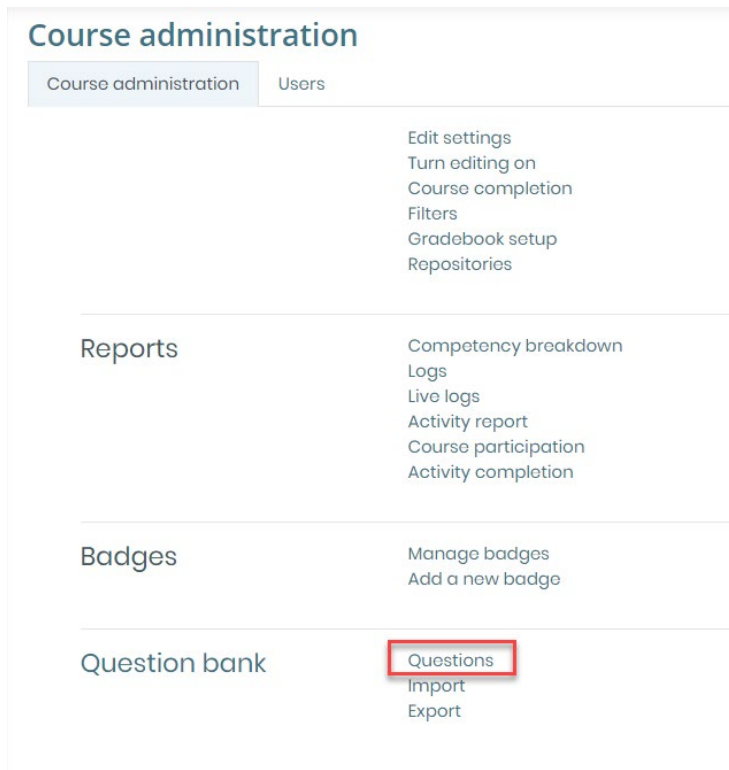## How Do I Create My Own Quiz Questions?

1. On the course page, click the Actions ⚙️▾ button at the top and select the "More…" option
2. Your course administration page will open displaying a series of course settings and action items.
3. Scroll to the bottom of the page to the 'Question bank' section, and click 'Questions'.

Course administration

Course administration	Users

Edit settings
Turn editing on
Course completion
Filters
Gradebook setup
Repositories

Reports
Competency breakdown
Logs
Live logs
Activity report
Course participation
Activity completion

Badges
Manage badges
Add a new badge

Question bank
Questions
Import
Export

4. Under the first dropdown menu, select the Question bank category in which you would like to create the question. This category will be where you find your custom question when adding it to a quiz.

Question bank

Select a category: FAT2K58011 (32) ▾

5. To help keep your custom questions organized and separate from the CDX question bank, it is recommended that you store your custom questions in your own custom category.
6. Next, click the 'Create a new question…' button

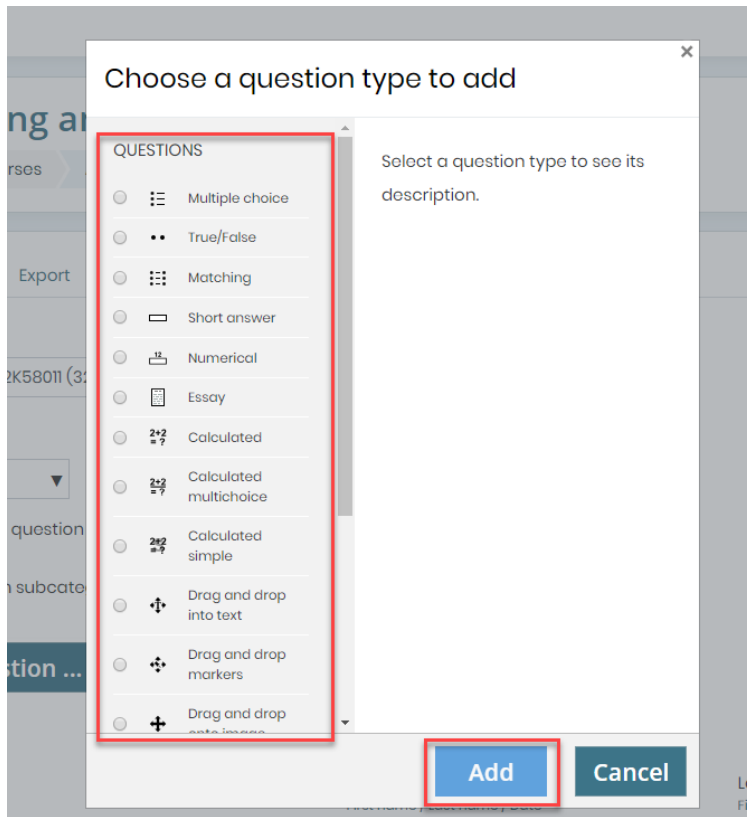☑ Also show questions from subcategories
☐ Also show old questions

Create a new question …

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Email: support@cdxlearning.com
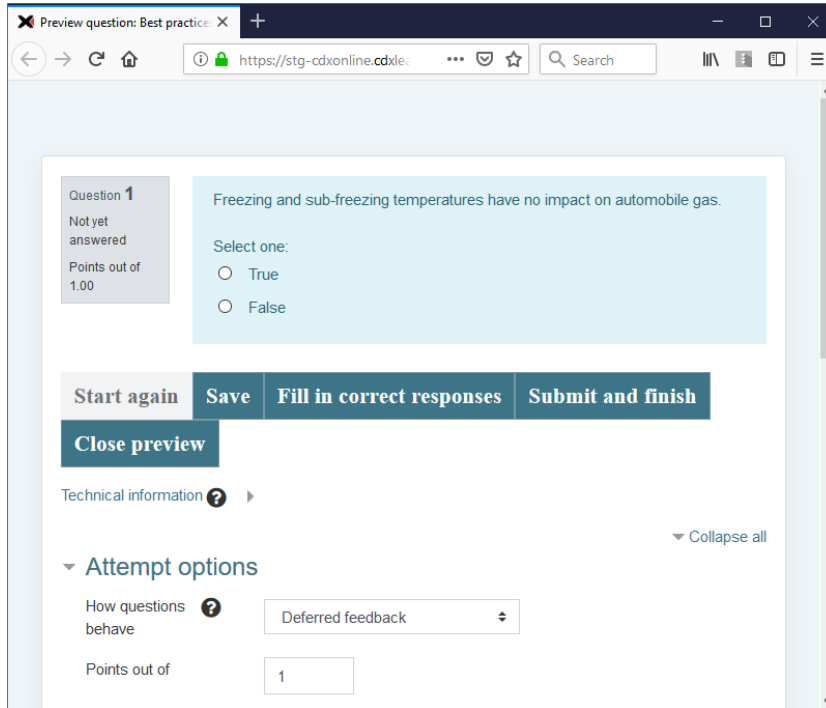Phone: 1-866-244-4CDX (4239)
Page 1

CDX

How Do I Create My Own Quiz Questions?

7. In the popup window, select the type of question you would like to create then click 'Add'.

8. On the following page, populate the required fields marked with a red circle along with other fields or options that may apply.
9. Once you are satisfied with the content of your question, click the "Save changes" button at the bottom of the page.
10. You will be brought back to the Question bank page displaying your new question and you may select the magnifying glass to preview it.

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