Updating the Assessment Settings in a Published Assessment

The directions below are designed to show instructors how to edit the assessment settings on an assessment that's already been published. Once a quiz has been published, instructors have the ability to change certain assessment settings. It is sometimes necessary to change specific settings such as due date, retract date, number of submissions, question organization, quiz duration, feedback options, and grading options.

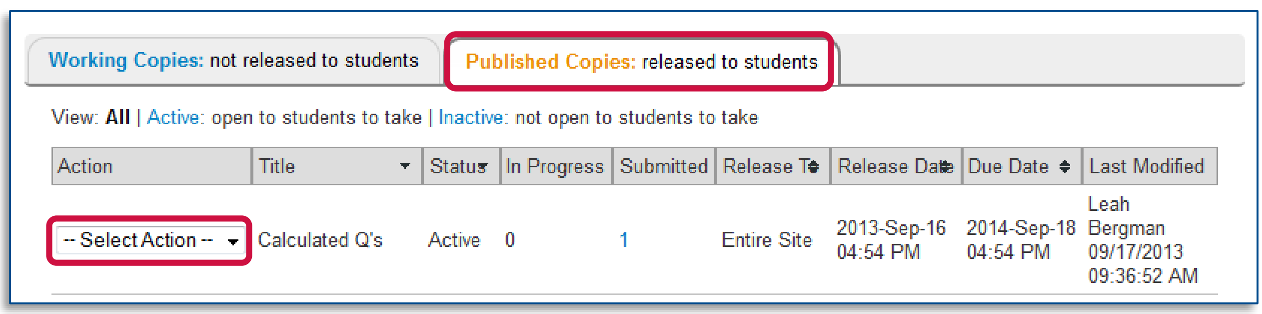
These settings can be changed on an assessment that is still active or on one that is no longer active.

The most common use of this feature is to extend, or set new due dates to accommodate students that missed the scheduled assessment time. There is no risk in simply extending the due date of an assessment to accommodate a few students after everyone else has already taken it if you've only allowed all students to complete the assessment one time. The students that have already taken the exam during the original time will have already completed their attempt and won't see the extended timeline or be able to complete it again.

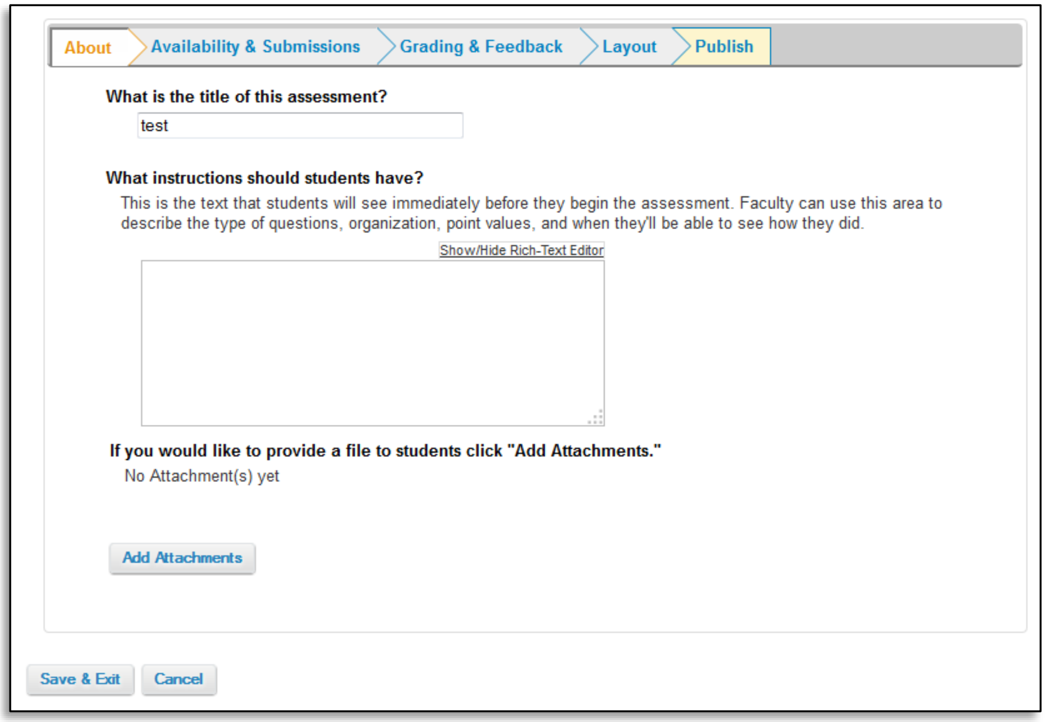
When editing the assessments settings, you can change all of the settings except:

- *Who is this Assessment Released to? (the entire class or specific group(s))*

1. Locate the assessment on the 'Published Copies' tab. Click on the 'Select Action' menu and select 'Settings' to the left of the assessment that needs to be changed.



2. The next page will display settings for the assessment. You can navigate through the different settings by navigating through the About, Availability & Submissions, Grading & Feedback, and Layout tabs.



3. Click the 'Save & Exit' button at the bottom of the page once you've updated the assessment settings.