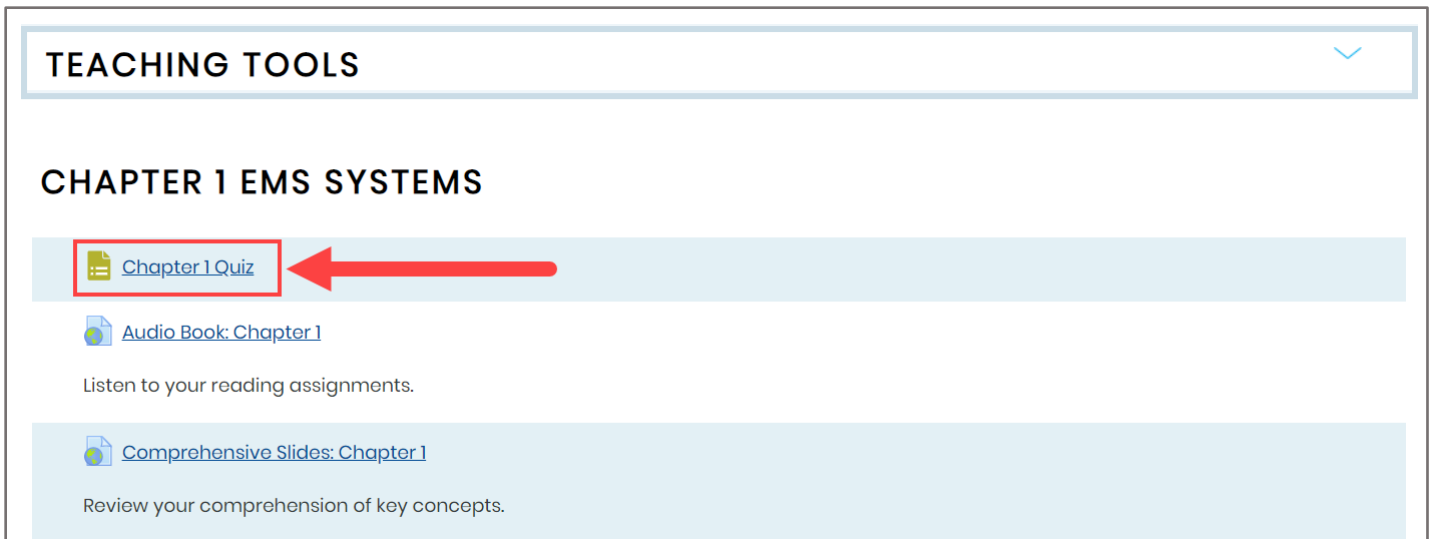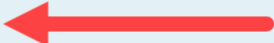# How to Set Quiz Due Dates and Time Limits

This document contains instructions on how to assign a quiz due date, adjust time limits, and determine what happens when time expires on a student's quiz attempt within your course.
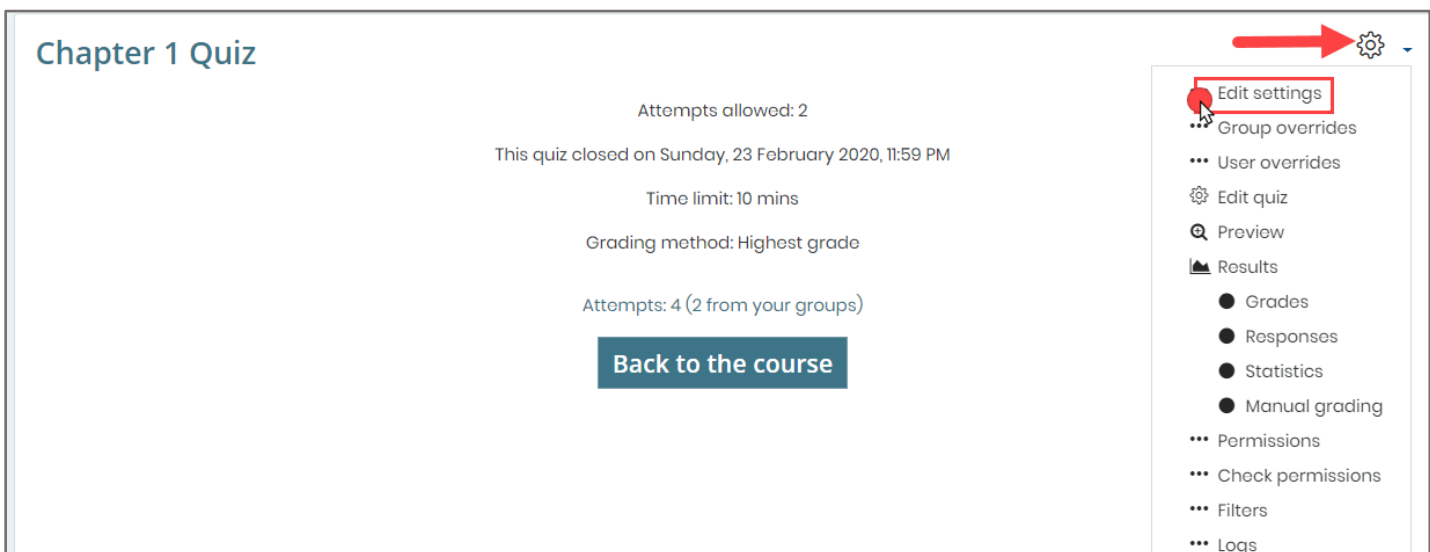
1. Begin by navigating to and clicking on the quiz you'd like to schedule or assign. On the next page, click the **Actions menu** ⚙ ▾ on the righthand side and select **Edit settings** from the dropdown menu.

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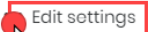
2. The quiz settings page will open, displaying parameters to manage how the quiz functions. To apply a deadline, set a window of opportunity in which students can complete the quiz, or apply any time limitations, then scroll down and expand the **Timing** section.

3. Choose a date and time for when students can first access the quiz by clicking the **Enable** checkbox to the right of the **Open the quiz** option, and then use the corresponding dropdown menus and/or calendar icon to select the desired timing.

4. When satisfied with the quiz opening time, click the **Enable** checkbox to the right of the **Close the quiz** setting on the next row and select the date and time you want to the quiz to be closed or locked, effectively applying a due date and time. Please note, you must always leave the **Enable** status box checked to apply the selected timing.

5. You may also choose to apply a time limit to the quiz within the same **Timing** section of the quiz settings page. To do so, click the **Enable** checkbox to the right of the **Time limit** option and then use the applicable dropdown menus to specify the period of time in which your students must complete the quiz once they have opened it.

6. Next, you may adjust the automated action if and when the set limit expires before the student has completed their quiz. Use the **When time expires** dropdown to select your preference. We recommend leaving the default setting as **Open attempts are submitted automatically,** which means that the student's quiz will automatically submit for them when the time limit expires so that they will receive credit for their progress until that point.

7. When finished, scroll to the bottom of the page and select **Save and return to course** to return to your course homepage, or click the **Save and display** button to review the quiz and verify your settings changes.