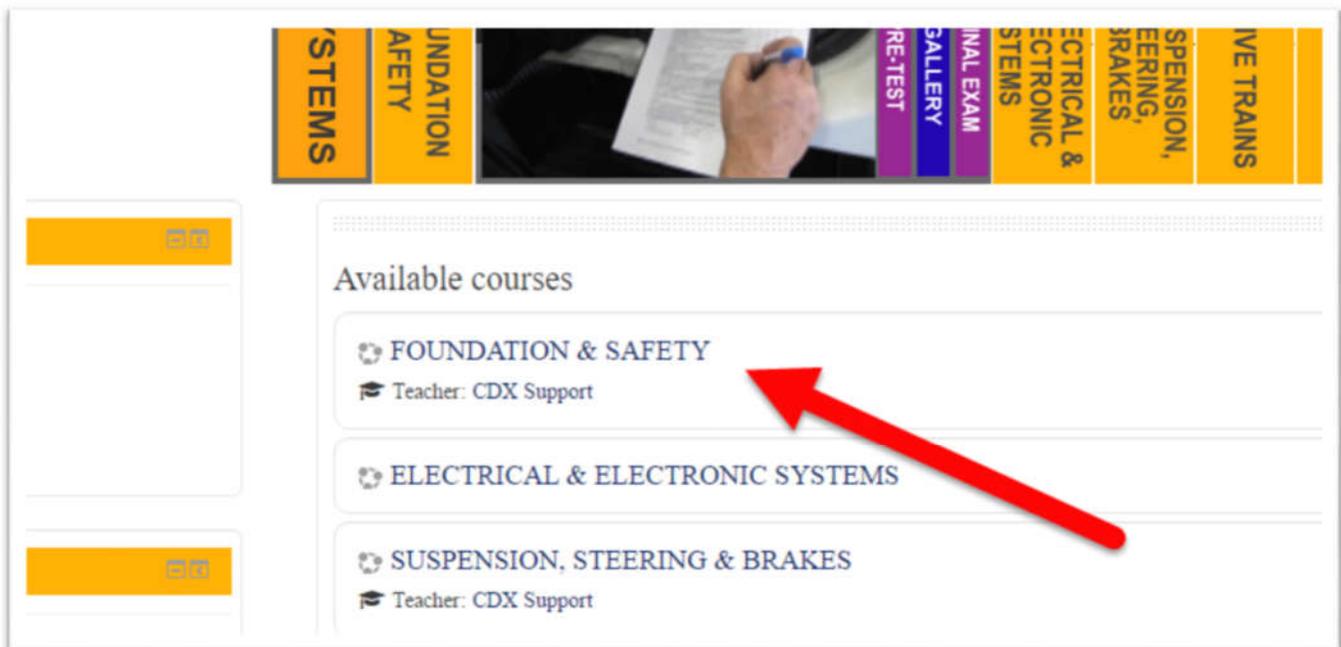
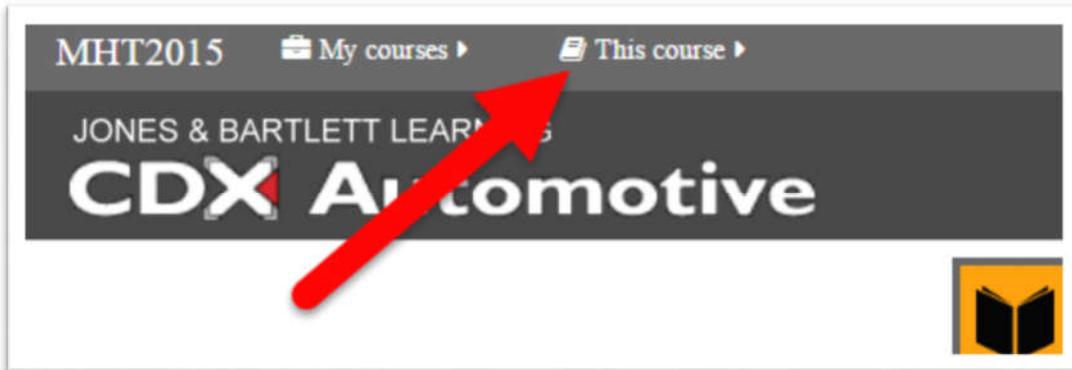


Changing Quiz Timing in your MHT2015 CDX Course

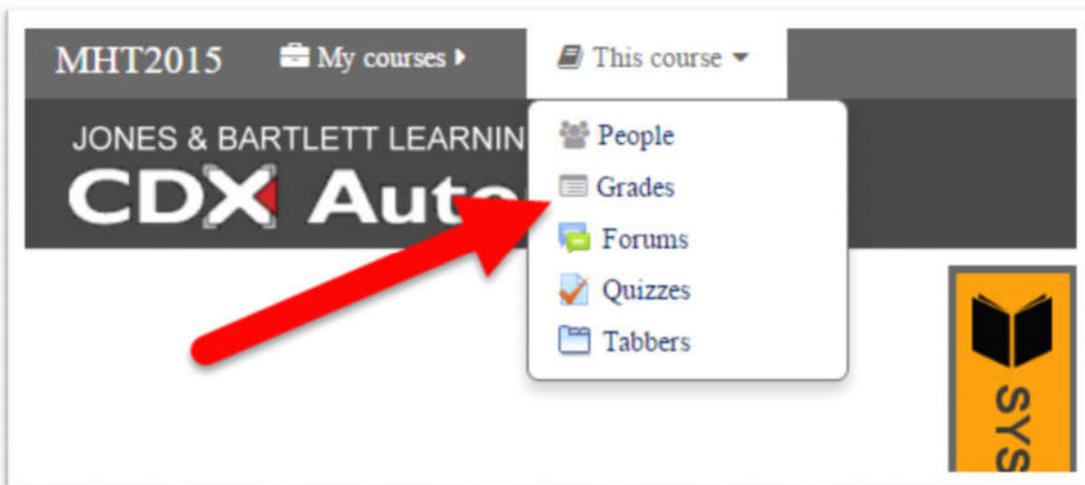
1. To begin, navigate to your CDX Course page.
2. Then log in to your instructor account.
3. Begin by navigating to the course section that contains the assignment whose attempts you would like to view or edit.



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



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



6. 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.

Separate groups: All participants

All participants: 13/13

First name: All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
 Last name: All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

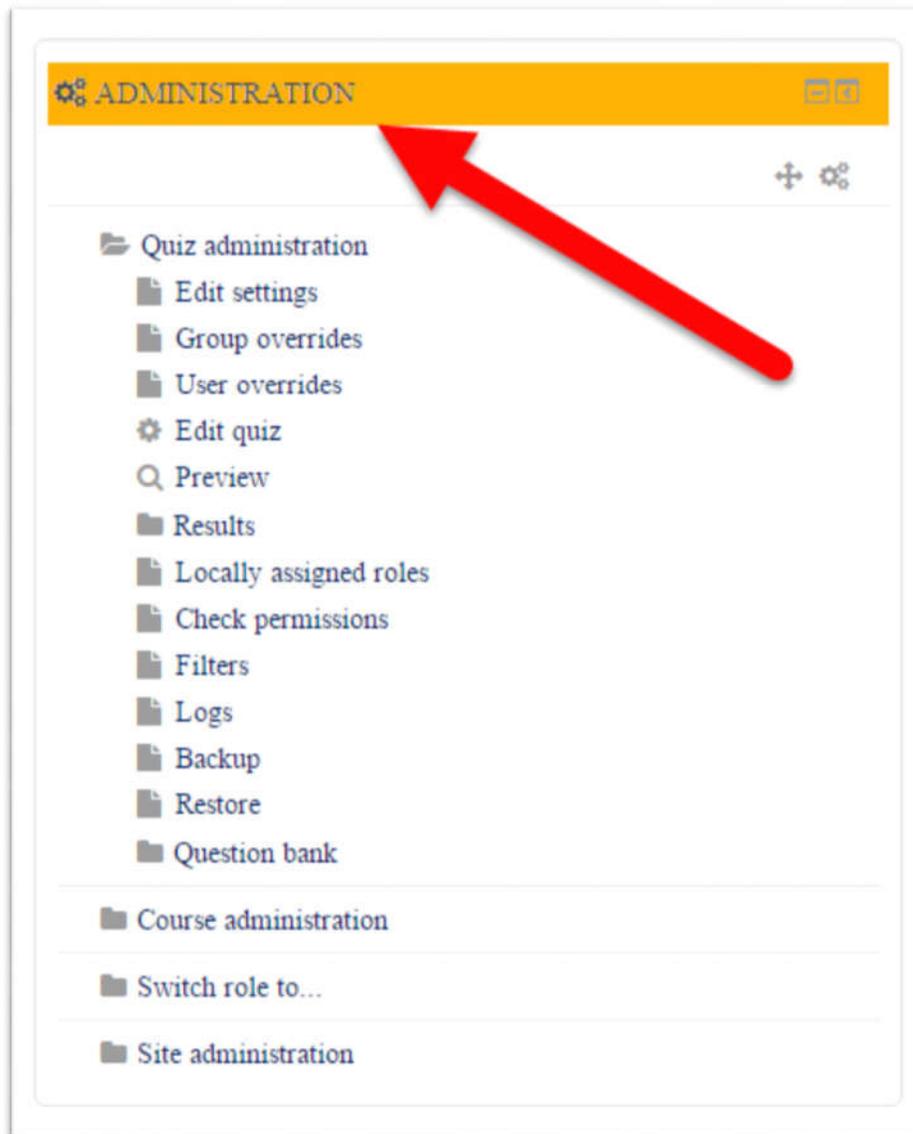
			FOUNDATION & SAFETY						
Surname	First name	Email address	Chapter 01 Pretest	Chapter 01 Test	Chapter 02 Pretest	Chapter 02 Test	Chapter 03 Pretest	Chapter 03 Test	Chapter 04
Student Eight		seight@example.com	18.00 Q	26.00 Q	- Q	Q	Q	- Q	
Student Five		sfive@example.com	35.00 Q	- Q	- Q	Q	- Q	- Q	
Student 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	

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



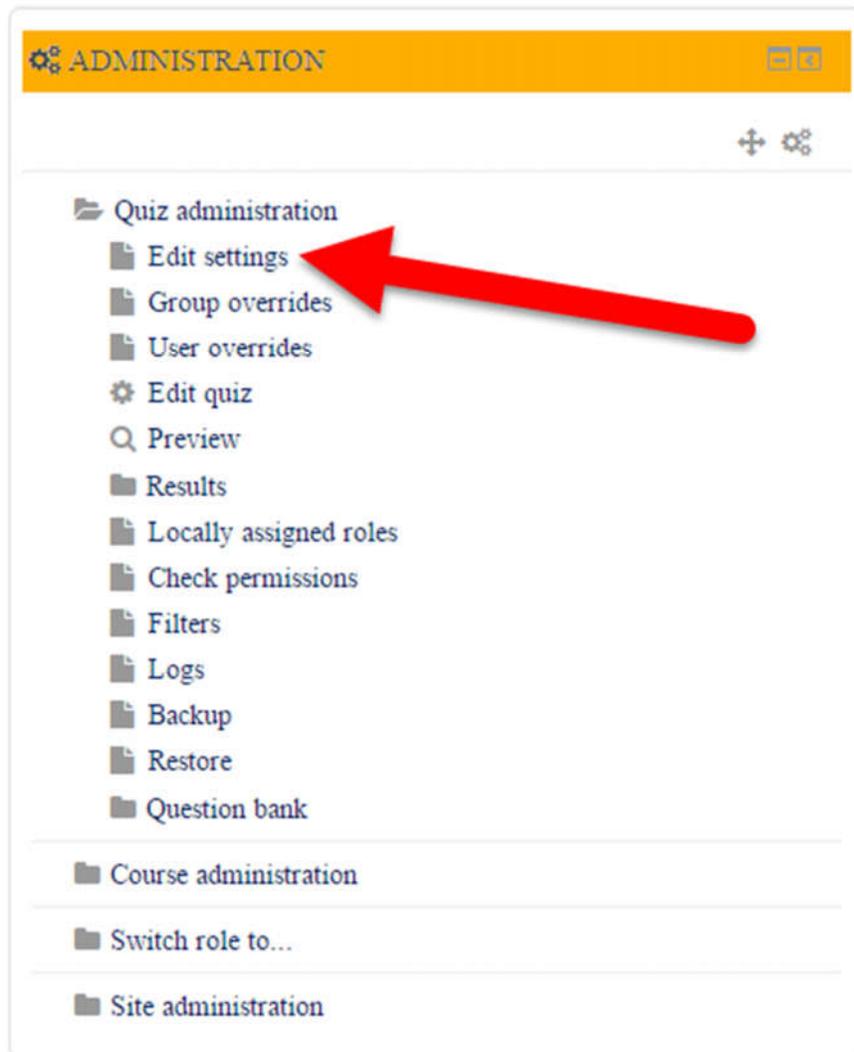
Sample	Training Quiz	Training Quiz 2
- Q	- Q	- Q
- Q	- Q	- Q

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



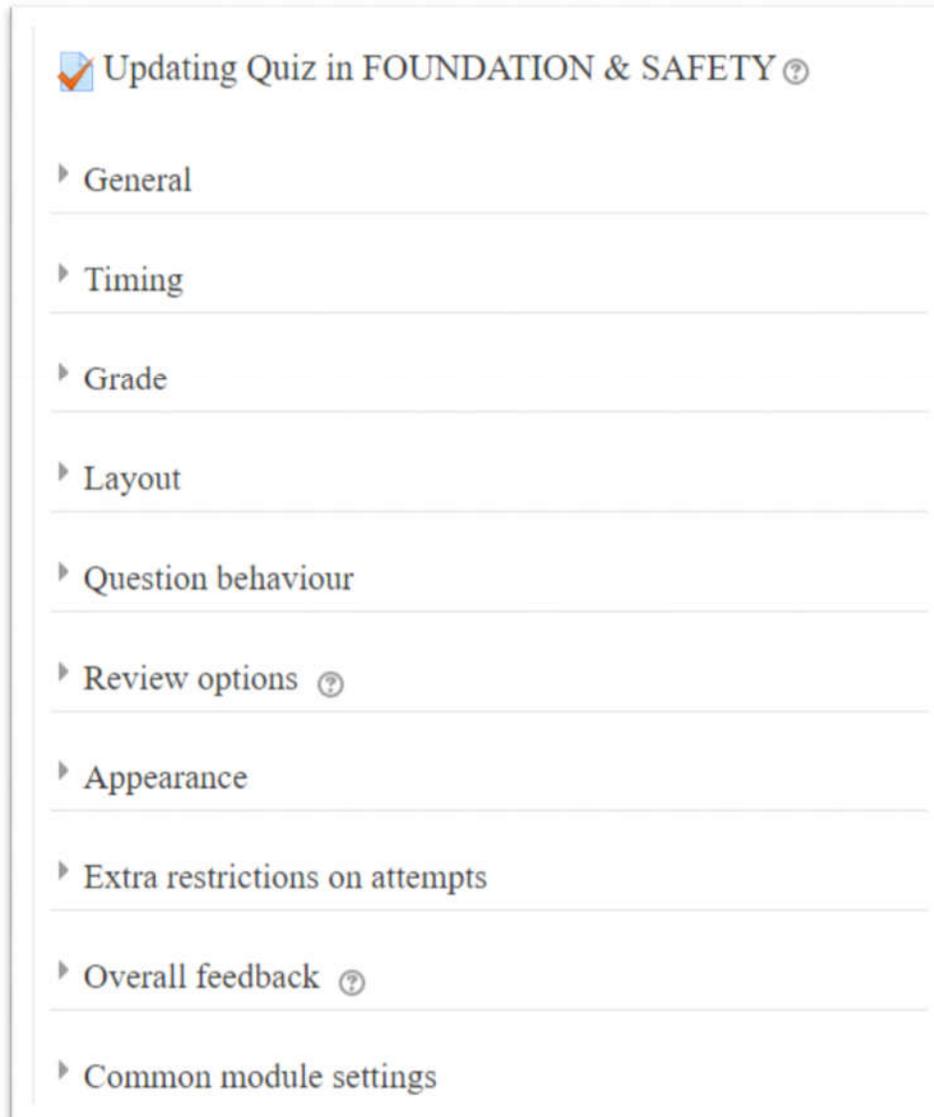
10. In the Administration folder, find the folder titled Quiz Administration and if it is not already expanded, click on it to expand it.

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. All Timing settings are found under the Timing heading.

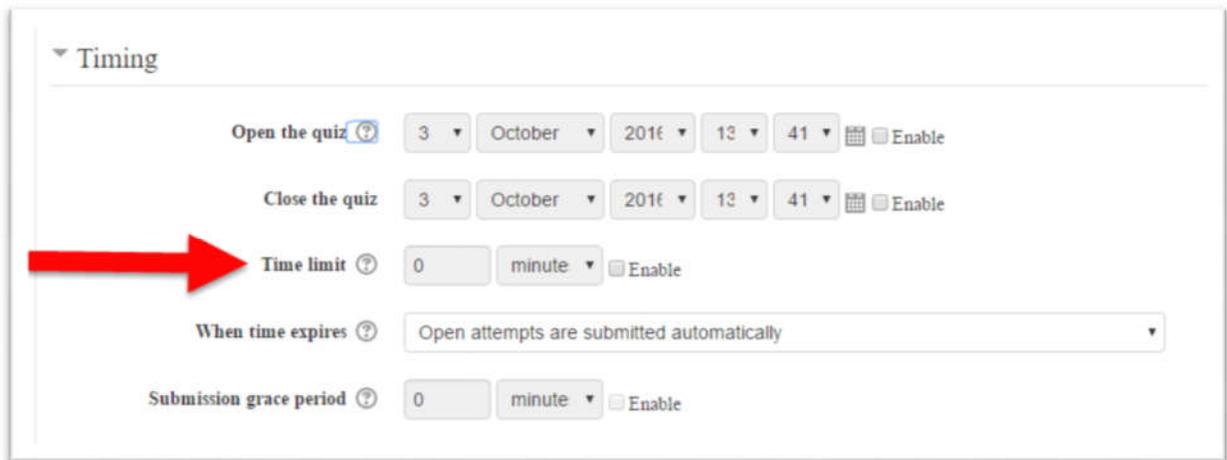
The screenshot shows a 'Timing' section with the following settings:

- Open the quiz**: 3, October, 2016, 13, 41, [calendar icon] [Enable]
- Close the quiz**: 3, October, 2016, 13, 41, [calendar icon] [Enable]
- Time limit**: 0, minute, [Enable]
- When time expires**: Open attempts are submitted automatically
- Submission grace period**: 0, minute, [Enable]

16. The Open and Close Quiz settings allow you to make the quiz locked before the Open date and after the Close date.

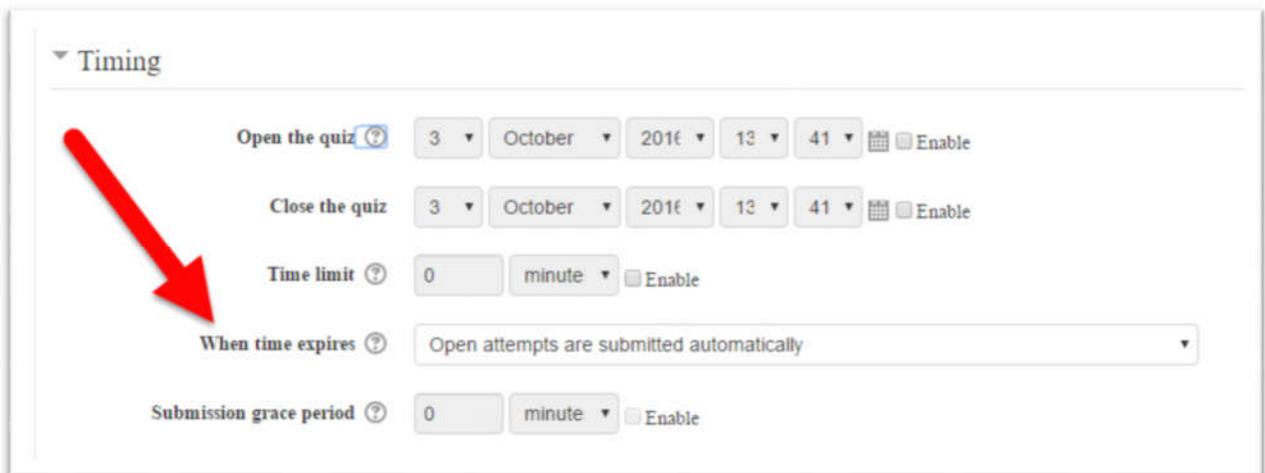
This screenshot is identical to the one above, but with two red arrows pointing to the 'Open the quiz' and 'Close the quiz' settings, highlighting their importance in locking the quiz before and after the specified dates.

17. If you would like to restrict the amount of time students can spend in an assignment, you would use the Time Limit option by inputting an amount of time.



The screenshot shows the 'Timing' section of a settings interface. It includes five rows of controls: 'Open the quiz', 'Close the quiz', 'Time limit', 'When time expires', and 'Submission grace period'. Each row has a text label, a help icon, and a set of input fields. The 'Time limit' row is highlighted with a red arrow pointing to its input field, which contains the number '0' and a 'minute' dropdown menu. The 'When time expires' dropdown is set to 'Open attempts are submitted automatically'.

18. The When the Time Expires option allows you to set what happens if a student has not submit the assignment when the Time Limit expires.



This screenshot is identical to the one above, showing the 'Timing' settings. A red arrow points to the 'When time expires' dropdown menu, which is currently set to 'Open attempts are submitted automatically'.

19. Once you have selected any settings that you would like to set, click on either the Save and Return to Course button or the Save and Display button to save your settings.

