How do I publish an assessment (i.e. test or quiz)?

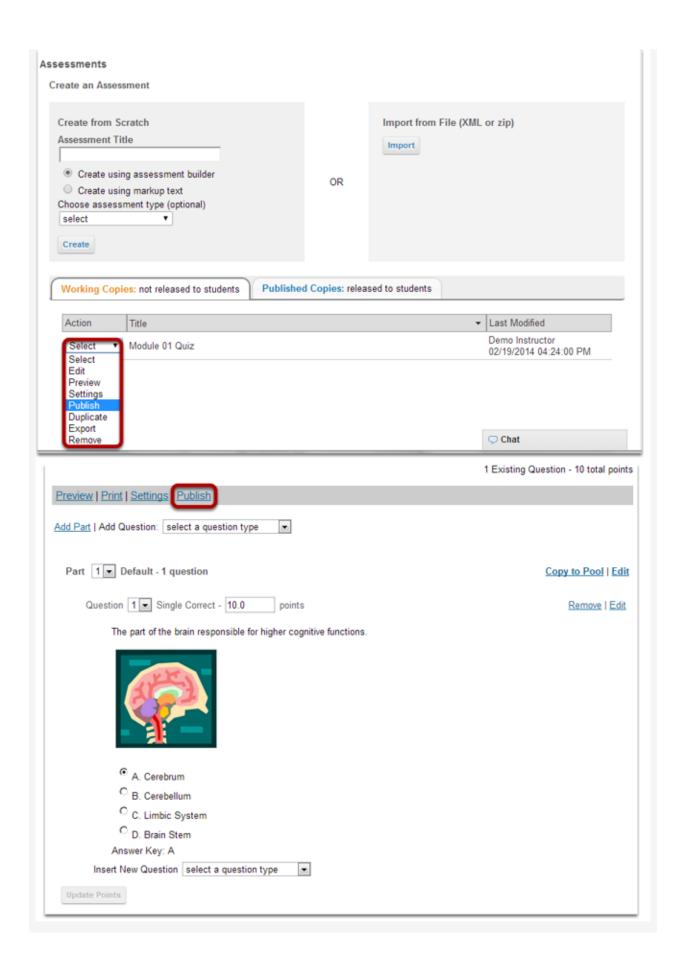
After you have created an assessment, you must publish it before students can view and submit it.

Go to Tests & Quizzes.

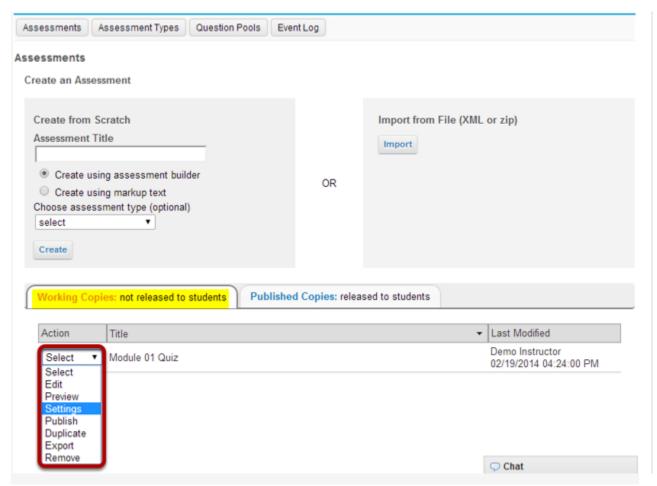
Select the **Tests & Quizzes** tool from the Tool Menu of your course.

Publish with current settings.

If you are sure that the default or current settings are appropriate, you can publish from either the action menu or the edit assessment screen.



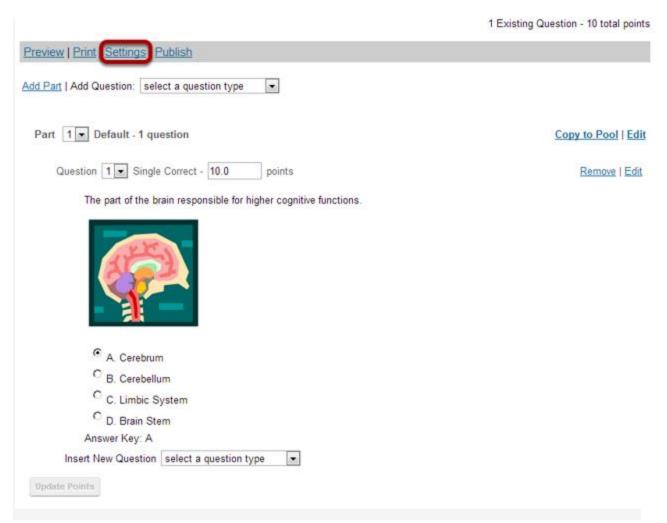
Edit the settings and then publish.



From the Tests & Quizzes tool home screen, choose the **Settings** option in the drop-down menu for the quiz you would like to publish.

Be sure that you are in the **Working Copies** tab, otherwise, you won't see your unpublished items.

Alternately, you can access assessment settings from the edit assessment screen.



If you are currently editing the quiz in question, click the **Settings** link at the top of the assessment editing screen.

Adjust the settings as desired.

See the guide How do I inspect and adjust the settings of an assessment?

Note: Settings are typically adjusted fully on the Working Copy before publishing.

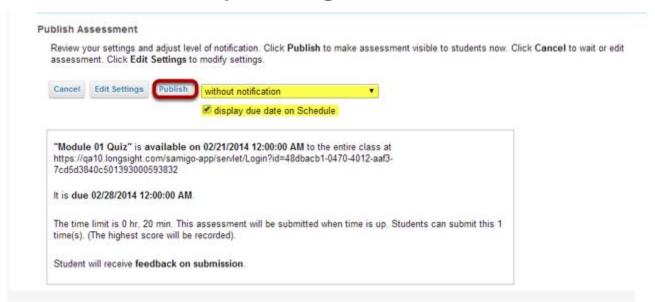
Save settings and publish.



Once you have completed all of your settings selections, click the Save **Settings and Publish** button at the bottom of the screen.

Note: You may also choose to **Save** settings without publishing, or **Cancel** to cancel the assessment settings.

Review and confirm publishing of assessment.



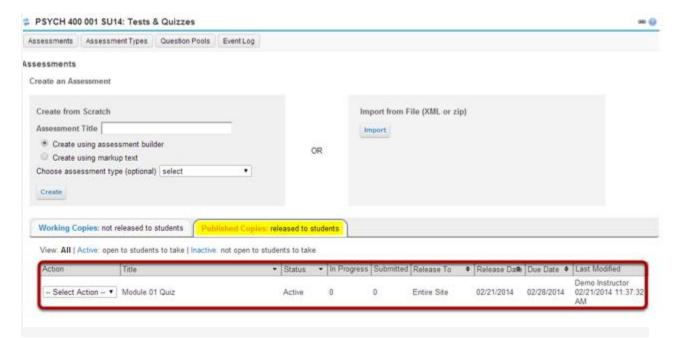
Your setting choices will be summarized for you on the confirmation screen. Review all of the information to make sure it is correct. (If you need to make changes, you can go back by clicking **Edit Settings**.)

You have the option to notify students when you publish the assessment. The default setting is **without notification**. Notifying students sends and email to their external email address to let them know the assessment has been published. It sends the message at the time of publication, NOT on the start date of the assessment.

If your assessment has an end date, you may select to **Display due date on Schedule**. This will post an event on the Schedule/Calendar for the course on the date the assessment is due.

Click on **Publish** to make the assessment available to students.

View published assessment.



Once you have published your assessment, it will be displayed in the list of published assessments, along with the status, submission and release information, and who last modified the item.

Notice that the assessment now appears on the **Published** tab, as opposed to the **Working Copies** tab.