
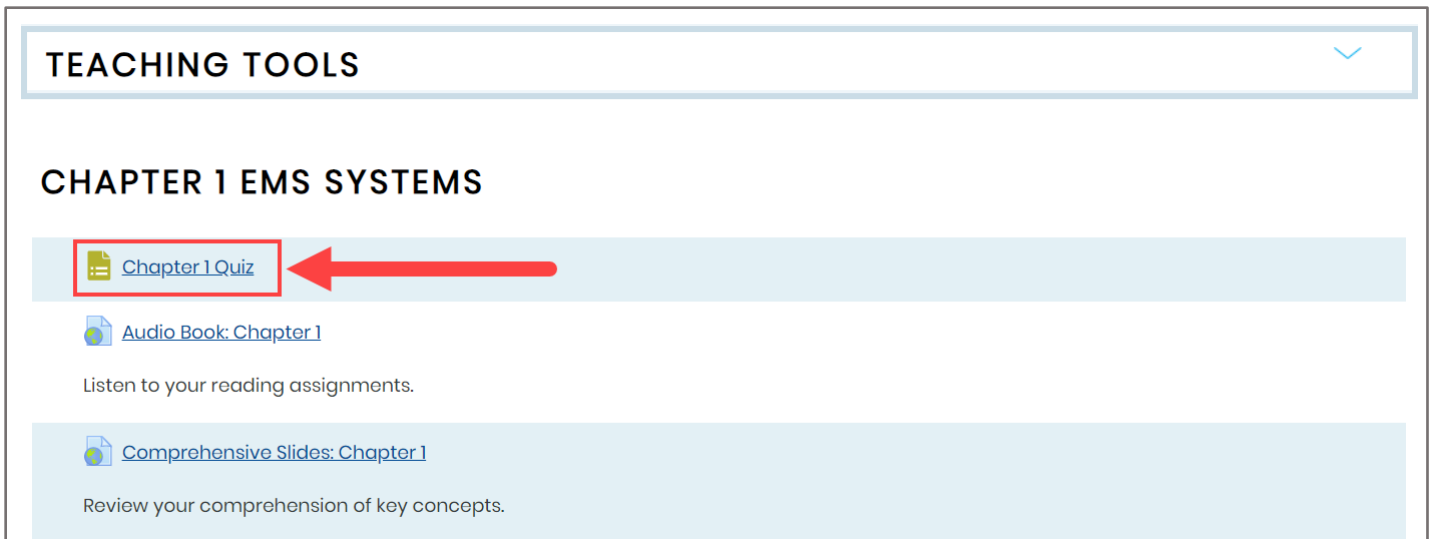


How to Set Quiz Due Dates and Time Limits


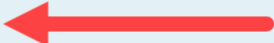


This document contains instructions on how to assign a quiz due date, adjust time limits, and determine what happens when time expires on a student's quiz attempt within your course.

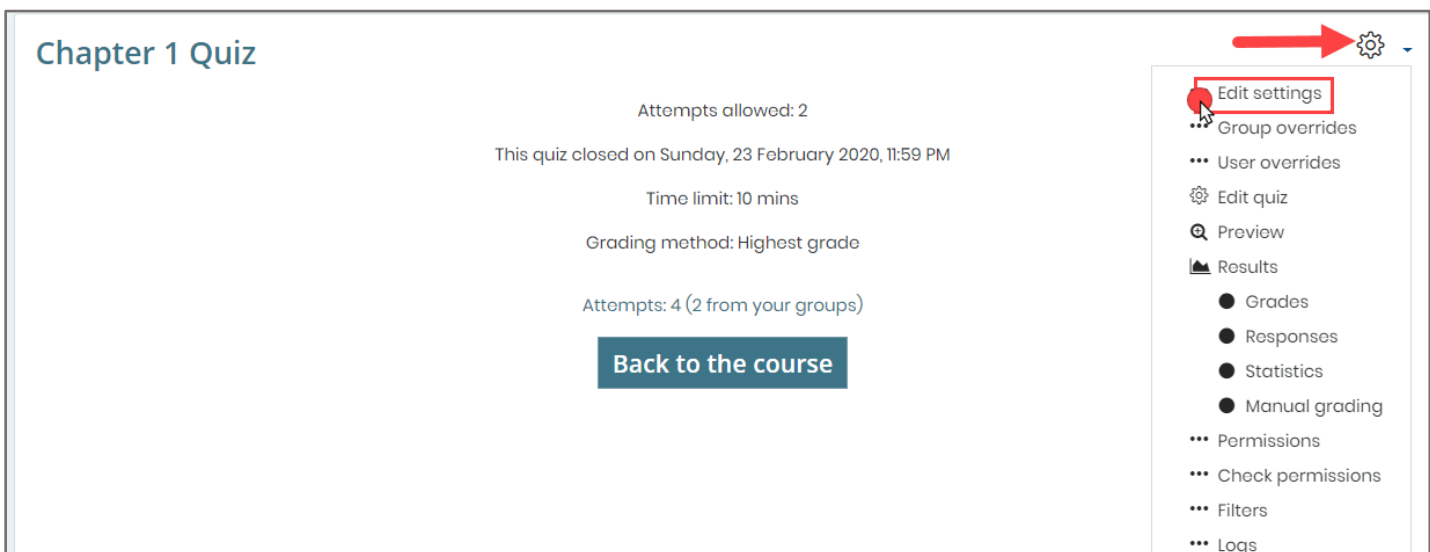
1. Begin by navigating to and clicking on the quiz you'd like to schedule or assign. On the next page, click the **Actions menu**  on the righthand side and select **Edit settings** from the dropdown menu.



TEACHING TOOLS

CHAPTER 1 EMS SYSTEMS

-  [Chapter 1 Quiz](#) 
-  [Audio Book: Chapter 1](#)
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Review your comprehension of key concepts.



Chapter 1 Quiz

Attempts allowed: 2



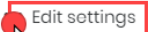
This quiz closed on Sunday, 23 February 2020, 11:59 PM

Time limit: 10 mins

Grading method: Highest grade

Attempts: 4 (2 from your groups)

[Back to the course](#)

-  
-  Edit settings
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- 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.

Timing

Open the quiz 15 July 2019 09 00 Enable

Close the quiz 23 February 2020 23 59 Enable

Time limit 10 minutes Enable

When time expires Open attempts are submitted automatically

Submission grace period 0 minutes Enable

- Choose a date and time for when students 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 4 May 2020 09 00 Enable

Close the quiz 23 January 2020 23 59 Enable

- When satisfied with the quiz opening time, click the **Enable** checkbox to the right of the **Close the quiz** setting on the next row and select the date and time you want 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.

Open the quiz 4 May 2020 09 00 Enable

Close the quiz 4 May 2020 23 59 Enable

5. 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, click 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.

Time limit	?	30	minutes	<input checked="" type="checkbox"/> Enable
When time expires	?	Open attempts are submitted automatically	weeks	<input type="checkbox"/> Enable
Submission grace period	?	0	days	
			hours	
			minutes	

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 setting 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	?	30	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.

- ▶ Common module settings
- ▶ Restrict access
- ▶ Tags
- ▶ Competencies

There are required fields in this form marked .