

## 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.

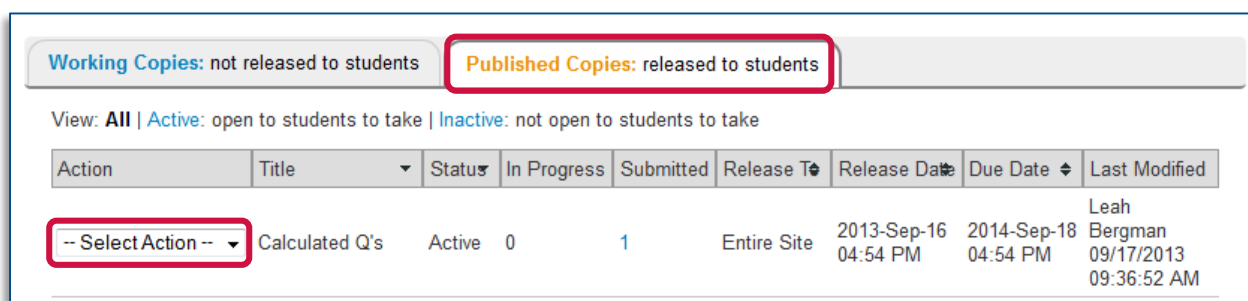
These settings can be changed on an assessment that is still active or on one that is no longer active.

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.



The screenshot shows the assessment management interface. At the top, there are two tabs: 'Working Copies: not released to students' and 'Published Copies: released to students'. The 'Published Copies' tab is selected and highlighted with a red box. Below the tabs, there is a view filter: 'View: All | Active: open to students to take | Inactive: not open to students to take'. Below the filter is a table with the following columns: Action, Title, Status, In Progress, Submitted, Release To, Release Date, Due Date, and Last Modified. The first row in the table is highlighted with a red box around the 'Action' column, which contains a dropdown menu with '-- Select Action --'. The row data is: Calculated Q's, Active, 0, 1, Entire Site, 2013-Sep-16 04:54 PM, 2014-Sep-18 04:54 PM, Leah Bergman, 09/17/2013 09:36:52 AM.

Action	Title	Status	In Progress	Submitted	Release To	Release Date	Due Date	Last Modified
-- Select Action --	Calculated Q's	Active	0	1	Entire Site	2013-Sep-16 04:54 PM	2014-Sep-18 04:54 PM	Leah Bergman 09/17/2013 09:36:52 AM

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.

[About](#) > [Availability & Submissions](#) > [Grading & Feedback](#) > [Layout](#) > [Publish](#)

**What is the title of this assessment?**  
test

**What instructions should students have?**  
This is the text that students will see immediately before they begin the assessment. Faculty can use this area to describe the type of questions, organization, point values, and when they'll be able to see how they did.  
[Show/Hide Rich-Text Editor](#)

**If you would like to provide a file to students click "Add Attachments."**  
No Attachment(s) yet

[Add Attachments](#)

[Save & Exit](#) [Cancel](#)

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