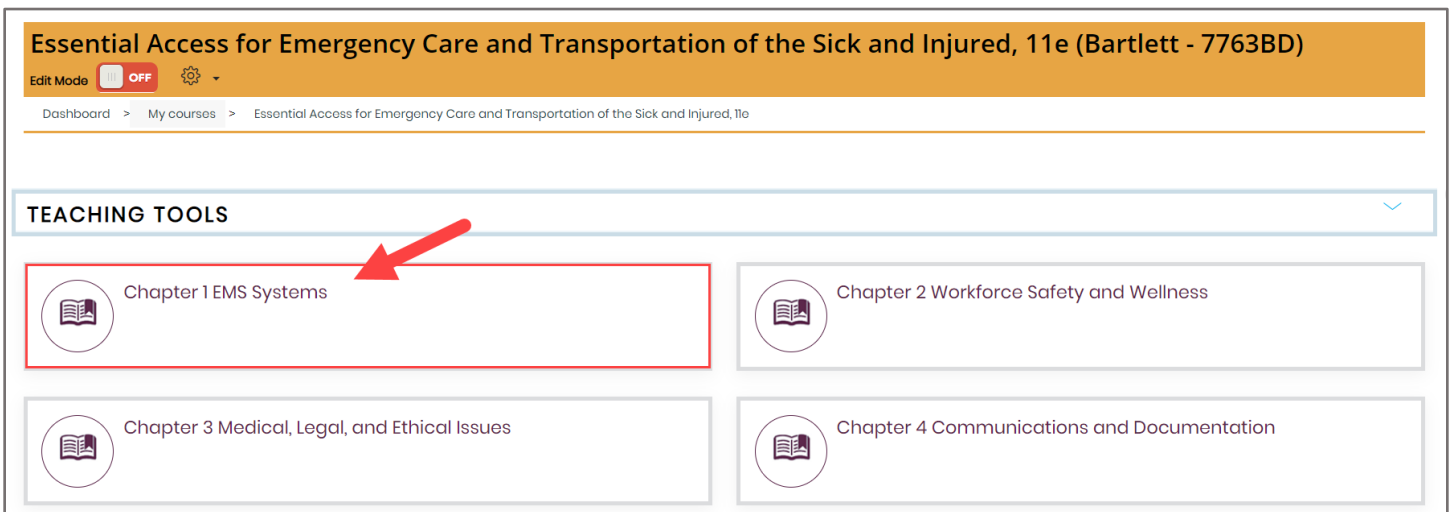# How to Create a Custom Quiz

This document contains instructions on creating a custom quiz within your course. You can create a custom quiz within any section of a course. First, you will need to specify some initial settings for the quiz, such as the quiz name, and then you can add questions.

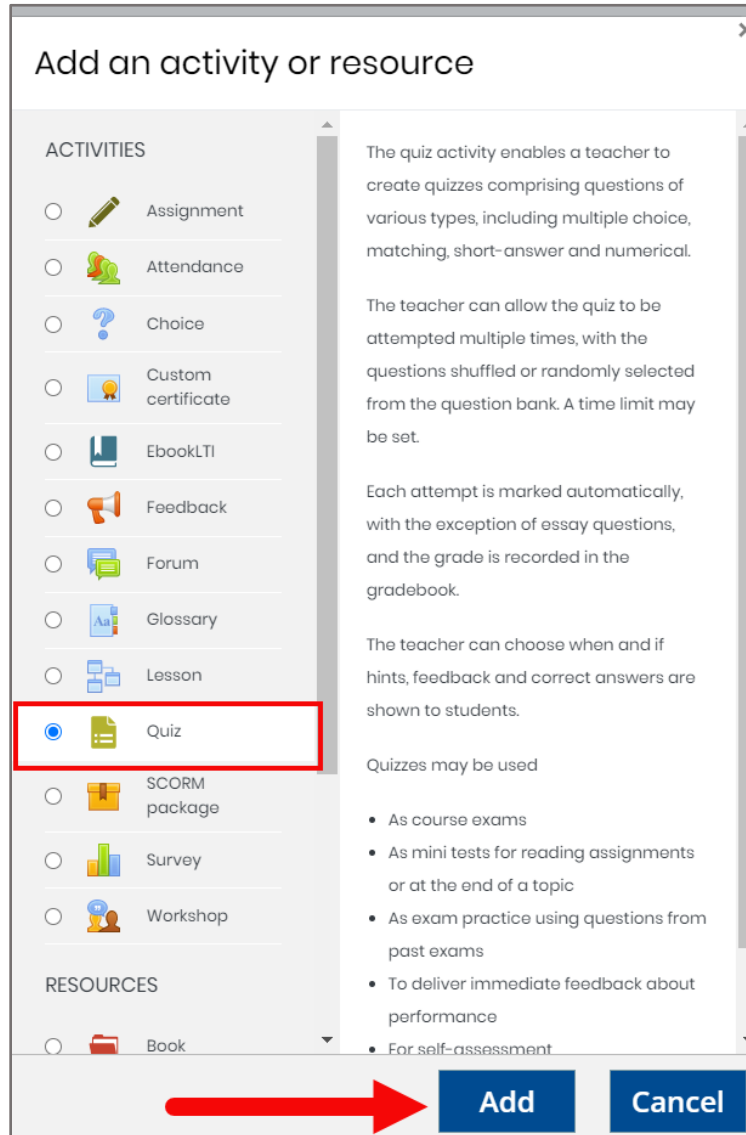1. Navigate to the topic within the course in which you would like to place your quiz or test.

2. Next, toggle on the course **Edit Mode** using the button at the top of the page. The page is now enabled for editing, so you can rearrange elements, add activities or resources, and make other changes.

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, with the Quiz option under **ACTIVITIES**. Select the **Quiz** option and click **Add**. A new quiz page opens, with the General section open by default.

5. The first field, Name, displays a **Required icon**, indicating that you must complete this field 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.

6. Continue by scrolling down the page and expanding each section on the quiz page to complete the desired fields as needed.

7. For instance, to set timing options, such as when students can begin attempting 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 make the desired changes.

8. To set the grade required for a student to pass the quiz, how many attempts they have for the quiz, and how to calculate each student's final score when more than one attempt is allowed, expand the **Grade** section.

9. To manage how and when students may review their results, expand the **Review options** section and toggle the options as needed. Please note, clicking the question mark bubbles for more information in this section is recommended, as there are many options to choose from. For more information about these options, please revisit the training library for a separate video on this specific topic.

10. Additional sections you can complete include:

Section…	Use to set…
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 within questions, 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 blocks during attempts.
Extra restrictions on attempts	Password and security requirements for the quiz, including an enforced delay between attempts, browser security, and offline use with the mobile app.
Overall feedback	Feedback for each grade boundary you wish to set, up to 8 boundaries.
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 on activity completion (if a student must complete a prior activity in order to take the quiz), date, grade, user profile, and nested sets of additional restrictions.
Activity completion	Whether to track completion of the quiz, and whether multiple conditions must be met before the quiz

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	attempt is considered complete, such as a passing grade.
Tags	Tags or labels for the quiz.
Competencies	Course competencies that are linked to the activity, and whether to attach evidence, send for review, or complete the competency upon activity completion.

11. Once you've specified the desired settings for this quiz, click **Save and display**. The quiz page appears, displaying basic information about the quiz and a message that no questions have yet been added.

▸ Restrict access

▸ Tags

▸ Competencies

Save and return to course   **Save and display**   **Cancel**

There are required fields in this form marked ⓘ .

12. From there, click **Edit quiz**. A quiz content page will open, where you can add and work with questions.

Chapter 1 Quiz   ⚙ ▾

Chapter 1 quiz on EMS systems. Please complete after submitting the chapter 1 assignment.

Attempts allowed: 2

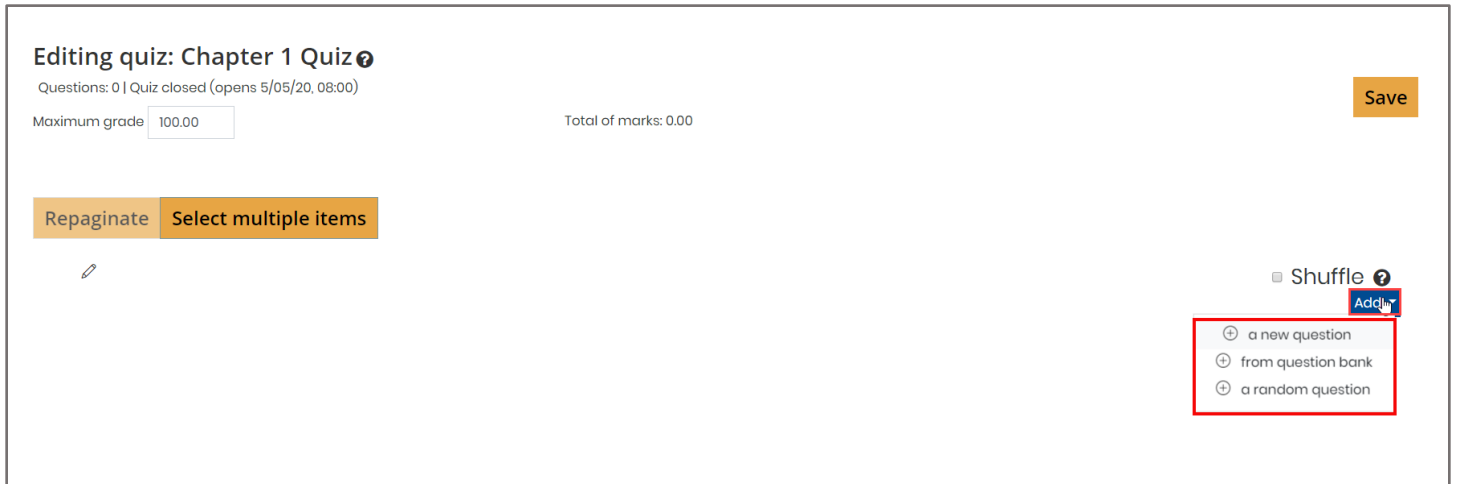The quiz will not be available until Tuesday, 5 May 2020, 8:00 AM

This quiz will close at Friday, 8 May 2020, 10:00 PM

Grading method: Highest grade

No questions have been added yet   ✕

Edit quiz ⬅

Back to the course

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13. To the right of the page, click the blue **Add** button, 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. For additional help on adding questions, please review the separate **How to Add questions to a quiz** video.

15. All questions you add will automatically be saved as they are populated to the body of the quiz. The **Save** button on the quiz page will only need to be selected in the event you choose to update the **maximum grade** field which limits the number of points the quiz is worth in the gradebook.

16. When you are satisfied with the questions you have added, you may return to any course page and continue your work.