How do I create a quiz with individual questions?

You can add your own questions to your quizzes. You can create various types of quiz questions. Individual questions can also be added to question groups.

When a document is uploaded to the Rich Content Editor from a quiz, the file is saved to the Uploaded Media folder in Course Files and defaults to hidden status. Students can view the file when the quiz is made available to them. Learn more about file visibility.

Note: When the Disable Classic Quiz Creation feature option is enabled, you cannot create new Classic Quizzes. However, existing Classic Quizzes can continue to be edited, imported, and migrated to New Quizzes.

Open Quizzes

Open Quizzes
In Course Navigation, click the **Quizzes** link.

Add Quiz

Add Quiz
Click the **Add Quiz** button.

Select Quiz Engine

Select Quiz Engine
If your course has New Quizzes enabled, you must select a quiz engine.

To create a classic quiz, click the **Classic Quizzes** radio button [1].

To save your quiz engine selection for this course, click the **Remember my choice for this course** checkbox [2].

Then click the **Submit** button [3].

Note:

- You can learn more about creating a quiz using New Quizzes.
- You can reset your quiz engine choice from the Quiz Options menu at any time.

Edit Quiz Details

Edit Quiz Details

In the Details tab, enter the name of your quiz [1]. In the Rich Content Editor [2], introduce your quiz with formatted text, images, video, or sample math equations. You can even use the media commenting tool to record an introduction to the quiz.

Complete the rest of the quiz details [3] and assign the quiz [4].

Add Question

Add Question

Click the **Questions** tab [1]. Manually create a new quiz question by clicking the **New Question** button [2].

Name Quiz Question

Name Quiz Question

Quiz questions are not automatically numbered for instructors. To add a custom name to your quiz question, enter the name in the question text field. Custom names can help you identify quiz questions more easily.

Regardless of the question name, students always see quiz questions in numerical order (i.e. Question 1, Question 2).

Select Question Type

Select Question Type

In the question type drop-down menu, you can create the following types of quiz questions:

- Multiple Choice
- True/False
- Fill-in-the-Blank
- Fill-in-Multiple-Blanks
- Multiple Answers

- Multiple Drop-down (can be used for Likert scale)
- Matching
- Numerical Answer
- Formula (simple formula and single variable)
- Essay
- File Upload

You can link course content to create Quiz questions, such as linking a diagram image.

Set Point Value

Set Point Value
To set the point value for the question, enter the points in the **pts** field.

Note: Quiz point values support up to two decimal places. Entering more than two decimal places will round the point value to the nearest hundredth.

Update Question

Update Question
To save your question, click the **Update Question** button.

View Questions

View Questions
View the questions in your quiz. To view questions details, click the **Show Question Details** checkbox.

Note: Question details are not available in quizzes with more than 25 questions.

Save Quiz

Save Quiz
Click the **Save** button to save your work and preview the quiz.

Note: You should not publish your quiz until it is your final product. If you are ready to publish your quiz and make it available to students, click the **Save & Publish** button.

Publish Quiz

Publish Quiz

To publish the quiz, click the **Publish** button [1].

To assign the quiz to everyone, a course section, or an individual student, click the **Assign To** button [2].

Note: Although you can make changes to the quiz after it is published, students who have already opened or completed the quiz will not see any of the changes, which may affect their grades.

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