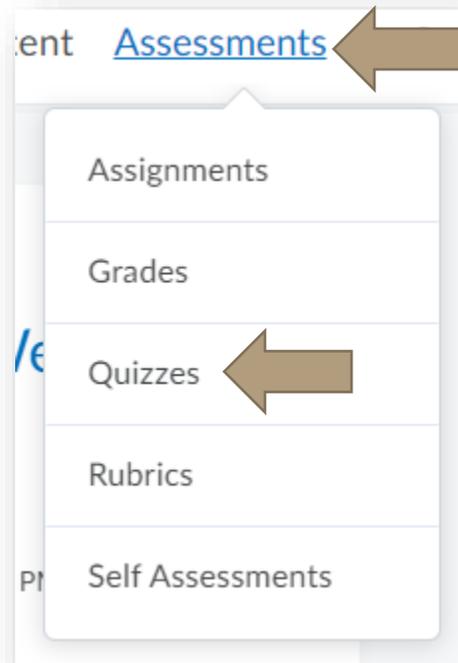


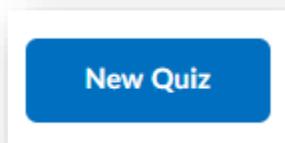
HOW DO I CREATE A NEW QUIZ?

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](#)

HOW DO I CREATE A NEW QUIZ?

4. [Objectives](#)
5. [Submission Views](#)
6. [Reports Setup](#)

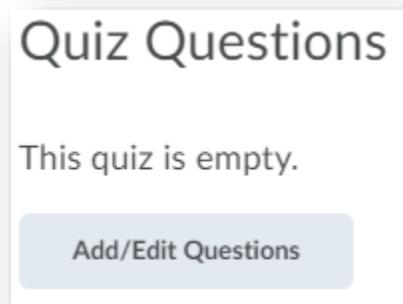
Under the “Properties” tab, you can:

- Name your quiz

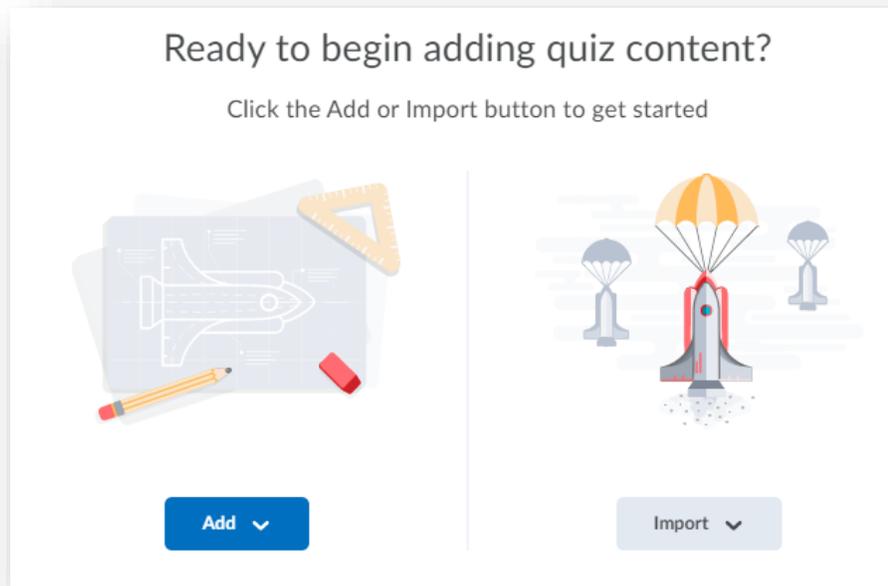


A screenshot of a light blue rectangular form with a white border. At the top left, the text "Name *" is displayed. Below it is a white input field with a thin grey border containing the text "Humanism in Education".

- Add questions
 - Pull previously created questions from the quiz library or create your own questions within the quiz itself



HOW DO I CREATE A NEW QUIZ?



- Add a description and/or introduction
 - Descriptions and Introductions are available at the beginning of quizzes before students enter the quiz itself.

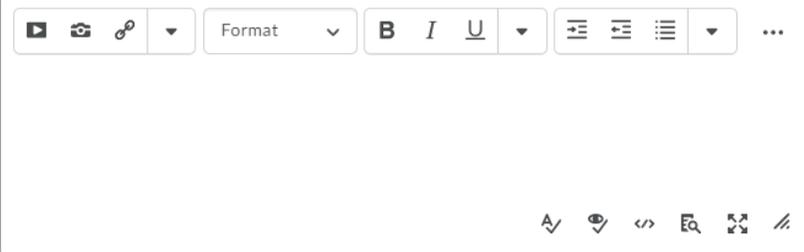
HOW DO I CREATE A NEW QUIZ?

Description / Introduction

▼ Collapse description / introduction

Description

on off ?

A rich text editor toolbar for the Description field. It includes icons for video, image, link, and a dropdown arrow. A 'Format' dropdown menu is followed by buttons for Bold (B), Italic (I), and Underline (U). To the right are buttons for bulleted list, numbered list, and another dropdown arrow. A '...' menu icon is at the far right. Below the toolbar is a large empty text area. At the bottom right of the text area are icons for undo, redo, code, search, and other editing functions.

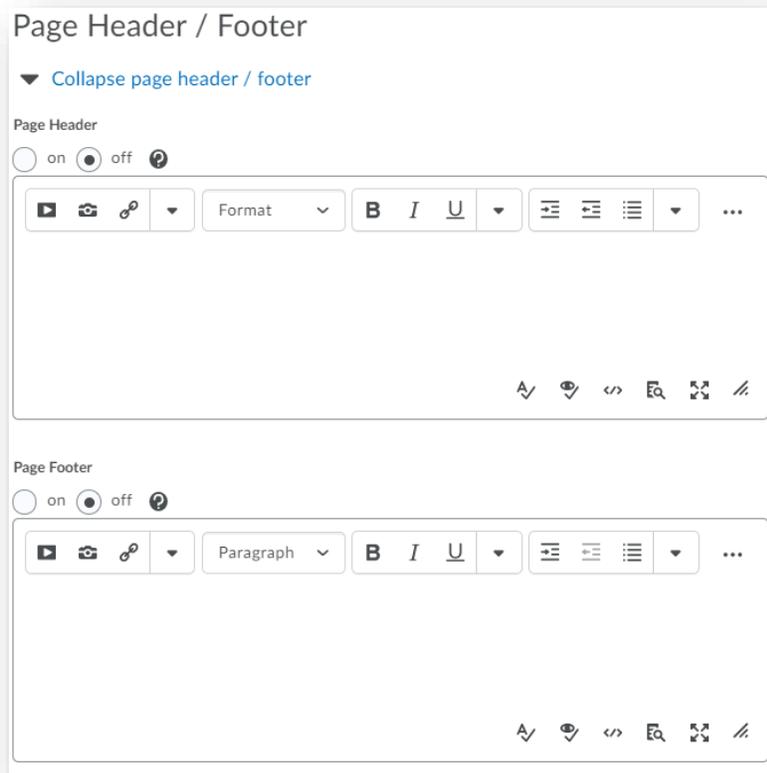
Introduction

on off ?

A rich text editor toolbar for the Introduction field, identical in structure to the one above. It includes icons for video, image, link, and a dropdown arrow. A 'Format' dropdown menu is followed by buttons for Bold (B), Italic (I), and Underline (U). To the right are buttons for bulleted list, numbered list, and another dropdown arrow. A '...' menu icon is at the far right. Below the toolbar is a large empty text area. At the bottom right of the text area are icons for undo, redo, code, search, and other editing functions.

- 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?

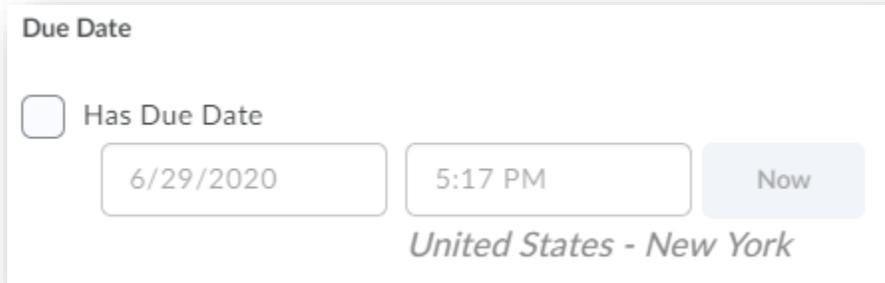
Optional Advanced Properties

▼ Collapse optional advanced properties

- Allow hints
- Disable right click 
- If you turn on this option, users cannot access the Email tool, Instant Messages tool, or their alerts if they have a quiz attempt in progress. 

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



The screenshot shows the 'Due Date' configuration section. It includes a checkbox labeled 'Has Due Date'. Below the checkbox are three input fields: a date field containing '6/29/2020', a time field containing '5:17 PM', and a 'Now' button. Below these fields, the text 'United States - New York' is displayed.

- 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

Availability

Has Start Date

6/22/2020 1:17 PM Now

United States - New York

Has End Date

6/29/2020 5:17 PM Now

United States - New York

Display In Calendar

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

Release Conditions

Attach Existing Create and Attach  Remove All Conditions

There are no conditions attached to this item.

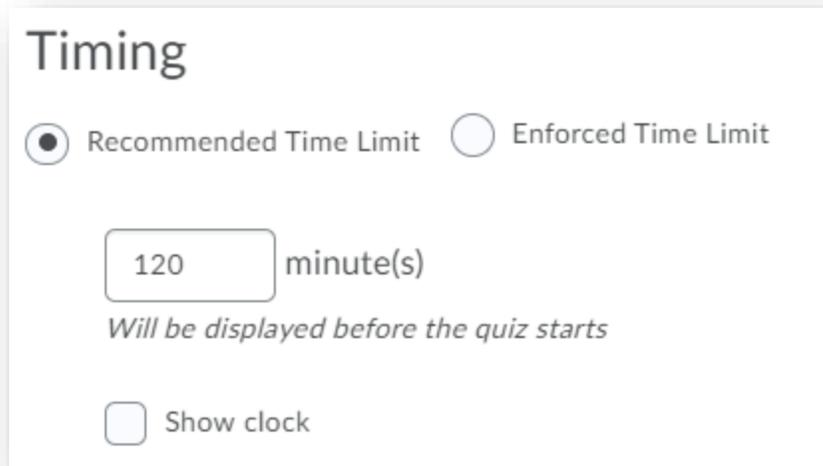
- Password protect your quiz

Password

1234 

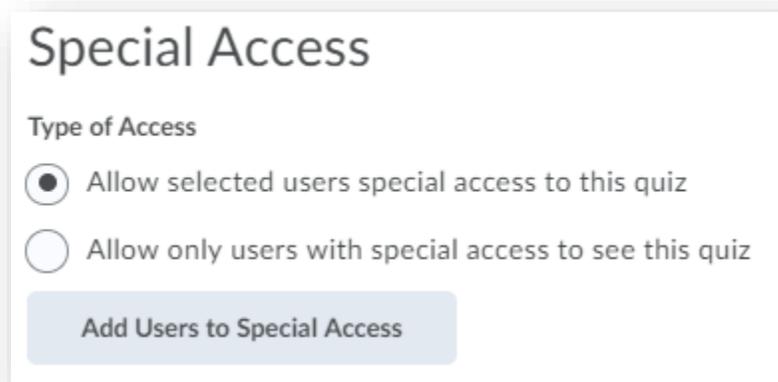
HOW DO I CREATE A NEW QUIZ?

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



The screenshot shows a 'Timing' configuration panel. At the top, the title 'Timing' is displayed. Below the title are two radio button options: 'Recommended Time Limit' (which is selected) and 'Enforced Time Limit'. Under the 'Recommended Time Limit' option, there is a text input field containing the number '120', followed by the text 'minute(s)'. Below this input, a note reads 'Will be displayed before the quiz starts'. At the bottom of the panel, there is a checkbox labeled 'Show clock' which is currently unchecked.

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

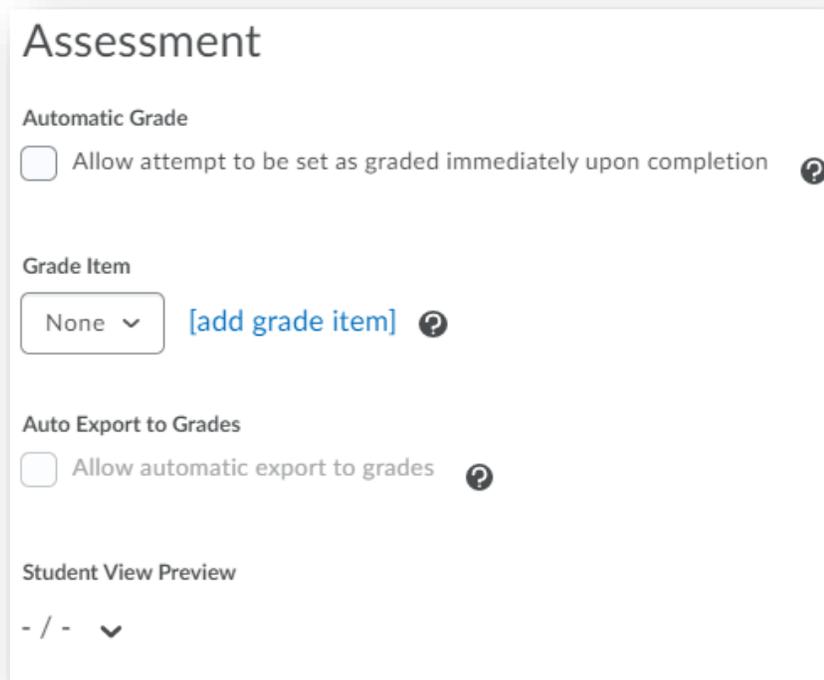


The screenshot shows a 'Special Access' configuration panel. The title 'Special Access' is at the top. Below the title, the section 'Type of Access' is shown. There are two radio button options: 'Allow selected users special access to this quiz' (which is selected) and 'Allow only users with special access to see this quiz'. At the bottom of the panel, there is a button labeled 'Add Users to Special Access'.

HOW DO I CREATE A NEW QUIZ?

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.



The screenshot displays the 'Assessment' settings interface. It features three main sections: 'Automatic Grade' with an unchecked checkbox for 'Allow attempt to be set as graded immediately upon completion'; 'Grade Item' with a dropdown menu set to 'None' and a blue link for '[add grade item]'; and 'Auto Export to Grades' with an unchecked checkbox for 'Allow automatic export to grades'. Each section includes a help icon (question mark in a circle). At the bottom, there is a 'Student View Preview' section with a '- / -' dropdown menu.

HOW DO I CREATE A NEW QUIZ?

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

Attempts

Attempts Allowed ?

1



Apply

Optional Advanced Attempt Conditions will appear if a number of attempts from 2 to 10 is applied.

Overall Grade Calculation

Highest Attempt



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

Objectives

Associate Learning Objectives

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.

HOW DO I CREATE A NEW QUIZ?

Default View

The following is the submission view that will be released to users

Default View

Date: immediately

Show Questions? No

Statistics: none

Additional Views

Add Additional View

Save and Close

From the “Reports” tab, you can create reports and view reports to review quiz data. Data includes score distributions, standard deviations, discrimination index, etc.

Reports

Add Report



<input type="checkbox"/>	Question Statistics
--------------------------	---------------------

Report Type: Question Statistics

Release: immediately

HOW DO I CREATE A NEW QUIZ?

