This job-aid outlines the steps to activate a quiz in a scheduled offering. This procedure assumes that you have limited access only during specified segments of a scheduled offering. For more information on how to limit access, see the job-aid titled *Add Quizzes to Items*.

### Activate Quiz

1. Open the Admin tab and click the **Learning** button.
2. Click **Scheduled Offerings**, enter your Scheduled Offering ID, and click **Search**.
   
   *If you do not know your Scheduled Offering ID, you may also search by Title, Start Date, or Item ID.*

3. In the results, click the Scheduled Offering ID to open it.
4. In the Related menu, click **Segments**. If the calendar view appears, click the "List" icon.
5. Then click the segment date/time link.

6. In the Edit Segment window, perform these steps:
   A. Add one hour to the **End Time**. (This allows access to assessments if class runs late.)
   B. Place a checkmark in the box labelled **Allow access to online content during this segment**.
      NOTE: Items may be set up so this checkbox is automatically checked when the scheduled offering is created. For more information on how to set this option, see the job-aid titled *Add Quizzes to Items*.
   C. Click **Save And Close**.

7. Your learners will now be able to access the quiz during this segment.