

Test Settings

For Residential Use Only

1. Locate your test or quiz and click the down chevron to open up the menu.
2. Click Edit the Test Options.

A screenshot of a quiz interface. On the left, there is a quiz card titled "Quiz 1" with a dropdown arrow. A red circle with the number "1" points to this arrow. To the right, a dropdown menu is open, listing several options. A red circle with the number "2" points to the "Edit the Test Options" option in the menu. The background shows a blurred view of the test content.

1. Test Information

A screenshot of the "Test Information" settings page. The page is divided into two main sections: "Test Description" and "Test Instructions".

Test Description: Contains text about the exam covering textbook readings from Modules/Weeks 1-4, a 2-hour and 45-minute time limit, and a note about not hitting the BACK button. Below this text are two checkboxes:

- Show Test Description to students before they begin the test. (Callout 'a' points to this checkbox)
- Show Instructions to students before they begin the test. (Callout 'b' points to this checkbox)

Test Instructions: Contains a bulleted list of instructions:

- 2-hour and 45-minute time limit
- 50 multiple-choice questions
- Open book/open notes
- Do not hit the BACK button as this will lock you out of the exam.
- The timer will continue if and when you leave the exam.

3. Under the Test Information heading, check both boxes to show the Test Description and Test Instructions.

4. Under Test Availability:
- a. Click Yes to make the link available.
 - b. Adjust the settings for Attempts allowed.
 - c. Force Completion means that the students may only click into the exam one time.
 - d. Set the Timer as desired.
 - e. Display After/Until dates can be set.
 - f. If you set a password, please remember to provide it to your students.

2. Test Availability 4

a Make the Link Available Yes No

Add a New Announcement for this Test Yes No

b Multiple Attempts

- Allow Unlimited Attempts
- Number of Attempts

c Force Completion

Once started, this test must be completed in one sitting.

d Set Timer

Set expected completion time. Selecting this option also records completion time for this Test. Students will see the timer option before they begin the Test.

Minutes

Auto-Submit OFF ON

*OFF: The user is given the option to continue after time expires.
ON: Test will save and submit automatically when time expires.*

e Display After

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

f Password

Require a password to access this Test.

- Under Test Availability Exceptions, you may provide exceptions for students who need additional time or attempts to complete the assessment. This area will help you address accessibility concerns. Add users by clicking the Add User or Group button.

3. Test Availability Exceptions 5

*Click **Add User or Group** to search for course users and groups to add to the exception list. Timer and Force Completion must be enabled in the previous Test Availability step to enable those settings for Exceptions. If you choose to use groups, you must make the group unavailable if you do not want students to see group members. Click **Remove all Exceptions** to delete all exceptions for the test.*

Add User or Group
Remove All Exceptions

User or Group	Name	Attempts	Timer	Availability	Force Completion
	Liberty Student	Single Attempt (click to view details)	<input checked="" type="checkbox"/> 15 <input type="checkbox"/> Auto Submit		<input type="checkbox"/>

- Finally, move to the Show Test Results and Feedback to Students area. Make sure to check Score, Submitted Answers, Feedback, and Show Incorrect Questions.

6. Show Test Results and Feedback to Students 6

Test results and feedback are available to students after they complete a test. Set up to two rules to show results and feedback. Rules occur based on the events selected.

When (i)	Score (i)	Answers (i)	Feedback (i)	Show Incorrect Questions
After Submission (v)	<input checked="" type="checkbox"/>	<input type="checkbox"/> All Answers <input type="checkbox"/> Correct <input checked="" type="checkbox"/> Submitted	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
---Choose---	<input type="checkbox"/>	<input type="checkbox"/> All Answers <input type="checkbox"/> Correct <input type="checkbox"/> Submitted	<input type="checkbox"/>	<input type="checkbox"/>

- Submit your changes.

Cancel
Submit
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