eFundi Tutorial: Test & Quizzes

What are the Availability and Submissions options for an assessment

In **Availability and Submissions**, you will find options including who should take the assessment, availability dates, and how many submissions are allowed. For more information on additional assessment settings, see How do I view and modify the settings of an assessment?

Step 1: Edit the settings

From the *Tests & Quizzes* tool home screen, choose the **Settings** option in the drop-down menu for the quiz you would like to publish. Be sure that you are in the **Working Copies** tab; otherwise, you won't see your unpublished items.

*Note: You can review and edit settings on a published assessment by going to the **Published Copies** tab and selecting **Settings** in the drop-down menu for the assessment. It is not recommended to modify the settings of an assessment while testing is in progress, as it may cause loss of student submission data.*

Step 2: In the assessment Settings page, click Availability and Submissions

Settings - Assessment Test 1

Expand All

▸ About this Assessment

▸ Availability and Submissions

▸ Exceptions to Time Limit and Delivery Date

▸ Grading and Feedback

▸ Layout and Appearance

[Save Settings and Publish] [Save] [Cancel]

Step 3: The Availability and Submissions section will expand to show the following options

▾ Availability and Submissions

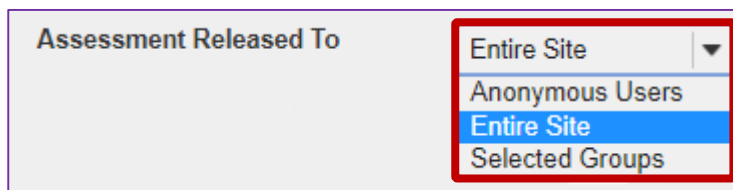|	
Assessment Released To	Entire Site ▼
The number of submissions allowed	○ Unlimited ● Only 2 submissions allowed
It is available	11/04/2020 14:30 📅
It is due	18/04/2020 14:30 📅 and has a time limit of ☑ 00 ▼ hrs. 30 ▼ min.
Late submissions accepted?	○ No, not after due date ● Yes, until [ ] 📅 Students get one chance to submit after due date if they haven't already submitted.
Email Notification	○ Yes - send me an email for every submission ○ Yes - send me one email digest each day ● No - I do not want to receive any emails Would you like to receive notifications when students submit this assessment?
Question Scores	● Show question point value during assessment ○ Hide question point value during assessment

▸ High Security

▸ Submission Message

Step 4: Assessment Released to

By default, the assessment will be released to the **Entire Site**. Alternatively, you can choose to release the assessment to **Anonymous Users** or **Selected Group(s)** within your course.
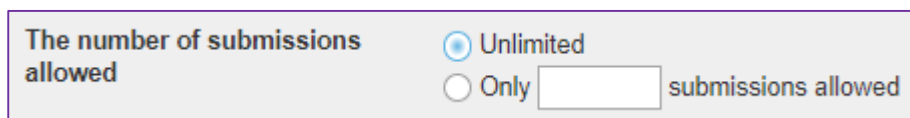
The **Anonymous Users** option provides no information identifying who submitted the assessment associated with submissions. You can use this option to create anonymous surveys.

Choose one of these options from the drop-down menu. (You will only be able to choose specific groups if there are existing groups in your site.)

Notes:

- *If you release an assessment to **Anonymous Users**, you must distribute its URL to participants; it will not be accessible from within your site's Tests & Quizzes tool. The URL will be presented when you publish the assessment.*
- *You cannot change the **Assessment Released To** option on any published assessment.*

Step 5: Number of submissions allowed

Enter the number of times students are allowed to submit the assessment, or choose **Unlimited** to let them submit as many times as they like.

Tip: Unlimited submissions are often used for self-assessment, practice tests, or drills.

Step 6: Availability Dates

The availability dates let you specify when your assessment can be accessed by students. By default, all the dates are **blank**.

Use the date-picker (calendar icon) to select a date and time.

1. The **available date** is the start date of the exam window. Students will not be able to see the assessment before this date. Publishing an assessment with a blank **available date** will make it available immediately upon publishing.
2. The **due date** is the end date for the exam window. Students will not be able to submit after this date unless you **accept late submissions**. If late submissions are allowed, any submissions after the due date will be marked as late.

Note: *When you click on any date field, the date-picker (calendar window) will display. You can choose a date by clicking on it in the calendar, or by clicking* ***Now****. Select a time using the* ***Hour*** *and* ***Minute*** *sliders. When your date is selected, click* ***Done****.*

Availability and Submissions
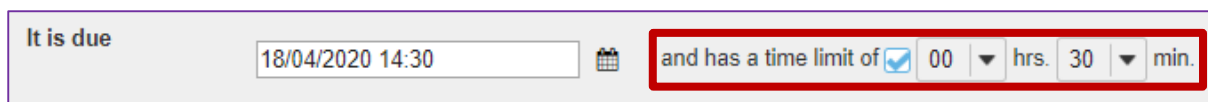
Under *Late submissions accepted?* you can accept late submissions by clicking the radio button to select **Yes, until**, then entering a **late acceptance date** in the adjacent date field. By default, late submissions ARE accepted. Use the date-picker (calendar icon) to select a date and time.

If you do allow late submissions, submissions that come in after the due date will be marked *LATE* in capitalized red letters after their Submit Date.

Note: *Even if you allow multiple submissions, only one late submission is allowed after the due date, and it only applies to students who have not submitted at all.*
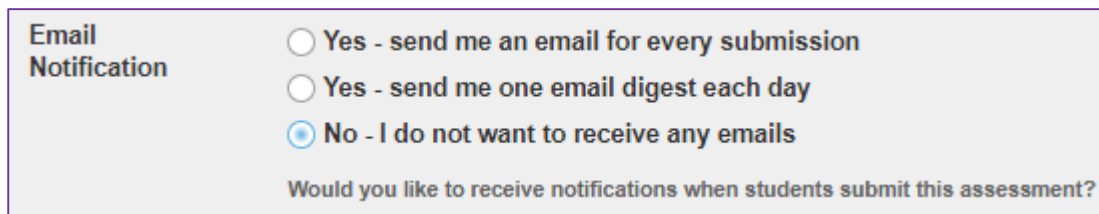
Step 7: Timed assessment

It is due | 18/04/2020 14:30 | 🗓 | and has a time limit of ✓ | 00 ▼ | hrs. | 30 ▼ | min.

If you would like your assessment to be timed, select the check box next to the text *has a time limit of* and select a **time limit** in **hours** (**hrs.**) and **minutes** (**min.**) from the respective drop-down menus.

Step 8: Email Notification

Email Notification
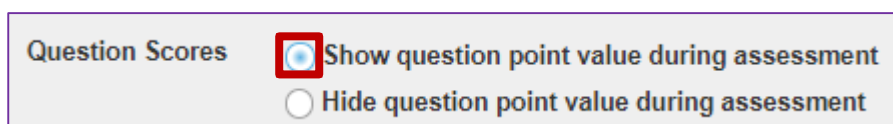- ○ Yes - send me an email for every submission
- ○ Yes - send me one email digest each day
- ◉ No - I do not want to receive any emails

Would you like to receive notifications when students submit this assessment?

Choose the appropriate radio button to indicate whether or not you want to receive an email notification **after each submission** or **in summary of the day's submissions** or **not at all**. The default is to receive no emails.

Step 9: Question Scores

Question Scores
- ◉ Show question point value during assessment
- ○ Hide question point value during assessment

Choose the appropriate radio button to indicate whether or not you want to **Show question point value during the assessment** or **Hide question point value during assessment**. The default is to show the point value.

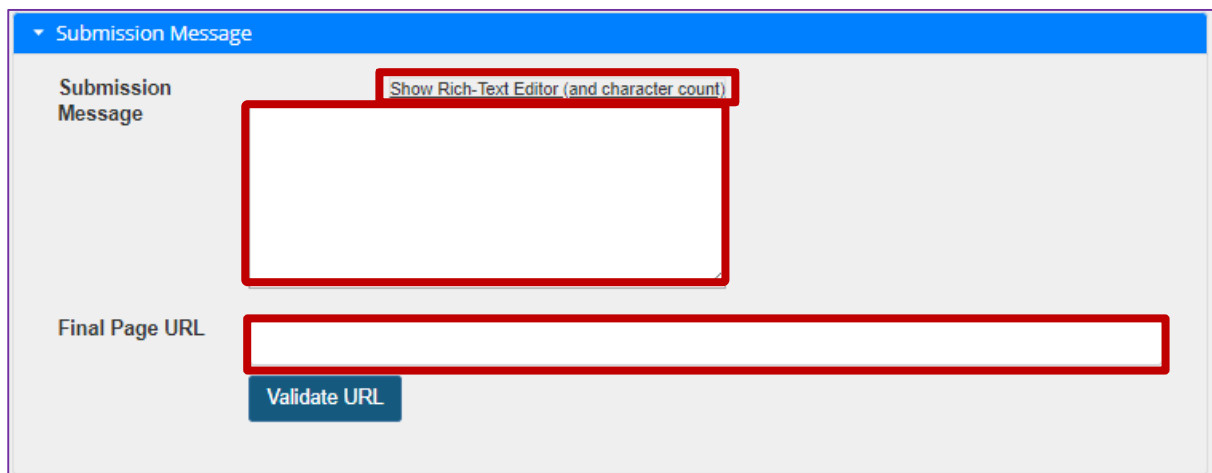## Step 10: High security settings by location or password (Optional)

For high stakes testing, you may want to provide additional security for your assessment. Click on the **High Security** link to expand that section and display the following options.

1. You may restrict the assessment so that only connections from certain IP addresses are allowed, such as a building on grounds. Enter one IP per line into the **Allow only specified IP Addresses** field. Asterisks may be used to stand for any single subnet.
2. You may also specify a *Secondary ID and Password* for the assessment. This **Assessment Username** and **Assessment Password** is typically provided by the instructor in the classroom or testing center, so that students must be present to enter the assessment.

Note: The Secondary Password is for this specific assessment, and NOT the instructor's or the student's login information.

Step 11: Submission message (Optional)

If you would like to enter a message that students see upon submitting their assessment, click on the **Submission Message** link.

1. Type in your submission message for your students in the text box. The *Rich-Text Editor* is available if desired.
2. You may include a **Final Page URL** if you like. The URL for this page will be displayed after the student submits the test.

Note: *To edit with **RichText Editor**, click the hyperlink to open the full menu.*

For training in the use of the Rich Text Editor click on this link, or go to the eFundi Staff Training site on eFundi to access it there.