

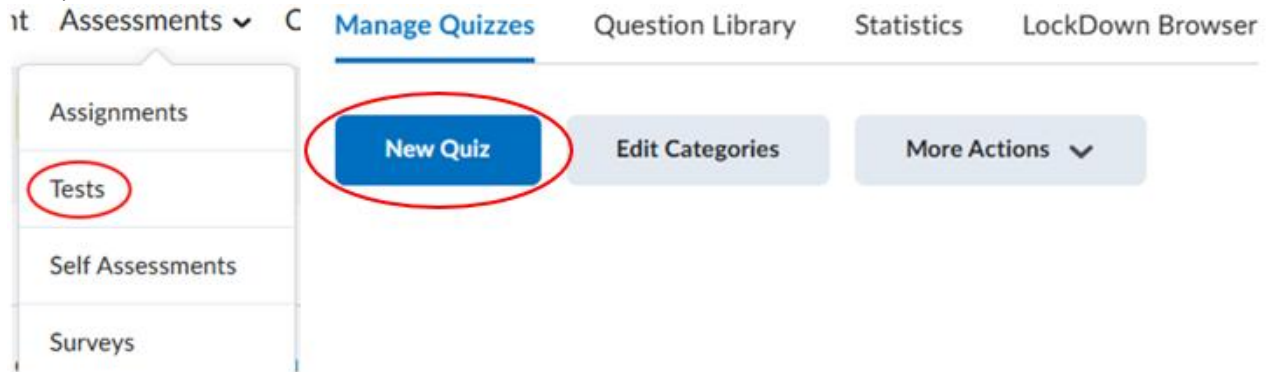


# Create a New Test with New Questions

## Workflow Steps:

### Step one:

Navigate to the Quiz tool by clicking the **Assessments** tab in the navbar, then select **Tests** from the drop-down menu. Next, select **New Quiz**.



### Step two:

Next, add a **Quiz Title**.

Quiz Title \*

Untitled

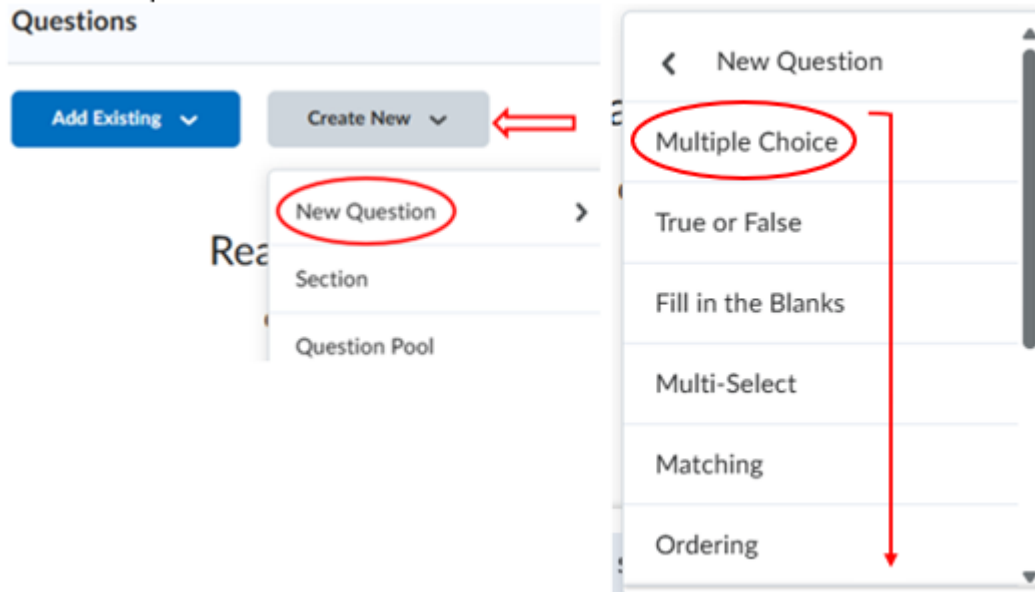
Grade Out Of  points | Not in Grade Book

Due Date

Description

### Step three:

Select **Create New**, then select **New Question** to begin building a question. Select which kind of question you want from the drop-down menu.



### Step four:

From here, fill in the information needed to create the question: **Question Text** and **Answers**. Check the bubble next to the correct answer.

#### New Multiple Choice Question

The image shows a form for creating a new multiple choice question. At the top, there is a dropdown menu set to 'Multiple Choice' and an 'Options' button. Below this is a text input field for 'Question Text \*' containing the text: 'The quiz tool can be accessed by clicking Assessments in the navbar and then selecting .....'. A red arrow points to the blank space in the text. Below the question text is a section for 'Answers \*' with four radio button options: 'Quizzes', 'Tests', 'Exams', and 'Assignments'. The 'Tests' option is selected, indicated by a blue checkmark in the radio button, which is circled in red. To the right of the form is a preview area showing the question text and the same four radio button options. A red bracket on the left side of the form highlights the 'Answers \*' section.

### Step five:

To randomize the answer order, select **Randomize answer order**. Then assign points and click **Save**.

Randomize answer order

Points \*

1

Save Cancel

### Step six:

This will return you to the **New Quiz** page to continue building questions. When you're finished creating test questions, scroll up to complete the settings.

Add a **Description**. Select a **Due Date**. Under **Grade Out Of**, set how the quiz will be graded. From the **Grade Out Of** dropdown menu, select **Edit or Link to Existing**, or **Add to Grade Book**.

Quiz Title \*

Untitled

Grade Out Of

1 point Not in Grade Book

Due Date

M/D/YYYY

Description

Edit or Link to Existing

Add to Grade Book

### Step seven:

Now open the **Availability Dates & Conditions** tab. Add availability dates. If needed, **Add Release Conditions** and **Special Access** settings.

Availability Dates & Conditions

Start Date

M/D/YYYY

End Date

M/D/YYYY

Release Conditions

Users are not able to access or view the quiz unless they meet the release conditions.

Add Release Condition

Special Access

Special Access allows quizzes to be available to only a select group of users or individualized due dates for certain users.

Manage Special Access



### Step eight:

Next, open the **Timing & Display** tab. Select **Set time limit** and enter the allotted time. By default, the quiz will auto-submit when time expires, but this can be changed in **Timer Settings**. Under **Paging**, choose the number of questions per page. You can also restrict movement between pages and shuffle question order to help maintain test integrity.

**Timing & Display**

Set time limit

Time Limit \*

120 minute(s)

Asynchronous

Auto-submit when time is up

**Timer Settings**

Paging

1 question per page

Prevent going back to previous pages

Shuffle Quiz

Shuffle questions and sections within the quiz. Does not cascade to sub-sections.

### Step nine:

Open the **Attempts & Completion** tab. Here you can manage how many attempts are allowed. Also, you can choose to be notified when a quiz attempt is made.

**Attempts & Completion**

Attempts

1 attempt allowed

[Manage Attempts](#)

Category

No category

Notification Email

To receive notifications when a quiz is attempted, enter an email address or multiple email addresses separated by a comma.

### Step ten:

Open the **Evaluation & Feedback** tab. If you do not want students knowing their scores immediately, uncheck **Auto-publish attempt results immediately upon completion**. To control what students see after submitting a quiz (such as correct answers or feedback), choose your preferred option from the **When published, display to learners** dropdown. The **Customize Quiz Results Displays** option lets you release feedback at different times—for example, no feedback immediately, but full answers later.

**Evaluation & Feedback** ▼

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Auto-publish attempt results immediately upon completion ←

Synchronize to grade book on publish ?

When published, display to learners:

Attempt grade

and

No questions ← ▼

**Customize Quiz Results Displays**

Learning Objectives

No learning objectives

[Manage Learning Objectives](#)

### Step eleven:

If you are finished, select **Save and Close**.

**Save and Close**

