1. Click Assessments
2. Click Quizzes
3. Click the down arrow next the title of the quiz you want to attach the grade item to.
4. Click Edit

![Diagram of quiz management interface]

- Click the 'Edit' option to manage the quiz details.

**Quiz 2**
- (inactive)

**Introduction**
- Always

**Quiz 2**
- Always
5. Click the Assessment tab
6. Click the down arrow beneath the Grade Item heading
7. Select the grade item you want to associate

![Image of Quiz 2 Assessment settings](image-url)
8. Select the features you would like to apply

- Auto Export to Grades
  - Allow automatic export to grades

- Student View Preview
  - / -

- Rubrics
  - Add Rubric
  - No rubrics selected.
  - [Create Rubric in New Window]

- Attempts
  - Attempts Allowed
    - 1
    - Apply
    - Optional Advanced Attempt Conditions will appear if a number of attempts from 2 to 10 is applied.

- Overall Grade Calculation
  - Highest Attempt
9. Click Save and Close