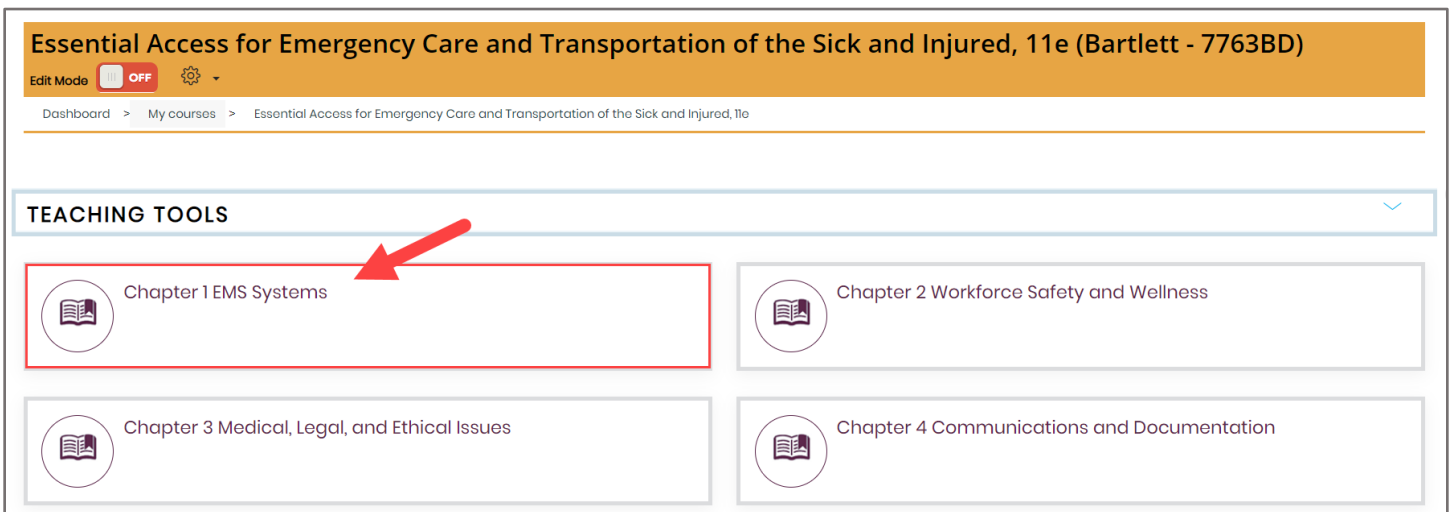


## How to Create a Custom Quiz

*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.



The screenshot shows a course page for "Essential Access for Emergency Care and Transportation of the Sick and Injured, 11e (Bartlett - 7763BD)". At the top, there is an "Edit Mode" toggle set to "OFF" and a settings gear icon. Below this is a breadcrumb trail: "Dashboard > My courses > Essential Access for Emergency Care and Transportation of the Sick and Injured, 11e". The main content area is titled "TEACHING TOOLS" and contains four tool cards, each with a book icon and a chapter title. The first card, "Chapter 1 EMS Systems", is highlighted with a red border and a red arrow pointing to it. The other cards are "Chapter 2 Workforce Safety and Wellness", "Chapter 3 Medical, Legal, and Ethical Issues", and "Chapter 4 Communications and Documentation".

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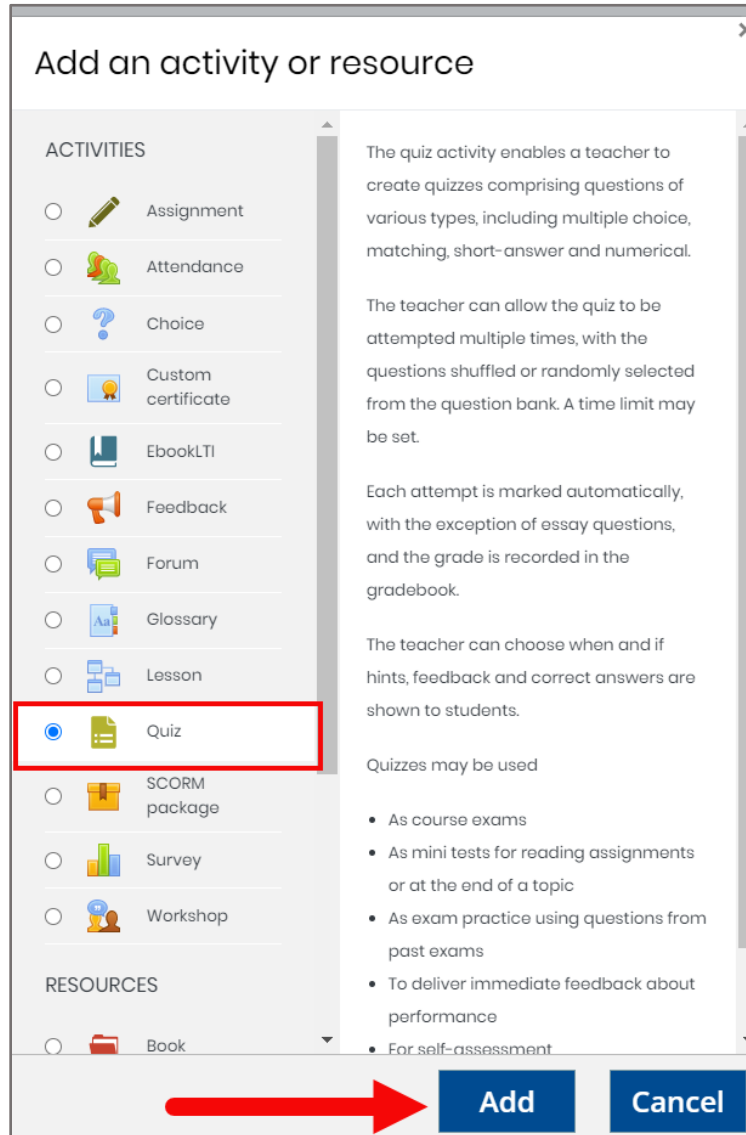
- Next, toggle on the course **Edit Mode** using the button at the top of the page. The page is now enabled for editing, so you can rearrange elements, add activities or resources, and make other changes.

The screenshot shows the top of a course page. The header is orange and contains the text "Essential Access for Emergency Care and Transportation of the Sick and Injured, 11e (Bartlett - 772280)". Below the header, there is a navigation bar with "Edit Mode" and a toggle switch set to "OFF". A red arrow points to the "OFF" button with the text "Click to toggle on". Below the navigation bar, there is a breadcrumb trail: "Dashboard > My courses > Essential Access for Emergency Care and Transportation of the Sick and Injured, 11e > Chapter 1 EMS Systems". The main content area has a light blue background and is titled "TEACHING TOOLS" with a dropdown arrow. Below this, the section is titled "CHAPTER 1 EMS SYSTEMS". There are two resource cards: "Audio Book: Chapter 1" with the description "Listen to your reading assignments." and "Comprehensive Slides: Chapter 1" with the description "Review your comprehension of key concepts."

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

The screenshot shows the bottom of the course content section. There are three resource cards: "References: Chapter 1" with the description "Full citations for sources used in writing and revising the chapters are listed in chapter references. Students and instructors can use these to reference data from the field and studies published in the medical literature.", "Focused Slides: Chapter 1" with the description "Review your comprehension of key concepts.", and "Test" with a pencil icon. At the bottom right, there is a red arrow pointing to a button labeled "Add an activity or resource" with a plus icon in a circle.

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.



- 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.

Adding a new Quiz to Chapter 1 EMS Systems ? ▶ Expand all

▼ General

Name Ⓢ

Description Ⓢ

**Indicates a required field.**

**Indicates a required field.**

Display description on course page ?

▶ Timing

▶ Grade

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

▼ Timing

Open the quiz ?       Enable

Close the quiz       Enable

Time limit ?    Enable

When time expires ?

Submission grace period ?    Enable

▶ Grade

▶ Layout

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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.

Grade category: Quizzes

Grade to pass: 70

Attempts allowed: 2

Grading method: Highest grade

Layout

Question behaviour

Review options

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.

Review options

During the attempt	Later, while the quiz is still open	After the quiz is closed
<input checked="" type="checkbox"/> The attempt	<input checked="" type="checkbox"/> The attempt	<input checked="" type="checkbox"/> The attempt
<input checked="" type="checkbox"/> Whether correct	<input checked="" type="checkbox"/> Whether correct	<input checked="" type="checkbox"/> Whether correct
<input checked="" type="checkbox"/> Marks	<input checked="" type="checkbox"/> Marks	<input checked="" type="checkbox"/> Marks
<input checked="" type="checkbox"/> Specific feedback	<input checked="" type="checkbox"/> Specific feedback	<input checked="" type="checkbox"/> Specific feedback
<input checked="" type="checkbox"/> General feedback	<input checked="" type="checkbox"/> General feedback	<input checked="" type="checkbox"/> General feedback
<input checked="" type="checkbox"/> Right answer	<input checked="" type="checkbox"/> Right answer	<input checked="" type="checkbox"/> Right answer
<input type="checkbox"/> Overall feedback	<input checked="" type="checkbox"/> Overall feedback	<input checked="" type="checkbox"/> Overall feedback

Appearance

Extra restrictions on attempts

10. Additional sections you can complete include:

<b>Section...</b>	<b>Use to set...</b>
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

	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](#)

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▸ [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

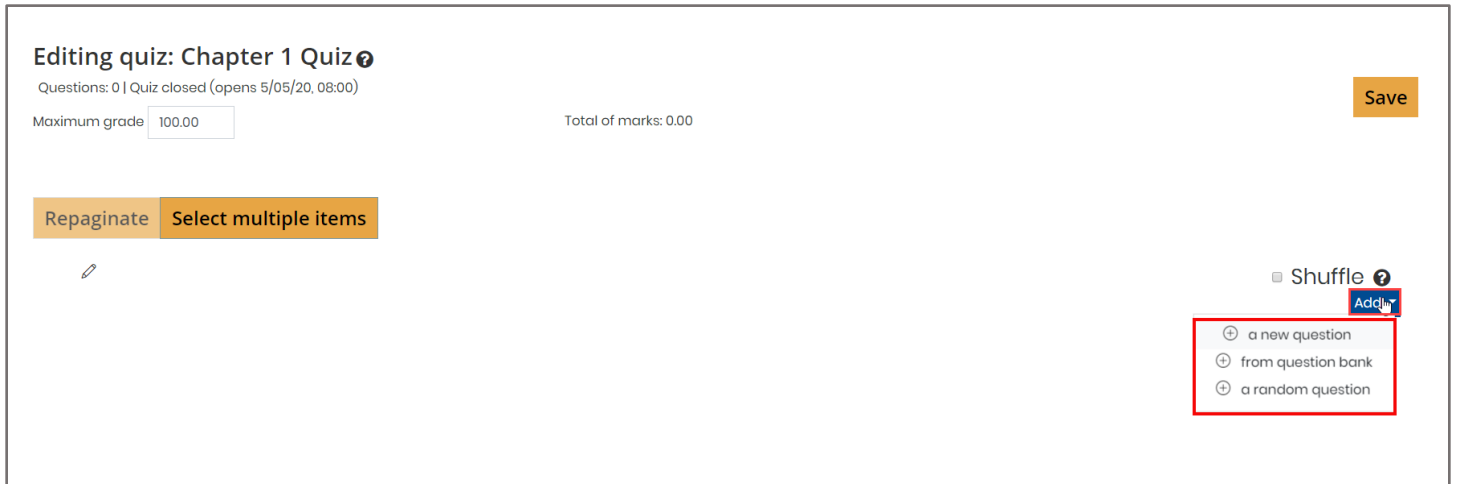
This quiz will close at Friday, 8 May 2020, 10:00 PM

Grading method: Highest grade

No questions have been added yet ✕

Edit quiz
←
Back to the course

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.



The screenshot shows a quiz editing interface for 'Chapter 1 Quiz'. At the top left, it says 'Editing quiz: Chapter 1 Quiz' with a help icon. Below that, it indicates 'Questions: 0 | Quiz closed (opens 5/05/20, 08:00)'. There are two input fields: 'Maximum grade' set to '100.00' and 'Total of marks: 0.00'. A 'Save' button is in the top right. Below the grade and marks fields are two buttons: 'Repaginate' and 'Select multiple items'. On the right side, there is a 'Shuffle' button with a help icon and an 'Add' button. A red box highlights the 'Add' button and its dropdown menu, which contains three options: 'a new question', 'from question bank', and 'a random question'.

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.

Editing quiz: Chapter 1 Quiz ⓘ

Questions: 3 | This quiz is closed

Maximum grade 100.00 ← Total of marks: 3.00

Save

Repaginate Select multiple items

Page 1 Add ▾

1 Match each of the items in the left column to the appropriate definition in the right column. Matc... 1.00

Page 2 Add ▾

2 Match each of the items in the left column to the appropriate definition in the right column. Matc... 1.00

Page 3 Add ▾

3 Match each of the items in the left column to the appropriate definition in the right column. Matc... 1.00

Add ▾

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