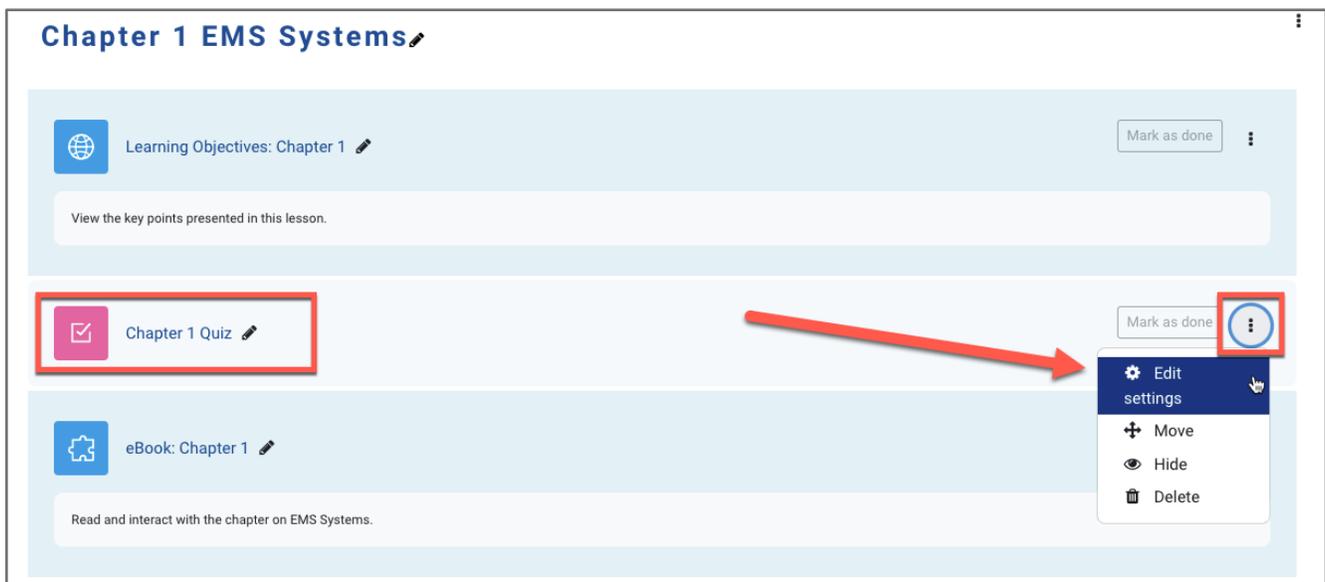


How to Set Quiz Due Dates and Time Limits

This document contains instructions on how to assign a quiz due date, adjust time limits, and determine what happens when time expires on a student's quiz attempt within your course.

1. Begin by navigating to the quiz you would like to schedule or assign and click on the menu option on the right side of the quiz, then select **Edit Settings** from the dropdown menu.



The screenshot shows a course titled "Chapter 1 EMS Systems". It contains three items: "Learning Objectives: Chapter 1", "Chapter 1 Quiz", and "eBook: Chapter 1". The "Chapter 1 Quiz" item is highlighted with a red box. A red arrow points from this box to the "Edit settings" option in the dropdown menu on the right side of the quiz item.

2. The quiz settings page will open, displaying parameters to manage how the quiz functions. To apply a deadline, set a window of opportunity in which students can complete the quiz, or apply any time limitations, then scroll down and expand the **Timing** section.



The screenshot shows the quiz settings page with the "Timing" section expanded. A red box highlights the "Timing" section header, and a red arrow points to it from the left. The settings are as follows:

Setting	Value	Enable
Open the quiz	21 June 2023 11:31	<input type="checkbox"/>
Close the quiz	21 June 2023 12:59	<input type="checkbox"/>
Time limit	0 minutes	<input type="checkbox"/>
When time expires	Open attempts are submitted automatically	

- Choose a date and time for when student can first access the quiz by clicking the **Enable** checkbox to the right of the **Open the quiz** option, and then use the corresponding dropdown menus and/or calendar icon to select the desired timing.

Timing

Open the quiz ? 21 June 2023 11 31 Enable

Close the quiz 21 August 2023 12 59 Enable

- When satisfied with the quiz opening time, click **Enable** checkbox to the right of the **Close the quiz** setting on the next row and select the date and time you want to the quiz to be closed or locked, effectively applying a due date and time. Please note, you must always leave the **Enable** status box checked to apply the selected timing.

Timing

Open the quiz ? 21 June 2023 11 31 Enable

Close the quiz 21 June 2023 12 59 Enable

- You may also choose to apply a time limit to the quiz within the same **Timing** section of the quiz settings page. To do so, the **Enable** checkbox to the right of the **Time Limit** option and then use the applicable dropdown menus to specify the period of time in which your students must complete the quiz once they have opened it.

Timing

Open the quiz ? 21 June 2023 11 31 Enable

Close the quiz 21 weeks days 2023 12 59 Enable

Time limit ? 45 minutes Enable

When time expires ? Open attempts are submitted automatically

6. Next, you may adjust the automated action if and when the set limit expires before the student has completed their quiz. Use the **When time expires** dropdown to select your preference. We recommend leaving the default settings as **Open attempts are submitted automatically**, which means that the student's quiz will automatically submit for them when the time limit expires so that they will receive credit for their progress until that point.

Time limit	<input type="text" value="45"/>	minutes	<input checked="" type="checkbox"/> Enable
When time expires	Open attempts are submitted automatically		

7. When finished, scroll to the bottom of the page and select **Save and return to course** to return to your course homepage, or click the **Save and display** button to review the quiz and verify your settings changes.

> Restrict access
> Activity completion
> Tags
<input type="checkbox"/> Send content change notification
<input checked="" type="button" value="Save and return to course"/> <input checked="" type="button" value="Save and display"/> <input type="button" value="Cancel"/>
Required