The Quizzes tool enables you to create and manage quizzes, tests, or exams. Create and manage quiz questions from the Question Library or the Quizzes tool, and organize quizzes into categories to make it easier to find assessments with similar or related content. Use the quiz preview option to test the accuracy of content and grading before you release a quiz. In a preview, you can answer the questions, view allowed hints, submit the quiz, auto-grade answers, read feedback, and view report results. Once you receive completed quizzes from learners, you can view quiz statistics such as grade distribution, grade average, question statistics, and user statistics on the Statistics page. In this handout we look at the various Quiz Settings.

Find Quizzes Tool on Nav Bar

The Quizzes tool is located on the Navbar. Click "Quizzes" to open the tool.

Manage Quizzes

The Quizzes tool has 3 tabs across the top: Manage Quizzes, Question Library, and Statistics. Click Manage Quizzes.

You will see your existing Quizzes with three buttons across the top: New Quiz, Edit Categories, and More Actions (which includes: Copy, Reorder, and Delete).

Click New Quiz.
Quiz Properties

We'll look at each of the main tabs across the top: Properties, Restrictions, Assessment, (Objectives), Submission Views, (Reports Setup). Look in Properties.
1) This is where you Name your quiz,
2) can add it to a Category (If you have many quizzes this helps organize them), and
3) Add or Edit Questions.
For now, give your quiz a name and click Save.
Quiz Restrictions

The Restrictions tab is where you set the availability and timing of your quiz.
1) **Status** is by default Inactive, as such nobody will ever see this quiz but you. Once you set the Availability Dates below, set it as Active. (Inactive overrides Availability dates.)
2) In **Availability**, set the Start and End of the "window of availability" for the quiz. When should the first students be able to start the quiz, and when should it no longer be open?
3) **Timing** is about how long a student has, once they click to Begin the quiz. To Enforce a time limit, Select Enforce a time limit. Then under Late Behavior, carefully select what you wish to happen when that time limit runs out.
   ("Quiz is flagged as late, and student is prevented from making further changes." is the typical choice, where students can't save any further answers and can only Submit.)

**Quiz Restrictions: Special Access**

Special Access lets you have special settings for particular students. For example if you need to give extended time to particular students, Special access will allow them to take the same quiz, but under different rules/ settings.
Quiz Assessment

By default Quizzes (and Assignments) are NOT connected with the Gradebook. You have to associate them here in the Assessment tab.

1) **Automatic Grade**: Allow attempt to be set as graded immediately upon completion. When this setting is turned on users can see their score as soon as they submit their attempt. The score displayed is only what the system can auto-grade.

2) **Grade Item**: Associating a grade item with a quiz allows quiz results to be automatically linked to the Grades tool.

3) **Auto Export to Grades**: When Allow automatic export to grades is enabled, the system can send auto-graded attempt scores directly to the grade book. This requires that a grade item is associated with the quiz. If *Allow attempt score to be seen immediately upon completion* is not enabled, you must set attempts as marked in the Grade Quiz page to populate the grade book with attempt scores.

4) **Attempts**: This is where you set how many attempts students have on a quiz, and how the score (Overall Grade Calculation) is determined.

Quiz Submission Views (Default)

The Submission Views tab is where you determine what students can see (and when) from their Quiz Submission. The Default View is to immediately show only the score. If you want students to see more than that (the Questions, their answers, the correct answers, etc) you need to set up an Additional Submission View.
If you wish to show more than the score after students submit their quiz, you need to decide when they see that more view. Consider: Do you want Fast Freddy to see all his Quiz details before Slow Sam takes the Quiz. Many Instructors have the more detailed view available only after the Quiz availability closes.

Quiz Submission Additional Views

In the View Details, you decide how much detail students see in addition to the quiz questions.
Once you have set the Additional View, it shows on the Submission View for this Quiz. Additional Views will need to be set for each Quiz.