

# Create Quizzes

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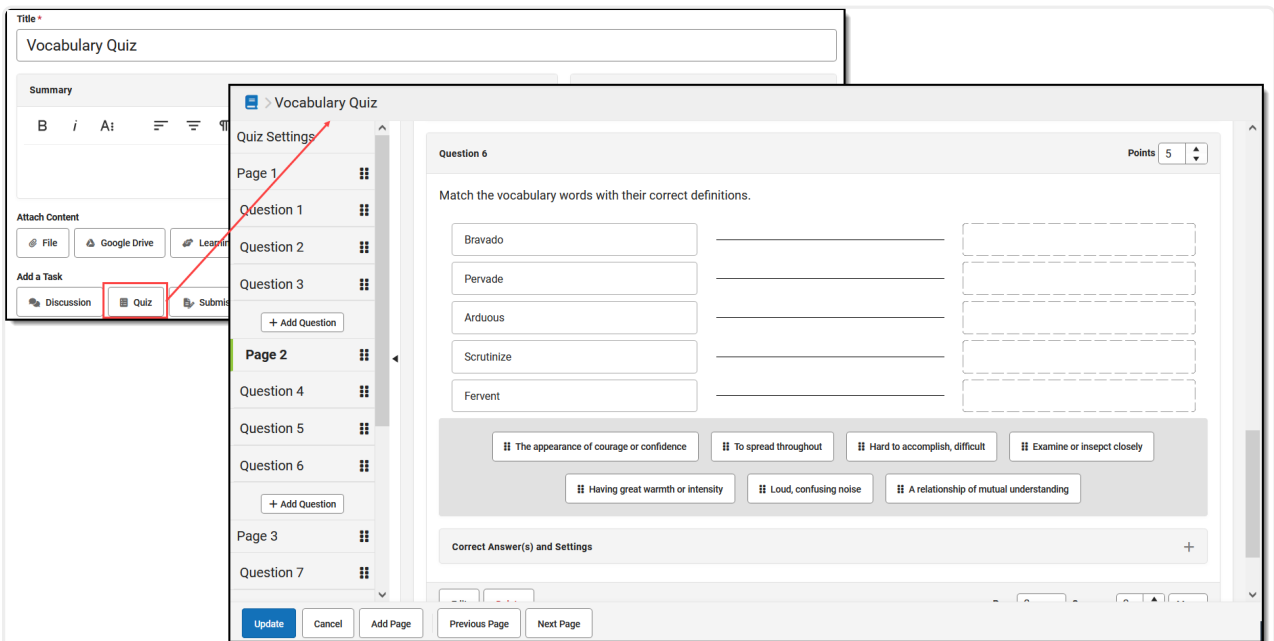
[Create a Quiz](#) | [Organizing Quiz Questions](#) | [Understand Scoring Setup](#)

This tool is available as part of the [Campus Learning](#) premium offering and requires the *Enhanced Curriculum* tool right.

Location: Anywhere you view assignments, such as [Grade Book](#), [Planner](#), or [Progress Monitor](#) > click **Add** split button > **Quiz**

Quizzes can contain a variety of question types, making them customizable for your class's needs. Students take quizzes through [Campus Student](#). Most question types can be automatically scored.

Quiz questions can be organized into pages to group related questions.



*Create a Quiz in the Add a Task section.*

The **Enhanced Curriculum** tool right in [Additional Access Rights](#) > [Instruction Tools](#) grants access to this option. See the [Instruction Tool Rights](#) article for more information.

## Create a Quiz

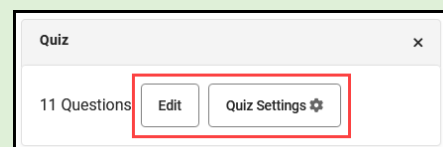
1. To start creating a quiz, create an assignment and then click **Quiz** in the Add a Task section

OR click the arrow button next to **Add** and select **Quiz**. See the [Assignments & Resources](#) article for information about the other fields in the assignment editor.

2. Enter high-level **Instructions** for the quiz, if desired.
3. Indicate in the **Settings** section if answers should be displayed to students *Never* or *After completing the quiz*. See the [Quiz Settings](#) section below for more information.
4. Add questions to the quiz by clicking **Add Question**. Click **Change Question Type** to view a list of available question types. Enter question text, settings, and options. Specific question fields vary based on the question type. See the [Quiz Question Types](#) article for more information.
5. After creating each question, click **Done** to enable the **Add Question** button in the index at the left and below the previous question.
6. If desired, change the number of **Points** that a question is worth. See the [Understand Scoring Setup](#) section below for more information about how this Points field calculates.
7. Once all questions are created, click **Add to Assignment** to finish creating the quiz and return to the assignment.
8. Set up the Section Settings and Grading for the assignment. Keep the following in mind:
  - Use the **Time** fields next to the Start and End Dates of the assignment to control when students can view the quiz, such as only during the class period.
  - If your quiz includes Essay/Short Answer questions, you may want to change the [Release Scores](#) setting to release on a specific date. Because this question type cannot be auto-scored, the auto-calculated score does not reflect these questions until the teacher has scored them. As a result, the student's score would appear lower than it actually is.
  - To administer a quiz that is scored, but does not contribute to student grades (such as a practice quiz), unmark the **Include in Grade Calculation** checkbox.
  - Quizzes can be added to [Resources](#) as well, such as a survey or class poll. Toggle **Grading** off to make the assignment a resource.
9. Click **Save** when finished. Use the **View as Student** option at the top right of the assignment editor to preview what the quiz looks like for students.

To edit an assignment prior to students taking it, click **Edit** on the assignment and then **Edit** for the quiz.

Once a student has opened the quiz, the Settings can be edited but the quiz questions cannot.



*Check out this video for more information.*

## Quiz Settings

Once a quiz is created, a **Quiz Settings** button displays, which allows teachers to control quiz feedback. Indicate whether Campus Student should **Display Correct and Incorrect Answers:**

- *Never*—students are not told whether they answered a question correctly. This option is helpful if multiple classes are taking the same quiz.
- *After completing the quiz* - correct and incorrect answers are indicated once a student

completes the whole quiz.

While quiz questions cannot be modified after students have taken a quiz, Quiz Settings can be modified. For example, if you are using a quiz in multiple sections, reopen the quiz after all students have taken it and enable answers so students can review how they did.

Note: feedback entered for specific questions when scoring quizzes also follows this quiz setting.


## Organizing Quiz Questions

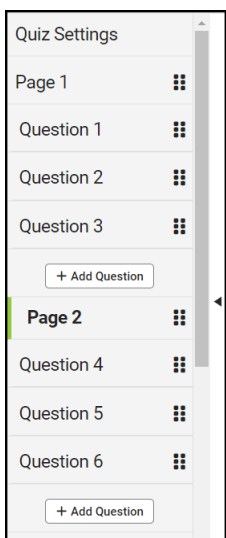
Once created, quiz questions can be rearranged and organized

### Pages

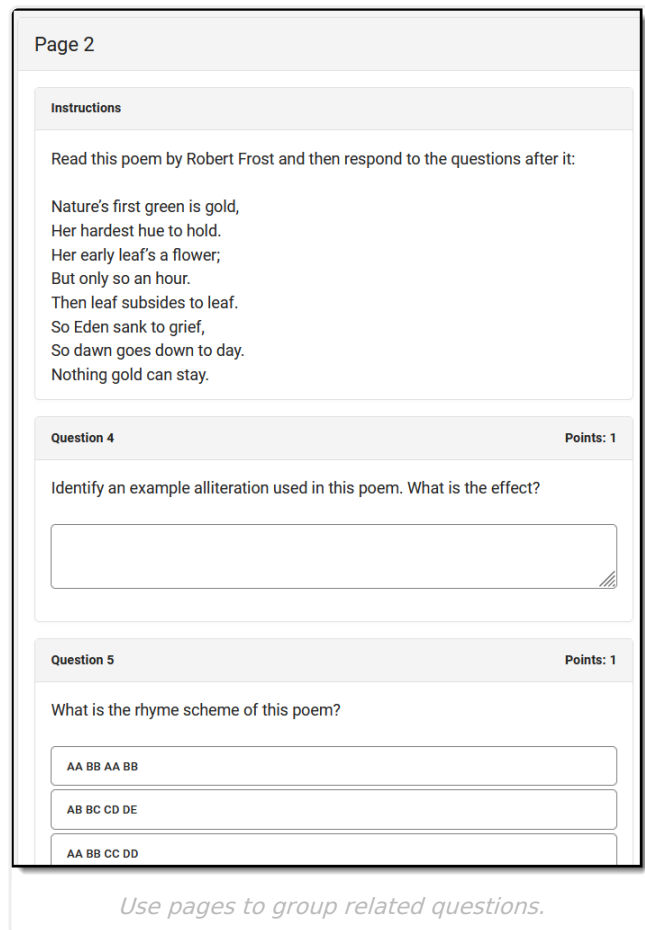
Quiz questions can be organized into pages. This option allows you to group related questions and provide group-specific instructions.

In this example, the instructions for the page include a poem for students to read and then questions to answer about that poem.

Add pages using the **Add Page** button at the bottom of the screen and reorder pages, with their questions included, using the drag-and-drop icon  in the index at the left.




Use the index on the left to view the organization of pages and questions, or collapse it to increase the workspace.



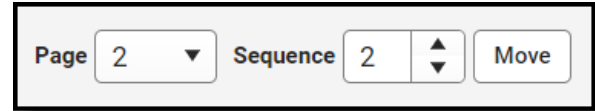
### Reordering Questions

Questions can be reordered in two ways:

*Option 1:* In the index at the left of the quiz, click and hold the drag-and-drop icon  and move the question where you'd like it.

*Option 2:* Below the question, use the **Page** and **Sequence** dropdown lists to indicate where the question should be and click **Move**.

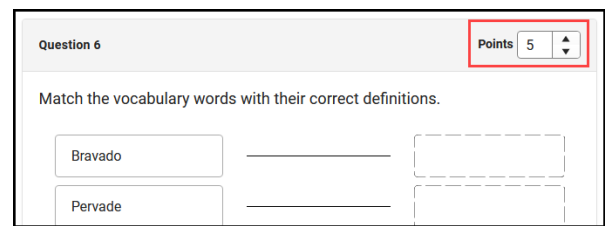
When questions and pages are moved, their numbers are updated to reflect their new position.



A screenshot of a control panel for reordering questions. It features a 'Page' dropdown menu set to '2', a 'Sequence' dropdown menu set to '2', and a 'Move' button. The 'Sequence' dropdown has up and down arrow icons next to the number '2'.

## Understand Scoring Setup

When quizzes are scored using points, the **Points** entered for each question represent the proportion of points possible for the assignment that each question is worth, not the numerical number of points.



A screenshot of a question setup interface. At the top right, there is a 'Points' dropdown menu set to '5'. Below this, the question text reads 'Match the vocabulary words with their correct definitions.' There are two input boxes on the left containing the words 'Bravado' and 'Pervade', each followed by a horizontal line and a dashed rectangular box for a definition.

Rather than indicating the raw number of points a question is worth, the **Points** field on each question indicates the weight of the question, relative to the Points set for all of the other questions.

The following examples illustrate the connection between question point values and assignment points possible.

Questions with the Same Point Values	One Question Worth More than Others	Question Point Values Vary
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Questions with the Same Point Values	One Question Worth More than Others	Question Point Values Vary
<ul style="list-style-type: none"> <li>The assignment is worth 20 points and includes 4 questions, all of which have a Point value of 1.</li> <li>A student missed one question.</li> <li>With 3 out of 4 questions correct, the student earns 75% on the quiz. 75% of the 20 points possible is 15 points.</li> </ul>	<ul style="list-style-type: none"> <li>The assignment is worth 20 points and includes 6 questions: 5 multiple choice worth 1 Point and 1 essay question worth 5 Points.</li> <li>A student misses one multiple choice question and gets partial credit on the essay of 4/5.</li> <li>With 8 out of 10 question points correct, the student earns 80% on the quiz. 80% of the 20 points possible is 16 points.</li> </ul>	<ul style="list-style-type: none"> <li>The assignment is worth 20 points and includes 4 questions with varying point values:               <ol style="list-style-type: none"> <li>Q1 has a Point value of 4</li> <li>Q2 has a Point value of 2</li> <li>Q3 has a Point value of 1</li> <li>Q4 has a Point value of 5</li> </ol> </li> <li>A student is scored as follows: Q1: 4 pts, Q2: 2 pts, Q3: 1 pt, Q: 3 pts.</li> <li>With 10 out of 12 question points correct, the student earns 83% on the quiz. 83% of the 20 points possible is 16.6 points.</li> </ul>

## Previous Version:

- [Quizzes \(Instruction\) \[.2211 - .2307\]](#)