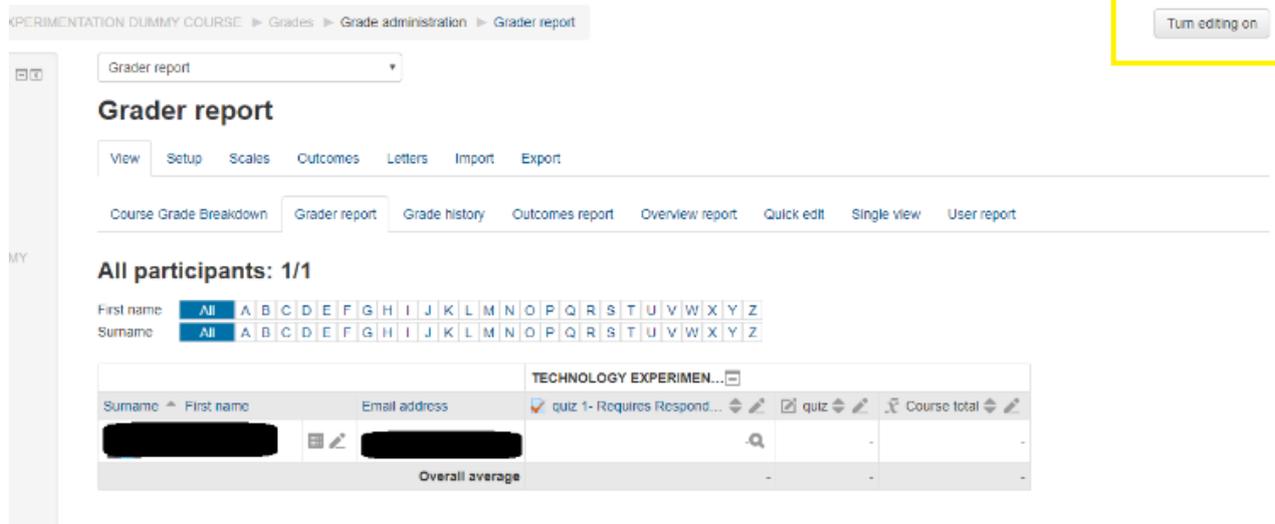


# Locking a quiz

Last Modified on 11/13/2018 1:32 pm EST

1. Go to the homepage of your course
2. Select the Gradebook.
3. Select "View"
4. Select "Grader Report"
5. You should have the gradebook in "Grades Only" mode or "Full View"
6. Turn the editing on (top right below your Moodle photo)

## EXPERIMENTATION DUMMY COURSE: View: Preferences: Grader report



EXPERIMENTATION DUMMY COURSE: > Grades > Grade administration > Grader report

Grader report

View Setup Scales Outcomes Letters Import Export

Course Grade Breakdown Grader report Grade history Outcomes report Overview report Quick edit Single view User report

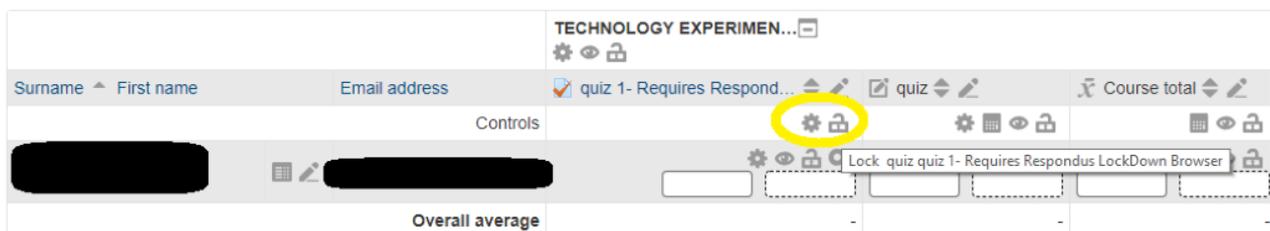
All participants: 1/1

First name: All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z  
Surname: All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Surname	First name	Email address	quiz 1- Requires Respond...	quiz	Course total
[REDACTED]	[REDACTED]	[REDACTED]	-	-	-
Overall average			-	-	-

Turn editing on

7. Go to the quiz in the Gradebook that you wish to lock. When locking the quiz, the grades will no longer be automatically entered upon quiz completion.
8. Select the icon that resembles a lock to lock the quiz directly.



Surname	First name	Email address	quiz 1- Requires Respond...	quiz	Course total
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Overall average			-	-	-

Lock quiz quiz 1- Requires Respondus LockDown Browser

Note: You may also do this in the  icon,

<b>Item name</b>	quiz 1- Requires Respondus Lock
<b>Item info *</b> 	<input type="text"/>
<b>ID number *</b> 	<input type="text"/>
<b>Grade type *</b> 	Value
<b>Maximum grade</b> 	<input type="text" value="10.00"/>
<b>Minimum grade</b> 	<input type="text" value="0.00"/>
<b>Grade to pass</b> 	<input type="text" value="0.00"/>
<b>Multiplicator *</b> 	<input type="text" value="1.0000"/>
<b>Offset *</b> 	<input type="text" value="0.0000"/>
<b>Grade display type *</b> 	<input type="text" value="Default (Real)"/>
<b>Overall decimal points</b> 	<input type="text" value="Default (2)"/>
<b>Hidden</b> 	Whether this grade item is hidden is controlled by the activity settings.
<b>Locked</b> 	<input type="checkbox"/>
<b>Lock after</b>	<input type="text" value="15"/> <input type="text" value="October"/> <input type="text" value="2018"/> <input type="text" value="09"/> <input type="text" value="27"/>  <input type="checkbox"/> Enable

[Show less...](#)

Locked ✕

If ticked, grades can no longer be automatically updated by the related activity.

You may also lock or edit the grade by selecting the lock or settings ( ⚙ ) below.

Surname ^ First name		Email address	quiz 1- Requires Respond...	quiz	Course total
[REDACTED]		[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Overall average					

- -Select to edit the settings (including locking the grade)
- - Select to hide grade
- - Select to lock grade directly from gradebook
- - Select to view grade analysis or reports