Quizzes – Creating a New Quiz (6/2016)

Note: Workflow changes were made on the Restrictions and Assessment tabs in version 10.6. On the Restrictions tab, the Availability was compacted and Now buttons were added; the Timing area was redesigned to make it clear what options were available to you. On the Assessment tab, the Automatic Grade option was moved up with the other Grading options.

1. Enter the course’s Quizzes area using the Assessment dropdown menu.

2. Click on the New Quiz button.

3. On the Properties tab, you will need to:
   A. Type in the Quiz Name.
   B. Check the boxes to “Disable right clicks” and “Disable pager and alerts”. You’ll want to check these before you add questions because the questions will be listed on this tab and these options might not be as noticeable then.
   C. Click the Add/Edit Questions button to create your quiz questions.
   D. Select the Restrictions tab to continue the quiz creation process. Note: When you change tabs, the quiz will automatically be saved for you.
4. On the **Restrictions** tab, you will need to:
   A. **Status** - Activate the quiz or your students won’t be able to see it.
   B. **Availability** - Select the Date range you would like this quiz available to your students. You can check the box to “Display in Calendar” in this section as well.
   C. **Timing** – There are two options – No Time Limit or Enforce a time limit. If you select To Time Limit, you can still give your students an estimate of how long the quiz should take them by including an amount of time in the Recommended Length text box.
   D. When you select Enforce a time limit, a new set of options will appear that will allow you to select the amount of time your students have to take the quiz, the Grace period amount, and how the system should handle Late Behavior.
   E. **Special Access** – If you have a student who needs more time during a quiz or missed the availability dates, you can use this option.
   F. **Select the Assessment tab to continue the quiz creation process.**
5. On the **Assessment** tab, you will need to:

A. Select Automatic Grade so the system will grade any question that has a definite answer. You will need to manually grade essay or long answer questions.

B. Use the Grade Item dropdown menu to select the corresponding quiz in the Grades area. You can create a new grade item using the link to the right of the dropdown menu.

**Note:** The “Allow automatic export to grades” will become active once you have selected a Grade Item.

C. Select the Student View Preview dropdown option if you would like the quiz score to look like the one displayed in the Grades area.

D. If you use Rubrics, you can add it to the quiz.

E. Select the number of attempts you would like your students to have.

F. Select the Submission Views tab to continue the quiz creation process.

**Note:** If you use Learning Objectives in your course, you can add them to this quiz using the Objectives tab, but for this handout we will be skipping that tab.
6. On the **Submission Views** tab, you will be able to:

   A. Make changes to the Default View the students will see when they click the Submit button.
   
   B. Add any Additional Views, like allowing them to see the questions they answered incorrectly or correctly, their answers, the correct answers, etc.

   **Note:** There is a Limited Duration feature that only allows them to see the Additional View information for a certain amount of time. See the Quizzes - Adding Additional Views Handout for more information on how to create additional views.

   C. Save and Close the quiz.

   **Note:** You can create a report using the Reports tab, but for this handout we will be skipping that tab.

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7. You will be returned to the Quizzes screen and should see the quiz you just created.