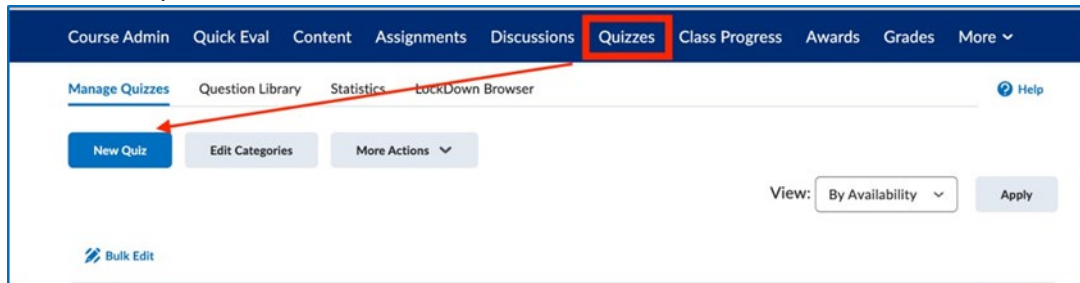




Creating a Quiz

To create a quiz:

- Select **Quizzes** on the Navbar. You can also find quizzes by going to **Course Admin**.
- Select **New Quiz**.

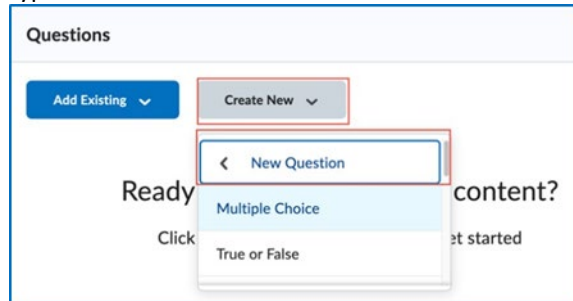


- Fill in the quiz details, including the **Quiz title**, **Grade out of** and **Add to Gradebook**, if desired. You can also select **Not in Gradebook** for practice quizzes or formative assessment.
- Add a Due Date and Description.
- For additional quiz configurations, use the four drop-down menus, Availability & Conditions; Timing & Display; Attempts & Completion; and Evaluation and Feedback, on the right side of the quiz creation page.
- To switch your quiz from hidden to visible, use the toggle button at the bottom of the page.

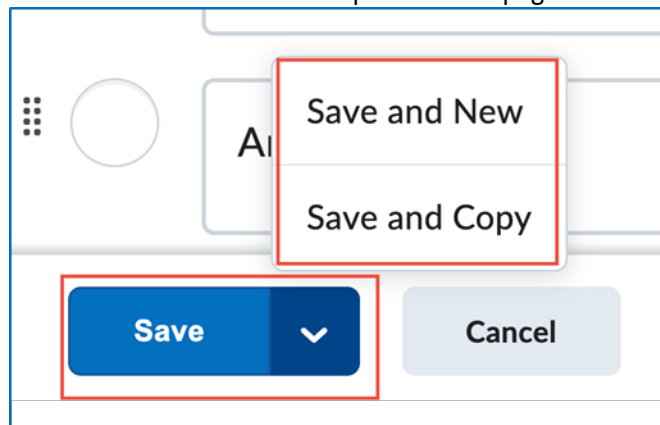
Adding Questions to a Quiz

Once you have created a quiz, you can begin adding questions: To do so:

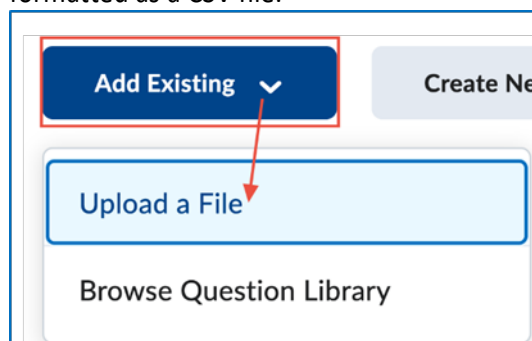
- Select **Create New, New Question** and then select a question type from the dropdown menu of 11 different question types.



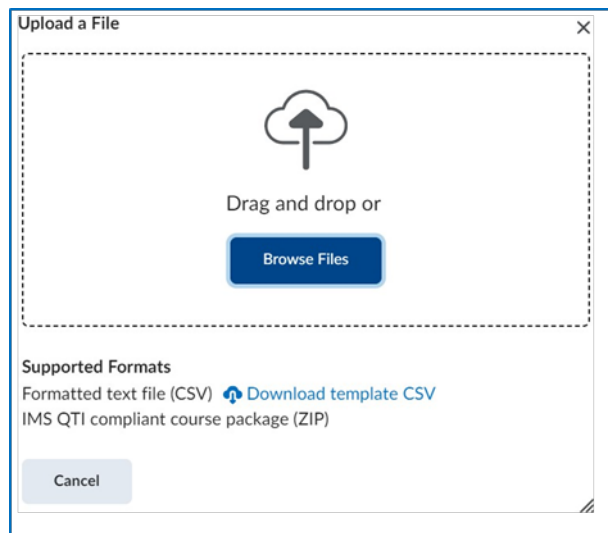
- Fill out the question details.
- To create another question, select **Save and New**; select Save and Copy to work on a copy of the question.
- Select **Save** to return to the quiz creation page.



- If you wish to upload a file of questions, under **Add Existing**, select **Upload a File**. The questions need to be formatted as a CSV file.



- If you have your questions in a csv file, you can upload them. If you need to create a CSV file of questions, select, **Download template CSV**. For complete instructions for working with this template, please see the [KCeL video tutorial](#).

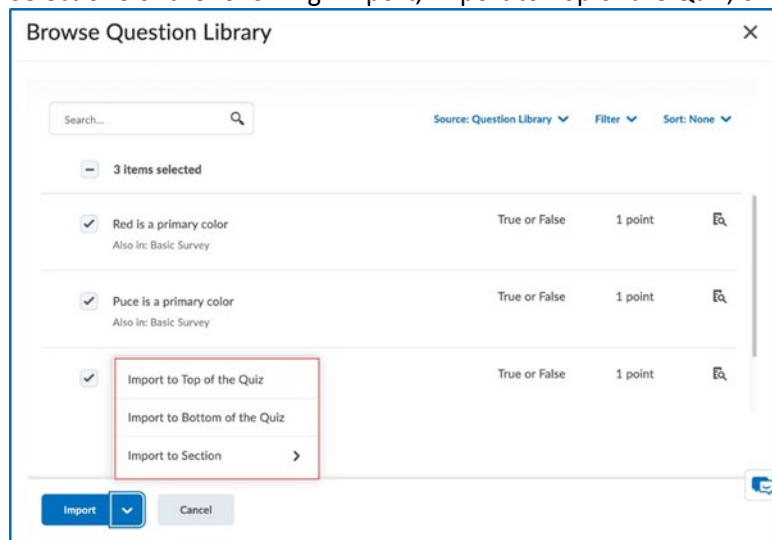


Adding Questions from Question Library

A Question Library is a central repository that stores and archives questions which you can reuse within a course. You can create multiple sections within the Question Library to organize your questions by type and topic, making it easier for you to find questions.

To add questions from your question library:

- Select Browse Question Library.
- Select the checkbox of the questions you want to add to your quiz.
- Select one of the following: Import, Import to Top of the Quiz, or Import to Section.



- After compiling all your quiz questions, click **Save and Close**. If a gradable quiz was entered, you will now see it in your Gradebook. Date and grade information will also now be visible based on quiz details.

☐	Last Name ▲ First Name	Final Grades	
		Final Calculated Grade ▼	ATI 1 -- MaternalFetal Health ▼
☐	  <i>Levy, Dawn</i> ▼	0 / 100, F 	0* / 1, F
☐	  <i>Whe, Sharon</i> ▼	0 / 100, F 	0* / 1, F