1. Click Assessments

Click on the course you will be adding a quiz in.

Click on "Assessments"

Click on "Quizzes"
2. Click "New Quiz"
3. Create a title and add category

(OPTIONAL) Categories are for organizational purposes on the Quizzes page. If you don't have categories, you can create a category by clicking add category.
4. Click Add/Edit Questions
5. Click New
6. Select the type of quiz question you would like to create
7. Title, points, & difficulty

(optional) Type in the question title or leave it blank and the question will title itself with the first few words of the question.

Add in how many points the question is worth

Click the difficulty arrow to change the difficulty

![New True or False Question form](image)
8. Type the question

Scroll down to type your question

You can change font settings with the toolbar
9. (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.
10. Select the enumeration for your answer choices.

Click the arrow to see more options.

Examples: (A, B, C, D) (1, 2, 3, 4)
11. Weight & Answer Feedback

1. 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.

2. Type in your answer feedback. For some questions, you won’t have to type the answer choices (T/F). Feedback for answer choices is optional.
12. (optional) Type a question hint.

This hint will help to clarify the question, not provide a hint to the answer.
13. (optional) Type the question feedback

Give feedback to the overall question being asked.

[Text box for question feedback]
14. Click preview

You can preview your questions to know how it will appear to students and to you when grading.
15. Click Save

Click save to go back to the list of questions OR

Click save and new to save this question and add another question

![Image of buttons: Save, Save and Copy, Save and New, Preview, Cancel]
16. Repeat directions to add more questions
17. Click done editing questions when you are finished adding all quiz questions.
18. Click Save and Close

Attach a grade item to the quiz when you are creating a quiz.