Configuring the Quiz Activity Settings

The following settings help you configure the quiz activity and maximize its potential for a variety of different learning objects. While there are several settings available, here we only cover three of the most important ones: *Timing*, *Restrict Access* and *Activity Completion*. We strongly recommend that instructors do not change the other settings.

Instructions to Configure the General Settings of the Quiz Activity
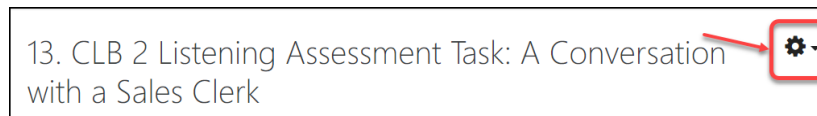
1. On the course homepage, click on the *Turn editing on* button.
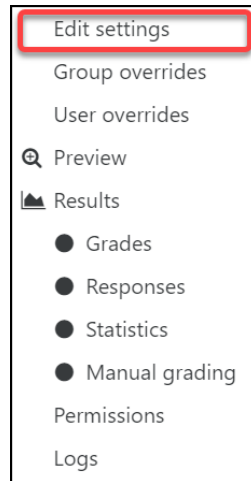

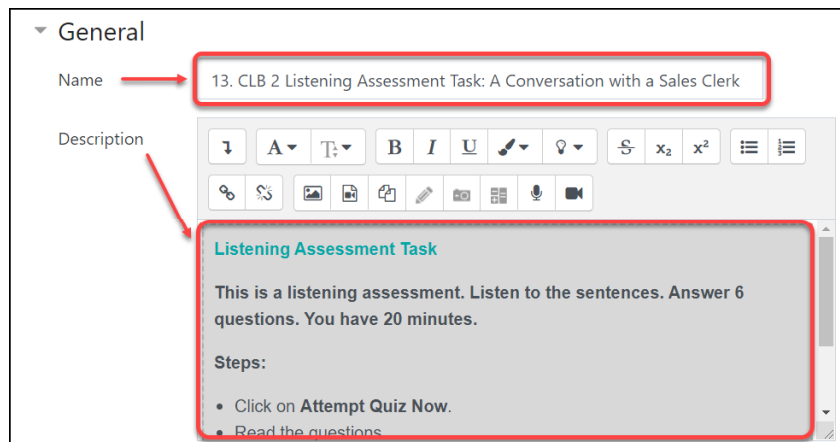
2. Click on the quiz activity in your course.

3. Click on the quiz *Actions menu*.

4. From the drop down menu, click on *Edit settings*.

5. You can change the name and description of the quiz if needed. This could include information about the topic, CLB level or any other requirements.

6. Check the box next to the *Display description on course page* to show the quiz information under the quiz name on the course page. Note: We do not recommend this as it will clutter the course page.

Timing

1. Click to expand the *Timing* Area.

2. Click the boxes near *Enable* to set *Open* and *Close* times and dates for the quiz.

3. Set the Open and Close dates and times from the drop down menus.

4. Click on Enable to set a *Time limit* for the quiz.

Restrict Access

1. Click to expand the *Restrict access* settings. Here you can restrict the activities to learners based on whether they match all or any of a number of set conditions. There are two conditions provided in this setting by default. *Activity completion* and *Group*.
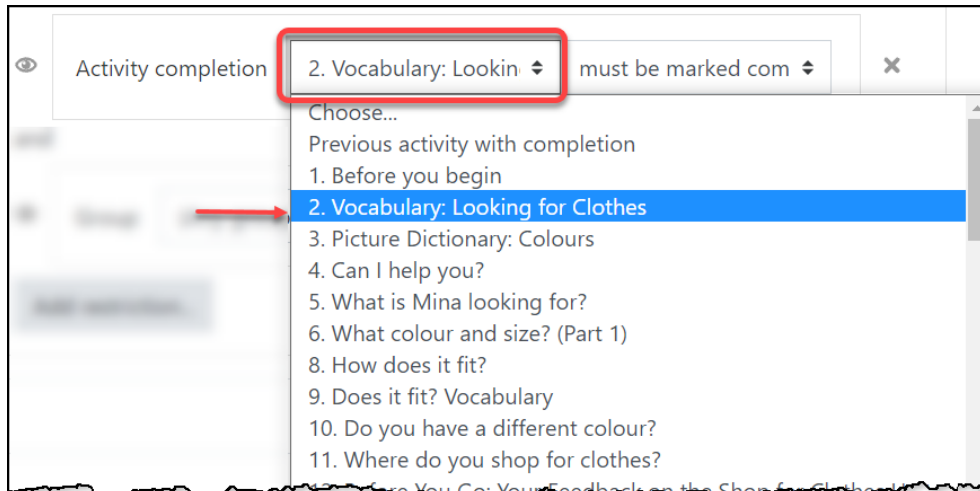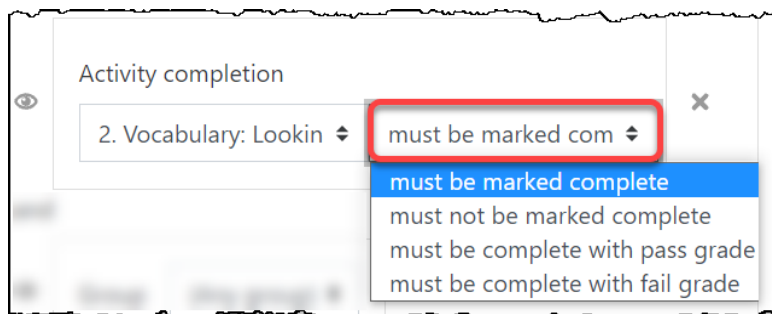

2. For the *Activity completion* setting, click on the first drop down menu and choose the activity that you would like the learners to complete before this quiz.

Note that in this example, *Vocabulary: Looking for clothes* is set as a prerequisite to this quiz.

3. The next drop down menu allows instructors to choose the completion condition of the prerequisite activity.

- The first two conditions, *must be marked complete* and *must not be marked complete* can be used if the previous activity is meant for further practice and does not have a pass or fail score.
- The latter two conditions, *must be complete with pass/fail grade*, are used when the grade received from the previous activity is the prerequisite to the present activity. These two settings are especially useful for screening purposes.
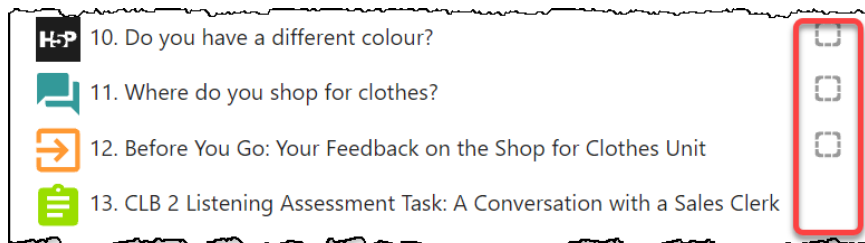
Note that clicking on the *X* close to each field will remove that restriction. You can always add it back by clicking on the *Add restriction…* button and choosing *Activity completion*.

4. If more restrictions are needed, click on the on the *Add restriction* button to display the *Add restriction…* pop-up.
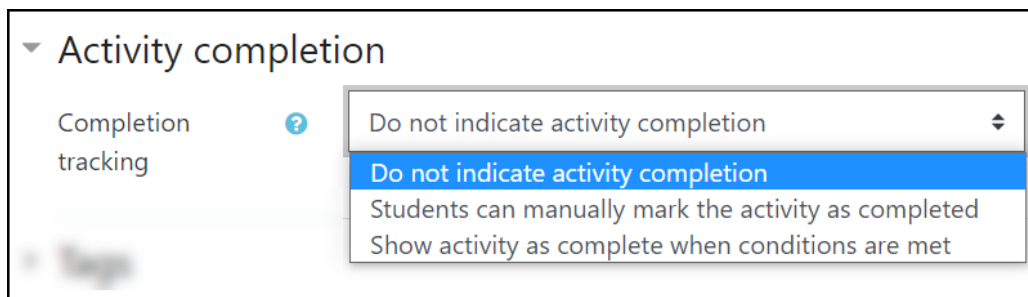
A list of other restrictions is also available under this section. We do not recommend changing the default settings of these restrictions.
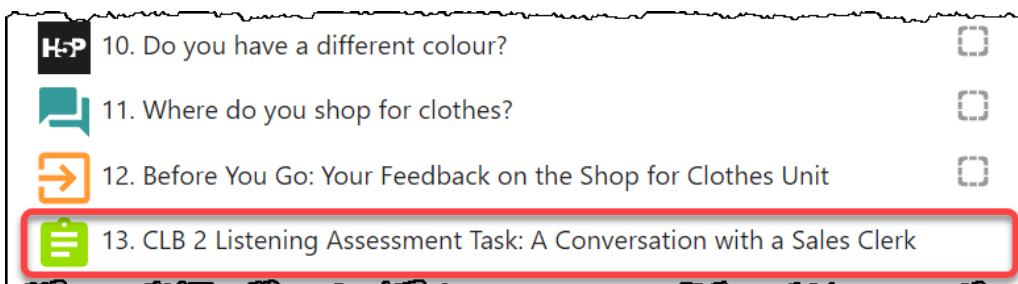
Activity completion

This setting allows instructors to track the learners' completion of an activity. This is indicated by a checkbox that appears to the right of the activity name in the learners' view of the course.
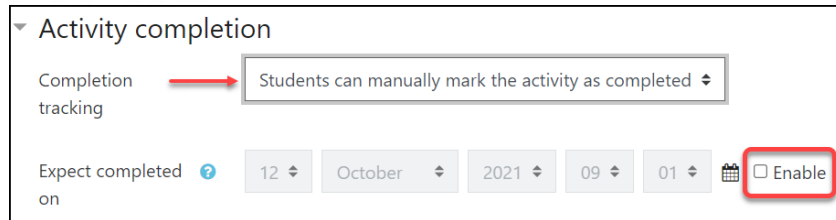

1. If *Completion tracking* is set as *Do not indicate activity completion*, no check boxes will be available in front of the activity name.
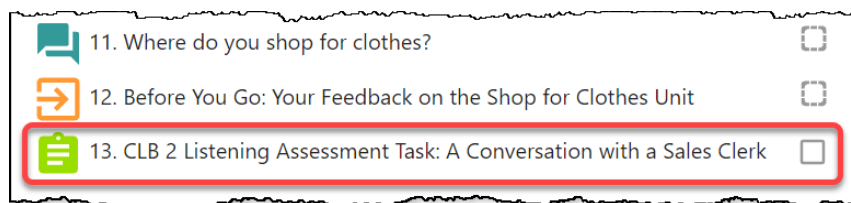

Note how this *Completion tracking* setting option is revealed on the learner's course page, where no box is available near the quiz name.
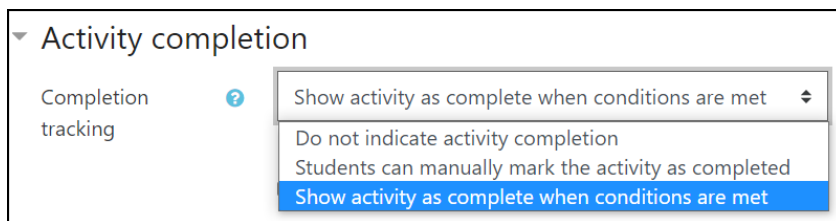

2. If *Completion tracking* is set to *Students can manually mark the activity as completed*, the instructor will also be able to set an expected completion date for the activity.

Note that a check box will appear to the right of the activity name on the course, and learners will be able to tick it themselves when they complete the activity.

3. Instructors can choose the last option on the *Completion tracking* drop down menu, *Show activity as complete when conditions are met*.

A number of options will become available.

a. Check the box near *Require view* if a simple review of the quiz is sufficient for your tracking purposes. For example, viewing a practice quiz without any grade requirements.

b. Check the box near *Require grade*, if learners need to receive a grade in order for the activity to be marked as complete.

c. Check the box near *Require passing grade*, if you have set a grade to pass earlier in the *Grade → Grade to pass* settings.

d. Check the box near *Or all available attempts completed*, if the learners are required to submit multiple attempts for the quiz (as configured in the *Grade → Attempts allowed* settings).

e. Check the box near *Minimum number of attempts* if learners are required to attempt a quiz more than once.

f. Check the box near *Enable* to set a completion deadline for the quiz activity.

Note that a checkbox will appear near the activity name on the course page. This box will be checked when the learner has met the conditions.