

## HOW TO GIVE STUDENTS ACCESS TO A CLOSED QUIZ OR EXAM

1. Login to your course.
2. Click on **Quizzes & Exams** link in the left navigation bar.
3. Click on the **Edit** link of the exam you wish to give student(s) access to.

Admin  
Coastline College  
[edit profile](#) | [change role](#) | [logout](#)

Org Administration

My Seaport

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Introduction To Biology(92429)

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Quizzes & Exams **2**

Scheduled Emails

Student Learning Outcomes

Student Monitoring

Student Roster

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### Seaport Quiz Designer (SQuID)

[List all of my Exams](#)

#### Quizzes and Exams in Introduction To Biology - BIOL-C100-006

Quiz ID	Quiz Name	Graded	Open Date	Close Date	Edit	Link	Remove
1198	BIOL 100 Midterm Exam	✓	01/30/2015	05/22/2015	<a href="#">Edit</a>	<a href="#">Link</a>	<a href="#">Remove</a>
1173	Biology 100 Quiz 1	✓	01/31/2015	03/10/2015	<a href="#">Edit</a>	<a href="#">Link</a>	<a href="#">Remove</a>
1175	Biology 100 Quiz 2	✓	01/31/2015	05/07/2015	<a href="#">Edit</a>	<a href="#">Link</a>	<a href="#">Remove</a>
1181	Biology 100 Quiz 4	✓	01/31/2015	05/11/2015	<a href="#">Edit</a>	<a href="#">Link</a>	<a href="#">Remove</a>
1178	Biology 100 Quiz 3	✓	01/31/2015	05/11/2015	<a href="#">Edit</a>	<a href="#">Link</a>	<a href="#">Remove</a>
1653	BIOL 100 Final Exam	✓	01/31/2015	05/18/2015	<a href="#">Edit</a> <b>3</b>	<a href="#">Link</a>	<a href="#">Remove</a>
1201	Biol 100 Midterm Exam Essay	✓	01/31/2015	05/22/2015	<a href="#">Edit</a>	<a href="#">Link</a>	<a href="#">Remove</a>
1182	Biology 100 Quiz 5	✓	01/31/2015	05/22/2015	<a href="#">Edit</a>	<a href="#">Link</a>	<a href="#">Remove</a>
1186	Biology 100 Quiz 6	✓	01/31/2015	05/22/2015	<a href="#">Edit</a>	<a href="#">Link</a>	<a href="#">Remove</a>
1190	Biology 100 Quiz 7	✓	01/31/2015	05/22/2015	<a href="#">Edit</a>	<a href="#">Link</a>	<a href="#">Remove</a>

4. This screen will now display:

[Overview](#)[Properties](#)[Owner](#)[Questions/Layout](#)[Results/Grading](#)[Reports](#)[Preview](#)[Take Quiz](#)

## BIOL 100 Final Exam

<b>Quiz ID</b>	1653
<b>Owner</b>	
<b>Created</b>	Jan 9 2012
<b>Entries</b>	2222 Entries
<b>Pages</b>	10 Pages
<b>Questions</b>	201 Questions (*Pooling)
<b>Points</b>	100 Points

[Quiz Properties](#)[Quiz Owner](#)[Questions and Layout](#)[Results and Grading](#)[Reports and Charts](#)[Preview Quiz](#)[Take Quiz](#)[Delete this Quiz/Exam](#)[Export to Zip File](#)

5. Click the **Properties** tab at the top and this will now display:



## Seaport Quiz Designer

Seaport Quiz Designer is an integrated quiz and assessment package for the Seaport LMS system. Quizzes can be created and presented to students for online courses.

[Overview](#)[Properties](#)[Owner](#)[Questions/Layout](#)[Results/Grading](#)[Reports](#)[Preview](#)[Take Quiz](#)

### BIOL 100 Final Exam

#### Quiz Properties

<b>Quiz Name:</b>	BIOL 100 Final Exam																								
<b>Owner Name:</b>																									
<b>Auto Gradebook:</b>	Automatically move scores to gradebook																								
<b>Allow Preview:</b>	No Preview Allowed																								
<b>Description:</b> <i>(designer use only)</i>																									
<b>Beginning Message:</b>	Students will be presented with 100 randomized questions and will be allowed 120 minutes to complete them. You will only be able to access this exam once. As soon as you view it you must complete it. There is a timer at the left side of the page so that you may be aware of how much time you have left to complete the exam. You will be warned when the time limit for your exam is approaching.																								
<b>Ending Message:</b>	Thank you, your quiz/exam is now complete! Please print this page and keep it for your records. Your score has been recorded. Use the "Check My Scores" link in your course website to see your score in the course grade book. If you have any questions, please contact your instructor.																								
<b>Time Allowed:</b>	180 (in minutes)																								
<b>Time Warning:</b>	15 (minutes left until warning)																								
<b># of Retakes:</b>	0 (number of retakes allowed, leave blank or zero if no retakes are allowed)																								
<b>Viewable End Results:</b>	Show Score Only																								
<b>Special Entry Codes:</b> <a href="#">Generate a New Code</a>																									
	<table><thead><tr><th>Unused Code</th><th>Date Created</th><th>Good Through</th></tr></thead><tbody><tr><td>C9EEE787</td><td>Aug 6, 2012</td><td>Aug 13, 2012</td></tr><tr><td>FJ6VKEPV</td><td>Aug 13, 2012</td><td>Aug 20, 2012</td></tr><tr><td>W9SKR9AE</td><td>Aug 13, 2012</td><td>Aug 20, 2012</td></tr><tr><td>66YD5FFF</td><td>Aug 29, 2012</td><td>Sep 5, 2012</td></tr><tr><td>ME32877B</td><td>Oct 29, 2012</td><td>Nov 5, 2012</td></tr><tr><td>JFSNHVXJ</td><td>Apr 1, 2013</td><td>Apr 8, 2013</td></tr><tr><td>FEEEEF8G</td><td>Aug 11, 2013</td><td>Aug 18, 2013</td></tr></tbody></table>	Unused Code	Date Created	Good Through	C9EEE787	Aug 6, 2012	Aug 13, 2012	FJ6VKEPV	Aug 13, 2012	Aug 20, 2012	W9SKR9AE	Aug 13, 2012	Aug 20, 2012	66YD5FFF	Aug 29, 2012	Sep 5, 2012	ME32877B	Oct 29, 2012	Nov 5, 2012	JFSNHVXJ	Apr 1, 2013	Apr 8, 2013	FEEEEF8G	Aug 11, 2013	Aug 18, 2013
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Click here to create 1 new access code. Copy that code and send it via email to

6. Click **Generate a New Code**. This will produce a new code.
7. Email the student the code and explain that this access is good **only for seven days**. They must use the **access code within this timeframe**.