This job-aid outlines the steps to activate a quiz in a class. This procedure assumes that you have limited access only during specified agendas of a class. 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 expand Learning Activities**
   - A. Click **Classes**
   - B. Enter your Class ID
   - C. Click **Search**.
   
   *If you do not know your Class ID, you may also search by Title, Start Date, or Item ID.*

2. In the results, click the Class ID to open it.
3. Click **Agenda**.
   A. Click to place a check mark next to the time slot
   B. Click the ellipses to open the selections
   C. Click **Edit Time Slot**

![Image of Agenda](image)

4. In the Edit Time Slot 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 time slot**.
      
      **NOTE:** Items may be set up so this checkbox is automatically checked when the class is created. For more information on how to set this option, see the job-aid titled **Add Quizzes to Items**.

   C. Click **Save**.

![Image of Edit Time Slot](image)

5. Your learners will now be able to access the quiz during this time slot.