



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**.

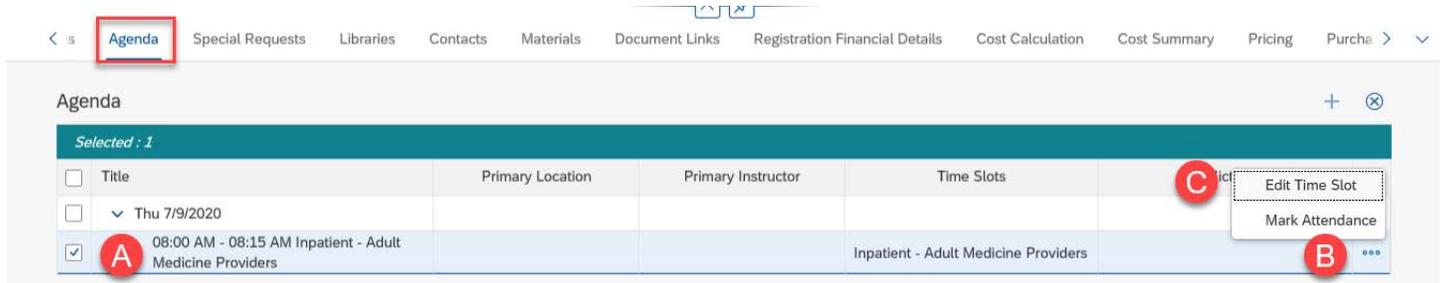
*If you do not know your Class ID, you may also search by Title, Start Date, or Item ID.*

The screenshot shows the 'Learning Administration' interface. On the left is a navigation menu with 'Learning Activities' expanded and 'Classes' selected (marked with a red 'A'). The main content area is titled 'Classes' and contains a search form (marked with a red 'C'). The search form includes fields for 'Class ID' (with '1909975' entered, marked with a red 'B'), 'Item/Resource Block ID', 'Description', and 'Title'. It also has radio buttons for 'Case sensitive search', 'Search All Locales', and 'Class Type' (set to 'Both'). There are 'Search', 'Save As', and 'Reset' buttons.

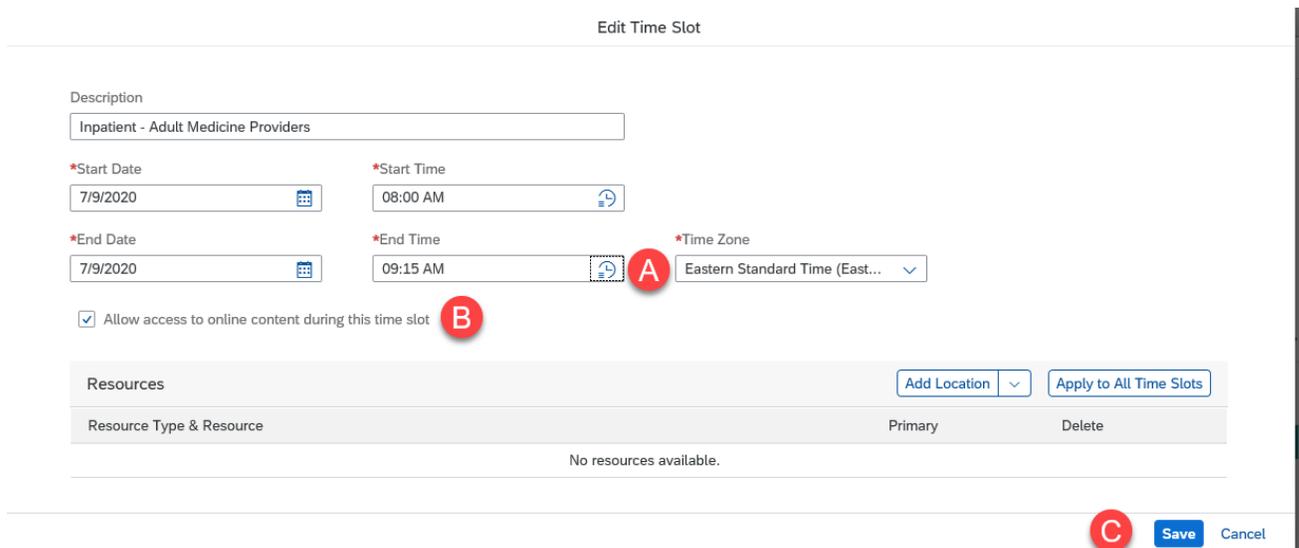
2. In the results, click the Class ID to open it.

The screenshot shows the 'Class Search' results page. The class name is 'Omicell In-service' with ID '1909975'. The start and end dates are '5/11/2016 08:00 AM'. The time zone is 'Eastern Standard Time (Eastern Time)'. The instructor is 'No Name', and the status is 'Active'. The location is 'INSERVICE HS.10003.INSRV.OMNIPPMC (Rev 1 - 5/24/2016..)' (highlighted with a red box). Other details include 'Enrolled: 8', 'Waitlisted: 0', and 'Open Seats: Unlimited'. At the bottom, there is a navigation bar with links for 'Details', 'Email Notifications', 'Registrations', 'Seat Reservations', 'Agenda', 'Special Requests', 'Libraries', 'Contacts', 'Materials', 'Document Links', and 'Registration Financial Det...'.

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



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**.



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