
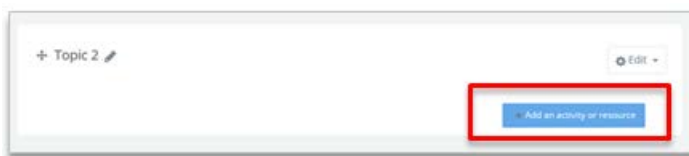


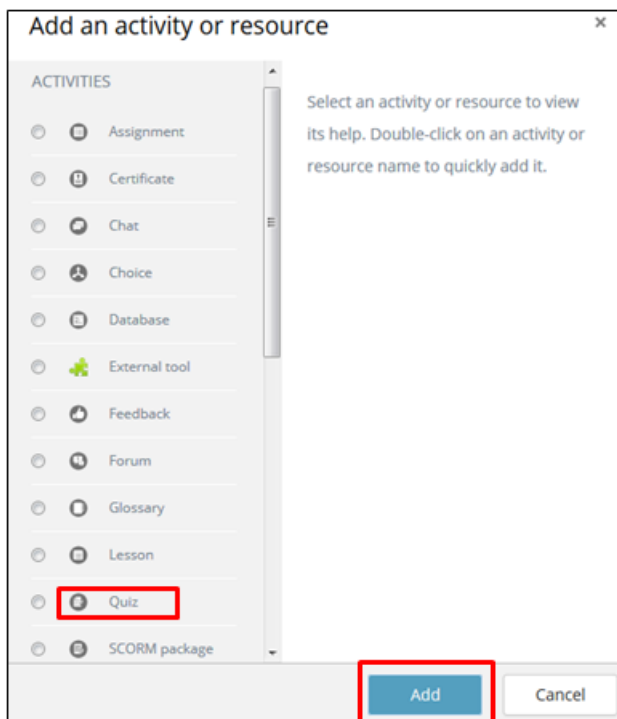
Create a Quiz

Quizzes allow instructors the ability to test student knowledge either before, during, or after completing a course. These instructions explain how to create a quiz for a course.

1. Log in to STC|U.
2. Under My Courses on the left, select the course for which you want to create a quiz.
3. Click the gear button  and select **Turn Editing On**.
4. Under the topic of your choice, click the **Add an activity or resource** button.




5. On the Add an Activity or Resource pop-up window, select the Quiz radio button and click **Add** at the bottom of the window.



6. The Add a New Quiz page opens. All fields with an exclamation mark (!) are required. Click a heading to expand it and see the different options available to customize the quiz. Hover the mouse over the question mark icon (?) to see a description of the field. The options are:

- **Timing:** Allows instructors to set the date the quiz opens and closes, the time limit for taking the quiz, options for quiz submission if the student goes over the time limit, and settings for a submission grace period.
- **Grade:** Allows instructors to assign a grade category, the grade needed to pass the quiz, the number of attempts allowed, and how the final grade is calculated when multiple attempts are allowed.
- **Layout:** Allows instructors to set how the quiz is laid out, including:
 - **New Page:** Specifies after how many questions a new page is created.
 - **Navigation Method:** Specifies whether students have to complete the quiz sequentially, or if they can return to previous questions and/or skip ahead.

7. Click **Save and display** when you've finished configuring the quiz. To save your work but not view it in the courses list, click **Save and return to course** instead. Click **Cancel** to exit out of the Adding a New Quiz to [course name] page.
8. Once the quiz is saved, a page opens with the name of the quiz. Click **Edit Quiz** to add questions to the quiz.
9. Click the **Add** button  **Add** to add questions to the quiz until all questions have been entered. The options are:
 - **+ a new question** – Opens a window. Select the type of question to add by clicking the radio button and then clicking **Add** at the bottom. Enter the information in at least the required fields and click **Save changes** to save the question.

- **+ from question bank** – Opens a window from which to add a question from the previously created question bank. Select the questions to use and then click **Add** to add the selected questions to the quiz. If there are no questions in the question bank, they must be added as new questions first.
 - **+ random question** – Opens a window where you can select a category and the number of random questions to add.
10. When finished adding questions, click the **Save** button on the Edit Quiz page.
 11. To preview the quiz, navigate back to the course page and select the quiz, then answer the quiz questions (answer one or more questions incorrectly to see the incorrect answer responses).

