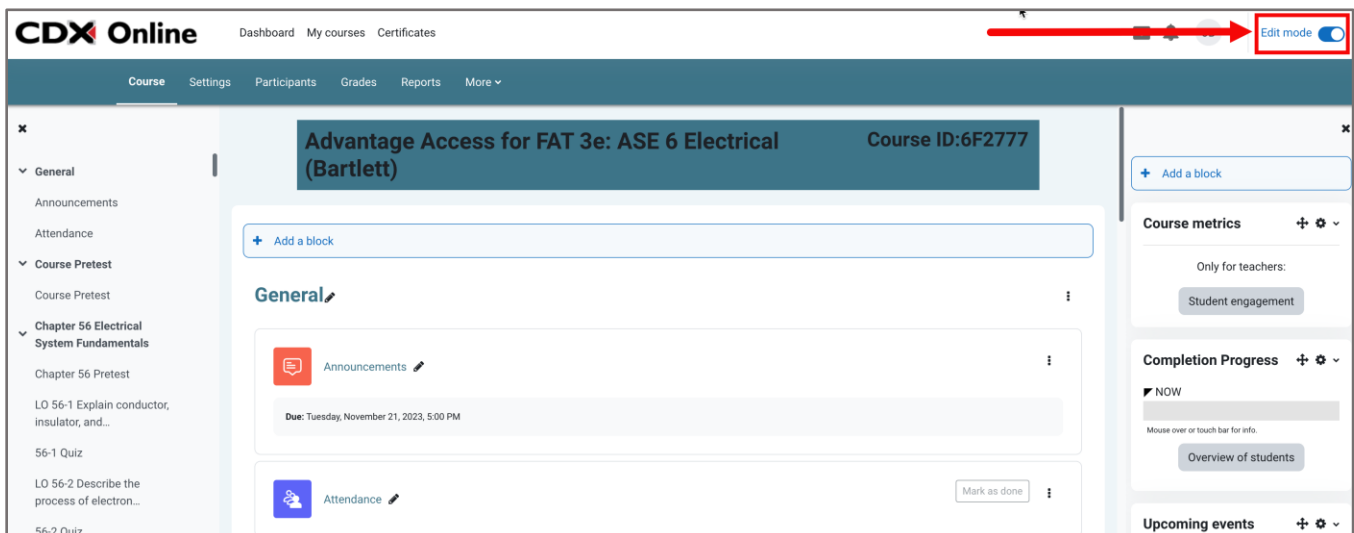# How to Create a Custom Quiz

This document contains instructions on creating a custom quiz within your course. You can create a quiz within any section of the course. First, you need to specify some initial settings for the quiz, such as the quiz name, and then you can add questions.
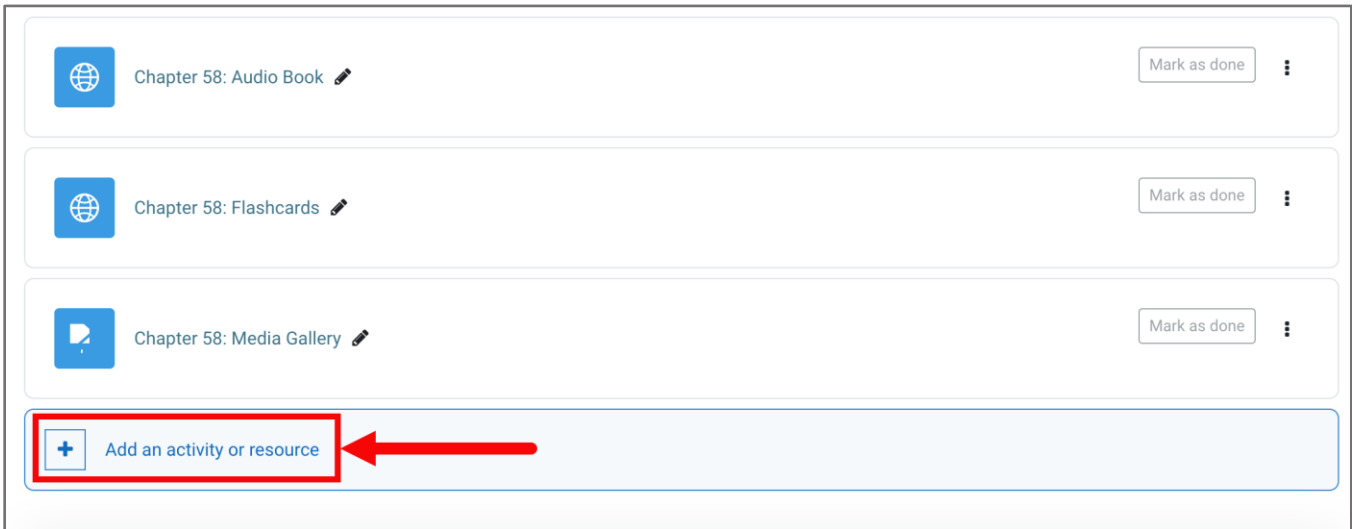
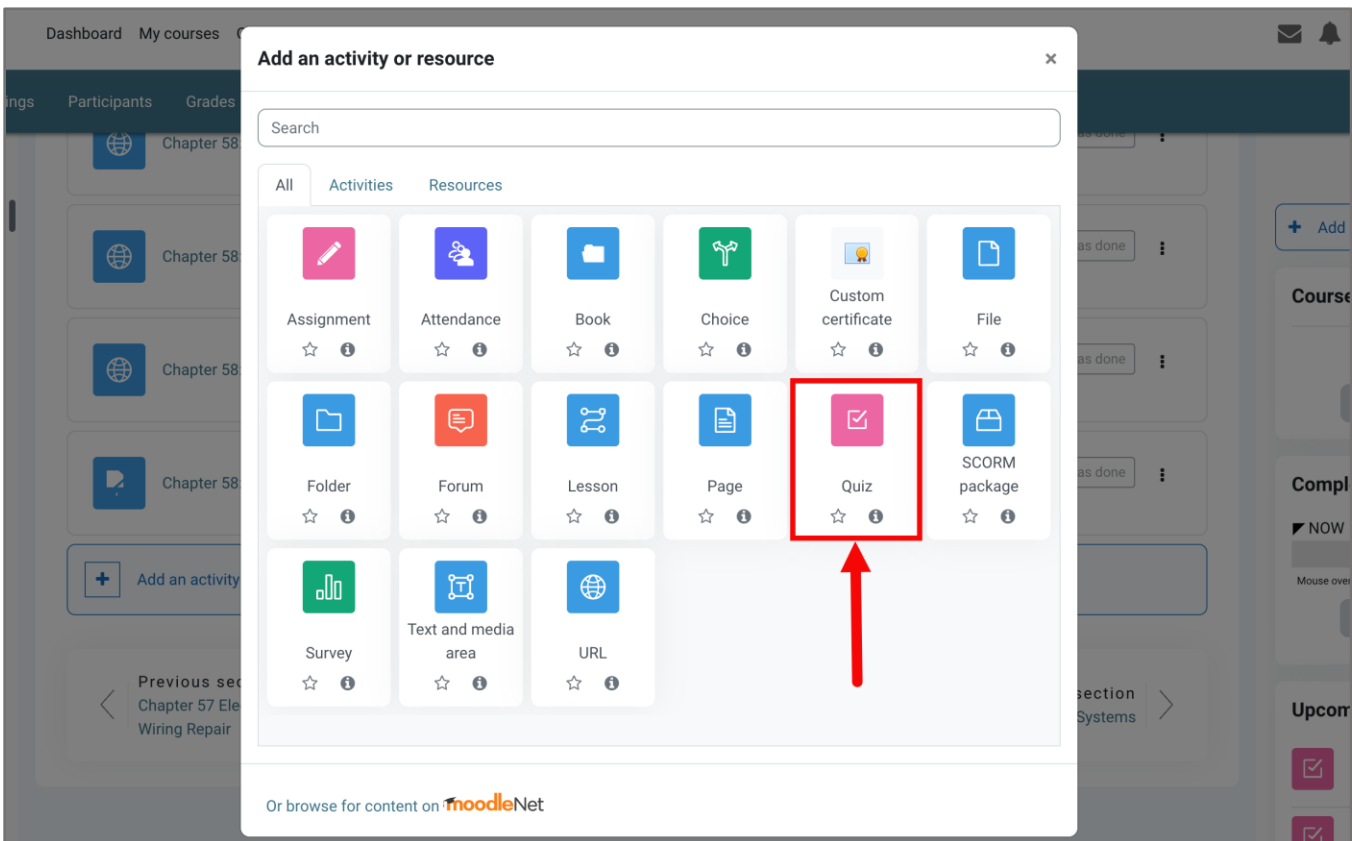1. Navigate to the topic within the course in which you would like to place your quiz or test.
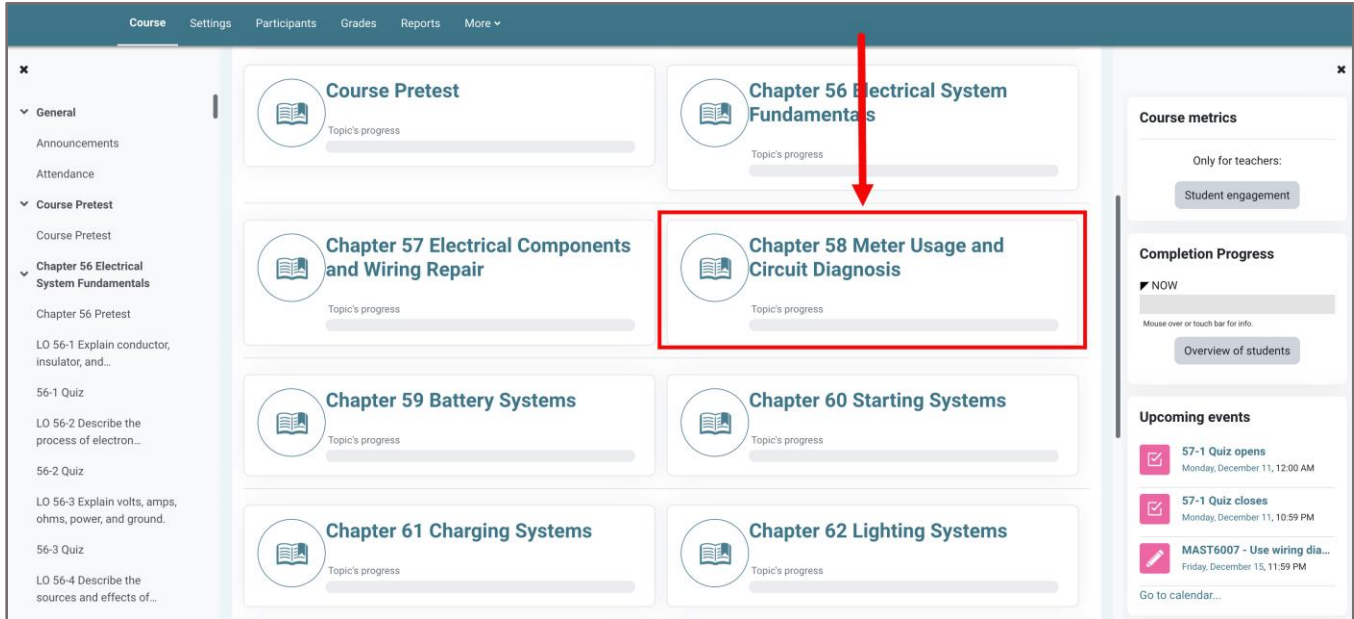
2. Next, toggle on the course **Edit Mode** using the button at the top of the page (if it's not on already). The page is now enabled for editing, so you can rearrange elements, add activities or resources, and make other changes.

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3. Scroll as needed to the bottom of the contents section and click **Add an activity or resource**.

4. A window opens, listing all the activities or resources you can add to the course. Select the **Quiz** option from the menu provided. A new quiz settings page opens, with the General section expanded by default.

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5. The first field, **Name**, displays a **red exclamation icon**, indicating that it is a required field you must complete to create the quiz. Enter a name for the quiz in the **Name** field. Enter a description, if desired, in the **Description field**. Use the toolbar at the top of the Description field to format the text and add hyperlinks, images, videos, or other media. If you want the description to appear on the course page, click the **Display description on course page checkbox** to add a checkmark.

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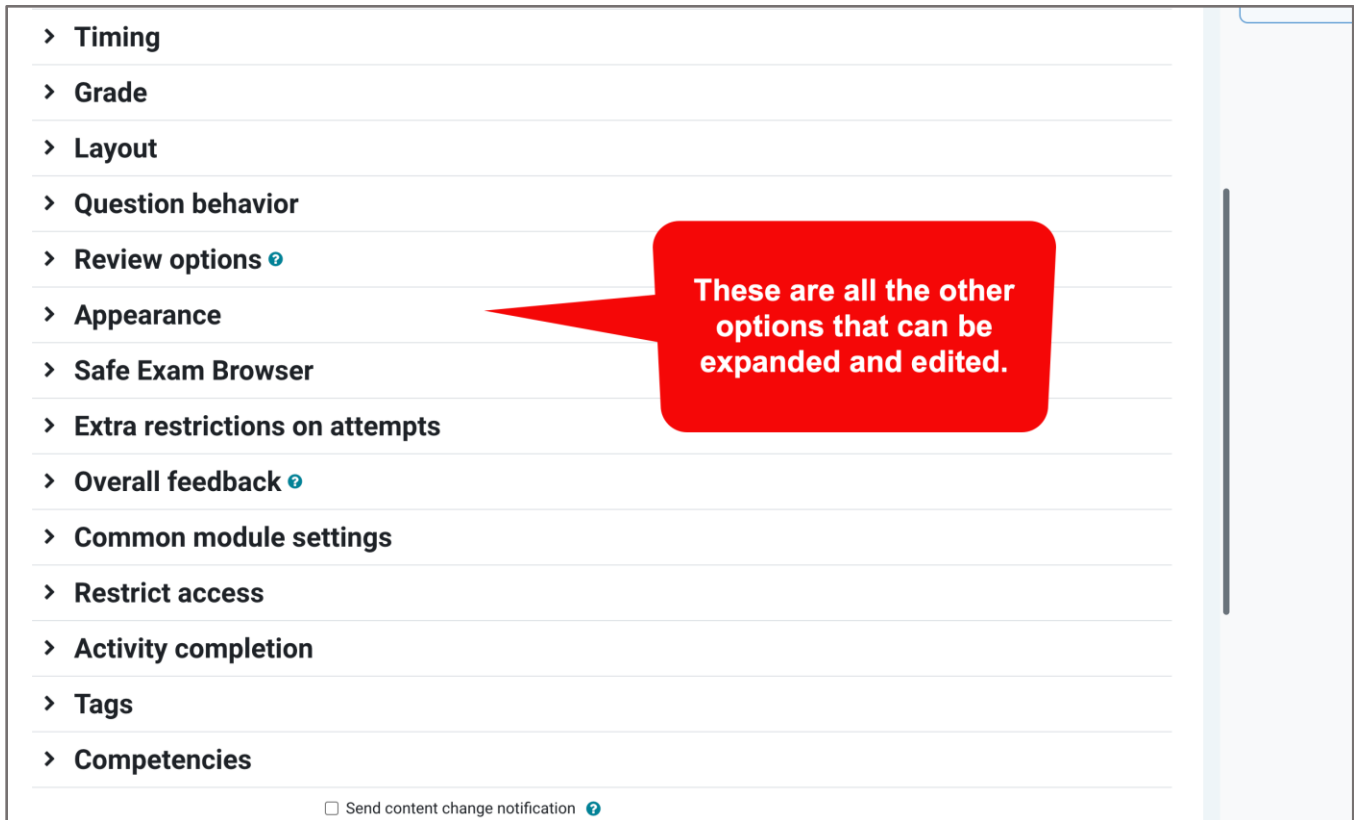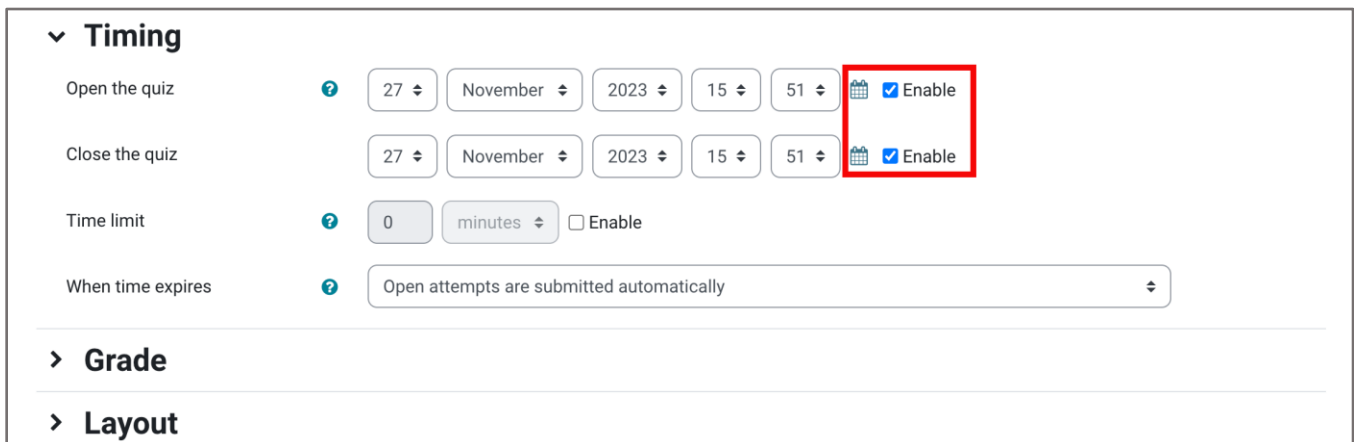
6. Continue by scrolling down the page and expanding each section on the quiz settings page to toggle additional options as desired. The remaining steps below walk through frequently used options.

> Timing
> Grade
> Layout
> Question behavior
> Review options ⓘ
> Appearance
> Safe Exam Browser
> Extra restrictions on attempts
> Overall feedback ⓘ
> Common module settings
> Restrict access
> Activity completion
> Tags
> Competencies

☐ Send content change notification ⓘ

These are all the other options that can be expanded and edited.

7. To set timing parameters, such as when students can open the quiz, when they must complete it, and how long they are able to spend on each attempt, expand the **Timing** section. For each setting you wish to set, first click the **Enable** checkbox to its right, then apply desired parameters. Ensure the Enable checkbox remains checked to apply the setting.

∨ Timing

Open the quiz	ⓘ	27 ⇕	November ⇕	2023 ⇕	15 ⇕	51 ⇕	📅 ☑ Enable
Close the quiz	ⓘ	27 ⇕	November ⇕	2023 ⇕	15 ⇕	51 ⇕	📅 ☑ Enable
Time limit	ⓘ	0	minutes ⇕	☐ Enable			
When time expires	ⓘ	Open attempts are submitted automatically ⇕					

> Grade
> Layout

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8. To set a minimum grade required for a student to pass the quiz, number of attempts they are allowed for the quiz, and how to calculate your students' final scores when more than one attempt is allowed, expand the **Grade** section and toggle these options as needed.

9. To manage how and when students may review their quiz results, expand the **Review options** section and adjust settings as needed. Note, clicking the question mark bubbles for more information in this section is strongly recommended, as there are many options to choose from. For more detail on these options, please revisit our Training Library to view a document and/or recorded tutorial on the subject of managing how students review quiz results.

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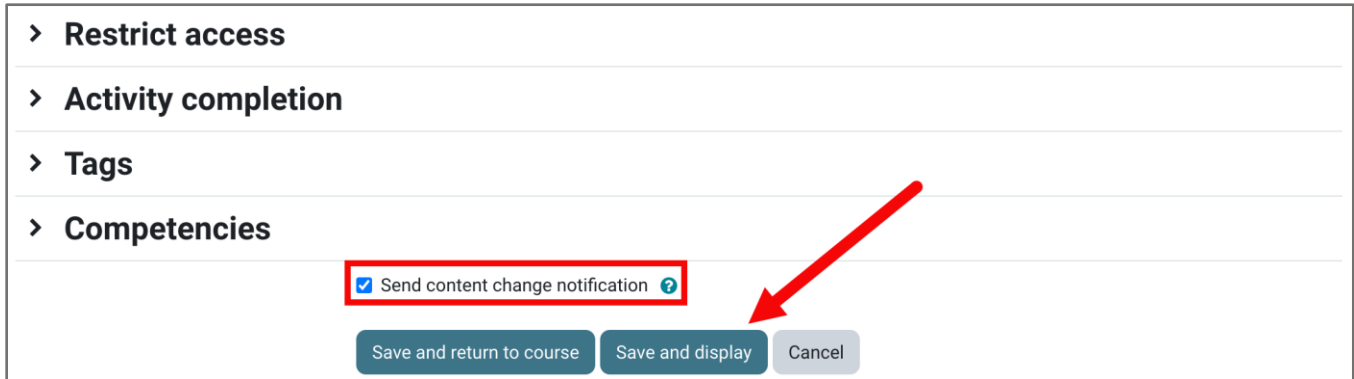
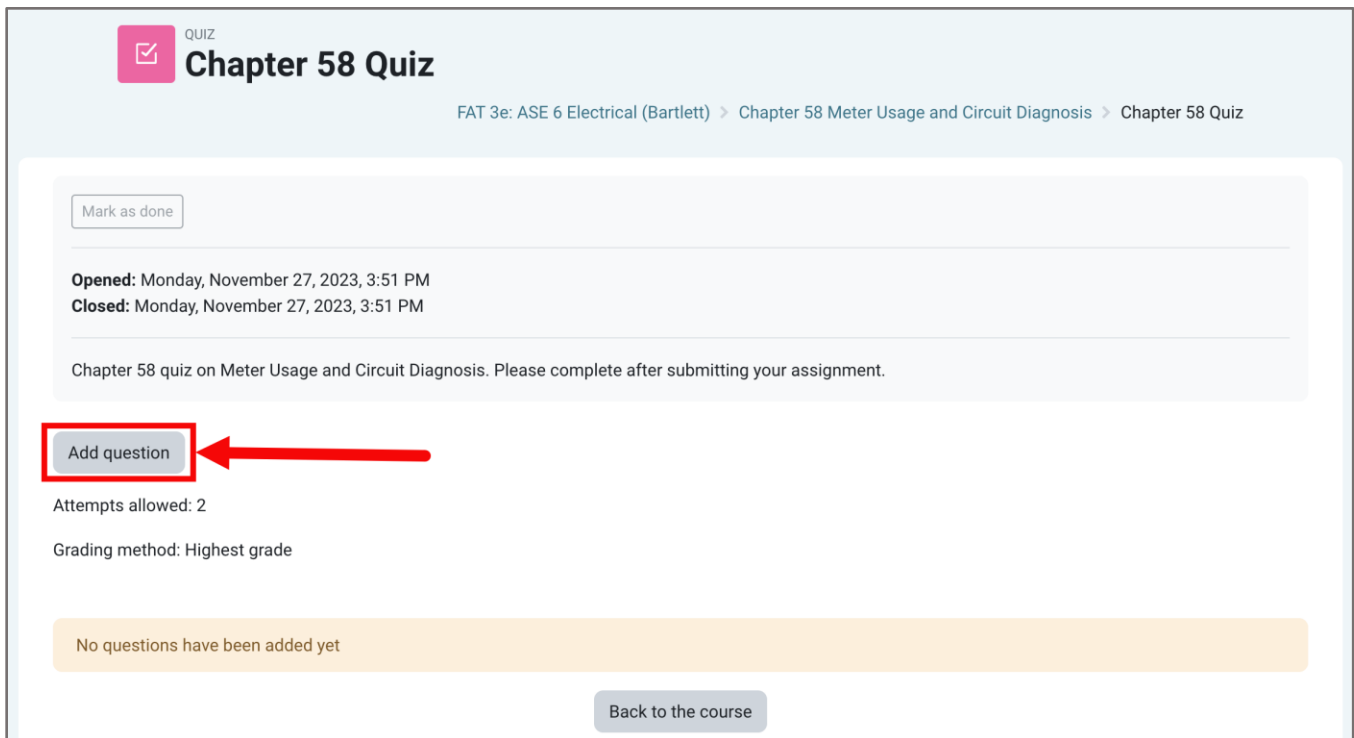10. Additional **Quiz Settings** sections with options to consider include.

Section name…	Options' functions…
Layout	How many questions should appear on each page of the quiz and how students can navigate through questions.
Question behavior	Whether and how to provide feedback on student attempts on a question, whether to allow multiple attempts, whether to shuffle answer choices, and whether each question builds on the previous one.
Review options	What feedback students can see, such as marks or the right answer, and when they can view the feedback, such as while attempting a quiz, after completing it, or after the quiz closes.
Appearance	Whether to show the user's picture, how to display decimal places in question grades, and whether to show other course blocks during attempts.
Extra restrictions on attempts	Password and security requirements for accessing the quiz, including an enforced delay between attempts, browser security, and network access requirements.
Overall feedback	Set custom automated feedback for each grade range you wish to define.
Common module settings	Whether to show the quiz on the course page or hide it from students, whether to include an ID number, and whether to group the quiz (including the option to add group access restriction).
Restrict access	Restrictions based on specific course prerequisites, including activity completion, dates, grade achievements, individual users, and complex combinations.
Activity completion	Whether and how to track and determine student completion of the quiz, such as grade achieved, number of attempts, and/or expected time for completion (soft deadline).
Tags	Apply custom or default tags to help categorize the quiz.

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11. Once you've specified the desired settings, check the **Send content change notification** option to automatically alert course participants of the quiz creation or settings changes. Only users who can access the activity or resource will receive the notification. Once everything is finished, click **Save and display**. The quiz page appears, displaying key details about the quiz and a message that no questions have been added.

12. From here, click the **Add question** button. The quiz contents page will open, where you can now add and manage questions.
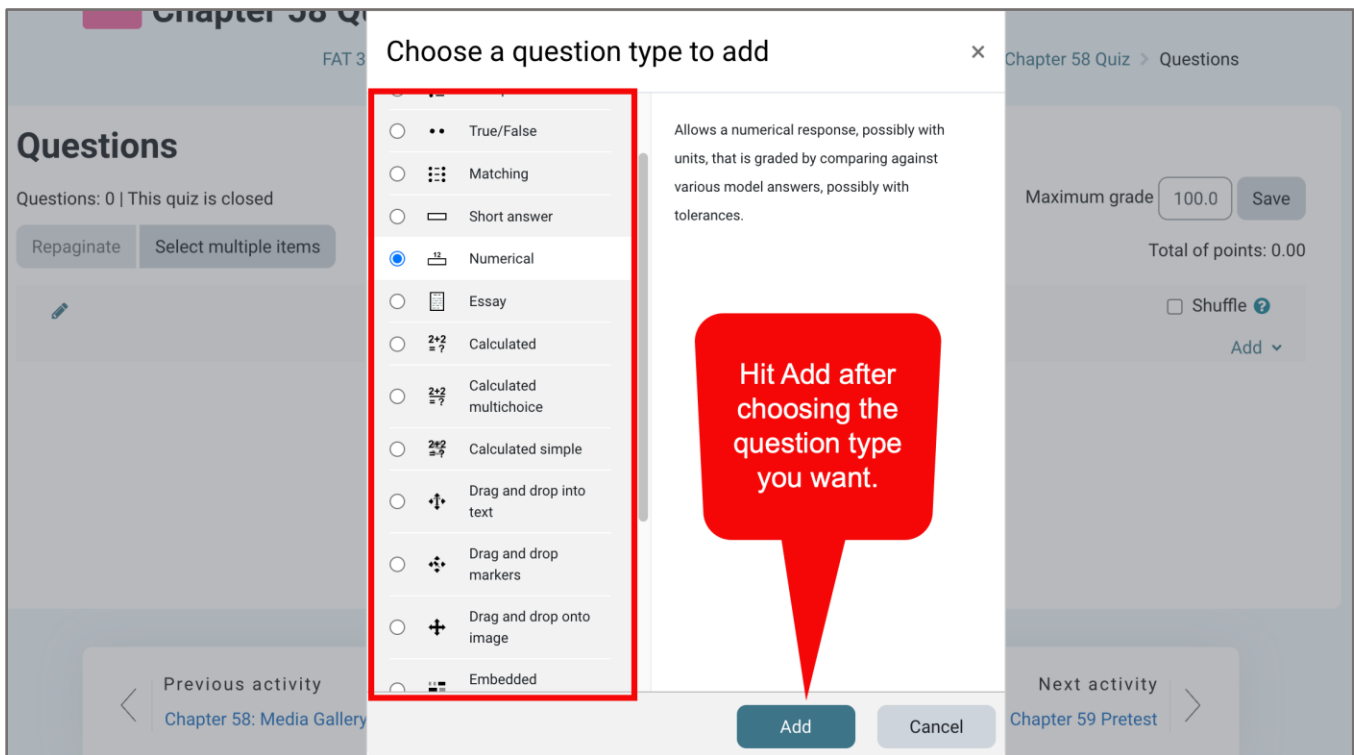
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13. To the right of the page, click the blue **Add** dropdown, then select your preferred method for selecting questions. Choose **a new question** if you want to create a new question from scratch, **from question bank** if you want to choose questions from the current course test bank, or **a random question** if you want to pull random questions from a specified category within the course test bank.
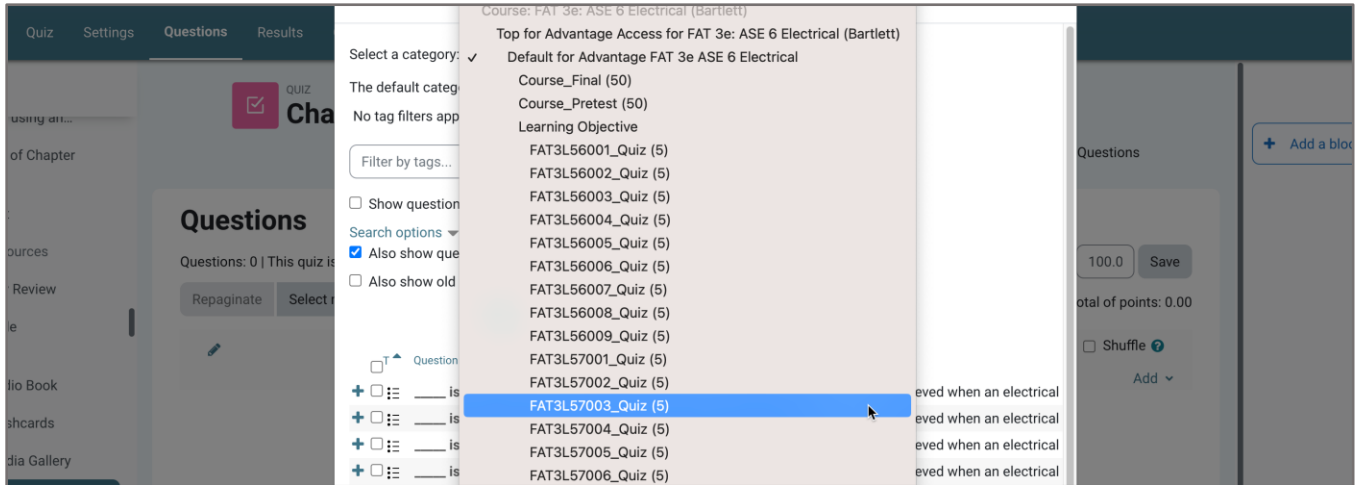

14. If/when adding **a new question**, select the question type from the popup window and proceed by building the question. Ensure that you save your custom questions in a category location within the course test bank to easily keep track of them.

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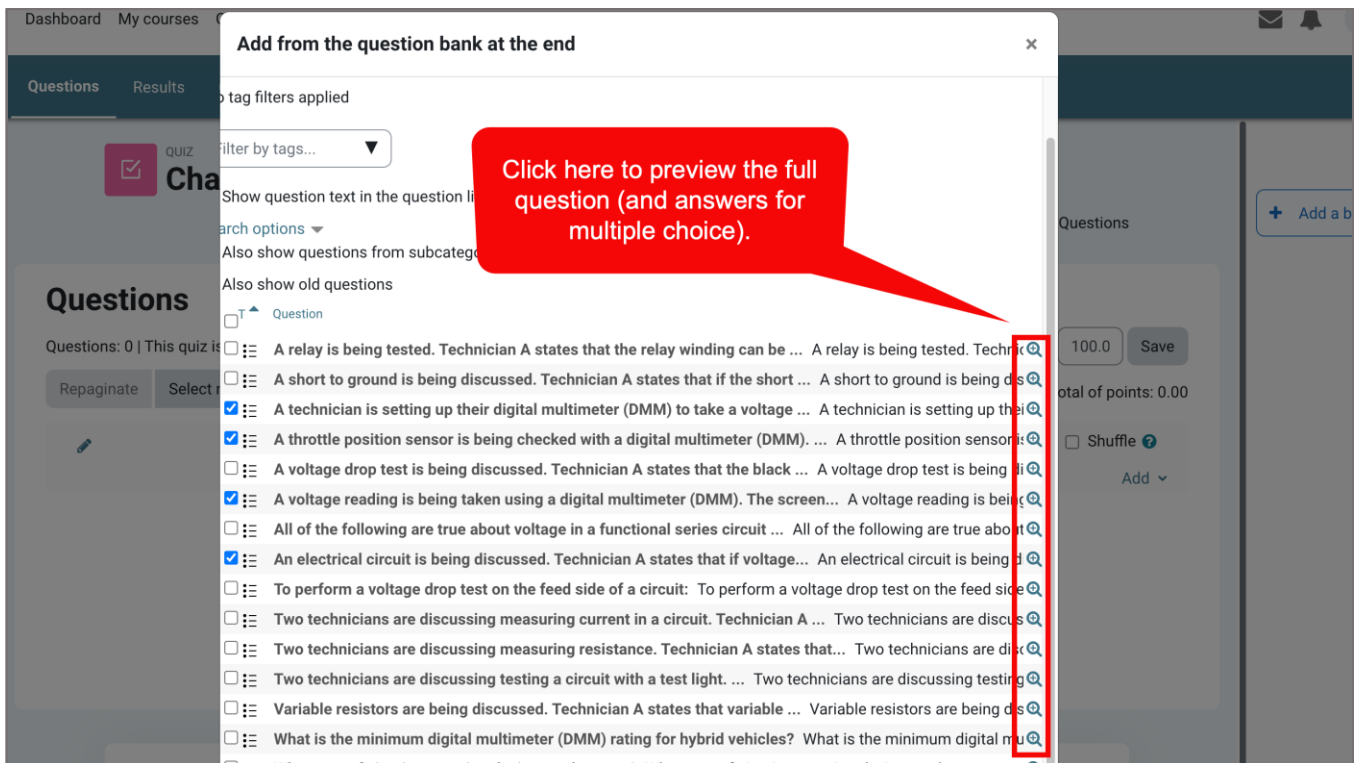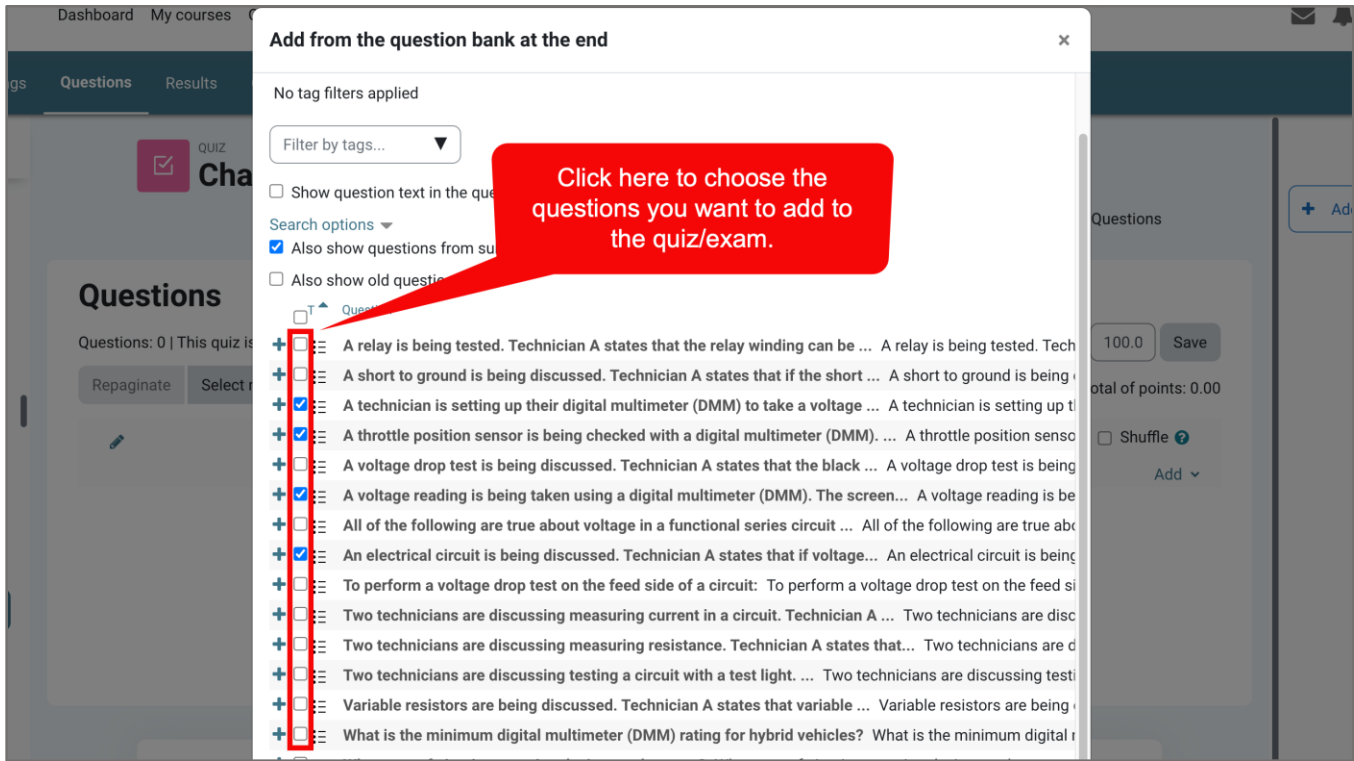Phone: 1-866-244-4CDX (4239)

15. Using the [add] **from question bank** option opens a popup window where you may choose a test bank category from which to select questions by using the **Select a category** dropdown menu. Categories may be organized by chapter, lesson, and/or assessment type. The number of questions available in each category is listed parenthetically directly to its right. By default, all questions are unique to each category and do not repeat elsewhere in the test bank.

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16. Selecting a category displays its questions below within the popup. Use the checkboxes to the left of the questions to select them. To view a question in full detail, click the **preview** button or magnifying glass to its right.

Click here to choose the questions you want to add to the quiz/exam.

Click here to preview the full question (and answers for multiple choice).

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17. To quickly select all questions on the page at one time, click on the **Select all** checkbox at the top of this list. When satisfied with your selections, scroll down and click the **Add selected questions to the quiz button**.
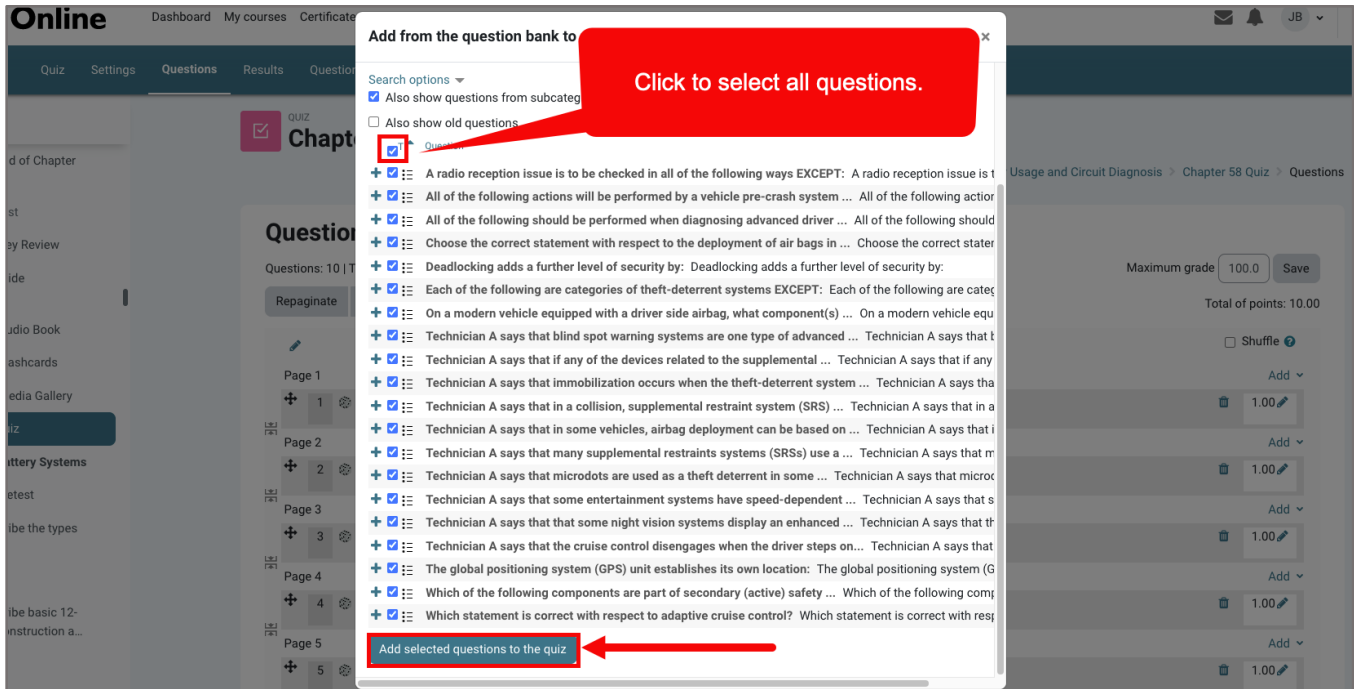
18. To add a specified number of questions to the quiz at random, choose the third **Add** option for [adding] **a random question**.

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19. Use the **Category** dropdown menu from the popup window to select the bank's category from which you wish to draw questions. Then specify the number of questions you wish to randomly include from the designated category using the **Number of random questions** dropdown. Make sure you do not choose a number that exceeds the number of questions available in the selected category.

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20. After making the desired selections, scroll down and click the **Add random question** button. Note, any random question added functions as a placeholder for a question that will be randomly selected from the specified category for every individual attempt. In other words, the questions will vary between attempts.

Questions matching this filter: 25
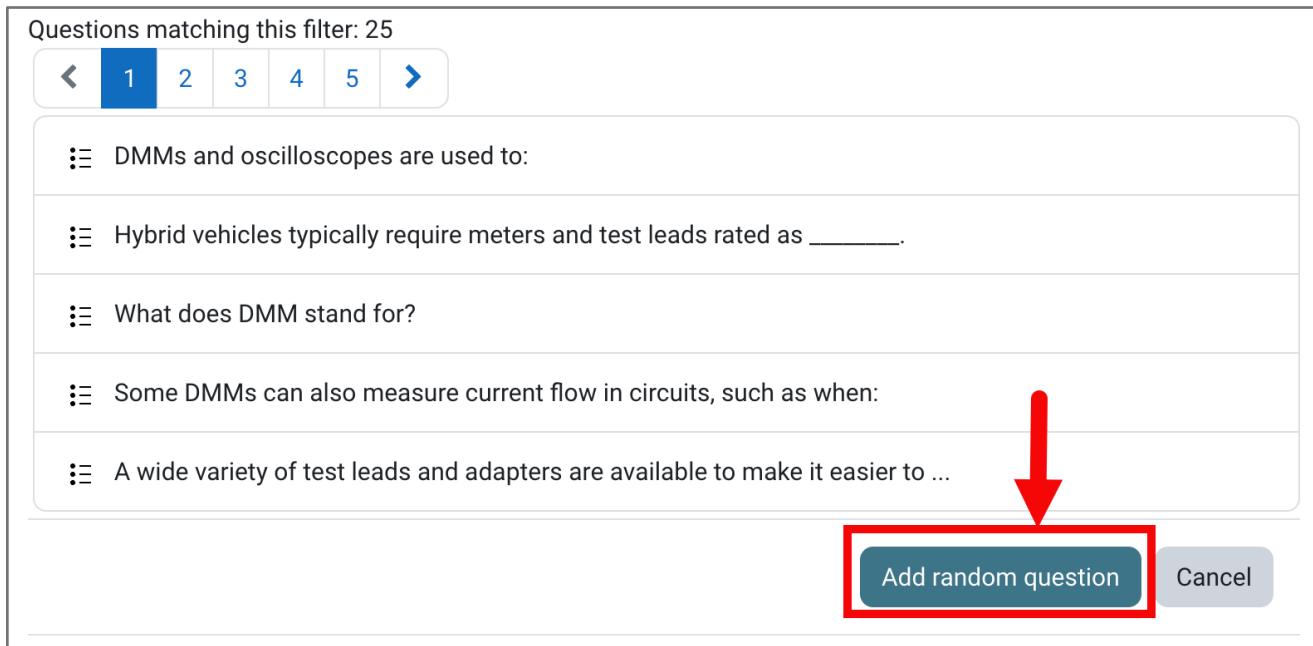
| ‹ | **1** | 2 | 3 | 4 | 5 | › |

- DMMs and oscilloscopes are used to:

- Hybrid vehicles typically require meters and test leads rated as _____.

- What does DMM stand for?

- Some DMMs can also measure current flow in circuits, such as when:

- A wide variety of test leads and adapters are available to make it easier to ...

Add random question   Cancel

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21. Continue adding questions to the quiz using your preferred options. When finished, choose whether to shuffle the selected questions' sequence for each individual attempt by toggling the **Shuffle** checkbox. You may also **Delete** questions using the trash icon to their right and drag and drop individual questions to adjust their sequence using the **compass arrow** to their left. If you rearrange question sequencing, click the **Repaginate** button when done to evenly distribute them according to the quiz page settings.

22. All questions added are automatically saved as they are populated to the body of the quiz. The **Save** button on the quiz page only applies in the event you choose to change the **Maximum grade** field which determines the number of points the quiz is worth in the gradebook.

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23. When you are satisfied with the questions you have added, you may return to any other course page and continue your work. You may also preview the quiz by returning to the main quiz page by clicking **Quiz** from the navigation bar, and then the **Preview quiz** option.

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