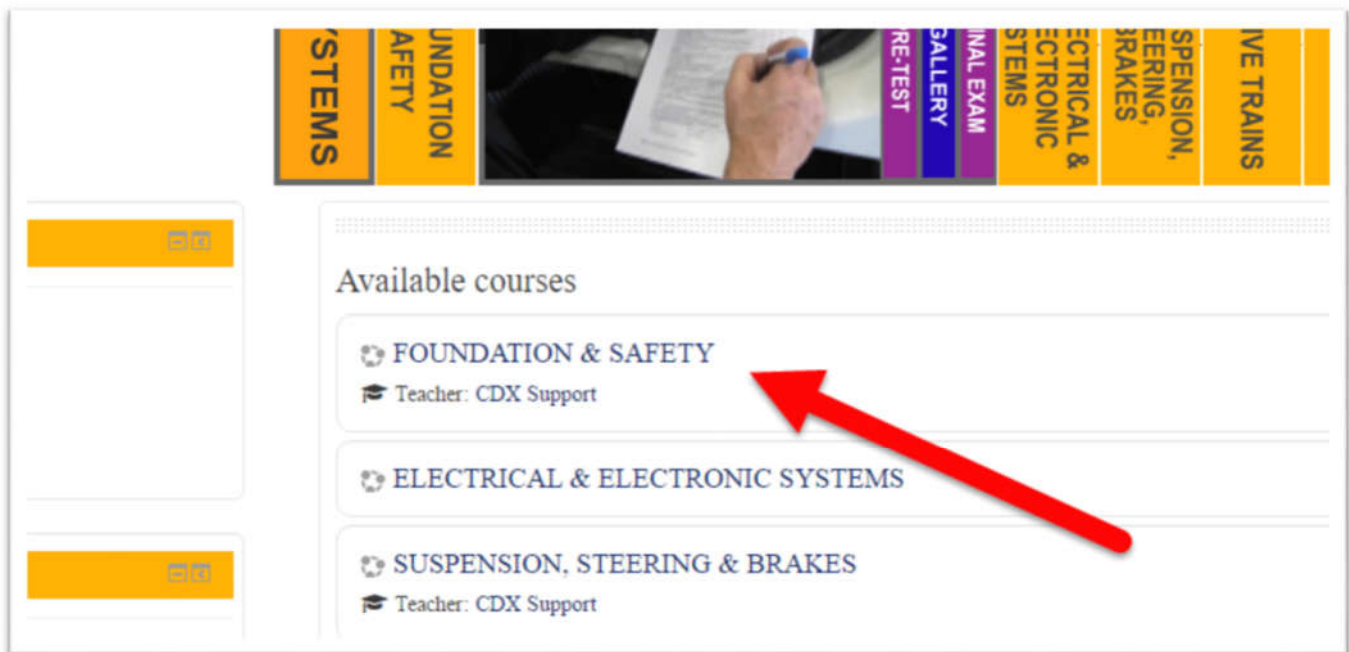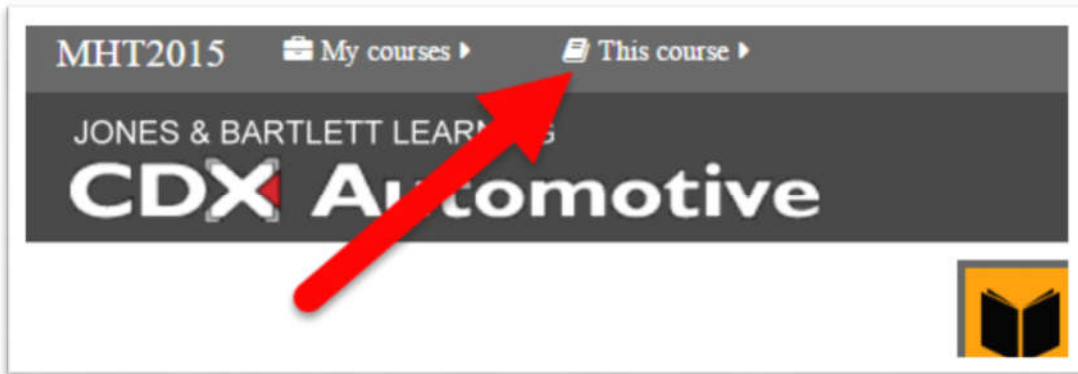# Changing Quiz Timing in your MHT2015 CDX Course

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.
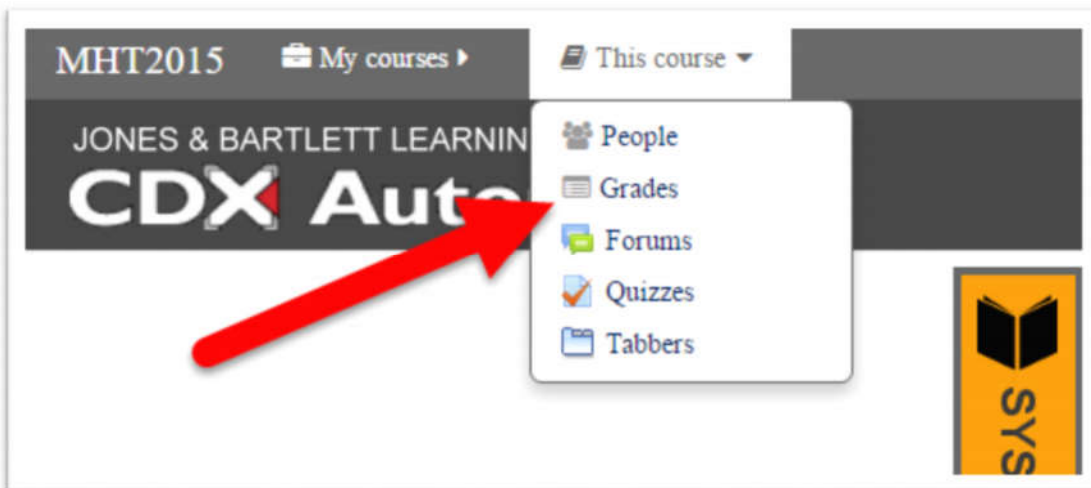
6. This will bring you to the Gradebook for that course.

7. 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.

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

9. Scroll to the bottom of the page and find the box titled Administration.
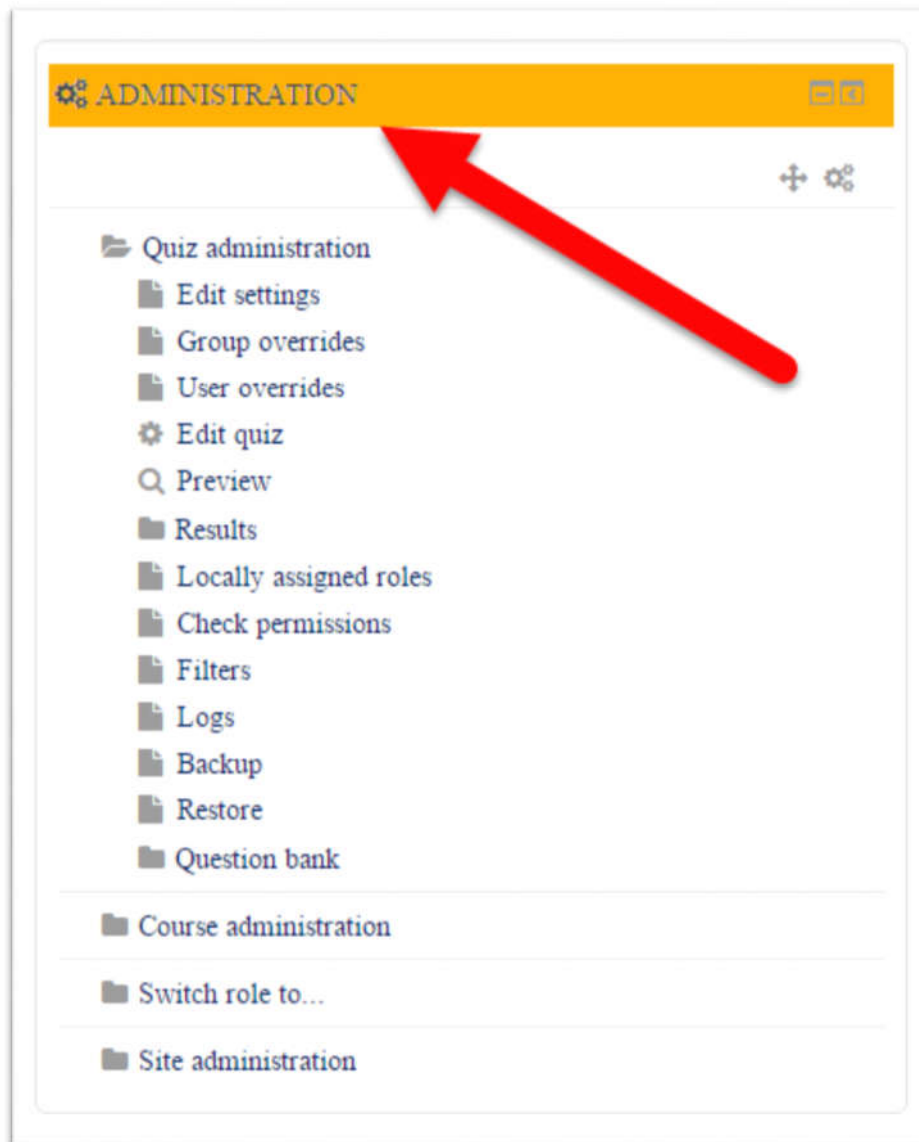
10. In the Administration folder, find the folder titled Quiz Administration and if it is not already expanded, click on it to expand it.

11. Under the Quiz administration folder, find and click on the Edit Settings button.
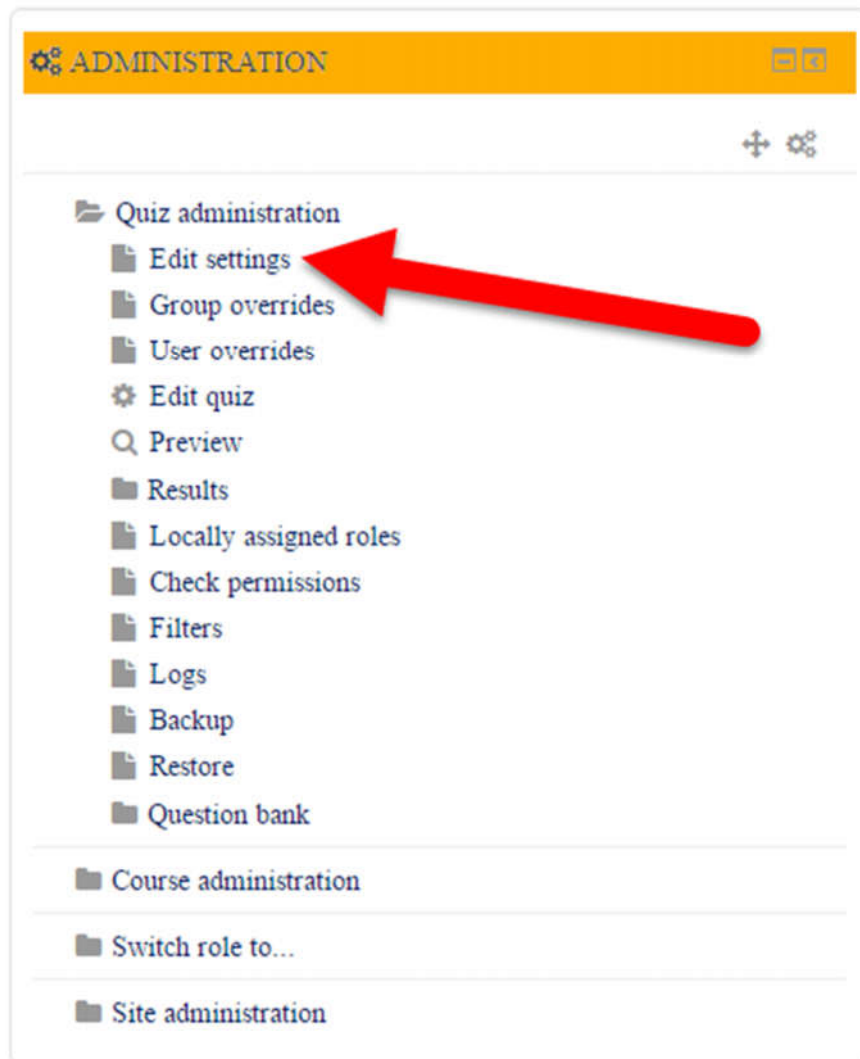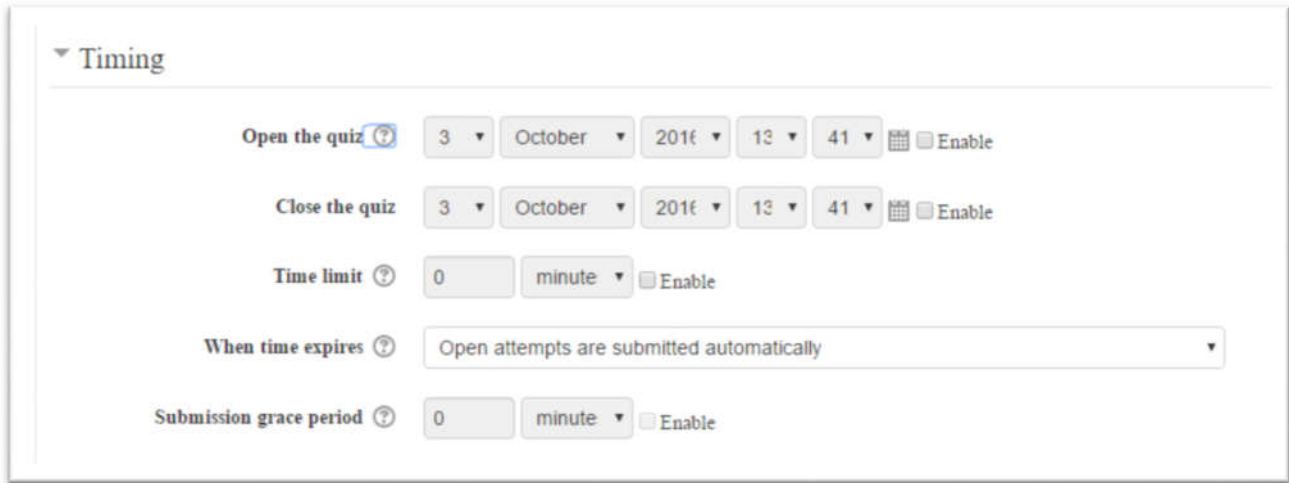

12. This will bring you to the page where you can edit any of the settings for that assignment.

13. The page will display as a list of headings with arrows next to their name.
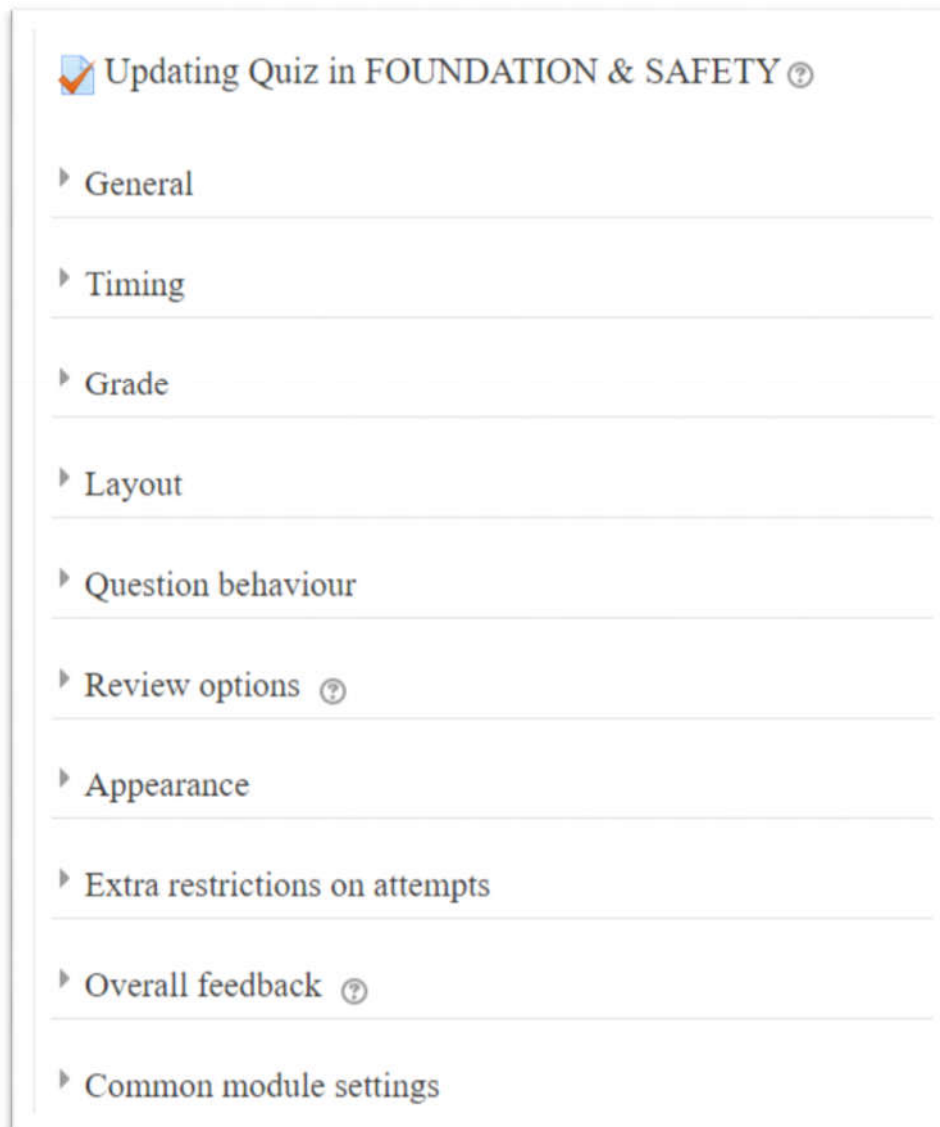
14. Clicking on an arrow will expand that heading to show all of the options contained under it.
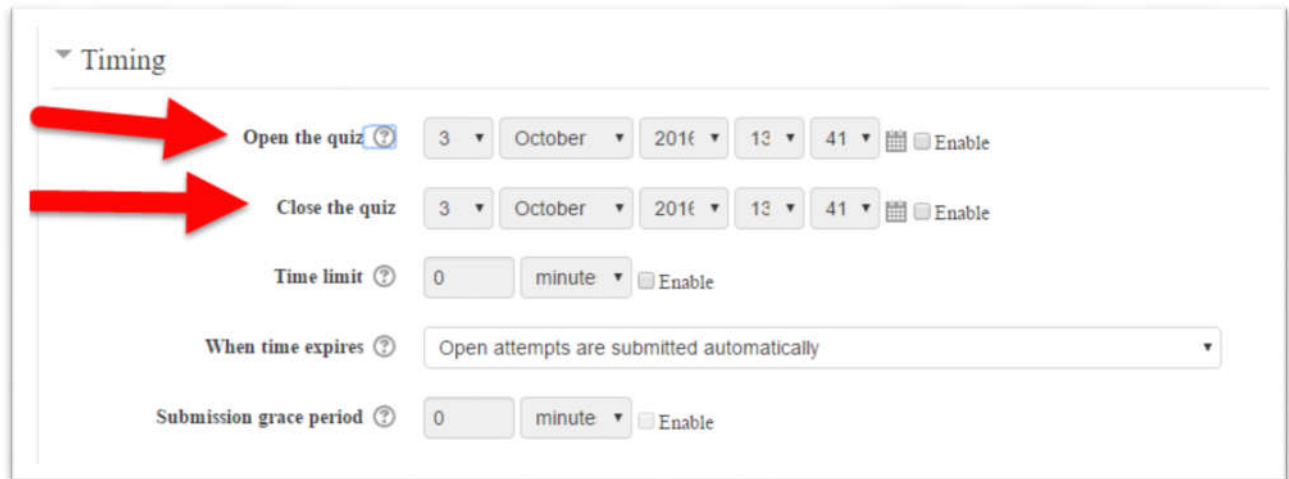
15. All Timing settings are found under the Timing heading.
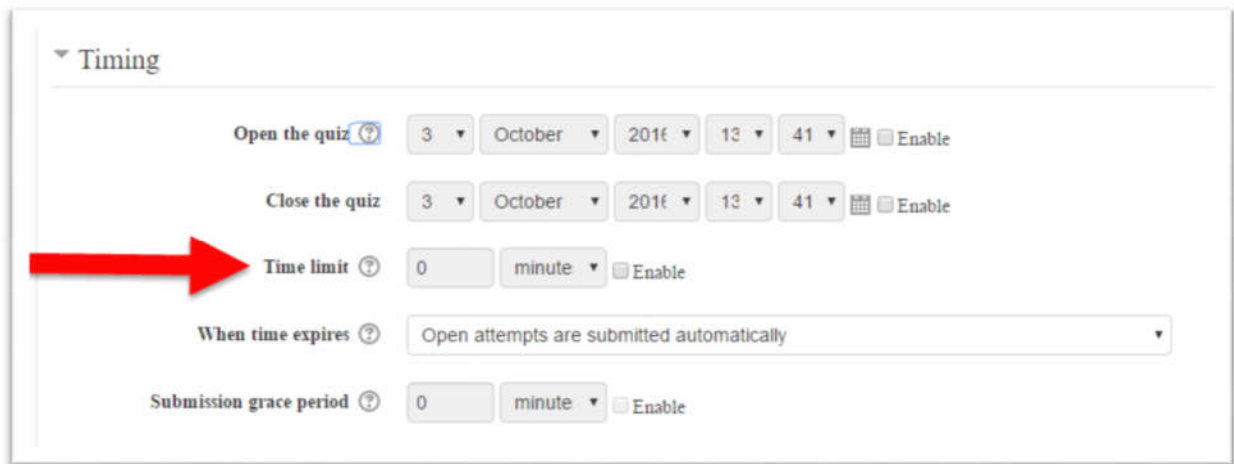
16. The Open and Close Quiz settings allow you to make the quiz locked before the Open date and after the Close date.

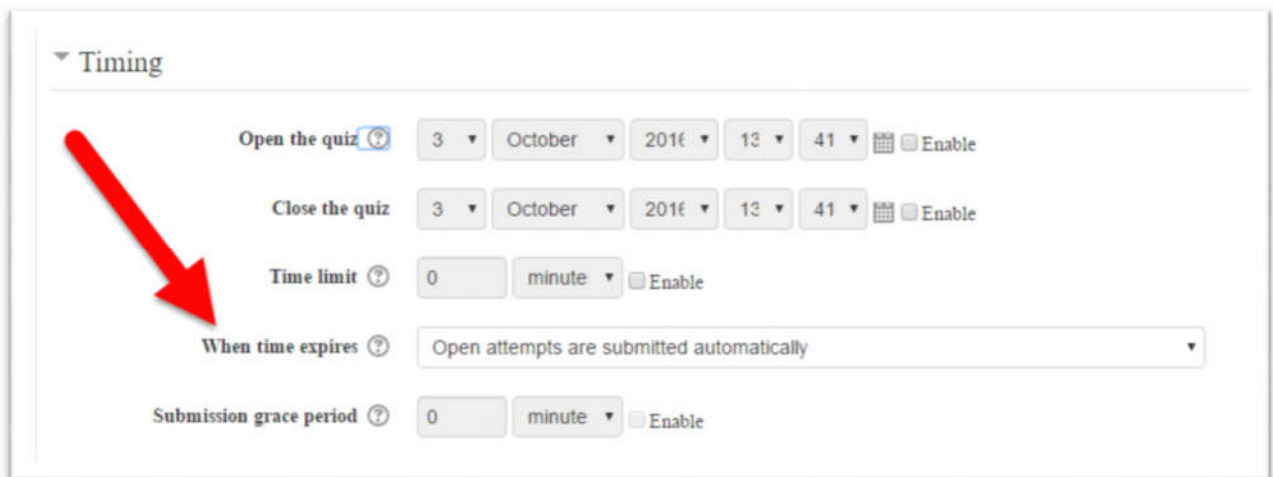17. If you would like to restrict the amount of time students can spend in an assignment, you would use the Time Limit option by inputting an amount of time.

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.

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.