



## Edit Assessment Properties

### Introduction

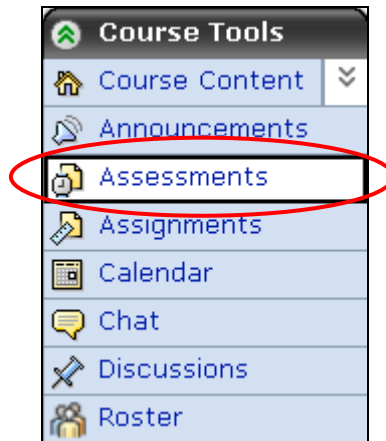
In this tutorial, you will learn how to edit assessment properties to determine how an assessment appears to students and also how results are released to them.

### Edit Assessment Properties

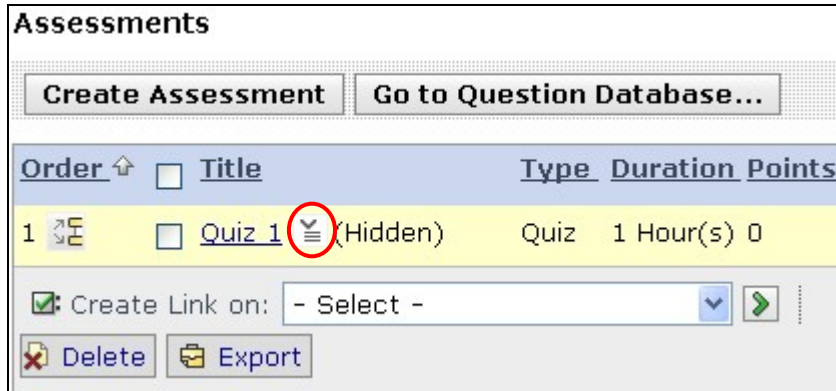
**Step 1:** To begin, click on the **Build** tab after you have logged into your course.



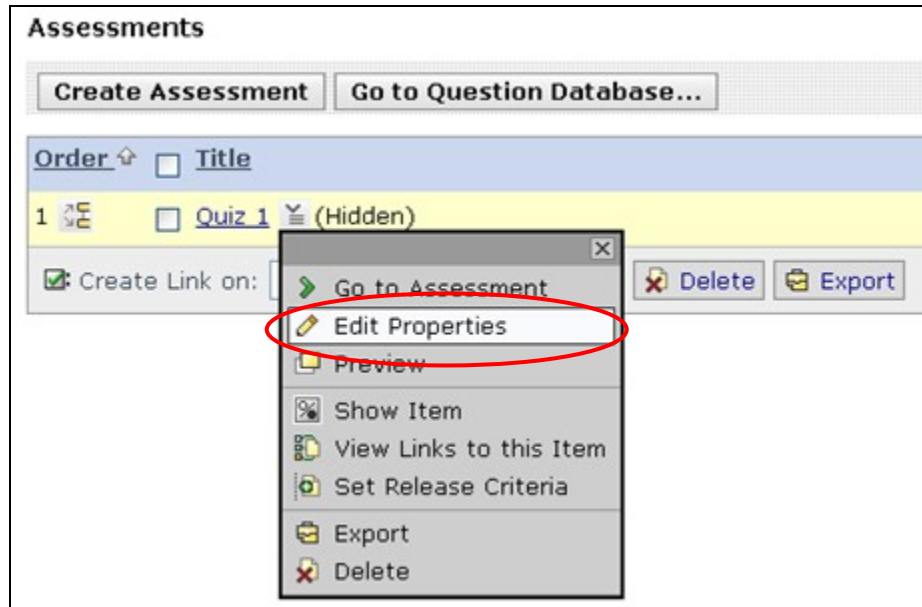
**Step 2:** Next, click **Assessments** from the Course Tools menu. The Assessment page will appear.



**Step 3:** From the *Assessments* page, click on the **Action** link for the Quiz whose properties you want to edit.



**Step 3:** Select **Edit Properties** from the list of options.



**Step 4:** Select **Show Item** from *Item Visibility* section.



**Step 5:** Select the appropriate Question **Delivery** option. In this example, we will select the option to **Deliver questions all at once**. This will result in students having to scroll down the length of the page to view all of the questions.

**Question delivery**

- Deliver questions all at once.
- Deliver questions one at a time and allow questions to be revisited.
- Deliver questions one at a time and do not allow questions to be revisited.

**Step 6:** From the *Display Assessment* section, select the desired display setting. Opening the assessment in the same browser window will present the test within the same browser window the student already had open. Opening the assessment in a new browser window will result in the test opening in a new browser window on top of the existing window the student already has open. In this example, we will select the default setting, **In the same browser window**. This option prevents students from being able to use the second browser window to navigate through the course in an effort to look up answers.

**Display Assessment**

- In the same browser window
- In a new browser window

**Step 7:** Enter the time **Duration**. In this example, we will select **1 Hour(s)** for the length of the exam. To modify the duration, enter a number in the field provided and use the drop down menu to select from Hour(s), Minute(s) or Day(s).

**Duration**

- Unlimited
- Time:  Units:
- Disallow answer submission if time has expired.

**Step 8:** Use the drop down menu to select the number of allowed attempts. In this example, we will select 1 attempt.

**\*Attempts**

Allowed attempts:

**Step 9:** From the *Student score* section, select the option, **Release the score after the assessment has been submitted**. This will allow the student to receive their grade (and feedback) when they have submitted their assessment.

**Student score**

- Release the score after the assessment has been submitted.

**Step 10:** From the *Dates* section, enter either the desired Due date (and time) in the field provided, **or** click on the calendar/clock icon to select your settings (as shown below).

**Dates Available**

Start Time:

End Time:  Unlimited

**Calendar Selection window**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

**Time selection window**

- 12:30 AM
- 1:00 AM
- 1:30 AM
- 2:00 AM
- 2:30 AM
- 3:00 AM
- 3:30 AM
- 4:00 AM
- 4:30 AM
- 5:00 AM

**Step 11:** Also, from the *Dates* section, select the checkbox to **Create a corresponding event in the Calendar**. This will automatically create a calendar entry notifying students of the assessment.

Create a corresponding event in the Calendar

**Step 12:** Click **Save** when finished.

## Conclusion

We hope this guide, *Edit Assessment Properties* was helpful.

For more information about online course development, please visit the TLiTC or contact us via email at [tlitc@bhcc.mass.edu](mailto:tlitc@bhcc.mass.edu).