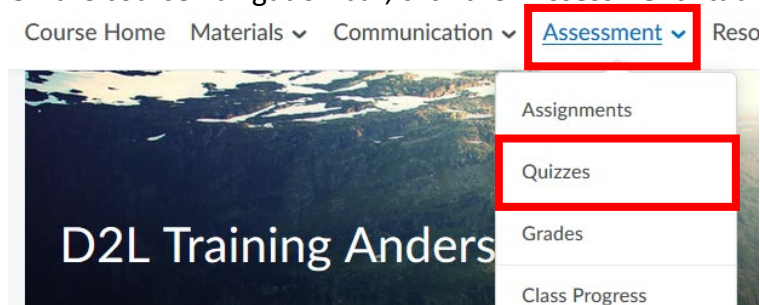


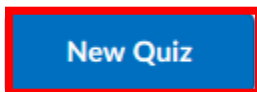


Creating a New Quiz With Questions

- This explains how to create a quiz with questions within a D2L Brightspace course site.
- On the course navigation bar, click the **“Assessment”** tab and click on **“Quizzes”**



- Click the **“New Quiz”** button:



- Enter a **“Name”** for quiz:

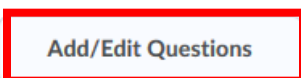
Name *

- Select a **“category”** for the quiz:

Category

no category

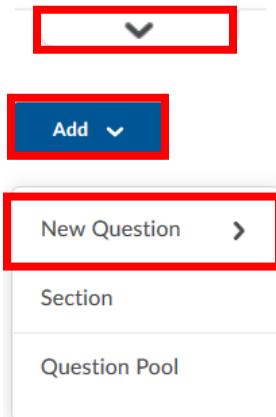
- Click the **“Add/Edit Questions”** button:



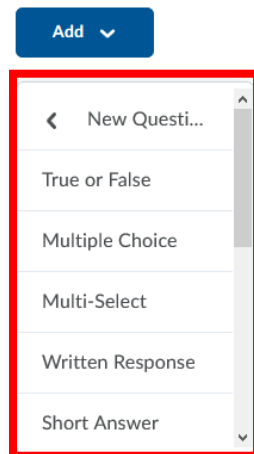


- Click the “Add” button and choose “New Question”:

Note: This is with the new quiz building experience on. You have the option of turning it off by clicking the toggle button in the upper button in the upper right corner of the screen:



- Choose your Question type:



For each question type, you will be able to enter the question and the answers choices when applicable from the options that will be listed.

- When finished, click the “Save” button





If you click the down arrow beside the “Save” button, you can choose from two choices:

Save and New: saves the question and brings up a new blank question to create

Save and Copy: saves a copy of the question

- *If you turn the new quiz building experience off, you will need to click the “Done Editing Question” button:*

Done Editing Questions

Enter a “Description” ,“Introduction” ,“Header” or “Footer”

on off ?

Format **B** *I* U [List Icons] Font Family Font Size [Color Picker] [More]

[Rich Text Editor Area]

[Undo] [Redo] [Code] [Equation] [Table] [Link]

- Check the “Advanced Properties” if desired:

- Allow hints
- Disable right click ?
- If you turn on this option, users cannot access the Email tool, Instant Messages tool, or their alerts if they have a quiz attempt in progress. ?

Fill out the “Notification Email” field if desired:

Notification Email

[Notification Email Input Field] ?

The email address or comma-separated list of email addresses specified in this field will receive an email message anytime that a user completes a quiz attempt.

- Click the “Save and Close” button:

Save and Close