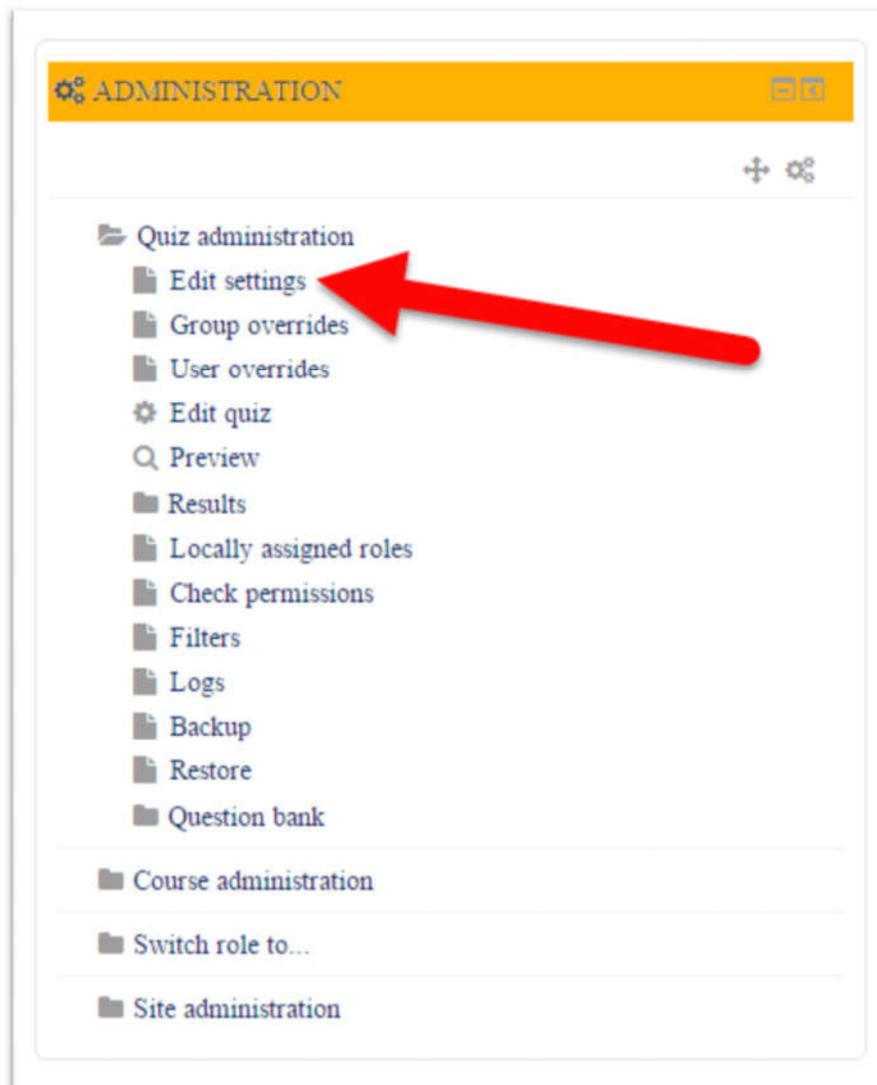


Sample	Training Quiz	Training Quiz 2
- Q	- Q	- Q
- Q	- Q	- Q

9. Scroll to the bottom of the page and find the box titled Administration.

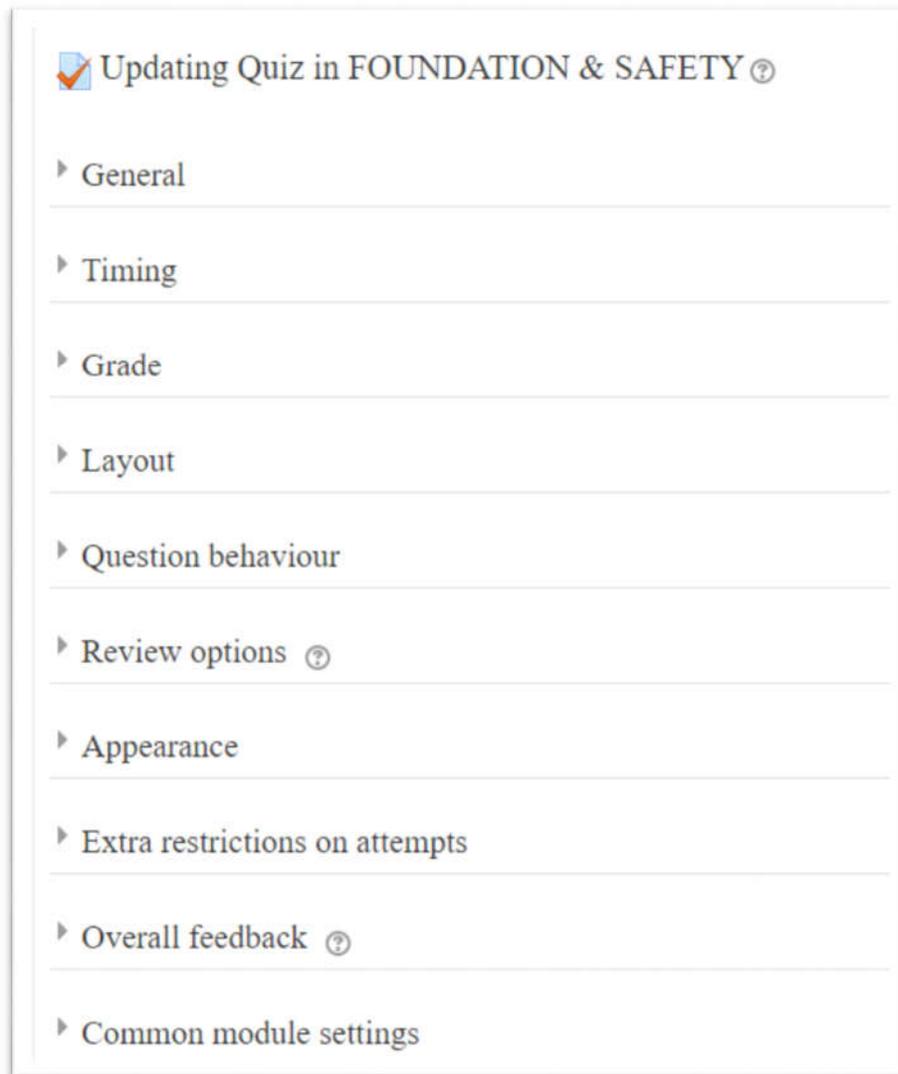


10. In the Administration folder, find the folder titled Quiz Administration and if it is not already expanded, click on it to expand it.
11. Under the Quiz administration folder, find and click on the Edit Settings button.



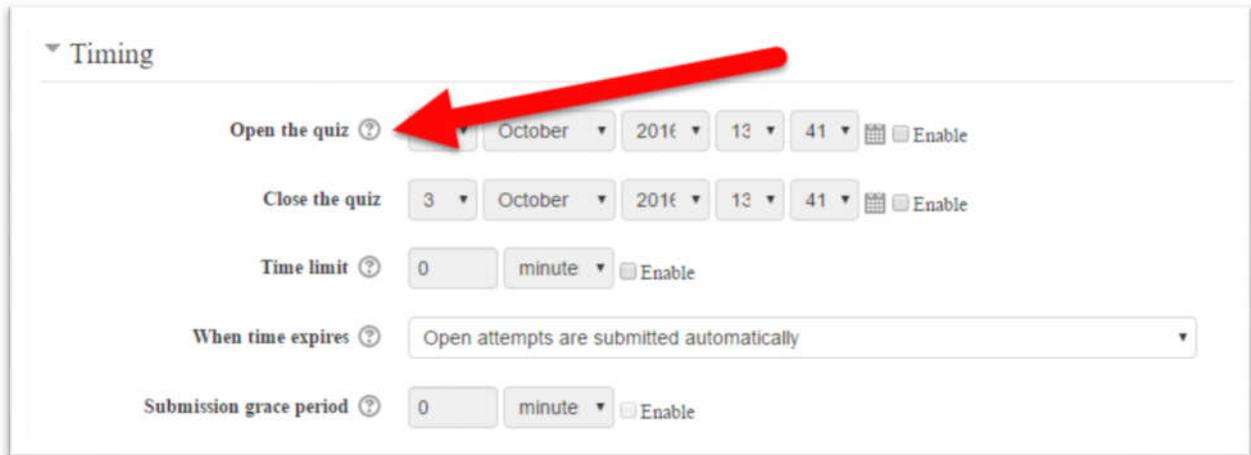
12. This will bring you to the page where you can edit any of the settings for that assignment.

13. The page will display as a list of headings with arrows next to their name.



14. Clicking on an arrow will expand that heading to show all of the options contained under it.

15. Most of the settings will have a question mark button next to their title. Clicking on that question mark will open a small window with an explanation of that setting.



Timing

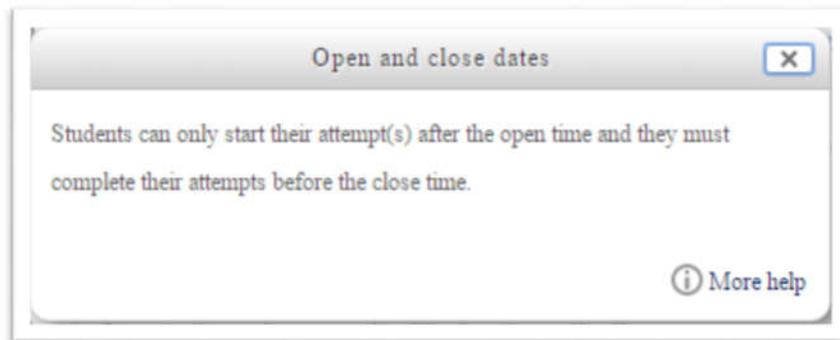
Open the quiz ⓘ October 2016 13 41 Enable

Close the quiz 3 October 2016 13 41 Enable

Time limit ⓘ 0 minute Enable

When time expires ⓘ Open attempts are submitted automatically

Submission grace period ⓘ 0 minute Enable



16. Once you have changed any settings that you would like to modify, click on either the Save and Return to Course button of the Save and Display button to save your settings.

