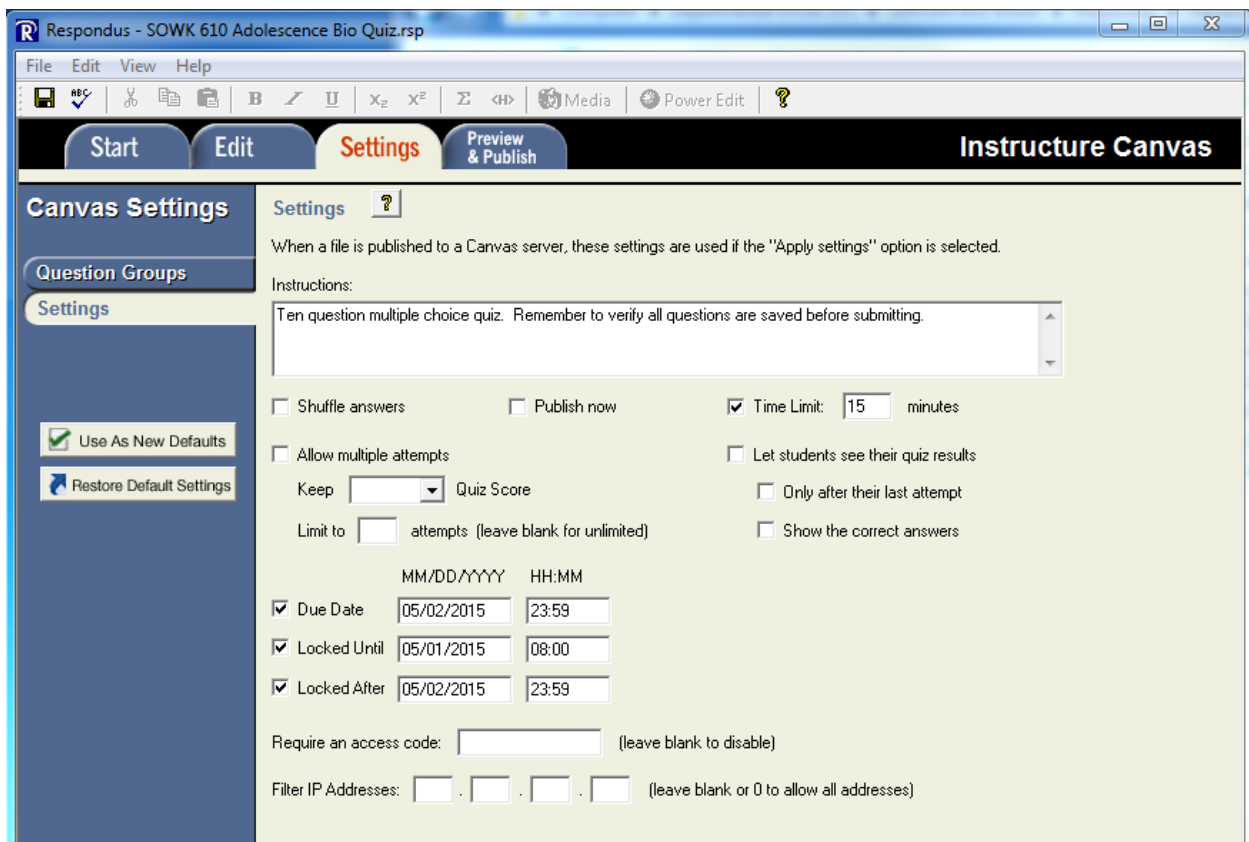


When preparing an assessment in Respondus for MyClasses Canvas, you can establish the assessment settings from the Settings tab. The settings displayed in Respondus mirror the assessment settings in Canvas.

1. Open Respondus and open the MyClasses Canvas Respondus file.
2. Click the **Settings** tab.
3. If you would like to establish groups of questions to be randomized in an assessment, **refer to the *Creating Question Groups* handout.**
4. Select the Settings option on the left.



5. Select the desired settings as described:
 - a. **Instructions** – Type any wording of information that you would like displayed as students access the assessment.
 - b. **Shuffle Answers** – Select the checkbox to have all answers choices randomized for **ALL** questions. Do not use this option if you have questions that state “All of the above”; “Both A and B”; or “None of the Above” as possible answers.
 - c. **Publish Now** – Select this option to publish the assessment within Canvas. Publishing the assessment will allow the students to see the activity within the course. *It is recommended to*

leave this unchecked and to publish the assessment within MyClasses Canvas upon review of the assessment.

- d. **Time Limit** – Select the checkbox and establish the amount of time (in minutes) students have to complete the assessment. For assessments with T/F and multiple choice question types, the average is one minute per question plus 3-5 minutes.
- e. **Allow multiple attempts** – To allow students to take an assessment more than once, select this checkbox. Then determine whether to keep the **highest** or **latest** score for the grade. You can also limit the number of attempts (recommended) to a specific number, i.e. 2.
- f. **Let students see their quiz results** – Quiz results are shown immediately to students. It is recommended to ignore this setting in Respondus and establish the quiz result options in MyClasses Canvas where the instructor has more options.
- g. **Due Date** – Establish the due date for when the assessment is due. This will display to the student on the syllabus, calendar, and grades.
- h. **Locked Until** – Establish the date and time when students can begin taking the assessment. Time is represented in universal (24 hours) time.
- i. **Locked After** – Establish the date and time when students can no longer take the assessment. Time is represented in universal (24 hours) time.

***Note:** If an assessment is to be available throughout the entire length of a course, do not use the Locked Until or After options.*

- j. **Require an access code** – Enter a word or phrase to establish a password to be entered before a student can take an assessment. This is used primarily when students are all taking the assessment at one time in a computer lab on campus or in another proctored setting.
- k. **Filter IP Addresses** – This option is for restricting the assessment to be taken on a particular campus. Consult ID&D for use of this option.