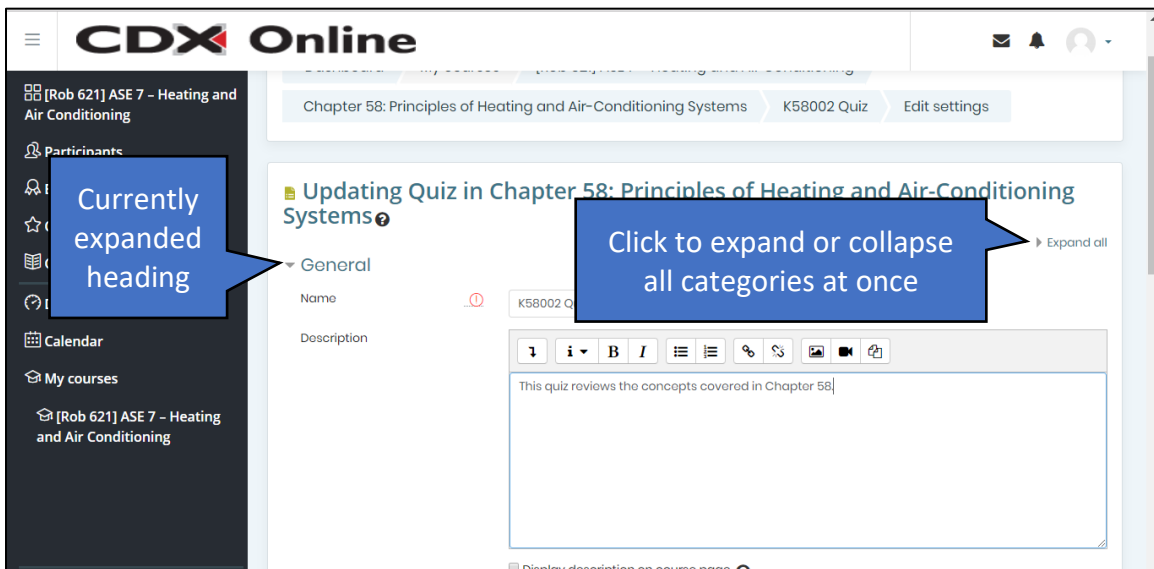## How do I change quiz settings?

You can change quiz settings whenever you want to add or change the way a student interacts with a quiz—for example, when they can take it, how questions behave, and any restrictions such as whether students need to provide a password in order to take the quiz.

1. Log in to your CDX account as an instructor and navigate to the desired course.

2. In the upper right corner of the course page, click the **Actions button** [⚙ ▾] , then click **Turn editing on** [✎] .
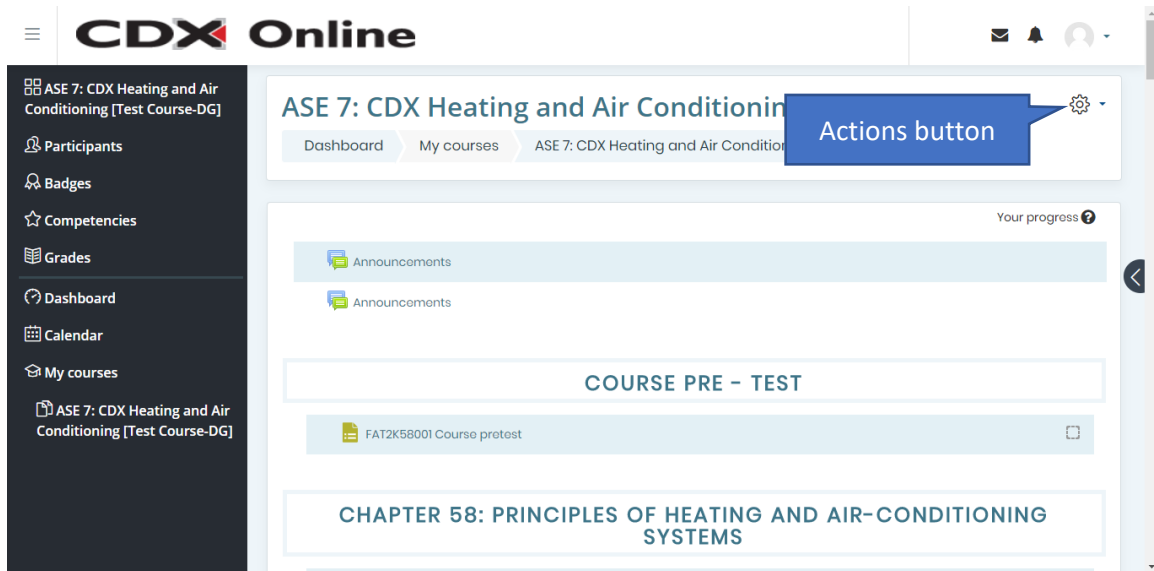
3. Scroll if necessary to the quiz you want to make changes to, click the **Edit option** [Edit ▾] next to the quiz, then click **Edit Settings**. The settings page for the quiz opens. The settings are organized into categories, with the **General category** expanded by default. You can expand or collapse all categories at once by clicking **Expand all** in the upper right corner of the page.

Updated: July 5, 2018
www.cdxlearning.com/support/library
Email: support@cdxlearning.com
Phone: 1-866-244-4CDX (4239)
Page 1

How do I change quiz settings?

4. To view a setting, first expand the category for the setting. For example, to change the timing of a quiz, first expand the **Timing category**. A **collapse icon** next to a heading tells you the category is currently expanded; an **expand arrow** tells you the category is currently not expanded.
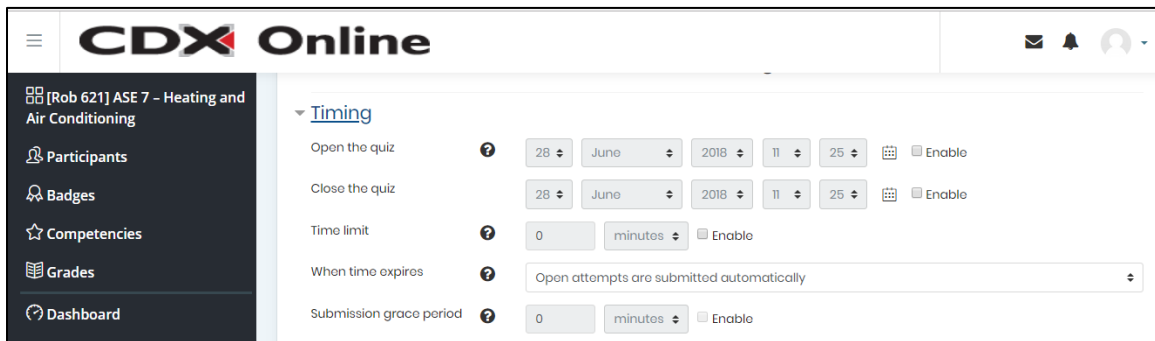
5. To change a setting, you first need to enable it for editing by clicking the **Enable checkbox** to the right of the setting, to add a checkmark. The fields are then enabled for editing.

Updated: July 5, 2018
www.cdxlearning.com/support/library
Email: support@cdxlearning.com
Phone: 1-866-244-4CDX (4239)
Page 2
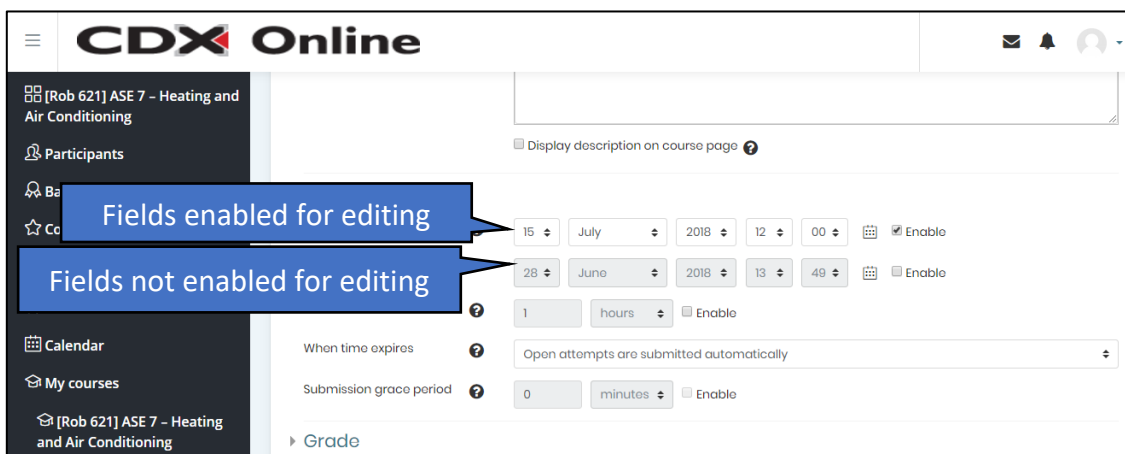
How do I change quiz settings?

6. Use the information below to guide you in changing quiz settings:
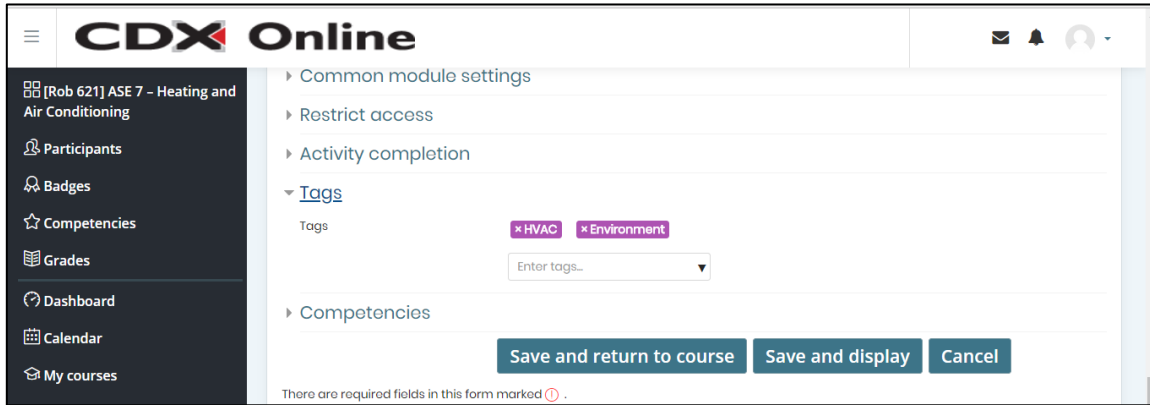
To change…	Use this category	Notes
The name of the quiz; the quiz description; whether the description appears on the course page.	General	A **required icon** next to a setting such as **Name** means you cannot leave it blank.
When the quiz opens, or is available for students to attempt; when it closes, or is no longer available for students to start an attempt; a time limit if any for an attempt; how to handle open attempts when the time expires.	Timing	To allow extra time after a quiz closes to complete the current question, enable and set the **Submission grace period**. To include a delay between multiple attempts, see the **Extra restrictions on attempts category**.
The grade category in which a quiz is located (if your gradebook contains categories); the passing grade required; number of attempts allowed; how to calculate a grade based on multiple attempts.	Grade	A required passing grade can also be used to prevent students from accessing a follow-up activity, such as an assignment or test, until they pass this quiz.
How many questions appear on each page; how a student can navigate through the questions.	Layout	The **Free** setting lets students navigate back and forth among pages and questions; The **Sequential** setting forces them to answer each question in order.
Whether to shuffle the order of questions; how grading and feedback are provided; whether to allow multiple attempts of a question; whether each question builds on the previous one.	Question behavior	Use the **How questions behave setting** to change when and how students receive feedback and grading—after each question, after the quiz is complete, etc.
What feedback students can see, such as marks or the right answer; when they can view each type of feedback, such as while attempting a quiz, after completing it, or after the quiz closes.	Review options	In order for a student to review feedback during an attempt, the quiz must be in adaptive mode (see **How questions behave** under Question behavior).

Updated: July 5, 2018
www.cdxlearning.com/support/library
Email: support@cdxlearning.com
Phone: 1-866-244-4CDX (4239)
Page 3

CDX

How do I change quiz settings?

Whether to show the user's picture; how to display decimal places in question grades; whether to show blocks during attempts.	Appearance	The **Decimal places** setting affects only how grades display (with more or fewer decimal places), not the recorded marks.
Password and security requirements for the quiz, including an enforced delay between attempts; browser security; offline use with the mobile app.	Extra restrictions on attempts	You can set an **Enforced delay** to encourage students to take time to review the material before re-attempting the quiz. **Browser security** helps prevent some unauthorized activities, such as cutting and pasting, where possible.
Feedback that appears after a student has completed a quiz attempt.	Overall feedback	You can give specific feedback for up to 8 grade boundaries, such as 100%, 90%, and so on, to help contextualize a grade (such as "Well done!" or "Review the chapter again").
Whether to show the quiz on the course page or hide it from students; whether to include an ID number; whether to group the quiz (including the option to add group access restriction).	Common module settings	These settings affect multiple modules in a course.
Restrict access to the quiz based on activity completion, date, grade, user profile, or nested sets of additional restrictions.	Restrict access	Set an **Activity completion** to specify an activity the student must complete (or not complete) such as reviewing flashcards, before taking the quiz,
Whether and how to track completion of the quiz; whether multiple conditions must be met before the quiz attempt is considered complete.	Activity completion	Use these settings to specify what constitutes completion of this quiz, if completion is required before students can access other activities.
Tags or labels for the quiz.	Tags	You can add tags to connect content and concepts in a quiz.
Course competencies that are linked to the activity; whether to attach evidence, send for review, or complete the competency upon activity completion.	Competencies	If you are using a competency-based learning system, you can link the quiz to a competency and determine what to do with the quiz after completion.

Updated: July 5, 2018
www.cdxlearning.com/support/library
Email: support@cdxlearning.com
Phone: 1-866-244-4CDX (4239)
Page 4

How do I change quiz settings?

7. When you're finished making changes to each desired setting, click **Save and return to course** to close the quiz and return to your course, or **Save and Display** to preview the quiz and make additional changes.

Updated: July 5, 2018
www.cdxlearning.com/support/library
Email: support@cdxlearning.com
Phone: 1-866-244-4CDX (4239)
Page 5