Add Quiz or Exam

Note: There are two ways to create a quiz/exam in PLS. Use Respondus. Refer to “Use Respondus to Create Quizzes in PLS” under the “Faculty Tutorials” page for instructions. Or Create in PLS by following the steps below.

Requirements: Approved Course Syllabus with Course Grading Criteria & Course Schedule

I. In your course, click “Author” at the top of the left navigation menu.

II. Next, click the week you would like to add the quiz/exam to for the week you chose to open. For example, “Week 1.”
III. At the top of the page click "**Week Content Items**" for the "Week Content Items" page to open.

IV. Click "**Add Items**" to add the quiz/exam for the 'Add Items' window to open.

V. For the "Name" type either Quiz or Exam. For this example, type "Quiz."

VI. In the drop down menu, select "**Exam**."
VII. For the “Add To” area, select the week that you would like to add the quiz/exam to. Example “Week 1: Week 1.”

**Note:** You may select all of the weeks to add the item to every week. Or select the weeks that you would like to add the item to.

For Mac: By holding down the “Command” key on the keyboard, you can select multiple weeks
For a PC; By holding down the “Shift” key

![Image of Add Items dialog box]

VIII. Under the “Grading” area, enter how many points the overall quiz/exam will be worth. Then, click “Add Items.” This example quiz is worth 20 points.

![Image of Add Items dialog box with 20 points entered]

IX. The quiz/exam has been added to “Week 1.” In “Week 1” click “Quiz.”

![Image of Week 1 quiz selection]

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X. The quiz will open. To add a question, select the question type you would like to use, and click “Add.” For example “New True/False Question.”

XI. The question type will open. In the “Question” area enter your question.

XII. For the “Points” area, enter how many points the question is worth.
XIII. In the “Correct Response” area, select the correct answer. You may also add an explanation.

XIV. Once you have entered all information that is needed, click “Add.”

XV. A notice window will open, click “OK.”

XVI. The question has been added to the quiz.

Note: Repeat steps X-XV to add more questions.
XVII. If the question needs to be edited, click the plus sign next to the question or “Expand All.”

XVIII. Then, click “Edit” to make the necessary changes.

XIX. Once you have all the questions added, click “Toolbox” at the top of the page.

XX. The Toolbox page will open. Click “Edit Schedule.”
XXI. The “Edit Schedule” window will open. Here you will want to set the “Gradebook review date.” Once the dates are set up, click “Save & Close.”

Note: You may choose “Use the following dates” to restrict access before or after the due date.

XXII. In the “Toolbox” settings you can hide the item from students or set a password for the item.
XXIII. Under “Options” you can set a time limit for the quiz/exam.

XXIV. The quiz/exam can be set up to display one question at a time. You may also choose to have the question answered before they move to the next question.
XXV. If students can re-take the quiz or exam, you must check “Students can re-take the exam.” For “Limit takes” enter the number of times the quiz/exam can be retaken. You also have the choice to randomize questions.

**Note:** If you wish to give several attempts, please remember that “Their previous answers and numeric score will be deleted upon re-entry”.

XXVI. Under “Grading and Results,” if you would like the system to grade automatically, you will need to keep the “Auto-Grade questions” area checked.

**Note:** Manually graded items, such as short answer or essay will not be included in the score until the instructor has graded them.
XXVII. For the “On the Review Date, display to students,” you can set the following options for when the quiz/exam is finished.

a. “Exam Score”: Only displays the score to students.

b. “Exam score and missed questions” with the option to show the answers: This allows students to see their score, missed questions, plus the answers to the missed questions.

c. “Exam score and all questions” with the option to show the answers: This allows the students to see their score and all questions with the answers.

XXVIII. Under “Question Configuration” if you do not allow partial credit, then you need to uncheck “Allow partial credit.” Once you have all your settings chosen, click “Save Changes.”