**Step 1: Creating Questions**

**In Quizzes**

1. Choose the **Question Library**.

2. Create a section to put your questions in.

3. Create your questions.

4. Ensure the correct answer for the question is set to 100% weight, not 1.

5. When finished, select **Done**.

**Step 2: Creating a Quiz**

**In Quizzes**

1. Create a **New Quiz**.

2. Name your quiz.

3. Choose **Add/Edit Questions** and add questions to your quiz.

4. Check that your question number and points total are correct.

5. Choose desired quiz settings.

6. Save and Close.

**Step 3: Adding a Quiz to Content**

**In Content**

1. Click on the module you want the quiz in.

2. Using **Add Activities** add your quiz to the content area.

**Step 4: Test Your Quiz**

**In Content**

1. Check that the quiz is **Published** and not **Draft**.

**In Quizzes**

2. Use the drop down arrow to the right of the quiz to select **Preview**.

3. Preview the quiz as a student: ensure images load correctly and questions appear in the order you intended.

4. Make any necessary changes by editing your quiz.

5. Check the quiz is set to **Active**.

6. Ensure the quiz's start date is correct.

7. Check that the correct responses to the questions are set to 100, not 1.

**Step 5: Students Take the Quiz**

**In Content or In Quizzes**

1. Click on the Quiz.

2. Read the instructions.

3. Click **Start Quiz!**.

4. **Note:** If there is a time limit on the quiz, it will appear in the top left hand corner of the screen, under the navigation bar.

5. Save after each question is completed.

6. Save after each page is completed.

7. **Note:** If the time limit is exceeded the quiz will not allow you to save.

8. When finished, select **Go to Submit Quiz**.

9. Confirm submission of the quiz.

**Step 6: Grading a Quiz**

**In Quizzes**

1. Use the arrow to the right of the quiz title to select **Grade**.

2. Use either **Users**, **Attempts**, or **Questions** to grade the responses.

3. If you want the quiz feedback available in the gradebook, select **overall grade** under the user name and give feedback in the **Grade Item Public Comments** box.

4. When finished, if you want students to see their grades, publish the responses.