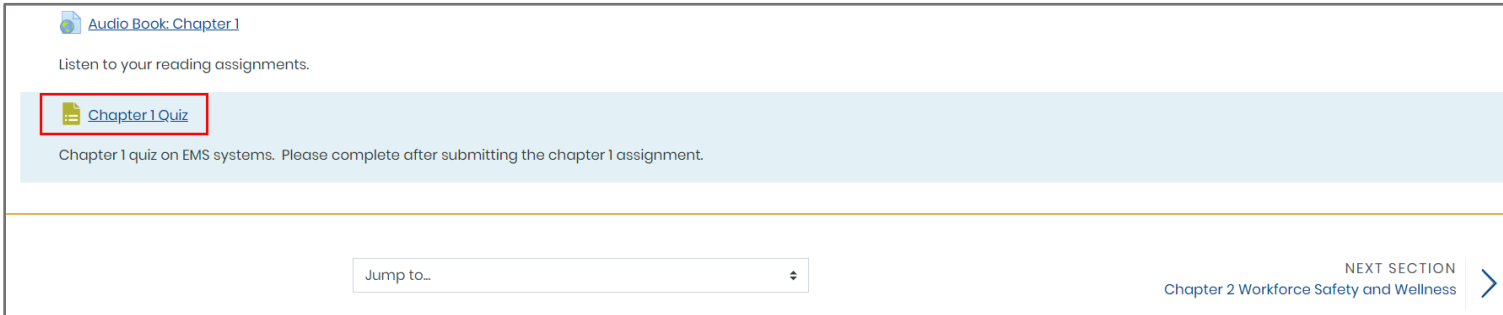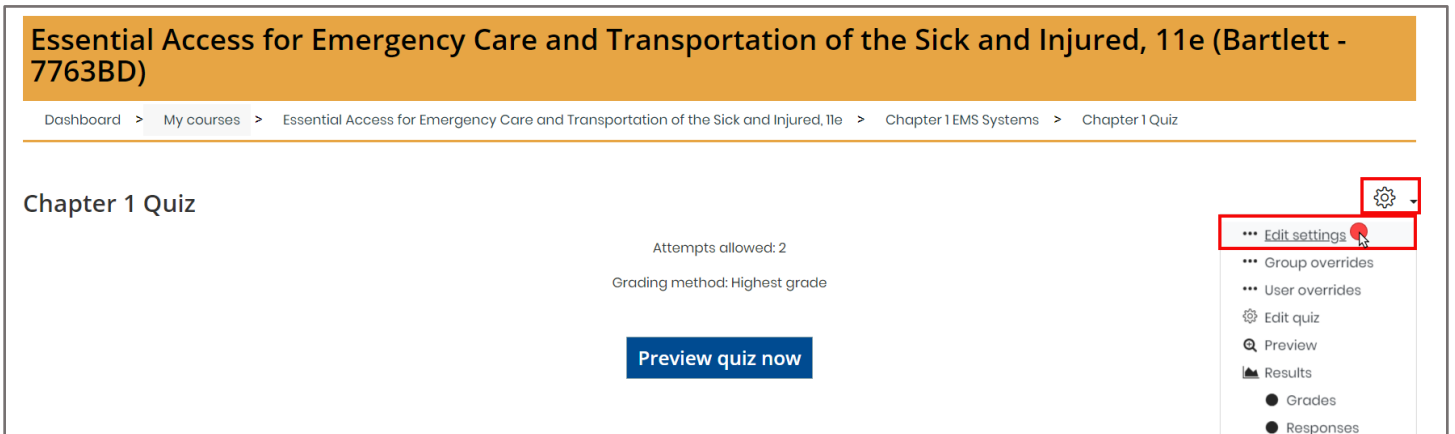# How to Edit a Quiz

This document provides instructions on how to make changes to the settings and contents of a quiz within your course.

1. Navigate to the course page where the quiz is located and click on it.

Audio Book: Chapter 1

Listen to your reading assignments.

Chapter 1 Quiz

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

Jump to...

NEXT SECTION
Chapter 2 Workforce Safety and Wellness

2. On the following page, click the **gear icon** to the right of the page. This will display a dropdown menu with a host of action items associated with the quiz. To adjust the quiz settings, select the **Edit settings** option.

Essential Access for Emergency Care and Transportation of the Sick and Injured, 11e (Bartlett - 7763BD)

Dashboard > My courses > Essential Access for Emergency Care and Transportation of the Sick and Injured, 11e > Chapter 1 EMS Systems > Chapter 1 Quiz

Chapter 1 Quiz

Attempts allowed: 2

Grading method: Highest grade

Preview quiz now

⚙

••• Edit settings
••• Group overrides
••• User overrides
⚙ Edit quiz
🔍 Preview
📊 Results
● Grades
● Responses

Technical Support: www.jblearning.com/techsupport | support@jblearning.com | 1-978-443-5000 | M-F 8:30am – 8:00pm

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3. The settings page will load, enabling you to make any changes that are needed.

📄 **Updating Quiz in Chapter 1 EMS Systems** ❓

▶ Expand all

▼ General

Name ⓘ   Chapter 1 Quiz

Description

↴   i ▾   **B**   *I*   ☰   ☰   🔗   🔗   🖼   🖼   🎤   🎥   🗐

Chapter 1 quiz on EMS systems.

Drop down and edit settings as needed.

☐ Display description on course page ❓

▶ Timing

▶ Grade

▶ Layout

▶ Question behaviour

▶ Review options ❓

4. After making your changes, scroll down and select either the **Save and display** or **Save and return to course** buttons.

▶ Restrict access

▶ Tags

▶ Competencies

[Save and return to course]   [Save and display]   [Cancel]

There are required fields in this form marked ⓘ .

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NAVIGATE
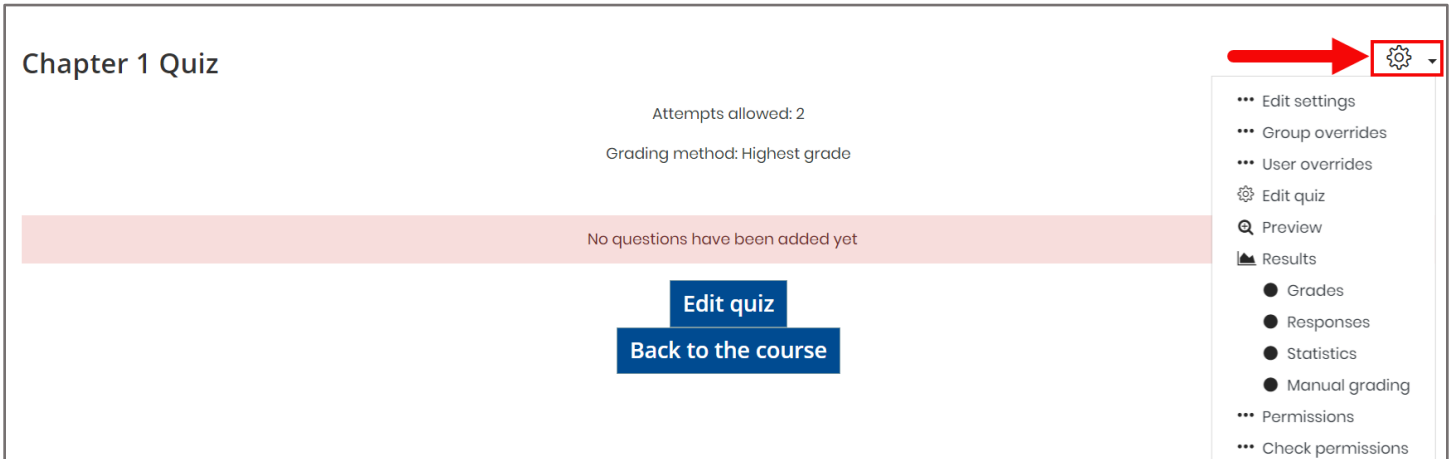
✉ Technical Support: support@jblearning.com
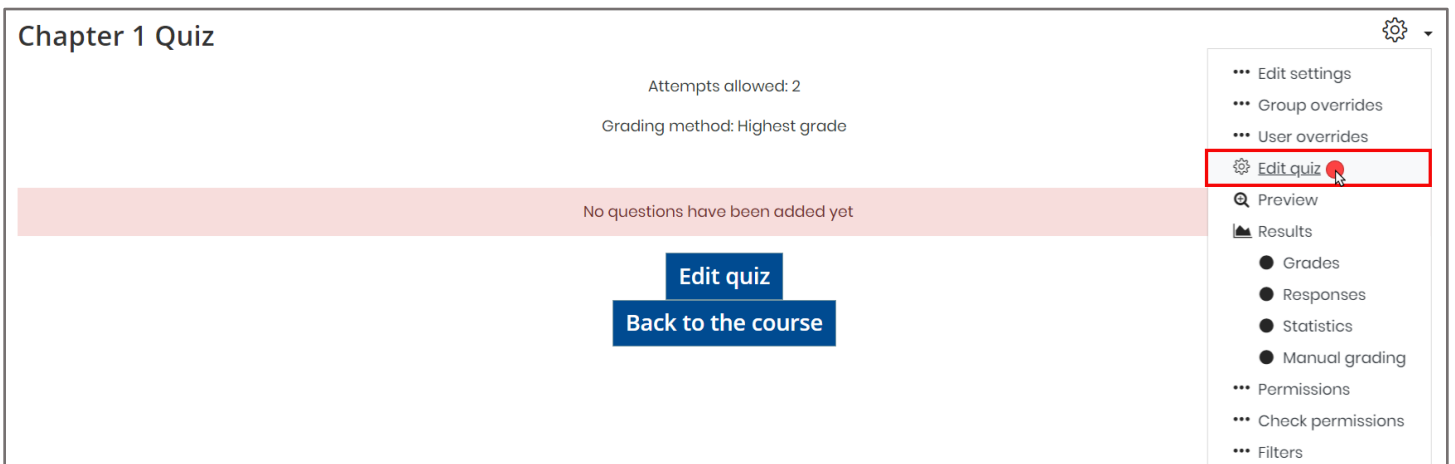📞 Support: 1-800-832-0034 M-F 8:30am – 8:00pm
❓ Training Library

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5. To edit the content or questions within the quiz, click on the quiz to open it, and select the **gear icon** to display the dropdown menu of action items.

6. Select the **Edit quiz** option to open the quiz contents and add, remove, or adjust questions as needed.

7. Please note, you may not make any changes to the quiz contents in the event a student has attempted the quiz previously.

8. Your changes to the contents on this page will automatically save and you may navigate away to another course page whenever you are satisfied with your adjustments.