

# Creating Global Passwords

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# Steps 1 and 2

**Step 1:** Click the three lines icon to open the main menu.

**Step 2:** Click “Exams” under “Assessments.”

Lessons	Assessments	Discussion Groups	Students
Course Information	Assignments	Add Group	Find Students
Teacher Contact	New Assignment	Remove Group	Attendance
Educator Orientation	Worksheets	Edit Groups	Usage Log
Teaching in FLVS	Exams	Staff Board	Spreadsheets
Getting Started	Create Exam	Discussion Search	Who's Online?
Getting Started	Packets	<b>ChatRoom</b>	Profile Fields
Contact-Drop Policy	<b>Gradebook</b>	<b>Whiteboard</b>	Forcing
Standards	Old Gradebook	<b>My Folders</b>	<b>Technical Support</b>
Materials List	Grade Builder	My Folders	Educator Help Desk
Student Resources	Exports	Common Folders	<b>Announcements</b>
Integrity	<b>Email</b>	Student Folders	Notification Center
Calendar	Send Message	Upload Center	<b>Other Courses</b>
Modify Contact	Mail Folders		<b>Web 2.0 Tools</b>
Task Sheet	Address Book		
Surveys	E-mail Preferences		
New Survey			
			<b>Logoff</b>

# 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.”

User: Training Teacher46  
Course: Algebra I V6 ( 2033)

Create new exam

Filter:

Showing 1 to 45 of 45 entries

Order	Exam Title	Status	Object ID	Options
1	01.08 Diagnostic	Active	44	Actions ▾
2	02.07 Test	Active	41	Actions ▾
3	03.00 Module 3 Pretest	Active	42	View in educator text format Modify Gradebook Edit Assessment Reminder Global Password: 'donut' Remove Set Outcomes
4	03.04 Quiz 1	Active	40	
5	03.09 Quiz 2	Active	43	
6	03.11 Practice Test	Active	49	
7	03.12 Test	Active	45	Actions ▾

# Steps 4 and 5


**Step 4:** 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

User: Training Teacher46  
In Course: Algebra I V6 ( 2033)

 **Exam Control Center**

[Advanced Actions ▾](#)

Build Feedback

Global Exam Password: 

Require Proctors

[Format Exam](#)