Activating Quizzes in Classes

KN@WLEDGE**LINK**

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.

Learning Administration			
	↑- ↓≣	Classes	Search Add New 😡
Home	<u>^</u>	Search	Saved Searches 🔮
Manage User Learning Learning Activities	_	Enter a value for each field that also add or remove search crite	t you want to use to filter your search. Some fields allow you to select from a list of values. You can eria to further refine your search. Search Save As Reset
Classes A		Case sensitive search: Search All Locales:	○ Yes ● No ○ Yes ● No
Programs Curricula		Class Type: Class ID:	O Item class type ○ Resource Block Type ● Both Starts With ▼ 1909975
Curriculum Requirements Collections		Item/Resource Block ID: Description:	Starts With V
External Links		Ittle: Start Date After: (MM/DD/YYYY)	Starts With V
Libraries		Start Date Before: (MM/DD/YYYY)	
Competencies Class Groups		Status:	Active Not Active Both
		Add/Remove Criteria ジ	

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

Class Search					Actions $$
Omnicell In-service					
Start Date: 5/11/2016 08:00 AM	Instructor: No Name	Enrolled: 8	Status: Active		
End Date: 5/11/2016 08:15 AM	Location:	Waitlisted: 0			
Time Zone: Eastern Standard Time (Eastern Time)	Facility:	Open Seats: Unlimited			
INSERVICE HS.10003.INSRV.OMNIPPMC (Rev 1 - 5/24/2016					
		^-∲			
Details Email Notifications Registrations Seat Reservations	s Agenda Special R	Requests Libraries	Contacts Materials	Document Links	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

s Agenda Special Requests Libraries	Contacts Materials	Document Links Registration	Financial Details Cost Calculation	Cost Summary	Pricing Purcha >
Agenda					+ 🛞
Selected : 1	Primary Location	Primary Instructor	Time Slots		
	Finally Location	rinnery marticlor	Time 5003	G	Edit Time Slot
☐ ▼ Thu 7/9/2020					Mark Attendance
O8:00 AM - 08:15 AM Inpatient - Adult Medicine Providers			Inpatient - Adult Medicine Providers		B ***

- 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.

beachphon						
Inpatient - Adult Medicine P	roviders					
Start Date		*Start Time				
7/9/2020		08:00 AM	_ b			
End Date		*End Time		*Time Zone		
7/9/2020						
//5/2020		09:15 AM		Eastern Standard Time (Ea	st 🗸	
Allow access to online c	content during	this time slot	<u> </u>	Eastern Standard Time (Ea	st V	
Allow access to online c Resources	content during	09:15 AM		Eastern Standard Time (Ea	Add Location	Apply to All Time Slots
Allow access to online c Resources Resource Type & Resource	content during	this time slot		Eastern Standard Time (Ea	Add Location V Primary	Apply to All Time Slots Delete

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