Content - Adding a New Quiz

1. Enter the course’s Content area using the Materials dropdown menu. Click on the name of the Module you would like to add a Topic to in the left column. For this handout, we’ve selected First Week of Class.

2. Click on the New dropdown menu and select New Quiz from the list.
   **Note:** In this step, we will be creating a new Quiz placeholder from the Content area that will also appear in the Quizzes area.

3. On the Create a Quiz screen, you will be able to:
   A. Give the Quiz a name
   B. Type any instructions you have for your students
   C. Publish, Save as Draft, or Cancel this New Quiz

4. Once you publish the Quiz, you should now be on the Quiz information screen. The Topic Navigation Panel (highlighted in red) will allow you to move between topics and modules without having to go back to the Table of Contents. You can add an introduction for your students, begin the Quiz Setup, Preview the quiz, and Reflect in ePortfolio (highlighted in orange). Under that, is the Activity Details, where you would add the Completion Tracking; Assessment; Add Dates and Restrictions; Options; and Add a grade item (highlighted in green). The Learning Objectives and Completion Summary, where you will be able to see which students have viewed the topic, are tabs next to the Activity Details (highlighted in blue). The last section is the Last Modified information (highlighted in purple) when this topic was last modified.
5. When you click on the **Quiz Setup** button, you will be taken to the **Properties** tab on the Edit Quiz screen to complete the setup process. Click the **Add/Edit Questions** button to add questions to your Quiz.

6. **Note:** If you left the status as Draft when you were creating the Quiz in the Content area, your Quiz will be inactive and your students won’t be able to see it. You will need to either Publish the Quiz in Content or Activate it on the Restrictions Tab in the Quiz.

7. You will now see the Quiz you just made in the Content area and in the Quizzes area.
8. You can move this topic from the bottom of the list towards the top so it’s one of the first thing our students see when they enter the First Week of Class Module. To do this, click the three horizontal lines to the left of the topic and drag the topic to where you want it in the list.