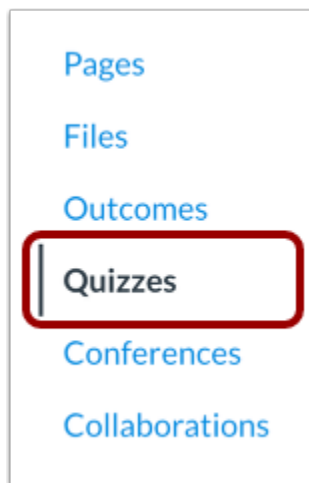# How do I create a quiz with individual questions?
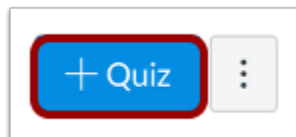
You can add your own questions to your quizzes. You can create various types of quiz questions. Individual questions can also be added to question groups.

Open Quizzes

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

Add Quiz

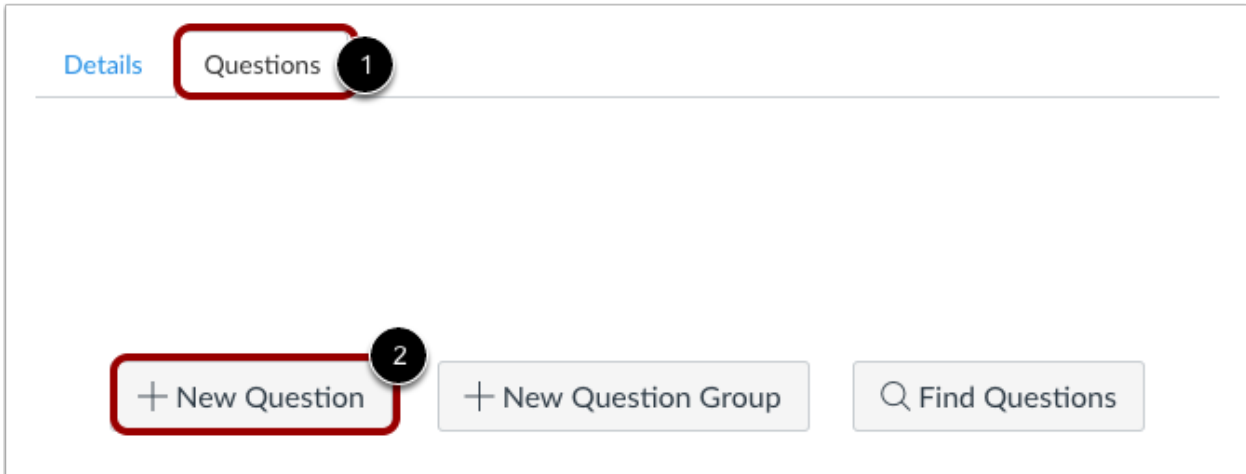Click the **Add Quiz** button.

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.

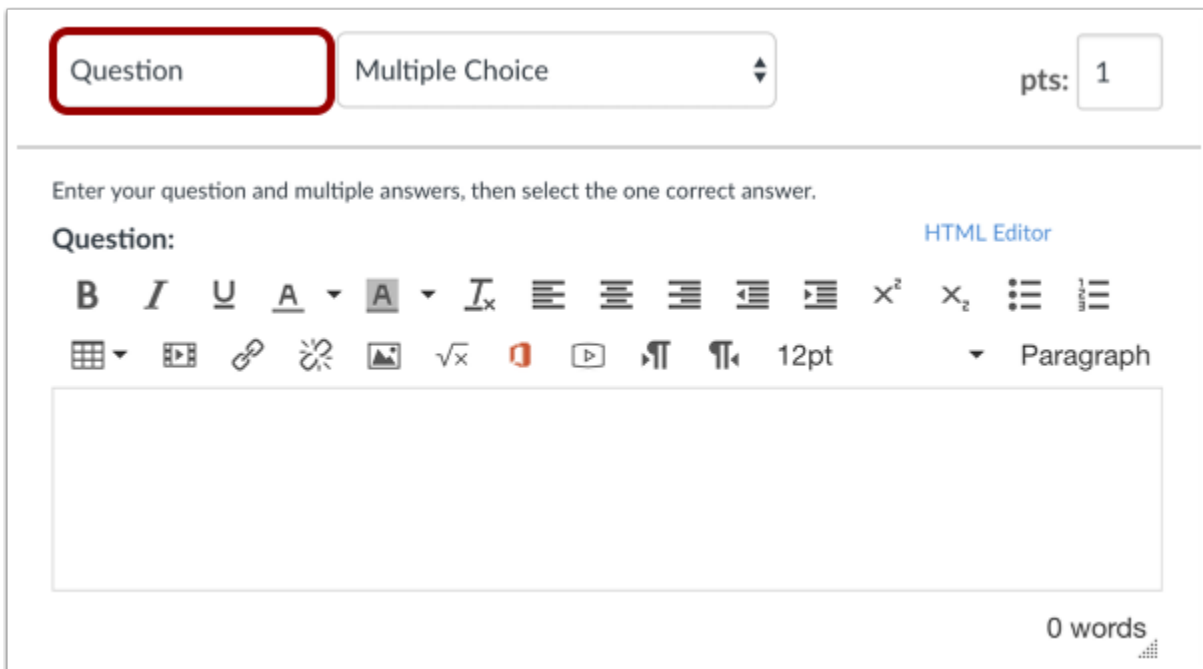Complete the rest of the quiz details [3].

Add Question

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

Name Quiz Question

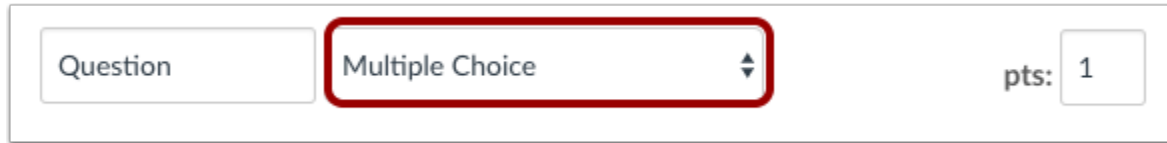Quiz questions are not automatically numbered for instructors. To add a custom name to your quiz question, enter the name in the question text field. Custom names can help you identify quiz questions more easily.

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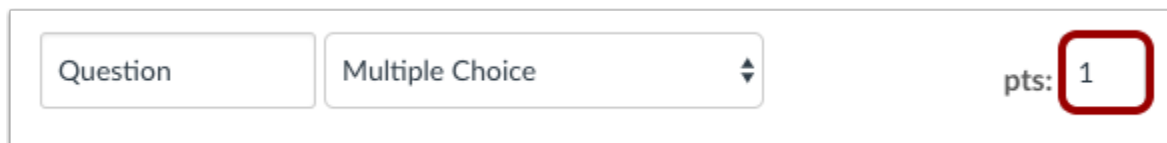
Select Question Type

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.
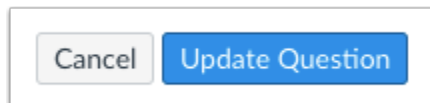
Set Point Value

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

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

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.
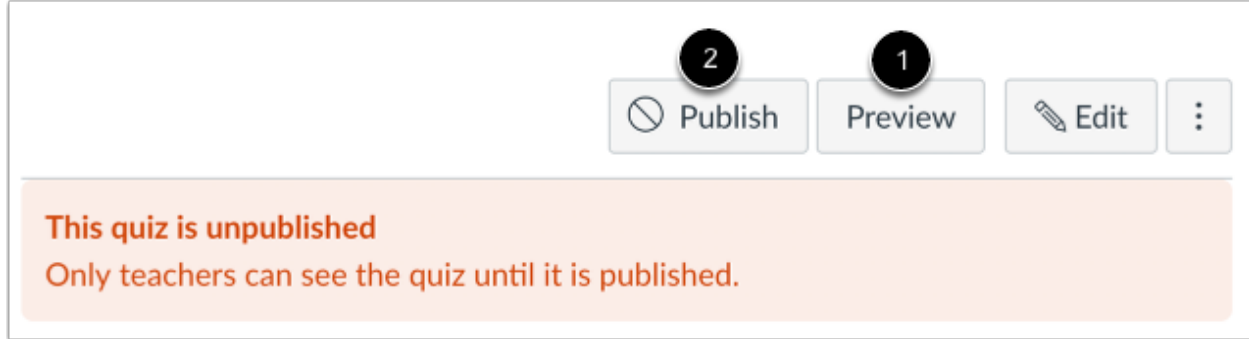
Save Quiz

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.

Preview and Publish Quiz

Click the **Preview** button [1] to see what students will see when they take the quiz. If the preview shows the quiz the way you want it, click the **Publish** 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.