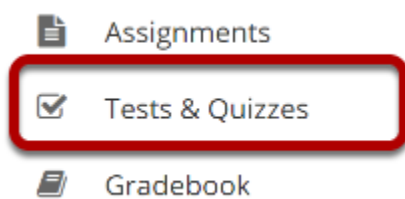


How do I publish an assessment (i.e., test or quiz)?

After you have created an assessment, you must publish it before students can view and submit it.

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu of your course.

Publish with current settings.

If you are sure that the default or current settings are appropriate, you can publish from either the action menu or the edit assessment screen.

Assessment List

View All ▾

Display 20 ▾ assessments per page

Search:

Title	Status	In Progress	Submitted	For	Open	Due	Last Modified	Modified Date ▾	Remove?
Quiz 1 Actions ▾	Published - Active	0	0	Entire Site	Apr 8, 2020 11:55 AM		Demo Instructor	Apr 17, 2020 6:34 PM	<input type="checkbox"/>
Draft - New Quiz Actions ▾	Draft			Entire Site			Demo Instructor	Apr 14, 2020 10:45 PM	<input type="checkbox"/>
Draft - Quiz 1 Actions ▾	Draft			Entire Site	Apr 8, 2020 11:55 AM		Demo Instructor	Apr 8, 2020 11:55 AM	<input type="checkbox"/>

- Edit
- Preview
- Print
- Settings
- Publish
- Duplicate
- Export

Showing page 1 of 1

Remove Selected

Previous 1 Next

Questions: New Quiz

3 Existing Questions - 20 total points

[Add Part](#) | [Preview](#) | [Print](#) | [Settings](#) | [Publish](#)

Part 1 ▾ Random draw from Semester 2 - 2 questions

[Update Questions](#)

[Edit](#)

The questions for this part were generated from the question pool, **Semester 2**, on **Tuesday, April 14, 2020 at 10:45:40 PM EDT**. To get latest changes made to the pool, click **Update Questions** or click **Edit** for this Part and then click **Save**. Clicking **Preview** or **Publish** will automatically update the pool-drawn questions as will exporting an assessment.

[Add Question](#) ▾

Edit the settings and then publish.

Assessment List

View ▾

Display ▾ assessments per page

Search:

Title	Status	In Progress	Submitted	For	Open	Due	Last Modified	Modified Date ▾	Remove?
Quiz 1	Published - Active	0	0	Entire Site	Apr 8, 2020 11:55 AM		Demo Instructor	Apr 17, 2020 6:34 PM	<input type="checkbox"/>
Draft - New Quiz	Draft			Entire Site			Demo Instructor	Apr 14, 2020 10:45 PM	<input type="checkbox"/>
Draft - Quiz 1	Draft			Entire Site	Apr 8, 2020 11:55 AM		Demo Instructor	Apr 8, 2020 11:55 AM	<input type="checkbox"/>

Showing page 1 of 1

Remove Selected

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[Edit](#)
[Preview](#)
[Print](#)
[Settings](#)
[Publish](#)
[Duplicate](#)
[Export](#)

From the Tests & Quizzes tool home screen, choose the **Settings** option in the drop-down menu for the quiz you would like to publish.

Alternately, you can access assessment settings from the edit assessment screen.

Questions: New Quiz

3 Existing Questions - 20 total points

[Add Part](#) | [Preview](#) | [Print](#) | [Settings](#) | [Publish](#)

Part ▾ Random draw from Semester 2 - 2 questions [Update Questions](#) [Edit](#)

The questions for this part were generated from the question pool, **Semester 2**, on **Tuesday, April 14, 2020 at 10:45:40 PM EDT**. To get latest changes made to the pool, click **Update Questions** or click **Edit** for this Part and then click **Save**. Clicking **Preview** or **Publish** will automatically update the pool-drawn questions as will exporting an assessment.

[Add Question](#) ▾

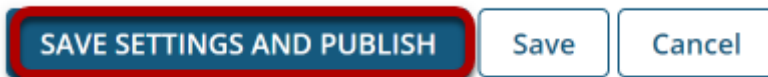
If you are currently editing the quiz in question, click the **Settings** link at the top of the assessment editing screen.

Adjust the settings as desired.

See the article [How do I view and modify the settings of an assessment?](#)

Note: Settings are typically adjusted fully on the Draft before publishing.

Save settings and publish.



Once you have completed all of your settings selections, click the **Save Settings and Publish** button at the bottom of the screen.

*Note: You may also choose to **Save** settings without publishing, or **Cancel** to cancel the assessment settings.*

Review and confirm publishing of the assessment.

Publish Assessment

Review your settings and adjust level of notification. Click **Publish** to make assessment visible to students now. Click **Cancel** to wait or edit assessment. Click **Edit Settings** to modify settings.



"New Quiz" is available on Apr 17, 2020 7:10:00 PM to the entire class at <https://qa20-mysql.nightly.sakaiproject.org/samigo-app/servlet/Login?id=d3de0278-a13b-4def-8727-f4357c86df381587165324636>

It is due Apr 21, 2020 12:00:00 AM.

The time limit is 2 hr. This assessment will be submitted when time is up. Students can submit this an unlimited number of times. (The highest score will be recorded).

Student will receive **no feedback**.

Your settings choices will be summarized for you on the confirmation screen. Review all of the information to make sure it is correct. (If you need to make changes, you can go back by clicking **Edit Settings**.)

You have the option to notify students when you publish the assessment. The default setting is **without notification**. Notifying students sends an email to their external email address to let them know the assessment has been published. It sends the message at the time of publication, NOT on the start date of the assessment.

If your assessment has an end date, you may select to **Display due date on Calendar**. This will post an event on the Schedule/Calendar for the course on the date the assessment is due.

Click **Publish** to make the assessment available to students.

View published assessment.

Assessment List

View

Display assessments per page

Search:

Title	Status	In Progress	Submitted	For	Open	Due	Last Modified	Modified Date	Remove?
Draft - New Quiz <input type="button" value="Actions"/>	Draft			Entire Site	Apr 17, 2020 7:10 PM	Apr 21, 2020 12:00 AM	Demo Instructor	Apr 17, 2020 7:18 PM	<input type="checkbox"/>
New Quiz <input type="button" value="Actions"/>	Published - Active	0	0	Entire Site	Apr 17, 2020 7:10 PM	Apr 21, 2020 12:00 AM	Demo Instructor	Apr 17, 2020 7:18 PM	<input type="checkbox"/>

Click on **Assessments** to view your published assessments. Published assessments will be displayed in the list, along with the status, submission and release information, and the user that last modified the item.