Creating Global Passwords

Steps 1 and 2

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

Step 2: Click "Exams" under "Assessments."

FLVS Training Server ▾ Algebra I V6, Training Teacher46 (2033/T) ▾

Lessons

Course Information
Teacher Contact
Educator Orientation
Teaching in F
Getti
Contact-Drop Policy
Standards
Materials List
Student Resources
Integrity
Calendar
Modify Contact
Task Sheet
Surveys
New Survey

Assessments
Assignments
New Assignment
Worksheets
Exams
Create Exam
Packets

Gradebook
Old Gradebook
Grade Builder
Exports

Email
Send Message
Mail Folders
Address Book
E-mail Preferences

Discussion Groups
Add Group
Remove Group
Edit Groups
Staff Board
Discussion Search

ChatRoom

Whiteboard

My Folders
My Folders
Common Folders
Student Folders
Upload Center

Students
Find Students
Attendance
Usage Log
Spreadsheets
Who's Online?
Profile Fields
Forcing

Technical Support
Educator Help Desk

Announcements
Notification Center

Other Courses

Web 2.0 Tools

Logoff

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

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