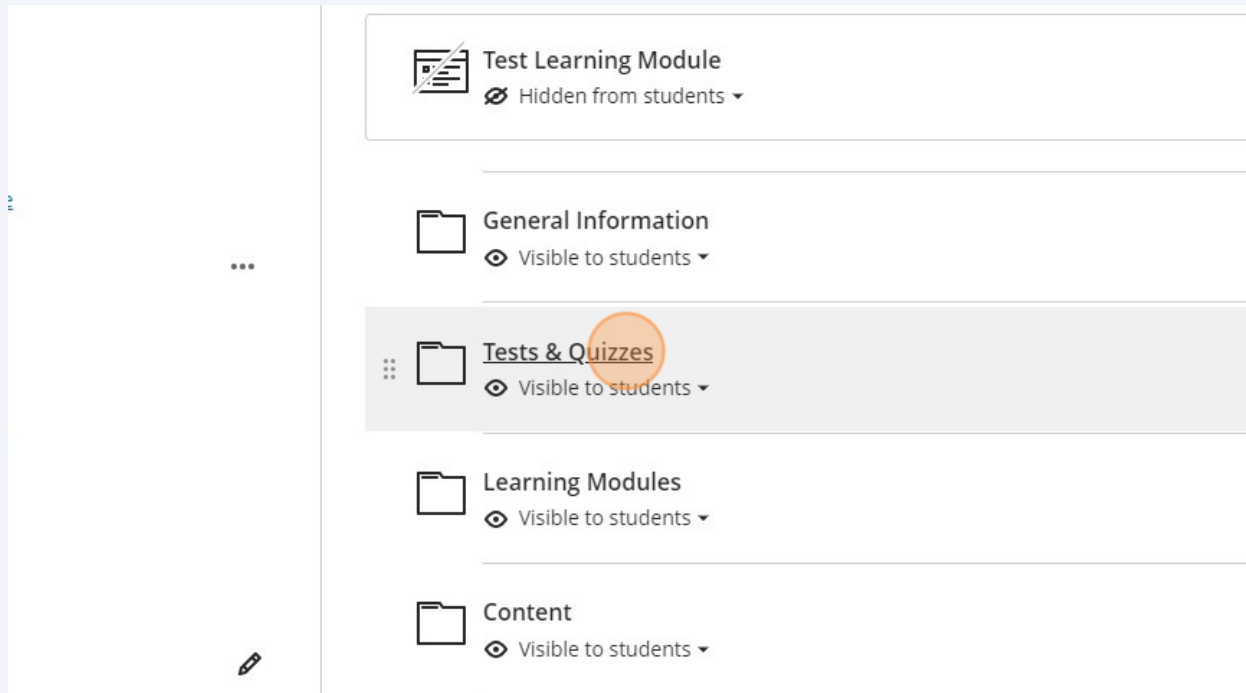


How to Set Time Limits and Release Conditions for a Test

1

Click "Tests & Quizzes"



2 Find Your Test

New Test 9/7/23
No due date
Hidden from students ▼

Show Correct Answers
No due date
Visible to students ▼

Due Dates
No due date
Release conditions ▼ [Date/time](#)

Test Test
Due date: 9/28/23, 12:00 AM
Hidden from students ▼

3 Click on the Due Date

Hidden from students

Test Settings

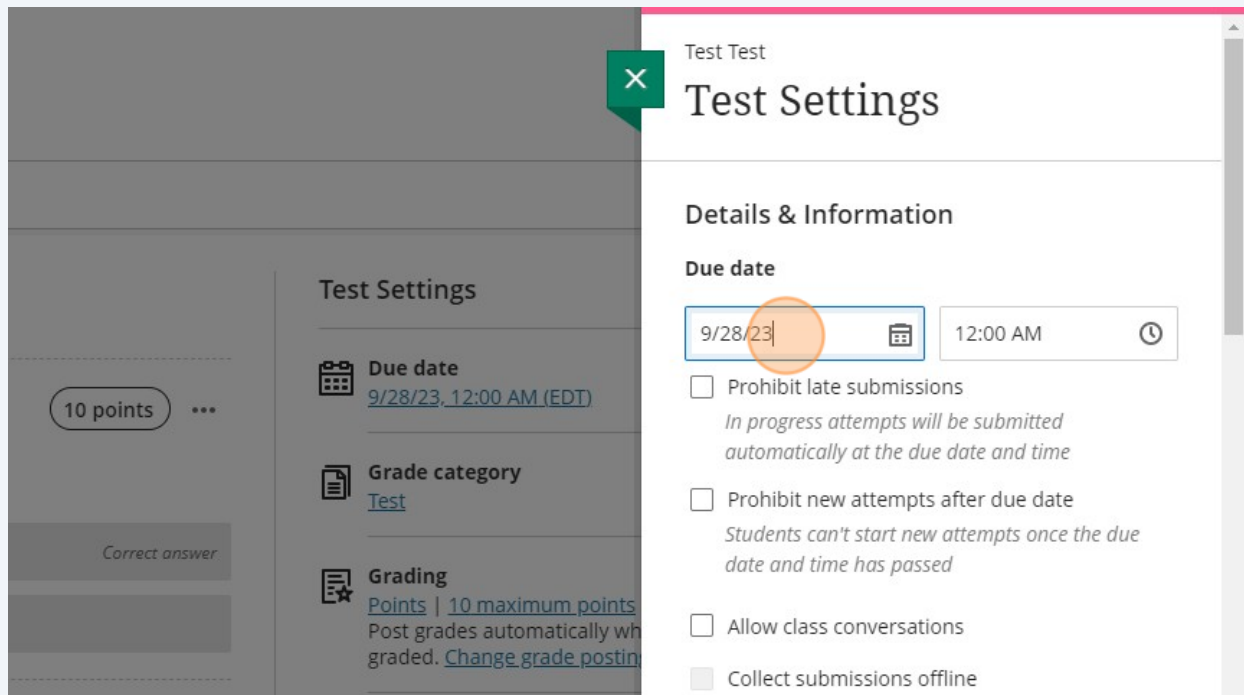
Due date
[9/28/23, 12:00 AM \(EDT\)](#)

Grade category
[Test](#)

Grading
[Points](#) | [10 maximum points](#)
Post grades automatically when assessment is graded. [Change grade posting setting.](#)

Attempts allowed

- 4 Click the "Date" field, highlight the date, then delete it.



Test Test

Test Settings

Details & Information

Due date

9/28/23 12:00 AM

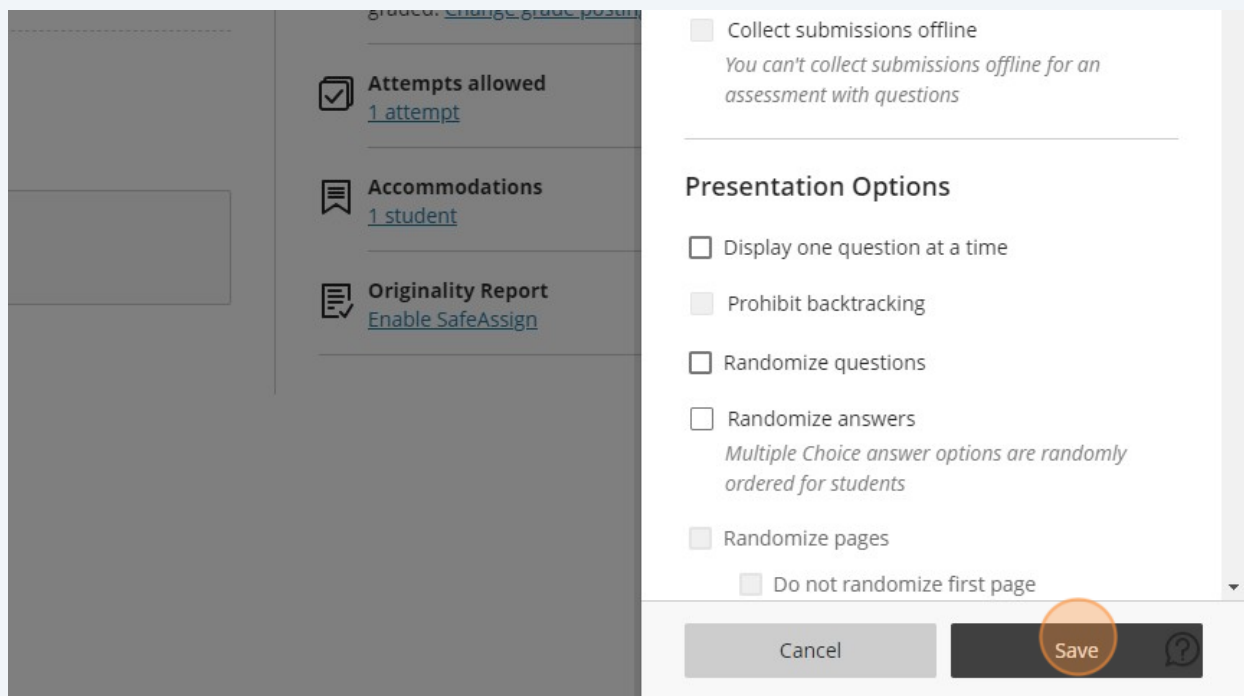
☐ Prohibit late submissions
In progress attempts will be submitted automatically at the due date and time

☐ Prohibit new attempts after due date
Students can't start new attempts once the due date and time has passed

☐ Allow class conversations

☐ Collect submissions offline

- 5 Click "Save"



☐ Collect submissions offline
You can't collect submissions offline for an assessment with questions

Presentation Options

☐ Display one question at a time

☐ Prohibit backtracking

☐ Randomize questions

☐ Randomize answers
Multiple Choice answer options are randomly ordered for students

☐ Randomize pages

☐ Do not randomize first page

Cancel Save


6 Click on the Test Settings icon.

Hidden from students ▾


10 points ...

Correct answer


Test Settings

 **Due date**

[No due date](#)

 **Grade category**

[Test](#)


 **Grading**

[Points](#) | [10 maximum points](#)
Post grades automatically when assessment is graded. [Change grade posting setting.](#)


7 Scroll down to "Time Limit" and click on it.

Points | 10 maximum points

Post grades automatically when assessment is graded. [Change grade posting setting.](#)

 **Attempts allowed**


[1 attempt](#)

 **Originality Report**

[Enable SafeAssign](#)


Access code

[Add access code](#)


 **Respondus**

[LockDown Browser Dashboard](#)


Additional Tools

 **Time limit**

[Add time limit](#)

 **Use grading rubric**

You can't add a rubric to an assessment with questions

 **Goals & standards**

[Align with goals](#)

Made with Scribe - <https://scribehow.com>

4

8

Click the "minutes" field and add the time limit for your test. Below that you can choose your submission rules.

Test Test

Test Settings

Time limit

Add time limit

60 minutes

Submission rules

- ☒ Work is automatically saved and submitted when time expires
- ☐ Students have extra time to work after the time limit expires

9

Click "Save"

Assigned groups

You can't create groups for a timed assessment

Originality Report


Enable SafeAssign

Description

Add a description

Cancel Save

10 Click "Hidden from students"





A screenshot of a user interface showing a dropdown menu with the text "Hidden from students" and a downward arrow. An orange circle highlights the word "students".


10 points ...

Correct answer

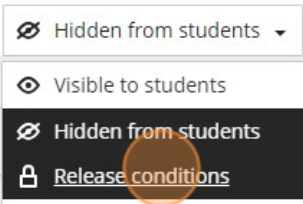
Test Settings

 **Due date**
[No due date](#)

 **Grade category**
[Test](#)

 **Grading**
[Points](#) | [10 maximum points](#)
Post grades automatically when assessment is graded. [Change grade posting setting.](#)

11 Click "Release conditions"





A screenshot of a user interface showing a dropdown menu with four options: "Hidden from students", "Visible to students", "Hidden from students", and "Release conditions". The "Release conditions" option is highlighted with an orange circle.


10 points ...

Correct answer

Test Settings

 **Due date**
[No due date](#)

 **Grade category**
[Test](#)

 **Grading**
[Points](#) | [10 maximum points](#)
Post grades automatically when assessment is graded. [Change grade posting setting.](#)

12 Click "Date/Time"

10 points ...

Correct answer

Grade category
[Test](#)

Grading
[Points](#) | [10 maximum points](#)
Post grades automatically when graded. [Change grade posting](#)

Time limit
[60 minutes](#) | [Automatic submission](#)

Attempts allowed
[1 attempt](#)

Accommodations
[1 student](#)

Originality Report
[Enable SafeAssign](#)

Select members

Choose which course members and groups will have access to this content

- ☒ All members
- ☐ Specific members or groups

Set additional conditions

- ☒ Date/Time
- ☐ Performance

13 Click "Show on"

Correct answer

Grade category
[Test](#)

Grading
[Points](#) | [10 maximum points](#)
Post grades automatically when graded. [Change grade posting](#)

Time limit
[60 minutes](#) | [Automatic submission](#)

Attempts allowed
[1 attempt](#)

Accommodations
[1 student](#)

Originality Report
[Enable SafeAssign](#)

Choose which course members and groups will have access to this content

- ☒ All members
- ☐ Specific members or groups

Set additional conditions

- ☒ Date/Time
- ☒ Show on
- Date Time
- ☐ Hide after
- Date Time
- ☐ Performance

When will content appear?

14 Change the date and time to when you want the students to write the test.

Correct answer

Test

Grading
Points | 10 maximum points
Post grades automatically when graded. [Change grade posting](#)

Time limit
60 minutes | [Automatic submission](#)

Attempts allowed
1 attempt

Accommodations
1 student

Originality Report
[Enable SafeAssign](#)

access to this content

☒ All members
☐ Specific members or groups

Set additional conditions

☒ Date/Time

☒ Show on
9/27/23 1:32 PM

☐ Hide after
Date Time

☐ Performance

When will content appear?
Choose if you want the content to appear **before**

15 It's easiest to click the clock icon to change the time.

Correct answer

Grade category
Test

Grading
Points | 10 maximum points
Post grades automatically when graded. [Change grade posting](#)

Time limit
60 minutes | [Automatic submission](#)

Attempts allowed
1 attempt

Accommodations
1 student

Originality Report
[Enable SafeAssign](#)

access to this content

☒ All members
☐ Specific members or groups

Set additional conditions

☒ Date/Time

☒ Show on
9/27/23 2:00

☒ Hide after
9/27/23 1:32 PM

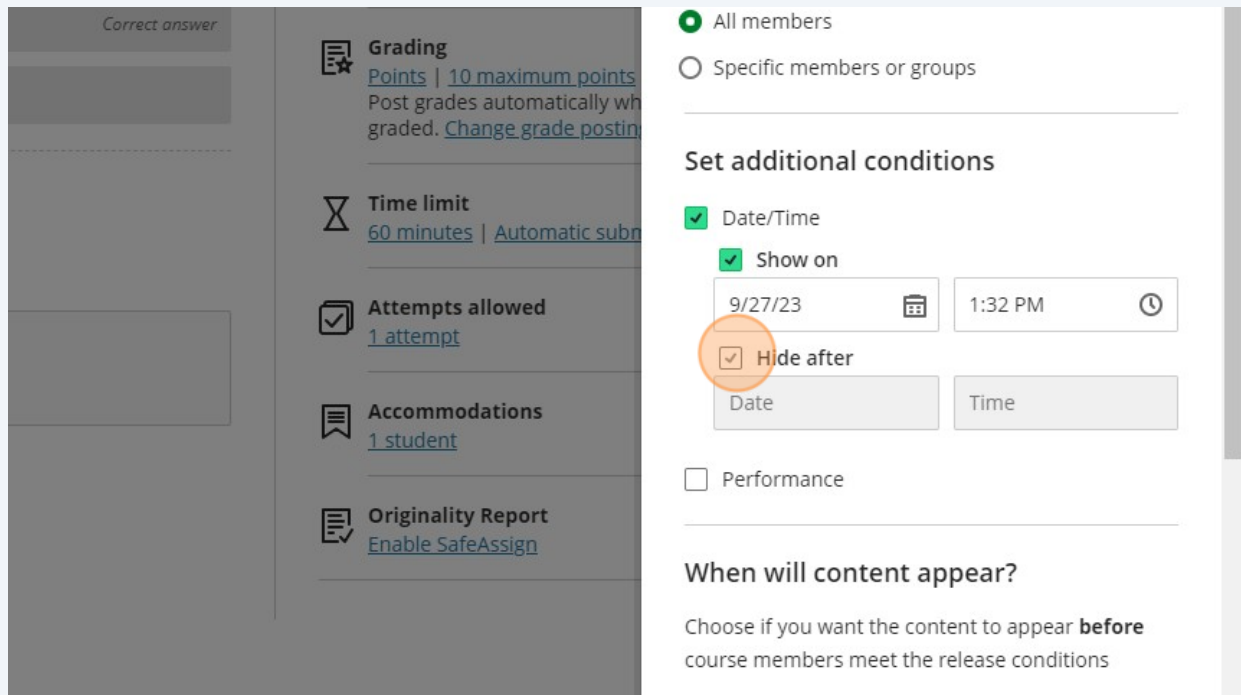
Provide a hide after date that occurs after the show on date

☐ Performance

When will content appear?

16

Click "Hide after" and change that to when you want to prevent students from starting the test.



Grading
Points | 10 maximum points
Post grades automatically when graded. [Change grade posting](#)

Time limit
60 minutes | [Automatic submit](#)

Attempts allowed
1 attempt

Accommodations
1 student

Originality Report
[Enable SafeAssign](#)

☒ All members
☐ Specific members or groups

Set additional conditions

☒ Date/Time

☒ Show on
9/27/23 1:32 PM

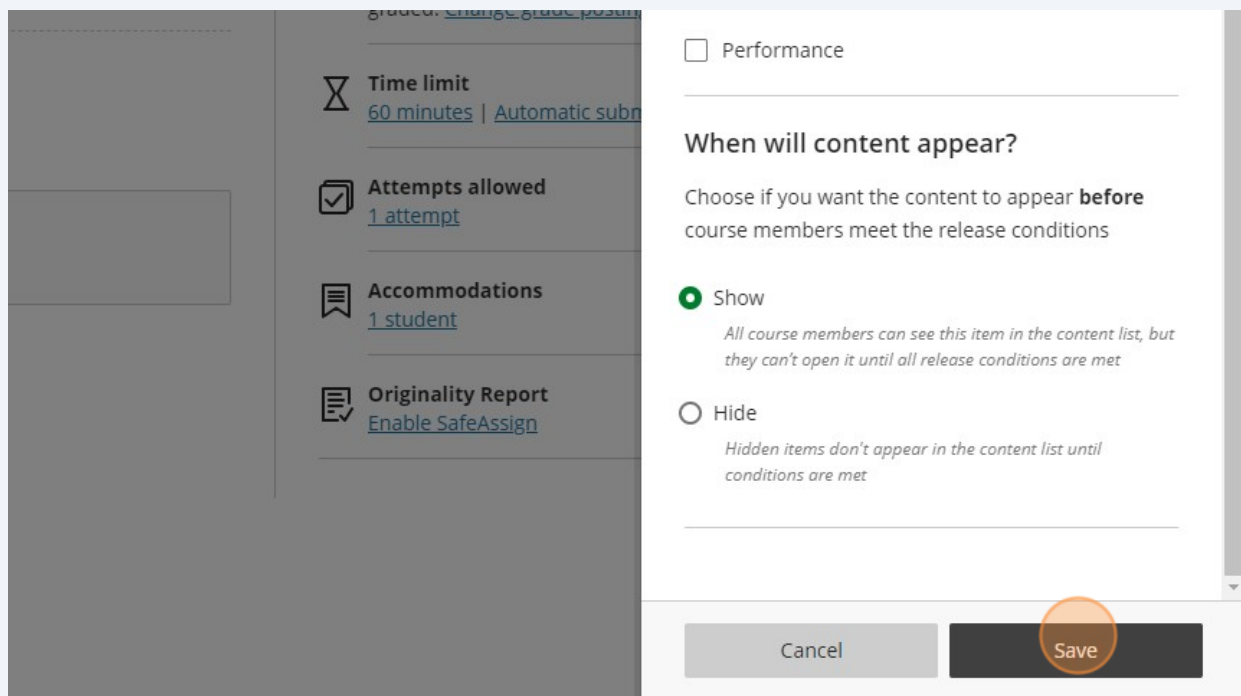
☒ Hide after
Date Time

☐ Performance

When will content appear?
Choose if you want the content to appear **before** course members meet the release conditions

17

Click "Save"



☐ Performance

When will content appear?
Choose if you want the content to appear **before** course members meet the release conditions

☒ Show
All course members can see this item in the content list, but they can't open it until all release conditions are met

☐ Hide
Hidden items don't appear in the content list until conditions are met

Cancel Save

18

You test is now set up to automatically only be visible to students when you want it to and it will give them a time limit for submission.