Video Tutorial: How do I create a new quiz?

From your course homepage, select “Assessments” on the navbar. Then choose “Quizzes.”

Select the blue “New Quiz” button.

Jump to:

1. Properties
2. Restrictions
3. Assessment
4. Objectives

5. Submission Views

6. Reports Setup

Under the “Properties” tab, you can:

- Name your quiz

- Add questions
  - Pull previously created questions from the quiz library or create your own questions within the quiz itself
• Add a description and/or introduction
  
  o Descriptions and Introductions are available at the beginning of quizzes before students enter the quiz itself.
- Add page header and/or footer
  - Headers and Footers are available throughout the quiz.
HOW DO I CREATE A NEW QUIZ?

- Decide if students will be able to see hints
  - If you add hints to questions you create, you must enable this feature or students will be unable to view the hints you have provided.
- Disable the right click to hinder students from printing the quiz
- Limit students’ access to communication tools while the quiz is in progress
HOW DO I CREATE A NEW QUIZ?

Under the “Restrictions” tab, you can:

- **Set a due date and time for your quiz**
  - Students will still be able to submit a quiz past the due date unless you have created end dates

- **Set a start date and time for your quiz**
  - Students will be unable to access the quiz until the start date and time has been reached

- **Set an end date and time for your quiz**
  - Students will be unable to access the quiz once the end date and time has been reached
HOW DO I CREATE A NEW QUIZ?

- Decide if the quiz will display in the calendar

- Attach release conditions to determine who has access to the quiz

- Password protect your quiz
• Put timing restrictions on your quiz
  o Recommended time limit tells students the amount of time you recommend but does not require that they complete the quiz within that time frame.
  o Enforced time limit sets timing rules that students must follow.

![Timing](image1)

• Allow users to have special access to the quiz
  o This is especially useful for students who require extended due dates or extended time on quizzes.

![Special Access](image2)
Under the “Assessment” tab, you can:

- Set up automatic grading
  - This means that as soon as a student submits their quiz, it will be graded. This is a great option for quizzes built of multiple choice, multiple select, etc. However, do not select this option if there are questions that must be manually graded.

- Associate the quiz to a grade item
  - Associate the quiz to a grade item that already exists in the gradebook through the drop-down menu or create your own grade item in the quiz by choosing “add grade item.”

- Allow automatic grade export to the gradebook
  - Once a quiz has been graded, the quiz results will automatically publish to the gradebook.
HOW DO I CREATE A NEW QUIZ?

- Give students multiple attempts on a quiz and determine how the attempts will be calculated.

From the “Objectives” tab, you can associate the quiz with objectives you have created and inserted into the course.

From the “Submission Views” tab, you can decide what students will see when they submit a quiz. The default view does not allow students to see questions. This view can be changed to allow students to see their responses, correct answers, incorrect answers, etc.
From the “Reports” tab, you can create reports and view reports to review quiz data. Data includes score distributions, standard deviations, discrimination index, etc.