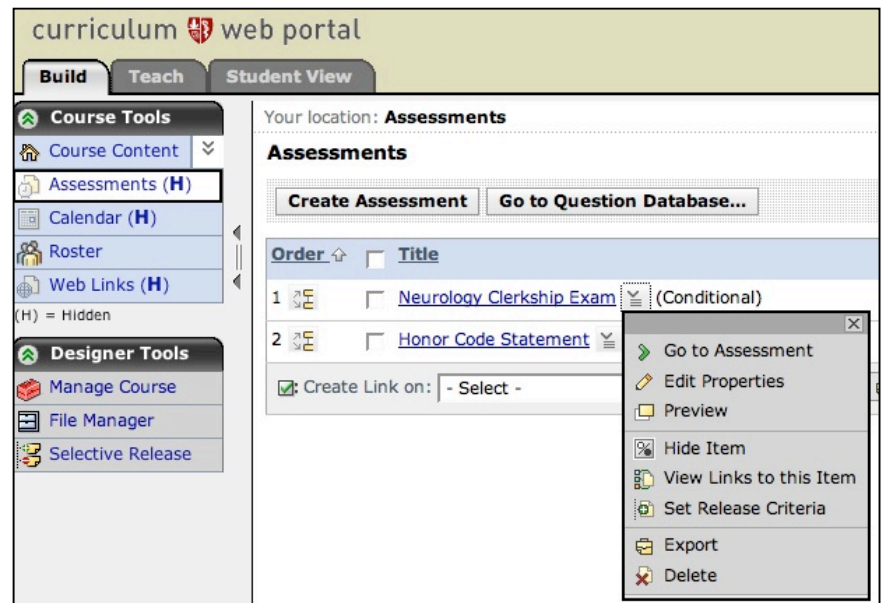


CWP – Setting the password to an exam

Any assessment on CWP can be password protected. Once an assessment is password protected, students must enter the password in order to access the assessment. To set or change the password to an existing exam:

- 1) Login to your CWP account at: <http://cwp.stanford.edu>
- 2) Click the 'Build' or the 'Teach' tab
- 3) Click the 'Assessments' link under 'Course Tools' on the left menu
- 4) Click the action menu icon (≡) next to the name of the assessment you would like to password protect
- 5) Choose 'Edit Properties' from the pull-down menu



- 6) On the 'Edit Assessment Properties' page scroll down to 'More Options'
- 7) Click on the arrow icon to open the 'Security Properties' section
- 8) Enter or change the password in the 'Proctor password' box
- 9) Scroll down to the bottom of the page and click 'Save'

More Options (Click on the arrow icons to expand or collapse the sections)

- ⌵ **Dates Available**
- ⌵ **Results Properties**
- ⌵ **Submission Properties**
- ⌶ **Security Properties**

Proctor password:

IP address:

IP address mask:

A Student must enter this

If Students' machines must enter 255. If Students' machines must enter 0.

If you have any questions, please contact us at: cwpsupport@lists.stanford.edu