Setting Quiz Restrictions

Once a quiz has been created and the questions have been imported from the question library (the first of three major components of quiz creation and setup), the next important step is to set the Quiz Restrictions. The instructions below outline the steps to set the start and end time, due date, and time limit.

1. Navigate to the **Quizzes** page by selecting **Assessments/Quizzes** from the ribbon.
2. Click on the quiz name or select the drop-down menu (the down arrow) to the right of the quiz and choose "**Edit**".
3. Click the "**Restrictions**" tab.

4. Take note of the checkbox for "**Hide from Users**" setting. It is checked by default, and should be unchecked when the quiz is ready, to make the quiz visible to students.
5. Next, you will reach the **Due Date, Start Date and End Date** settings.
   a. "**Due Date**" specifies the time in which the students should complete the quiz by.
   b. "**Start Date**" established the time in which the quiz will become available to complete.
   c. "**End Date**" specifies the time at which the quiz will close.

Note: Once the quiz reaches the end date, students will not be able to access the quiz. If a "Due Date" is set but not an "End Date", the quiz will remain open for completion, with any attempts occurring beyond the due date being marked as late. It is important to communicate to your students whether late entries will be accepted, otherwise, it is best to set an end date to prevent late completion.

6. Be sure to check the box for "**Display In Calendar**" to ensure the quiz dates show up in the course calendar.
7. Next, navigate down to the "**Timing**" section. For a definitive time allotment, choose "**Enforced Time Limit**". Type in the desired time limit. Use "**Recommended Time Limit**" if you prefer a loose time frame that will not be enforced and that will allow students to work past that time limit.
8. When selecting an Enforced Time Limit, a "**Grace Period**" and an "**Exceeded Time Limit Behaviour**" setting will appear. The default grace period of 5 minutes, which allows the students the chance to wrap up and submit. Adjust the grace period as needed, to anything greater than 1 minute.

9. For the "**Exceeded Time Limit Behaviour**", there are three options. The second option is advised in most circumstances.
10. Once you have finished setting these restrictions, choose the blue "**Save**" button.
11. After finalizing the settings for Quiz Properties (link and name explicitly) and Quiz Restrictions, the Submission View settings is the final step before the Quiz is ready for students.