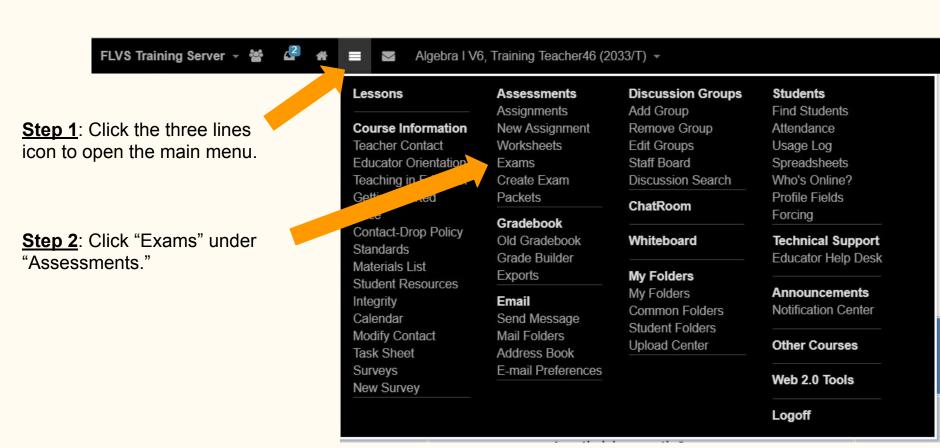
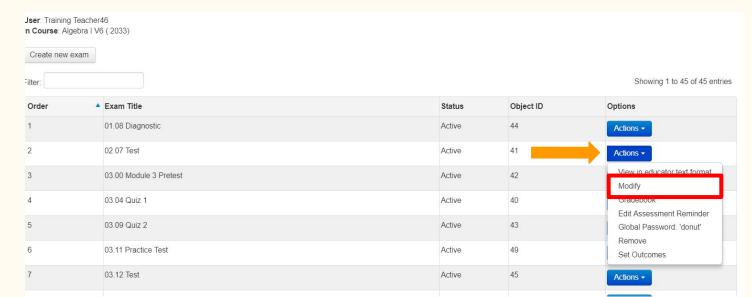
Creating Global Passwords

Steps 1 and 2



Step 3

Step 3: You will see a list of the exams for your course. Find the first module exam or test that should be assigned a password for your course. Then, click the "Actions" drop down menu and click "Modify."



Steps 4 and 5

<u>Step 4</u>: Your page will then view the "Exam Control Center." Scroll down until you see "Global Exam Password." Type the password for the exam. Then scroll down and click "Format Exam."

Step 5: Follow steps 1-4 until you have assigned passwords to all exams/tests that should be password protected for your course.

Tips

- Create passwords that are easy for your students to remember and spell.
- Do not make your passwords predictable.
- Create passwords that are lowercase letters

