



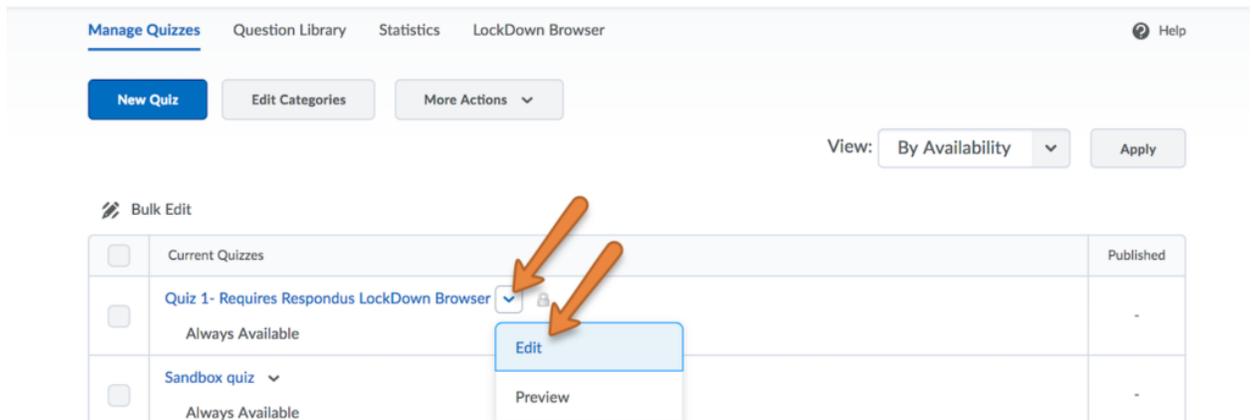
Adding Restrictions to a Quiz

There are multiple ways to add restrictions to a quiz. In our guides we will cover Dates, Time Limits, Password Protection, and using the Respondus Lockdown Browser (separate guide).

If you need to grant special access to individuals, see the guide for “How to provide special access to a quiz.” This would include giving select students a longer time limit, different dates, or multiple attempts.

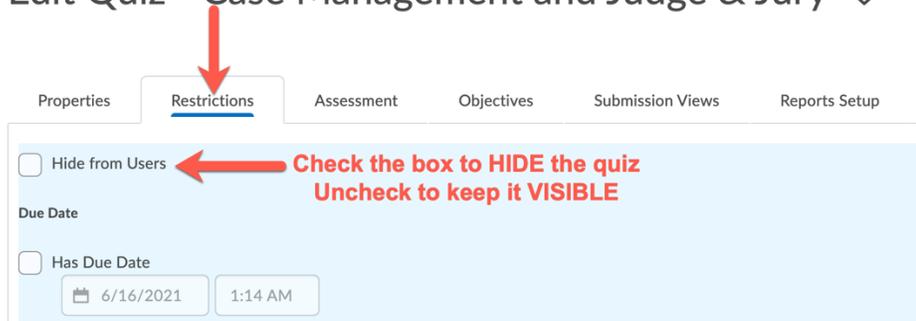
Summary of Quiz Restrictions

1. Get into Quiz edit mode. Do this by going to **Activities & Assessments** -> **Quizzes** -> and then clicking on the dropdown icon next to your quiz. Select **Edit**.



2. Go to the **Restrictions** tab and indicate that your quiz is **Hidden** or **Visible**. *A visible quiz is visible to students as a "future quiz" but they are not able to access it until the Start Date. A hidden quiz is not visible to students at all.*

Edit Quiz - Case Management and Judge & Jury ▾





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- Dates:** Select the **Start** and **End date** for your quiz. It is a good idea to check **Display in Calendar**, for the students' convenience. *Students must begin their quiz before the end time. Note that students can go past the end time if their time limit allows it. However if they are booted from the quiz for any reason (lose power, browser freezes) they will not be able to re-enter because the time period will have expired.*

The screenshot shows the 'Dates and Restrictions' configuration page in Brightspace. The 'Restrictions' tab is active. The 'Status' is set to 'Active'. Under the 'Availability' section, 'Has Start Date' and 'Has End Date' are checked. The start date is 10/20/2017 at 6:00 AM, and the end date is 10/22/2017 at 11:59 PM. Both dates are for 'United States - Chicago'. 'Display In Calendar' is also checked.

If you would like to add release conditions, you would also do that here. Release conditions are rules that will make the quiz available. Such as, "You must have turned in Assignments 1 & 2 for Quiz 1 to appear." Release conditions are covered in another guide.

- Security Options:** These will only be available if you have enabled the **Respondus Lockdown Browser**. Instructions on how to enable and use Respondus can be [found here](#).
- Password:** You can require a **Password** for students to use in order to take the quiz. Professors most often will display this password in the classroom when the quiz is administered, to ensure that students are present.
- IP Restriction:** At this time, Vanderbilt is unable to provide IP restrictions for quizzes. Our IPs are specific to campus, but not from one classroom/building to the next.



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- 7. **Timing:** A **Recommended Time Limit** will not force a student to finish the quiz at the end of the duration, and you have the option to hide the clock.

Timing

- Recommended Time Limit Enforced Time Limit

minute(s)

Will be displayed before the quiz starts

Show clock

An **Enforced Time Limit** will force a student to finish the quiz at the end of the duration. You can also allow a grace period, which allows students extra time to submit the quiz. This is helpful to students who may have lost track of time or have a poor connection that slowed their quiz submission process. *We recommend using an enforced time limit with a 2-5 minute grace period.*

Timing

- Recommended Time Limit Enforced Time Limit

Time Limit

minute(s)

Grace Period

minute(s) before flagged as exceeded time limit

Exceeded Time Limit Behaviour

After the grace period, flag the quiz attempt as exceeded time limit, and

- Allow the student to continue working
- Prevent the student from making further changes
- Allow the student to continue working, but automatically score the attempt as zero after an extended deadline.

- 8. **Special Access:** You can allow users **Special Access** if they require a longer time limit, different dates, or multiple attempts. [These instructions can be found here.](#)

Once you have made all your selections on the **Restrictions** tab, be sure to click **Save**.