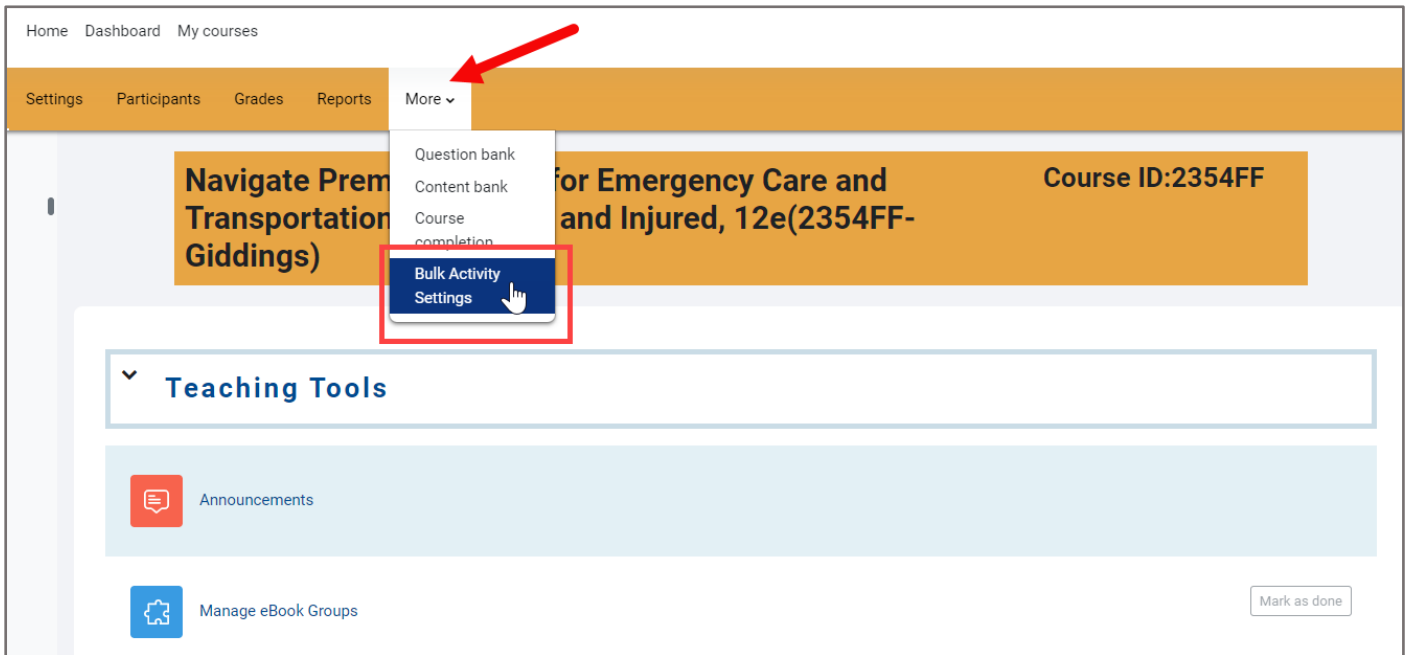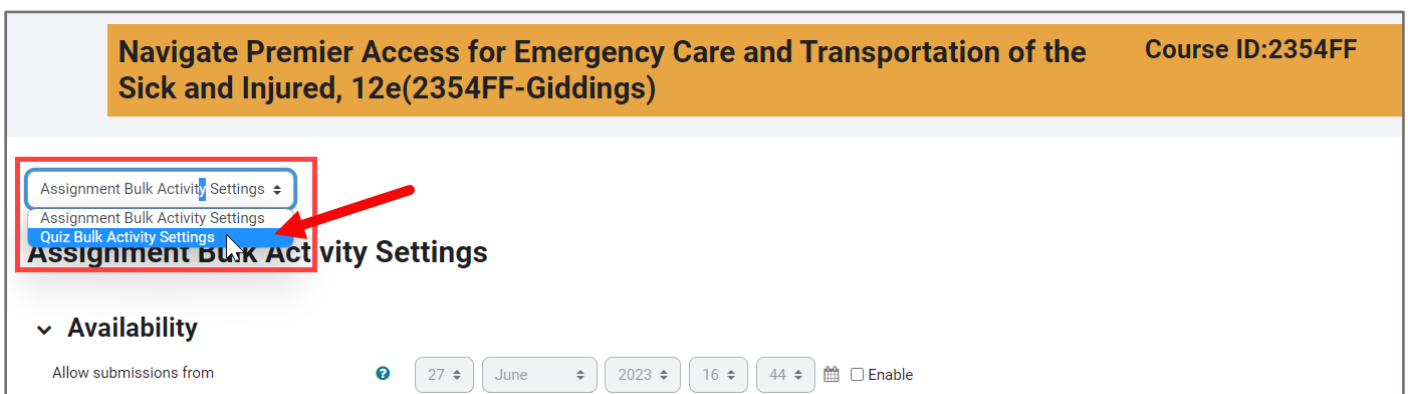# How to Edit Quiz Activity Settings in Bulk

This document provides directions for performing bulk edits to key quiz settings across all quiz activities in a course in a single operation.
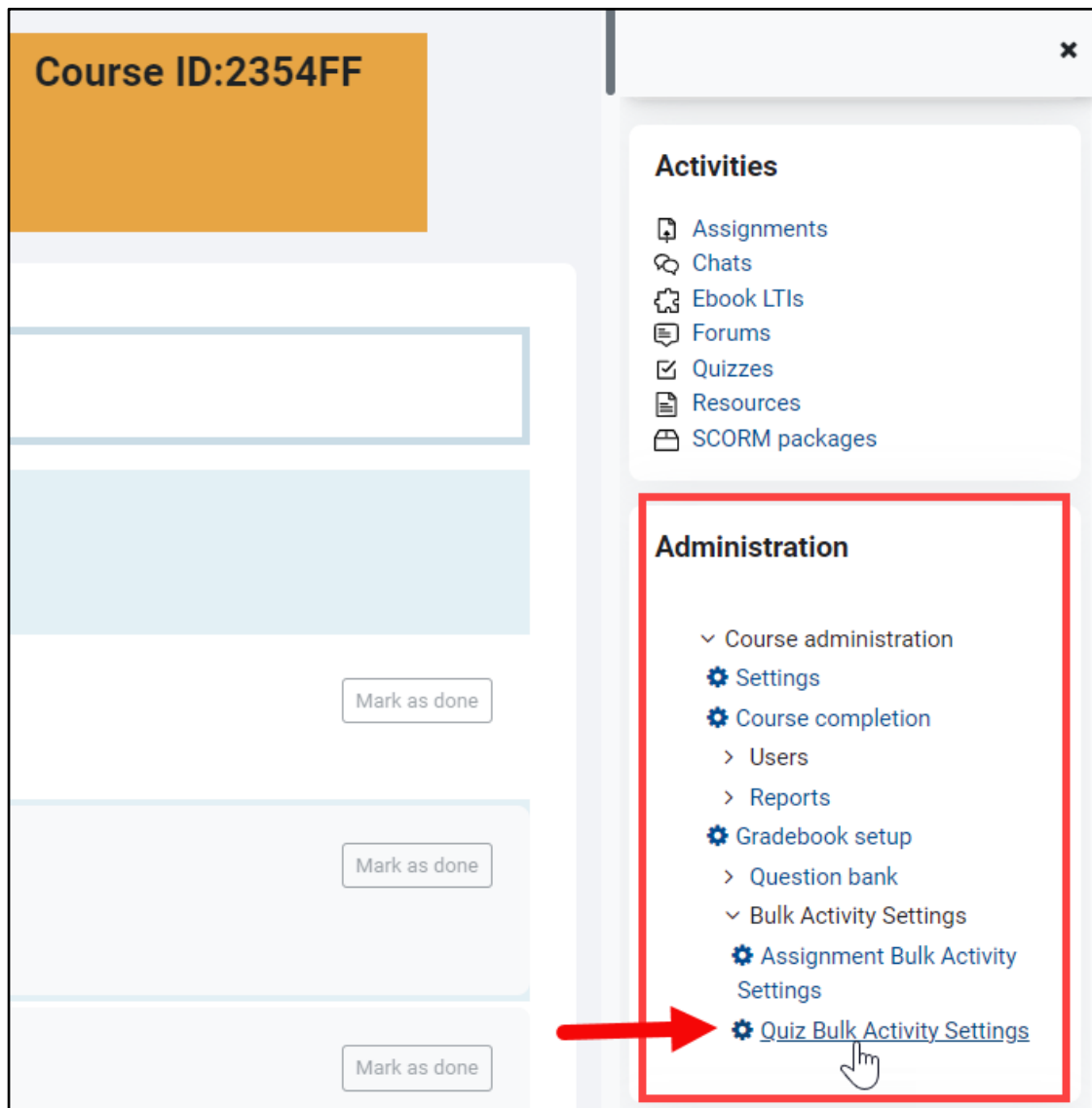
1. In the menu bar at the top of your Navigate course page, click the **More** button, then click **Bulk Activity Settings.**

2. Select the **Quiz Bulk Activity Settings** option from the dropdown menu underneath the course title at the top of the page.

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3. Alternatively, you may access the settings through the **Administration** block from the Course Blocks menu to the right of your Navigate course page.

4. On the **Quiz Bulk Activity Settings** page, you have multiple options to apply settings in bulk for up to 5 quizzes at a time. To apply a setting of your choosing, check the **Enable** box immediately to the setting's right and use the respective dropdown menus to select the desire parameters. Note, any setting not 'Enabled' here will not overwrite the respective settings in selected quizzes.

Quiz Bulk Activity Settings

⌄ Availability

Setting								
Expect completed on	❓	27 ⇕	June ⇕	2023 ⇕	16 ⇕	47 ⇕	🗓	☐ Enable
Open the quiz	❓	27 ⇕	June ⇕	2023 ⇕	16 ⇕	47 ⇕	🗓	☐ Enable
Close the quiz		27 ⇕	June ⇕	2023 ⇕	16 ⇕	47 ⇕	🗓	☐ Enable
Time limit	❓	45	minutes ⇕	☑ Enable				
When time expires	❓	Open attempts are submitted automatically						⇕
Submission grace period	❓	1	days ⇕	☑ Enable				
Grade to pass	❓							
Attempts allowed		Unlimited ⇕						
Shuffle within questions	❓	Yes ⇕						

> Settings not enabled will not apply to selected quizzes.

> Enabled settings will apply to selected quizzes.

a. **Expect completed on**: This specifies the date and time the activity is expected to be completed.

b. **Open the quiz**: Sets a date and time for when students may access the quiz.

c. **Close the quiz**: Sets a date and time for when students may no longer access the quiz.

d. **Time limit:** Set a time limit students will be allowed for completing the quiz once opening it.

e. **When time expires:** You may control what happens if a student fails to submit the quiz before an applied time limit expires. If you choose the "There is a grace period…" option, you must also enable and set a grace period greater than '0' in the **Submission grace period** field.

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f. **Grade to pass:** You may set a minimum grade required to pass *(Note: here, grade refers to points, not percentage. By default, all quizzes are assigned 100 points).* Leaving this field blank will not apply a minimum grade to pass on your quizzes. This field must be greater than '0' to apply a passing grade to your selected quizzes.

g. **Attempts allowed:** You can choose the number of quiz attempts allowed.

h. **Shuffle within questions:** You may choose **Yes** to randomly shuffle the answer choices in each question for each attempt. If you choose **No**, the answer choices will remain in the default sequence.

5. You may also apply **Browser Security** by clicking on **Show More**, then selecting 'Full screen pop-up with some JavaScript security' option in the respective dropdown menu.

6. Once you have all desired settings set, check the quizzes you wish to apply your settings to in the list below, then click **Save changes**. Quizzes listed here will appear as they are currently named in your course.

7. **Note**: The page refreshes after saving. Once it refreshes, you may navigate to your applicable quizzes to verify the settings applied.