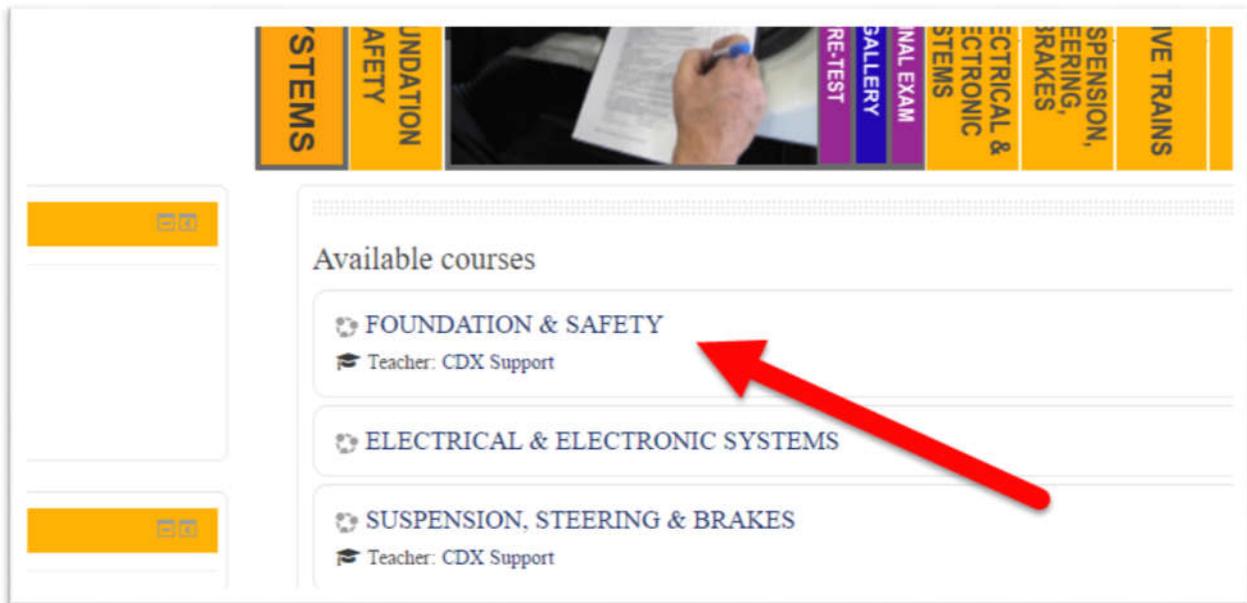


Creating a Custom Quiz in your MHT2015 CDX Course

1. To begin, navigate to your CDX Course page.
2. Then log in to your instructor account.
3. Then navigate to the course section that you would like your custom quiz to appear in.



4. This will bring you to the home page for that course.

5. In the upper right hand corner of the page, click on the Turn Editing On button.



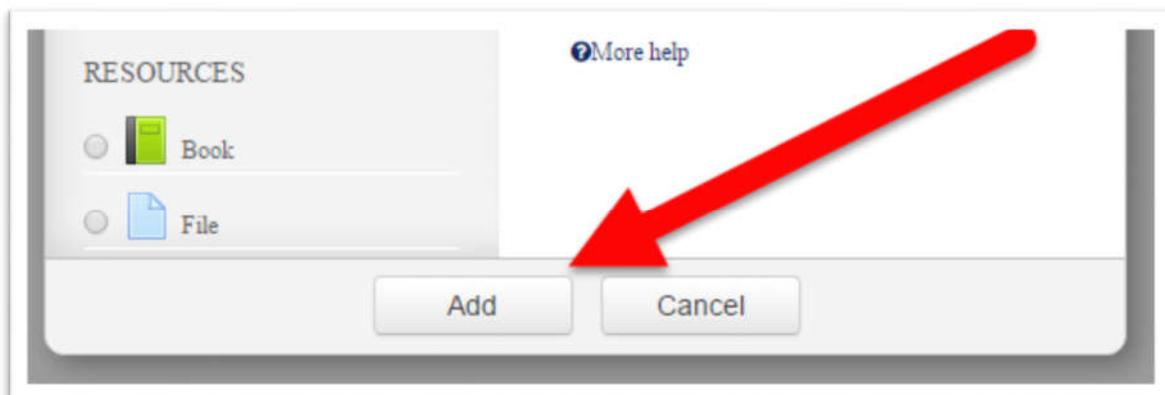
6. This will reload the page with more customization options available.
7. Under the heading that has the title of the course you are working in, click on the Add an activity or resource button.



8. Then find and click on the bubble next to the Quiz option.

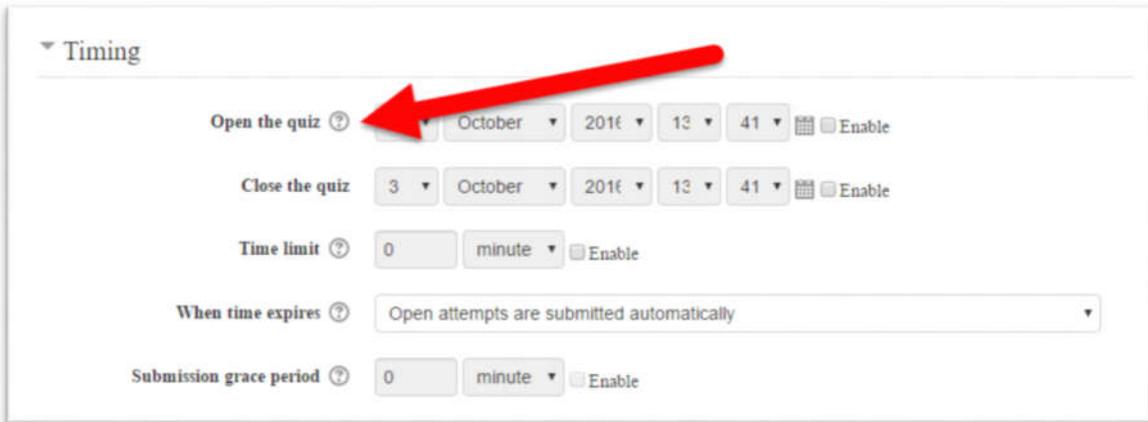


9. Then click the Add button at the bottom of the page.



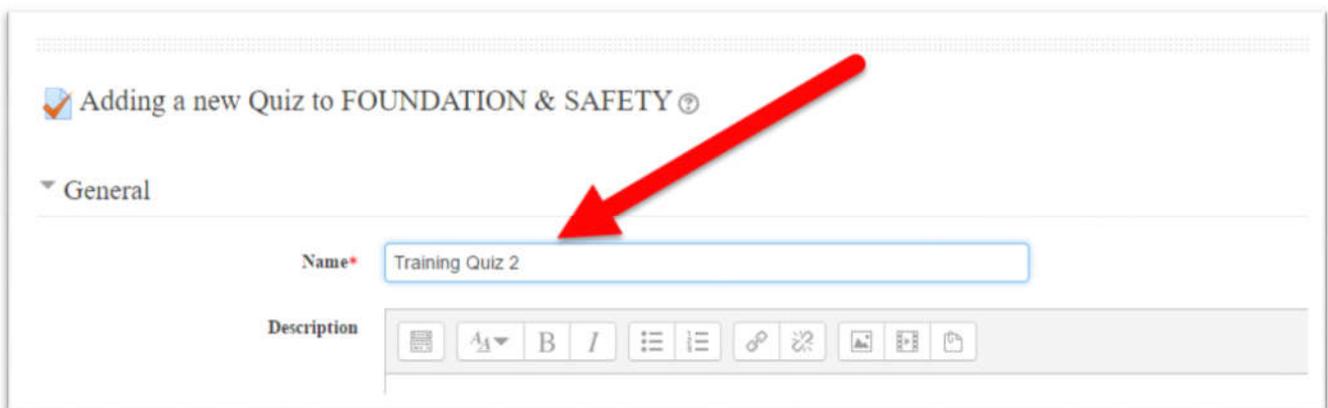
10. This will bring you to the Quiz creation page.

11. At this page, you can set all of the settings that you would like for this assignment. If you would like to see what a setting is for, you can click on the question mark next to the option.



12. That icon will open a small window with an explanation of that option.

13. The first thing you will want to set is the Name of the Quiz and if you would like to add a description of the quiz you can add it here.



14. The Timing heading contains the options to set when the quiz is available, how long students have to complete the quiz, and what happens when a student exceeds the Time Limit.

The 'Timing' settings panel includes the following options:

- Open the quiz:** 23, September, 2016, 11, 52, [calendar icon], [enable icon]
- Close the quiz:** 23, September, 2016, 11, 52, [calendar icon], [enable icon]
- Time limit:** 0, minute, [enable icon]
- When time expires:** Open attempts are submitted automatically
- Submission grace period:** 1, days, [enable icon]

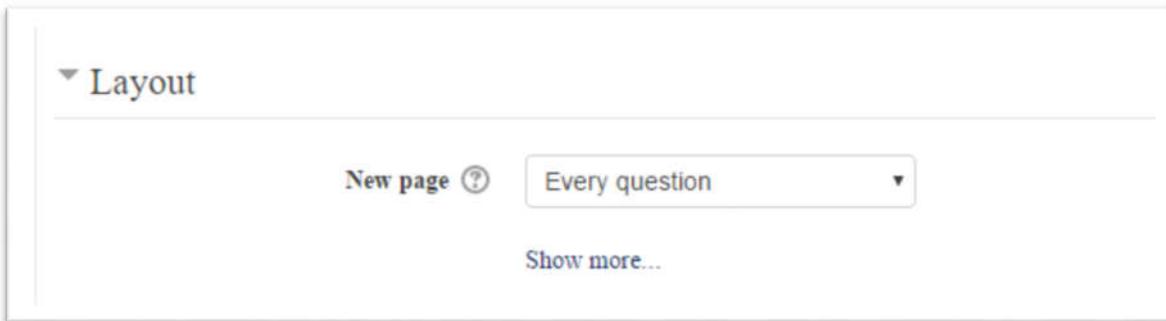
15. The Grade heading allows you to set the grade required for a student to pass the quiz, how many attempts they have for the quiz and how the system grades the assignment when more than 1 attempt is allowed.

The 'Grade' settings panel includes the following options:

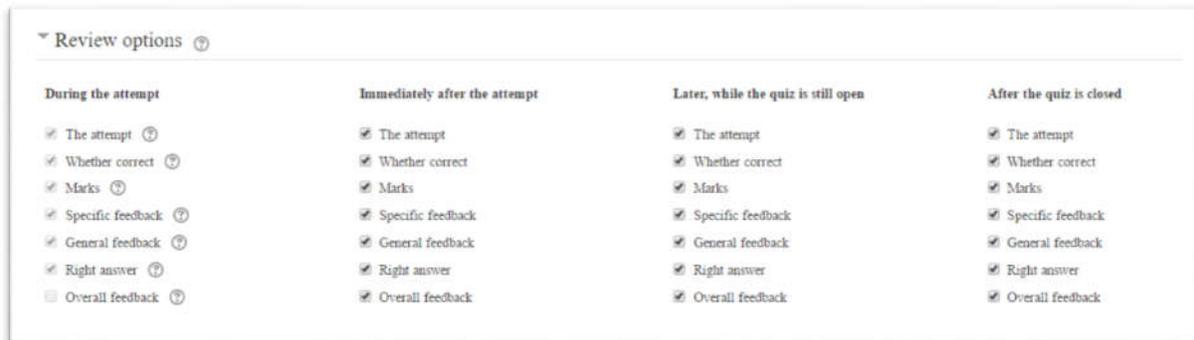
- Grade category:** Uncategorise
- Grade to pass:** [empty text input field]
- Attempts allowed:** 2
- Grading method:** Highest grad

16. The Layout heading allows you to set how many questions are on each page of the assignment.

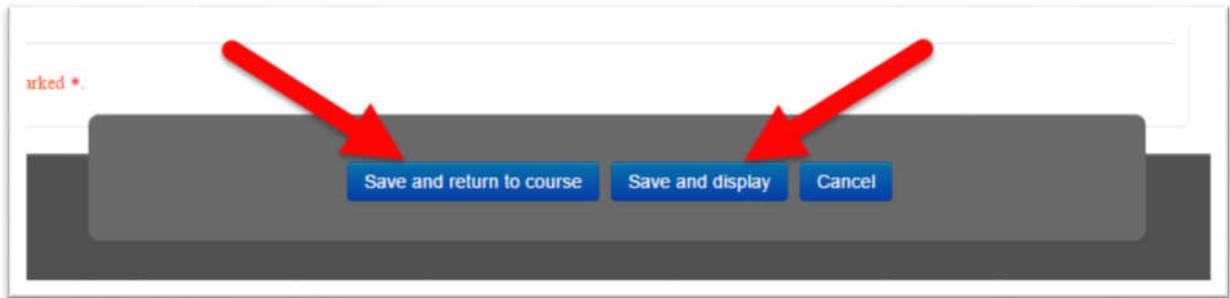
(For example, if the assignment has 20 questions and is set to 5 questions per page, the quiz will have 4 pages of 5 questions each)



17. The Review Options heading allows you to control what feedback students are allowed to see after submitting the assignment.



18. Once you have selected any of the settings that you would like for the quiz, click on either the Save and Return to Course button or the Save and Display button.

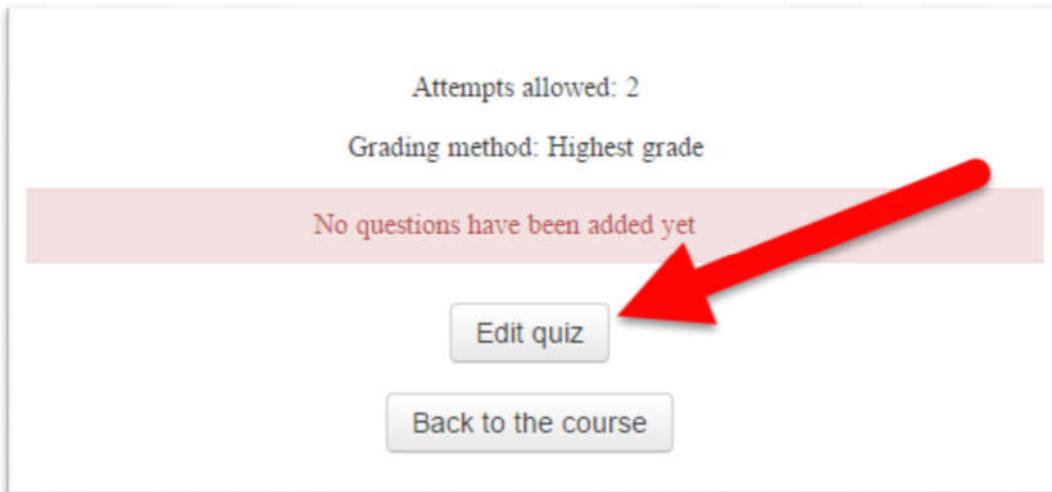


19. This will create the quiz and add it to your course section, but the quiz does not have any questions in it.

20. To add questions, click on the quiz from your Course Home page.

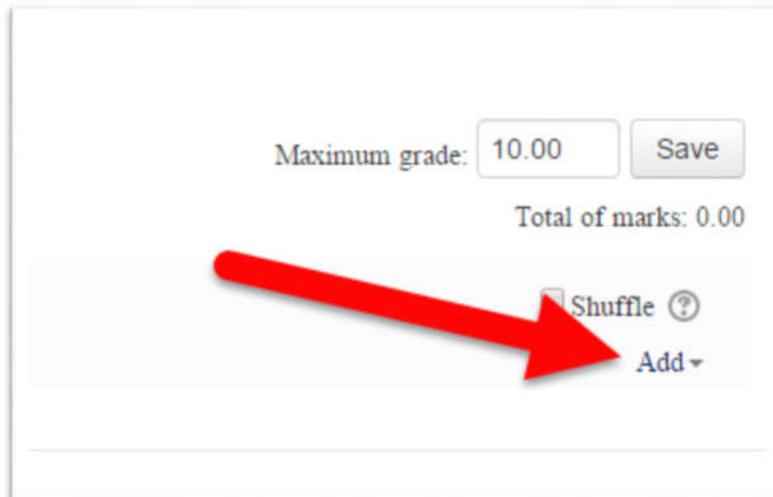


21. Then click on the Edit Quiz button.

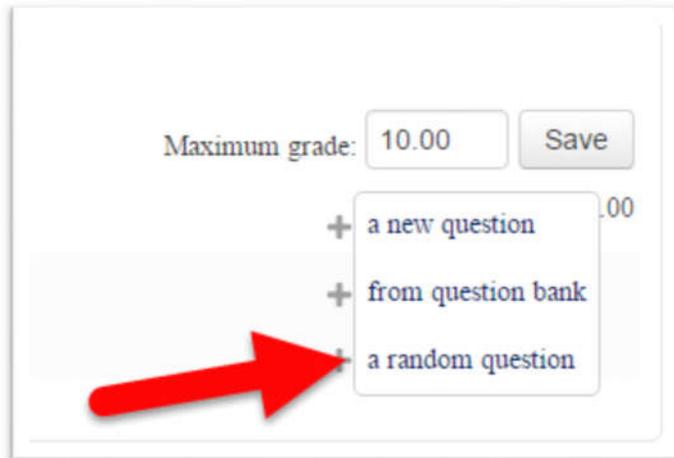


22. This will bring you to a page where you can add or remove any questions from your quiz.

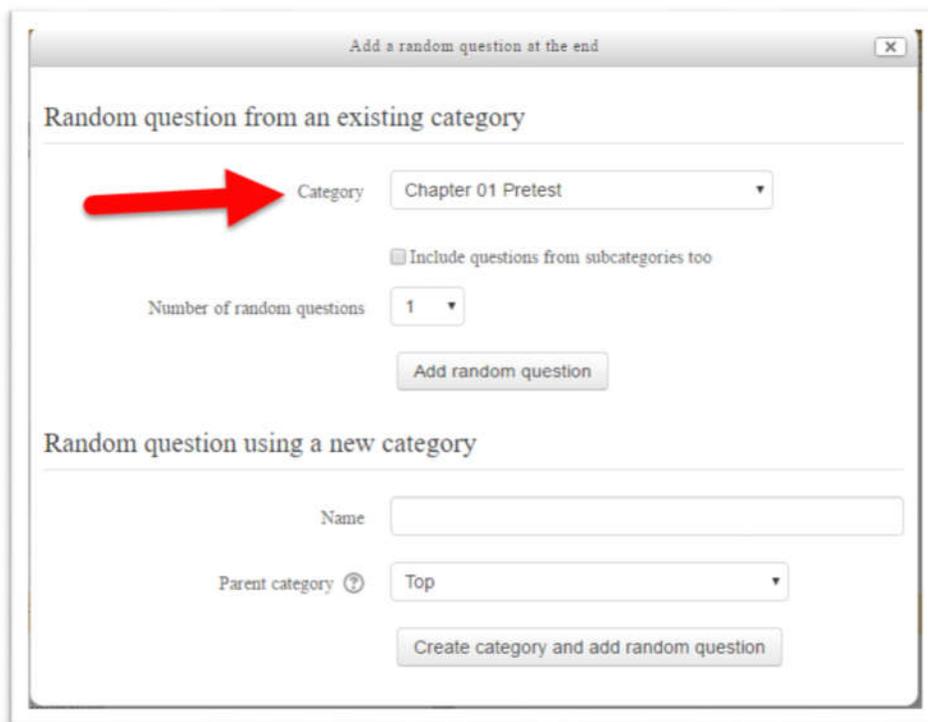
23. To add questions, click on the Add button on the right hand side of the page.



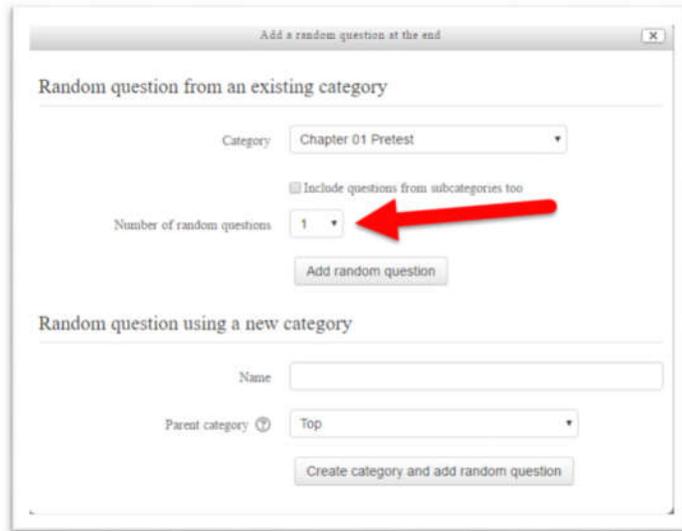
24. Clicking on the Random Question option will open a window where you can add randomized questions to the quiz.



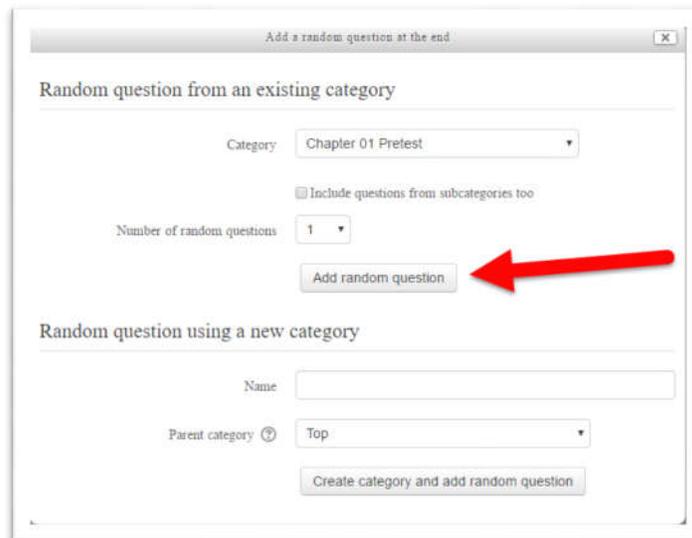
25. The Category option allows you to select which question bank you would like the quiz to pull questions from.



26. The Number of Random Questions option lets you select how many random questions you would like the quiz to pull from that question bank.

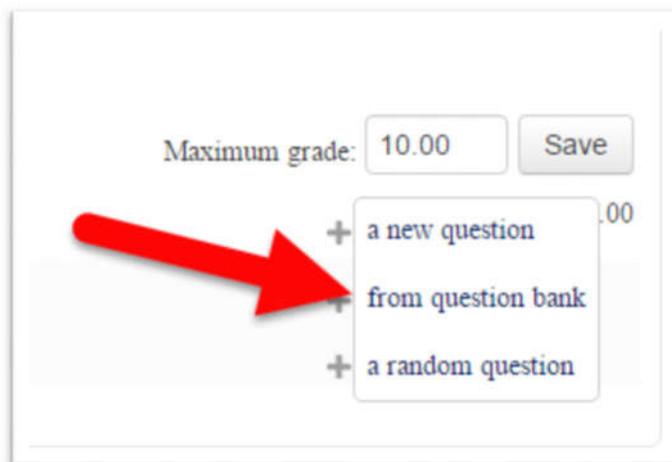


27. Once you have selected the question bank you would like it to pull questions from and how many questions you would like it to pull, click on the Add Random Question button.

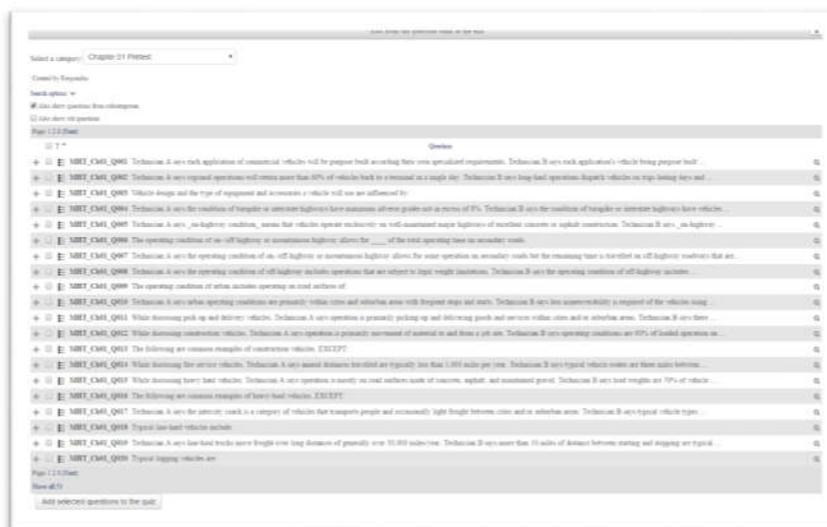


28. This will add a number of random questions to your quiz equal to the number you selected.

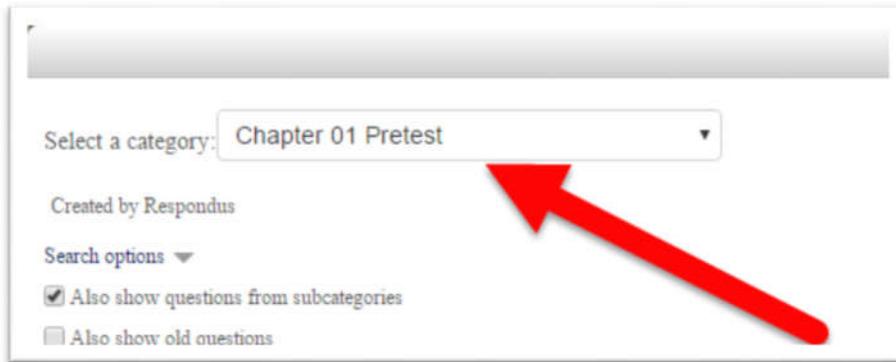
29. The other option for adding questions, is the From Question Bank option. This option allows you to add specific questions to your quiz.



30. Clicking on that option will open a window where you can browse the questions contained in the question banks.



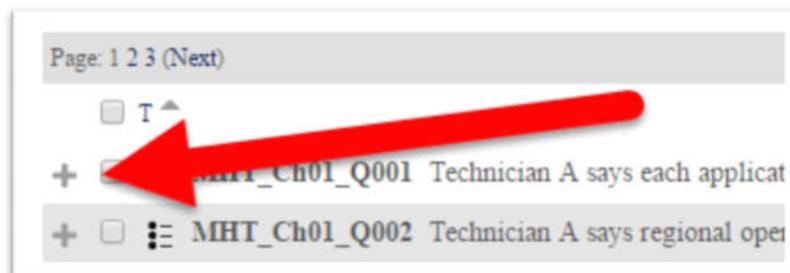
31. The Select a Category drop down menu allow you to select which question bank you would like to browse.



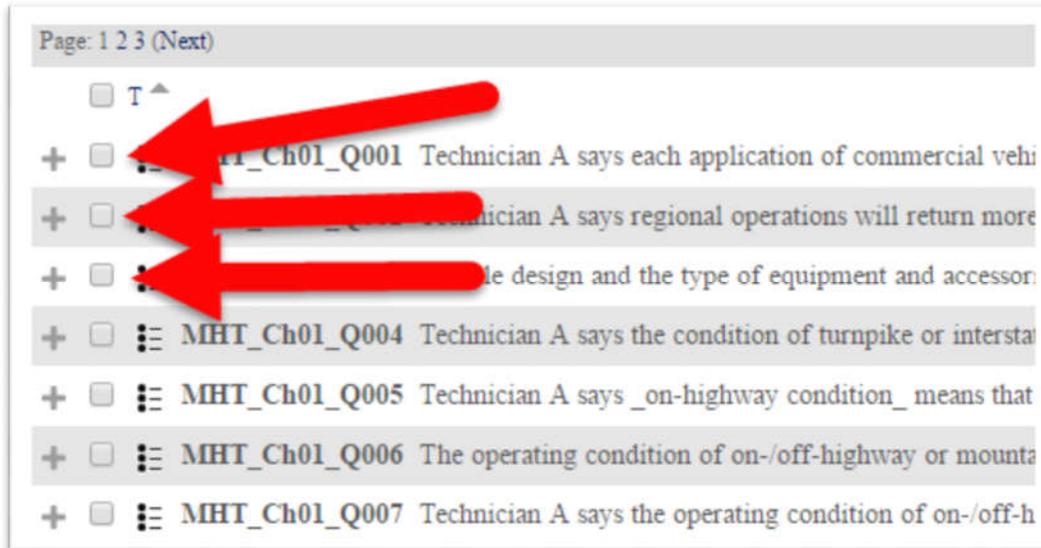
32. Clicking on the magnifying glass next to a question will allow you to preview the question.



33. Click on the plus sign next to a question will add that question to the quiz and close this window.



34. If you would like to add multiple questions at once, click on the check box next to any questions you would like to add.



35. Then at the bottom of the page, click on the Add Selected Questions to the Quiz button.

