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 Learning Administration page 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.