1. Click Assessments

Click on the course to which you will be adding a quiz.

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, and would like them, 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

![Image of quiz question types]

- 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)
- Image Information (IMG)
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](image-url)
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 for the image for students who may have vision impairments. Per ADA requirements, 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 of 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 (i.e. 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.
14. Click preview

You can preview your questions to know how they will appear in the quiz.
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
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

Note: Remember to attach a grade item to the quiz.