1. Click Assessments

2. Click Quizzes

3. Click New Quiz
4. Create a title

5. (optional) Select a category or add a category

Categories are for organizational purposes on the Quizzes page. If you don't have categories, you can create a category by clicking add category.

6. Click Add/Edit Questions
7. Click New

8. Select the type of quiz question you would like to create

9. Type the amount of points the question is worth.
10. (optional) Select the difficulty level of the question.

11. Type the question.

12. (optional) Insert an image if it is applicable to the question.

Write a description the image for students who may have vision impairments. The description should provide clear details as to what the image displays.
13. Select the enumeration for your answer choices.

![Enumeration Options]

14. (optional) Add additional answer choices.

Type in the number of additional answer choices you would like to add and click the green plus sign.

![Add Option]

15. (optional) Delete extra answer choices

Click the trash can icon next to the feedback box of any answer choice options you don't need.
16. Type your answer choices and answer feedback

For some questions you won't have to type the answer choices (T/F). Feedback for answer choices is optional.
17. Assign the correct answer a weight or 100%

If you have multiple correct answers, divide the 100% point value among the answer choices that are correct.
18. (optional) Type a question hint.

This hint will help to clarify the question, not provide a hint to the answer.

19. (optional) Type the question feedback
20. Click preview

Click done when finished previewing

21. Click save

22. Repeat directions to add more questions

23. Click done editing questions when you are finished adding quiz questions.
24. Click Save and Close

Attach a grade item to the quiz when you are