

My.Wartburg... *Tips to make your teaching life easier!*

Quiz or Test Options to Reduce Poor Choices

1. Step 1
 - a. If not already in your quiz or test, go to Coursework and click on your quiz or test
 - b. Click on Edit this assignment
 - c. Click on Step Two: Online Assignment Options (green bar)
 - i. Time Limit**
 1. Enter the time limit in minutes, hours or days
 - ii. Pagnation**
 1. Choose from “One section per page”, “One question per page”, or “Five questions per page”
 - iii. Section Order**
 1. Check the “Section order” box to select the option to shuffle sections to create a random order for each student
 - iv. LockDown Browser**
 1. Check the “Require that students use Respondus LockDown Browser for this test” box to select the option to lock down the test environment preventing screenshots, copy/paste, print, view other websites, or use other applications while taking the test
 2. Send students the [LockDown Browser instructions](#) prior to the quiz or test
2. Step 2
 - a. If not already in your quiz or test, go to Coursework and click on your quiz or test
 - b. Click on More
 - c. Select “Go to the Test Builder”
 - d. Click on “Edit” for each section
 - i. In the “**Question Order**” section select “Random” so the questions are shuffled into a random order for each student
 - e. Click on each individual question
 - i. Check the “**Randomize**” box to select the option to present multiple choice options in a random order to each student