

Customizing Assessment Settings

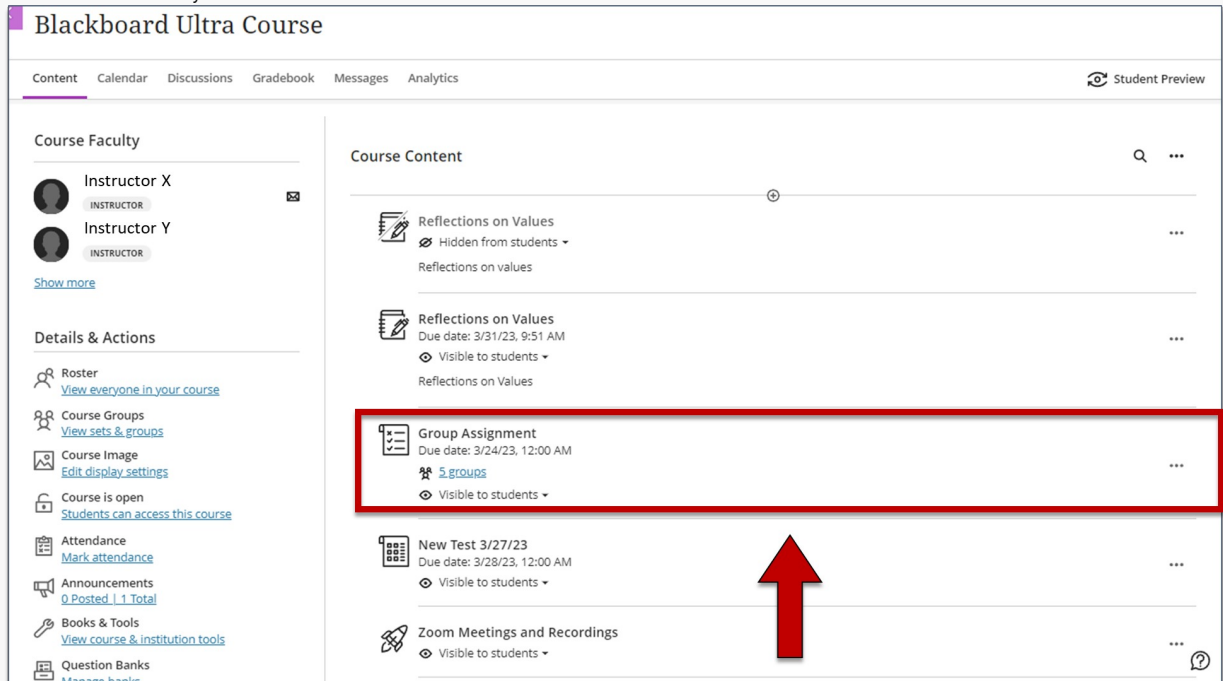
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You can easily customize the Settings of any Assessment you create. In this article, you will learn about the different sections in the Assessment Settings panel including:

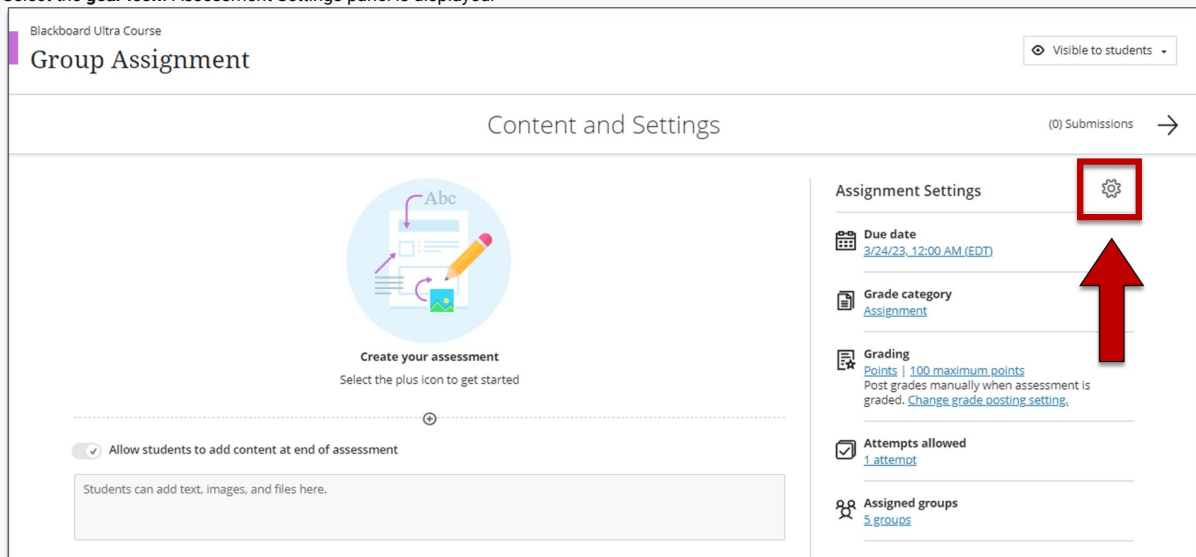
- Details & Information
- Presentation Options
- Grading & Submissions
- Assessment results
- Assessment security
- Additional Tools
- Description

Editing Assessment Settings

1. Select the **Assessment** you want to customize.



2. Select the **gear icon**. Assessment Settings panel is displayed.





Details & Information

In the **Details & Information** section of the Assessment Settings panel, you can customize the following:

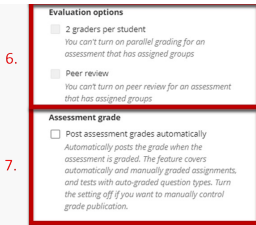
1. **Due date:** Select the due date and time for the Assessment.
2. **Prohibit late submissions:** Students can't start submit after the due date and time has passed.
3. **Prohibit new attempts after due date:** Students can't start a new attempt once the due date and time has passed
4. **Allow Class Conversations:** Enabling Class Conversations allows students to discuss the content with you and their classmates.
5. **Collect submissions offline:** You can grade and leave feedback for submissions collected offline. This is a great option for hybrid courses that may feature in-person Assessments.

Presentation Options

In the **Presentation Options** section of the Assessment Settings panel, you can customize the following:

1. **Display one question at a time:** Students can only view one question at a time.
2. **Prohibit backtracking:** Students cannot go back to a previous question.
3. **Randomize questions:** Randomize the questions. This option can help prevent cheating. **Note:** questions cannot be randomized if the assessment has text blocks or attachments.
4. **Randomize answers:** Randomize answer options to a question. This option can help prevent cheating.
5. **Randomize pages:** Randomize which pages are presented. This option is great if there is no sequence to the content.

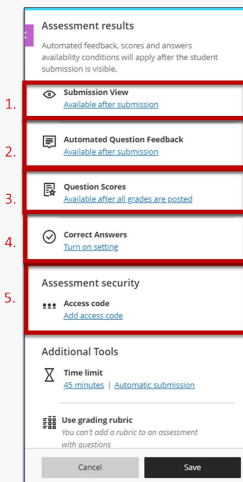
Grading & Submissions



In the **Grading & Submissions** section of the Assessment Settings panel, you can customize the following:

1. **Grade category:** A Grade Category can help you group types of Assessments.
2. **Attempts allowed:** Choose how many attempts a student can submit their Assessment.
3. **Grade using:** Choose how Grades will be presented. Options include Letter, Points, and Percentage.
4. **Maximum points:** Choose the maximum grade a student can be assigned for their Assessment.
5. **Anonymous grading:** Hide a student's name while grading their Assessment.
6. **Evaluation options:** Enable peer evaluation among students.
7. **Assessment grade:** Post Assessment grades automatically. The feature covers automatically and manually graded assignments, and tests with auto-graded question types. Turn the setting off if you want to manually control grade publication.

Assessment Results and Assessment Security

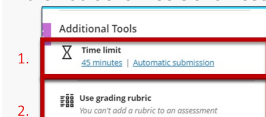


In the **Assessment results** and **Assessment security** section of the Assessment Settings panel, you can customize the following:

1. **Submission View:** Customize when the submission content is visible to students including: after submission, after individual grade is posted, after due date, after all grades are posted or on a specific date.
2. **Automated Question Feedback:** Automate feedback for students depending on their answer (correct vs incorrect). You can choose when this feedback is available for students: after submission, after due date, after all grades are posted, or on a specific date.
3. **Question Scores:** Choose when the score of each question can be viewed by students, including: after individual grade is posted, after due date, after all grades are posted, or on a specific date.
4. **Correct Answers:** Choose when the correct answers can be viewed by students by choosing when: after individual grade is posted, after due date, after all grades are posted, or on a specific date.
5. **Access code:** Enabling the access code will provide the instructor or proctor with a code so students can open an attempt.

Additional Tools and Description

In the **Additional Tools** and **Description** of the Assessment Settings panel, you can customize the following:



1. **Time limit:** Select the time limit for the Assessment, and select whether a student is given extra time, or if their submission is automatically submitted once the time limit is up.
2. **Use grading rubric:** Attach a Rubric to the Assessment.
 - To learn how to create a Rubric, see: [Creating a Rubric](#).
3. **Goals & standards:** Align content items to Goals in order to report goals coverage information for this course.
4. **Assigned groups:** Assign groups to the Assessment.
 - To learn how to create a Group Assignment, see: [Creating a Group Assignment](#).
5. **Originality Report:** Enable SafeAssign if you want to receive an originality report.
 - To learn how to enable SafeAssign, see: [Enabling SafeAssign for Assessments](#).
6. **Description:** Add a description of the Assessment.

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tags : additional-tools, assessment, assessment-results, assessment-security, assessment-settings, blackboard-ultra, creating-content, details-and-information, editing-assessment-settings, grading-and-submissions, presentation-options, ultra