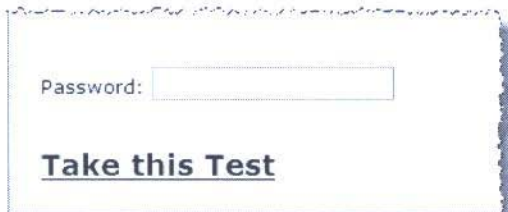


Creating passwords for online assignments

At version 7.2.x, you can require students to enter a password prior to taking an online assignment. This feature is essentially another tool for restricting who can take a test, and under what circumstances. For example, by distributing the password in class the day of an exam, you can ensure that only students who attend class that day can access the assignment.

When you create a password, students who display the **Student Assignment Detail** screen see a password field displayed over the **Take this Test** link. If a student clicks the link without having entered the correct password, the system generates a dialog stating that the password is required.



Similarly, if a student begins an assignment, navigates away from the screen, and then returns, he or she will be prompted to again enter the password before being allowed to resume the online assignment.

Note that you can only create passwords for online assignments — not file-exchange or offline assignments.

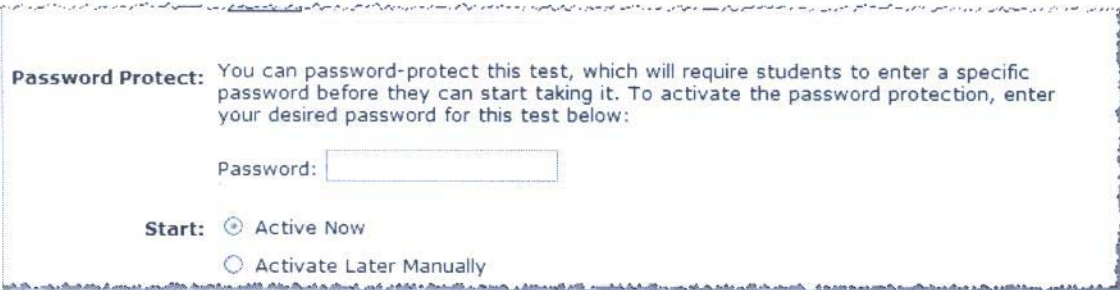
Creating a password for an online assignment

Use this procedure to create a password for an online assignment.

To create a password for an online assignment:

- 1 Navigate to the Coursework portlet for the appropriate course section.
- 2 Do one of the following:
 - If you are creating an assignment, click **Add an Assignment** to display the **New Assignment** screen.
 - If you want to create a password for an existing assignment, locate the assignment you want to modify. Click the corresponding pencil icon to display the **Edit Assignment** screen.

- 3 Scroll down a bit until you see the **Password Protect** area of the screen, which is located just below the **Instructions** field.



Password Protect: You can password-protect this test, which will require students to enter a specific password before they can start taking it. To activate the password protection, enter your desired password for this test below:

Password:

Start: Active Now
 Activate Later Manually

- 4 Enter the password you want to use in the field provided.
- 5 Click **Save**.

Reviewing or changing a password

If you need to remind yourself of the password you chose for an assignment, or if you want to change the password, you can do so using the **Edit Assignment** screen.

To review or change a password:

- 1 Navigate to the Coursework portlet for the appropriate course section.
- 2 Locate the assignment you want to modify. Click the corresponding pencil icon to display the **Edit Assignment** screen.
- 3 Scroll down a bit until you see the **Password Protect** area of the screen, which is located just below the **Instructions** field. This field shows the password you previously entered.
- 4 If you want to change the password, modify it as appropriate, then scroll to the bottom of the screen and click **Save**.