

# uiuLearn TUTORIAL

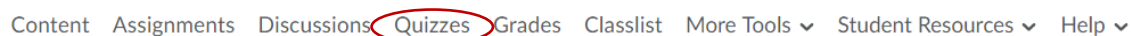
## QUIZZES> CREATE A QUIZ

This tutorial covers how to create a quiz.

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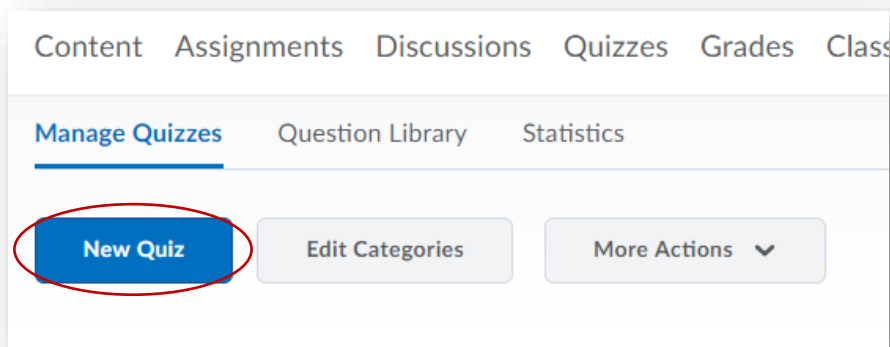
**STEP 1>** Log in and access the course where you will create the quiz.

**STEP 2>** Click on “Quizzes” in the Navbar



Content Assignments Discussions **Quizzes** Grades Classlist More Tools ▾ Student Resources ▾ Help ▾

**STEP 3>** Click on “New Quiz.”

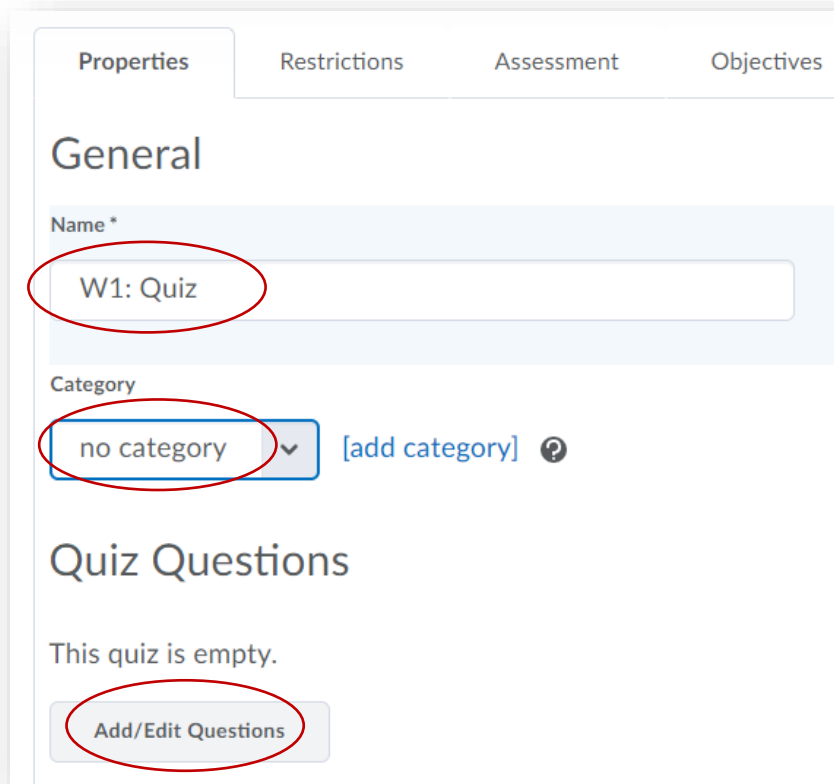


Content Assignments Discussions Quizzes Grades Class

**Manage Quizzes** Question Library Statistics

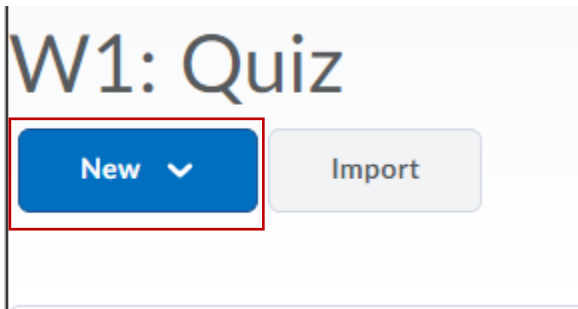
**New Quiz** Edit Categories More Actions ▾

STEP 4> Enter a name for the quiz (i.e. W1: Quiz). If you already have established weeks, simply select the appropriate week (category) for the quiz. If not, create a new category (i.e. Week 1). The category will be the week in which the quiz is placed within the course as well as the gradebook. Then, click “Add/Edit Questions” to populate the quiz questions



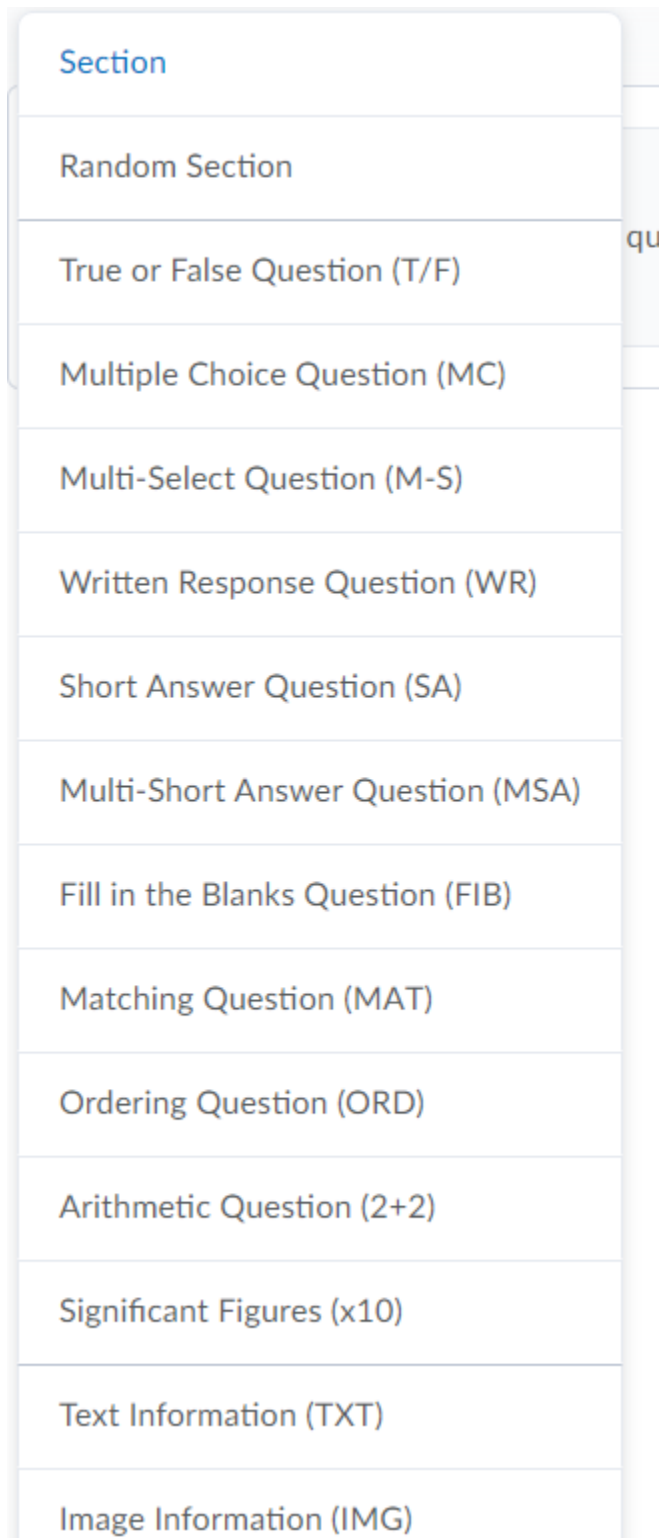
The screenshot shows the 'Properties' tab of a quiz configuration interface. The 'General' section has a 'Name \*' field containing 'W1: Quiz' and a 'Category' dropdown menu set to 'no category'. Below this, the 'Quiz Questions' section displays the message 'This quiz is empty.' and a button labeled 'Add/Edit Questions'.

STEP 5> After clicking on ‘Add/Edit Questions’, click “New”



The screenshot shows the 'W1: Quiz' question selection screen. It features a blue 'New' button with a dropdown arrow and a grey 'Import' button.

**STEP 6>** Select the type of question you wish to create from the dropdown menu



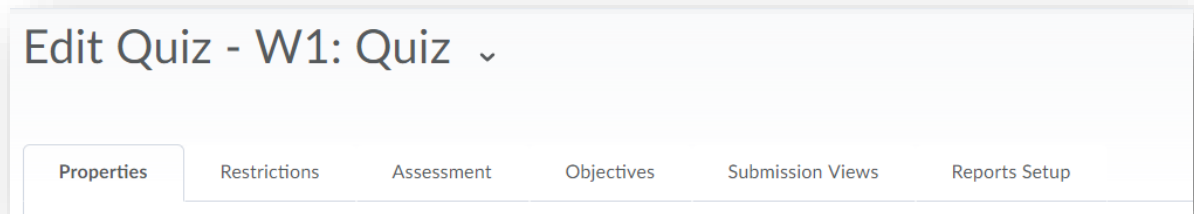
A screenshot of a dropdown menu for selecting question types. The menu is open, showing a list of options. The top option is "Section" in blue text. Below it are "Random Section", "True or False Question (T/F)", "Multiple Choice Question (MC)", "Multi-Select Question (M-S)", "Written Response Question (WR)", "Short Answer Question (SA)", "Multi-Short Answer Question (MSA)", "Fill in the Blanks Question (FIB)", "Matching Question (MAT)", "Ordering Question (ORD)", "Arithmetic Question (2+2)", "Significant Figures (x10)", "Text Information (TXT)", and "Image Information (IMG)". The menu is light gray with a white background for the text.

**STEP 7>** The next screen will allow you to assign the number of points for the question as well as compose the question and answer choices, weighting the correct answer at 100%. There are other optional features and additionally you can provide feedback for correct and incorrect answers.

**STEP 8>** After you have completed the questions, answer information and point value, you can choose to Save, Save and copy (to save then create another question of the same type), Save and New (to save then create a new question of a differing type), preview (to see how the question will appear to students) or Cancel (if you do not wish to save this question.)

**STEP 9>** When you have completed the quiz creation, hit Save. The next screen will allow you to confirm the points, and all other quiz details are as you intend them. When satisfied, click “Done Editing Questions” in the upper right hand corner.

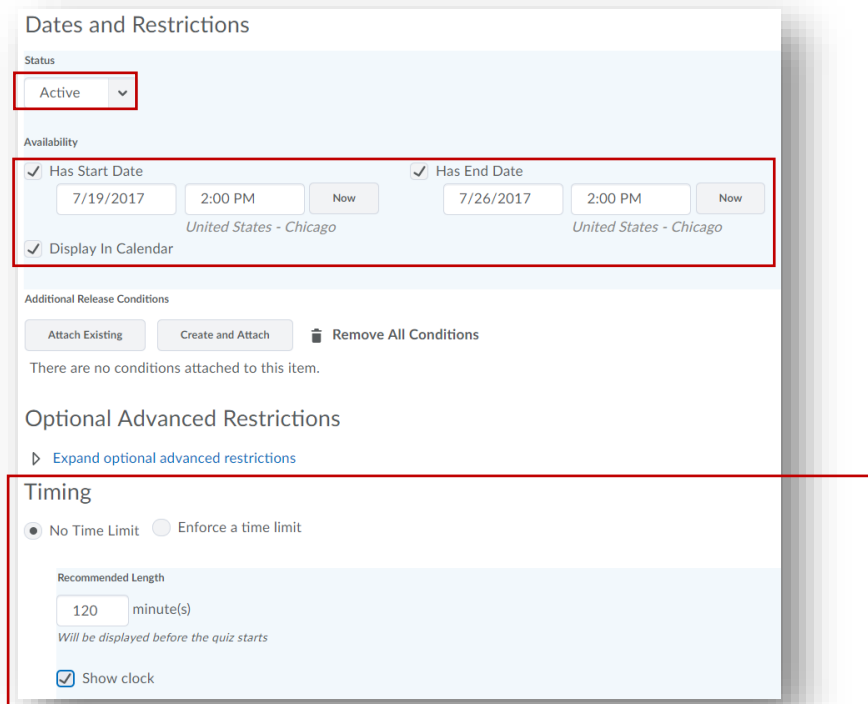
**STEP 10>** The next screen will present the following tabs that will allow you to make necessary adjustments with regard to your quiz:



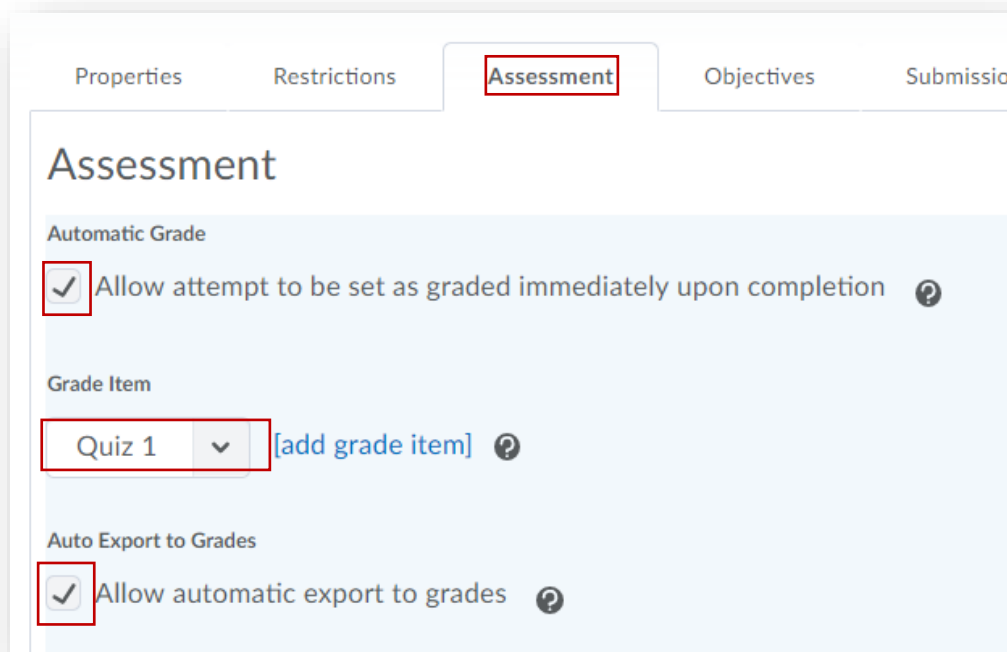
As you progress from tab to tab, your changes will automatically be saved.

Properties tab: here you will confirm the week/category in which the quiz is assigned, and adjust if needed.

Restrictions tab: In order for the quiz to be visible to students, you will need to change its status to Active. Click on Quizzes, then Restrictions, then use the dropdown menu to change the status to Active. **If you omit this step students will not be able to see or take this quiz.** The Restrictions tab will also allow the ability to set the availability start and end date for students’ access to the quiz; which you can match to the specific term week or days. A little further down on this tab is “Timing” and the default time is set to 120 minutes. If you wish to have more or less time available for the quiz, simply adjust and move to the next tab. Note: any students requiring extended time due to disability accommodations will have their time adjusted by the Office of Disability Services.

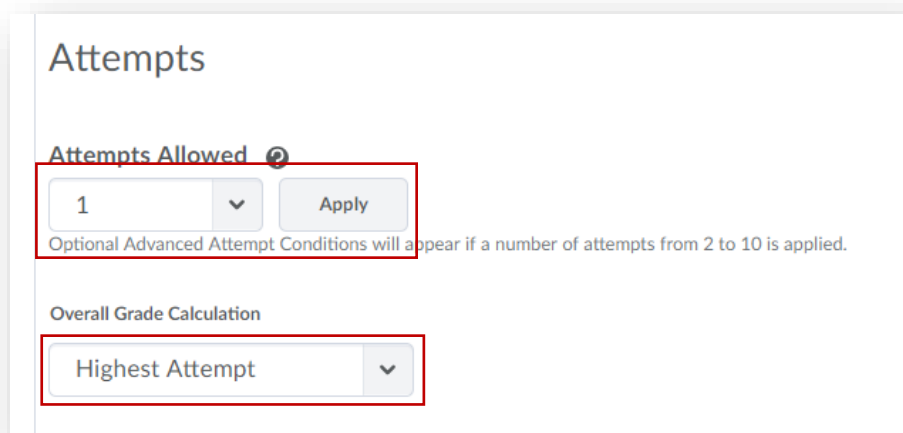


Assessment tab: click “Allow attempt to be set as graded immediately upon completion” if you wish for the system to automatically grade the submissions. This will not work on short essay, long essay, or other question types that do not have an identified correct answer when you set up the quiz. On the Assessment tab, you will need to assign a grade item to the quiz so the specific gradeable item will appear in the gradebook. Click “add grade item” and enter the name. You will likely wish to name it exactly the same as the quiz title (W1: Quiz). The grade for this specific quiz will automatically populate in the gradebook if you check the “Allow automatic export to grades box.”



The screenshot shows the 'Assessment' tab of a quiz configuration interface. The 'Assessment' tab is highlighted with a red box. Below the tab, the 'Automatic Grade' section has a checked checkbox for 'Allow attempt to be set as graded immediately upon completion'. The 'Grade Item' section has a dropdown menu set to 'Quiz 1' and a blue button labeled '[add grade item]'. The 'Auto Export to Grades' section has a checked checkbox for 'Allow automatic export to grades'. Each checkbox has a red box around it. There are also help icons (question marks) next to the 'Allow attempt...' and 'Allow automatic export...' options.

While still on the Assessment tab, you can set the number of attempts each student can have and how the overall grade will be calculated. Simply scroll down, adjust the attempts (default is 1) and hit apply if any changes were made. The overall grade calculation is set to “highest attempt” but if you wish you may adjust this depending on your preference (i.e. to average of all attempts; last attempt; etc).



The screenshot shows the 'Attempts' section of a quiz configuration interface. The 'Attempts Allowed' section has a dropdown menu set to '1' and an 'Apply' button. Below this, there is a note: 'Optional Advanced Attempt Conditions will appear if a number of attempts from 2 to 10 is applied.' The 'Overall Grade Calculation' section has a dropdown menu set to 'Highest Attempt'. Both the 'Attempts Allowed' section and the 'Overall Grade Calculation' dropdown are highlighted with red boxes.

Objectives, Submission Views, Reports Setup: we will not make adjustments to these tabs at this time. However, feel free to experiment with those items, as needed. The tool is robust!