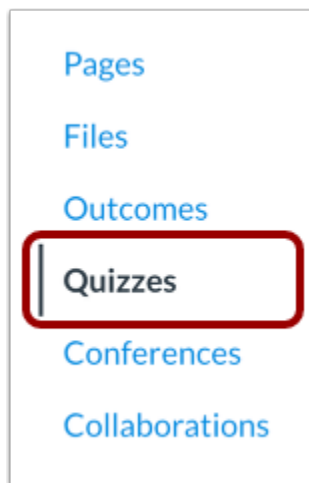


How do I create a quiz with individual questions?

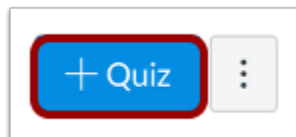
You can add your own questions to your quizzes. You can create various types of quiz questions. Individual questions can also be added to [question groups](#).

Open Quizzes



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

Add Quiz



Click the **Add Quiz** button.

Edit Quiz Details

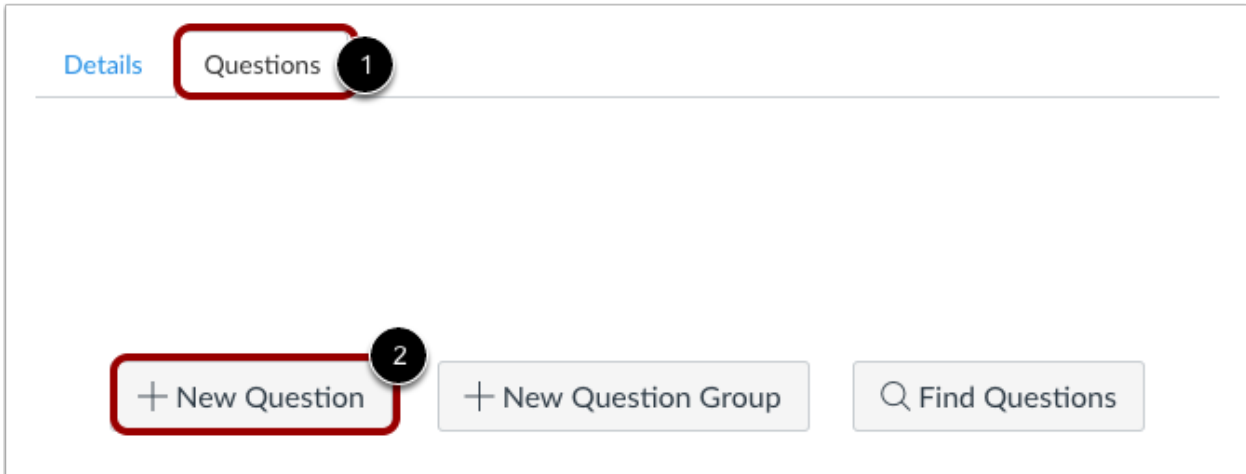
The screenshot shows the 'Edit Quiz Details' interface. At the top, there are two tabs: 'Details' (highlighted with a red box) and 'Questions'. Below the tabs is a 'History Overview' field with a callout [1]. Underneath is a 'Quiz Instructions' section with a rich content editor [2] containing a toolbar with various text and media editing tools. The main configuration area [3] includes:

- Quiz Type:** Graded Quiz
- Assignment Group:** Assignments
- Options:**
 - Shuffle Answers
 - Time Limit Minutes
 - Allow Multiple Attempts
 - Let Students See Their Quiz Responses (Incorrect Questions Will Be Marked in Student Feedback)
 - Only Once After Each Attempt
 - Let Students See The Correct Answers
 - Show Correct Answers at
 - Hide Correct Answers at
 - Show one question at a time
- Quiz Restrictions:**
 - Require an access code
 - Filter IP Addresses
- Assign:**
 - Assign to:** Everyone
 - Due:**
 - Available from:** **Until:**
 -

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].

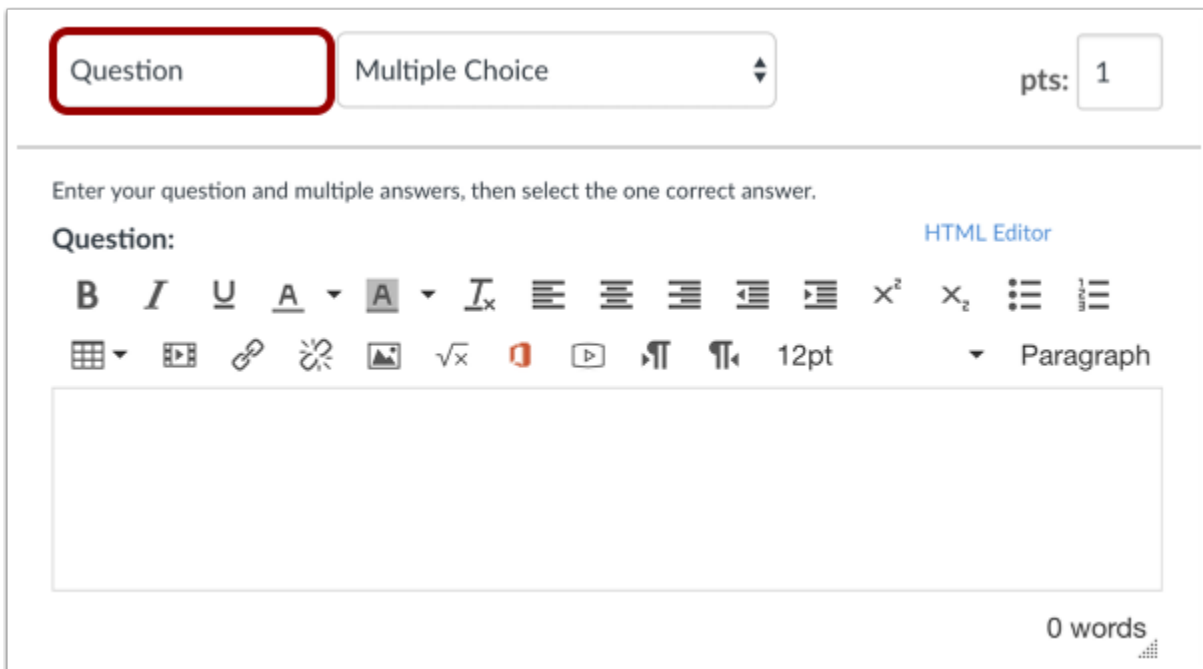
Add Question



The screenshot shows the 'Add Question' interface. At the top, there are two tabs: 'Details' and 'Questions'. The 'Questions' tab is highlighted with a red box and a '1' in a black circle. Below the tabs, there are three buttons: '+ New Question', '+ New Question Group', and 'Find Questions'. The '+ New Question' button is highlighted with a red box and a '2' in a black circle.

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

Name Quiz Question

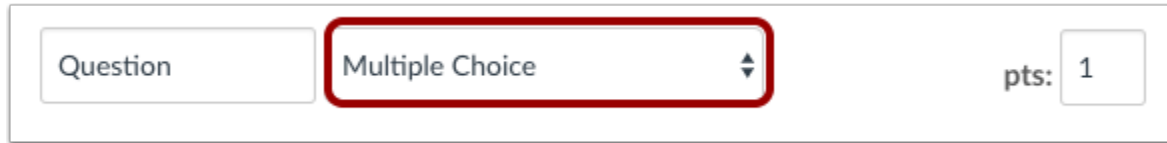


The screenshot shows the 'Name Quiz Question' interface. At the top, there is a text field labeled 'Question' which is highlighted with a red box. To its right is a dropdown menu set to 'Multiple Choice' and a 'pts: 1' field. Below this, there is a text area for entering the question. The text area is preceded by the label 'Question:' and the text 'Enter your question and multiple answers, then select the one correct answer.' Above the text area is an 'HTML Editor' toolbar with various formatting options like bold, italic, underline, text color, background color, strikethrough, bulleted list, numbered list, link, unlink, image, link icon, and font size. The text area is currently empty and shows '0 words' at the bottom right.

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



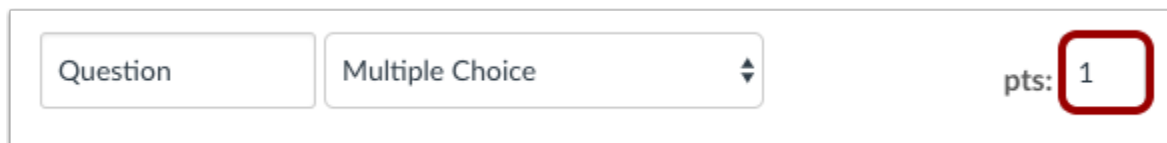
Question Multiple Choice pts: 1

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

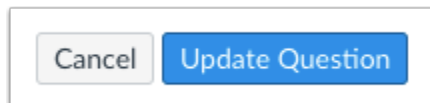


Question Multiple Choice pts: 1

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



Cancel Update Question

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

View Questions

Details Questions

Show Question Details

⋮ **Question** 1 pts

How much time should you spend on your online course each week in order to understand the concepts?

⋮ **Question** 1 pts

George Washington is the only president to have a state named after him.

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.

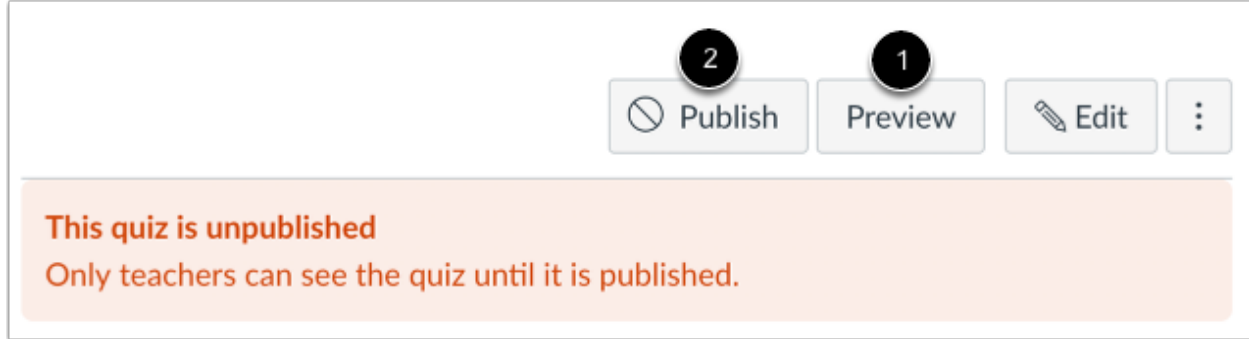
Save Quiz

Cancel Save & Publish Save

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



The image shows a user interface for managing a quiz. At the top right, there are four buttons: 'Publish' (with a callout '2'), 'Preview' (with a callout '1'), 'Edit' (with a pencil icon), and a vertical ellipsis menu icon. Below these buttons is a light orange banner with the text: 'This quiz is unpublished' and 'Only teachers can see the quiz until it is published.'

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.