**Topic: Settings Menu**

**Overview**

Respondus allows the selection of settings for a quiz or survey prior to it being uploaded to D2L Brightspace. This step is optional, however, it provides the ability to set various properties such as the notification email, availability, and the number of attempts (among others).

Each section on the Settings page directly corresponds to a settings tab in the D2L Brightspace Quizzes tool.

**Properties:**

The section labeled **Properties** includes general settings for most quizzes.

**Notification Email:**

The email address specified in this field will receive an email message anytime that a student completes a quiz attempt.

**Disable Right Click:**

Disabling right-click (when using a Mac, hold control and click) applies when a user is taking a quiz and exists to prevent users from printing the quiz's questions.

**Disable Pager Access:**

Disabling pager access restricts sending or reception of pager messages while taking a quiz.

**Introduction:**

The introduction is shown at quiz commencement.
Restrictions

The section labeled Restrictions includes availability, quiz password, IP address and various timing restrictions.

Status

The quiz status can either be Active or Inactive. When a quiz is Active the student may start the quiz and when it is Inactive, the quiz is not available to students.

Dates

Start and end dates and times may be specified for when the quiz is available for students.

Password

Only users who enter this password will be granted access to the quiz.

IP Restriction

Only users coming from the specified IP address will be granted access to the quiz.

Time Limit
When enforced, students will only have the available time (in minutes) to complete the quiz. Optionally, a countdown clock may be shown.

**Late Submissions**

When **Allow normal submission** is selected, users can submit their quiz regardless of the time limits. If the quiz is submitted after the time limit, no points are deducted.

When **Use Late Limit** is selected, users can submit their quiz, regardless of the set time limit. If the quiz is submitted after the Time Limit + Late Limit time expires, the student will receive a score of 0 on the quiz. The score can still be manually graded if it is felt that the student deserves more than 0. Please note that the Late Limit restriction only applies if the enforced box is selected.

When **Auto-Submit Attempt** is selected, the system can only automatically submit an attempt when the user performs an action after the time period has expired. If the user takes no action, the quiz will show the attempt as **attempt in progress** in the quiz grading area. Please note that the Auto-Submit Attempt restriction only applies if the enforced box is selected.
**Attempts**

The section labeled **Attempts** includes the number of attempts allowed and the overall grade calculation to be specified.

**Attempts Allowed**

If more than one attempt at a quiz is permitted, users will be able to continue to take the quiz until all allowed attempts are used.

**Overall Grade Calculation**

For quizzes with multiple attempts, an overall grade is determined based on the Overall Grade Calculation method.

![Attempts Settings](image)

**Submissions**

The section labeled **Submissions** includes the message users receive after they submit their submission and settings for other feedback types.

**Message**

This message will be presented to users after they successfully submit their quiz.
Show Questions?

Show Question views are a way of giving feedback to users after they finish their quiz.

Feedback can be restricted to questions that are answered

- Incorrectly
- Correctly
- Questions without user responses
- Questions with user responses.

Selecting **Show question answers** will display the answers next to each question that appears.

Statistics

The class average and the score distribution may be displayed to the user upon completion of the quiz.

At any given time, only the most recent statistics will be displayed to users.
The section labeled **Layout** includes settings that control how the quiz is displayed and how users can navigate through the quiz.

**Questions per page**

When used, this parameter will control how many questions are placed on a page for presentation purposes; otherwise the entire quiz will appear on the same page.

**Paging**

When this option is enabled, users taking the quiz will only be able to move forward through pages. They will not be allowed to move to a previous page once they have left it.
Other

The section labeled Other includes display options for answer numbering.

Answer Numbering

The Answer Numbering option allows quiz answers to be numbered numerically, with lowercase roman numerals, upper case roman numerals, lowercase alphabetic, uppercase alphabetic or simply set to no enumeration.

How to Save New Default Settings

In Respondus there are two types of default settings:

- The original settings as displayed in D2L Brightspace, and a second set of default settings that you can determine yourself.

- To save your own default settings, select the options you want across the setting tabs.

- Then click the Use as New Defaults button on the left side of the screen.

- From this point forward, all new files created in Respondus will have the new default settings attached to them.

If you modify the settings, and later wish to restore the default settings, (either your own default settings or Desire2Learn's), simply click the Restore Default Settings button. You will be asked which settings you want to restore.
Other Settings

When a file is exported to Desire2Learn 8.x format, these settings will be used.

Answer Numbering  [1, 2, 3, 4, 5, …]

For More Information

Please contact Instructional Technology Services at support@mnstate.edu or 218.477.2603 if you have questions about this material.