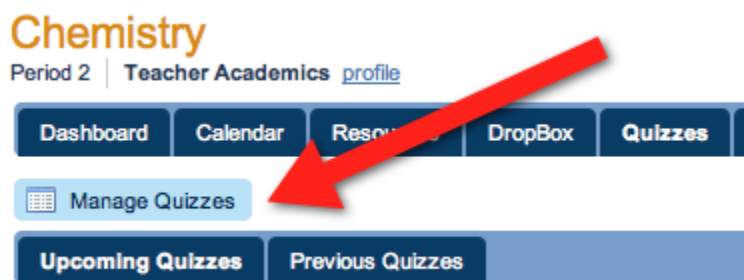


How do I create and schedule a Quiz?

Quiz Manager is a tab on the Group Space page for each academic class. Teachers can use Quiz Manager to create self-grading multiple choice and short-answer quizzes for their classes. Quizzes can be shared among multiple classes, and results can be collated easily. This article will demonstrate how to create a new quiz, and schedule it on your class calendar.

From the Dashboard of your class page, click on the Quizzes tab. You will see a button labelled "Manage Quizzes." Click it to open up the Quiz Manager. Below, you can see any quizzes that have already been scheduled for your class.



When the Quiz Manager opens, you will see a list of previously-created quizzes.

The image shows a screenshot of the Quiz Manager interface. At the top, there is a "DASHBOARD" tab. Below it, there are two buttons: "Quizzes List" and "Shared Quiz Templates". The main area is titled "Quizzes" and has a dropdown menu set to "All Quizzes". There is a green button labeled "Create New Quiz". Below this, a note states: "Quizzes with unreviewed submissions are bold and those marked with ■ have unpublished changes." A table lists various quizzes with columns for Quiz Name, Last Submission, Submissions, Last Edited, and Location. The table contains 12 rows of quiz data. At the bottom, there is a pagination control showing "Showing quizzes 1-10 of 12 : Page 1 | 2".

Quiz Name	Last Submission	Submissions	Last Edited	Location
Acids and Bases Quiz (section 1)		0	June, 10 2011 09:58:10	Acids and Bases Quiz (section 1)
Acids and Bases Quiz (section 2)		0	June, 10 2011 09:58:59	Acids and Bases Quiz (section 2)
Algebra 1		0	June, 08 2011 14:33:34	Algebra 1
■ Chapter 1 Quiz		0	June, 08 2011 10:53:39	
Finalite U		0	June, 21 2011 10:28:44	Finalite U, Finalite U, Finalite U
finalite U test		0	June, 23 2011 11:53:09	finalite U test
finalite U2		0	June, 21 2011 11:43:45	finalite U2, finalite U2
Matter (session 1)		0	June, 10 2011 10:01:08	Matter (session 1)
Matter (session 2)		0	June, 10 2011 10:01:48	Matter (session 2)
Molecules and compounds		0	June, 10 2011 09:59:54	Molecules and compounds

From here, you can select an existing quiz to edit or to schedule for your class, or you can create a new quiz. You can also setup a quiz template, which will be covered in another Knowledge Base article.

Let's create a new quiz. Click the green "Create New Quiz" button.

The image shows a 'Create New Quiz' dialog box. The title bar at the top reads 'Create New Quiz' and includes a close button (X). Inside the dialog, there is a sub-header 'Create New Quiz' in red text. Below this, the label 'Quiz Name:' is followed by a text input field containing the text 'Chapter 4 Quiz'. At the bottom right of the dialog, there are two buttons: 'cancel' and 'save'. A small icon of a pencil is visible in the bottom right corner of the dialog's frame.

Give the new [quiz](#) a name, and click "Save." The Create [Quiz](#) window will open. When you are first creating a [quiz](#), the [Quiz](#) Builder will automatically display a prompt for you to enter your first [quiz](#) question.

There are four question formats available: Multiple Choice - single answer, Multiple Choice - multiple answers, Short Answer, and Long Answer. See the Knowledge Base article on Automatic Grading of [Quizzes](#) for more details on the differences between the four question formats.

Select the format for your first question, and enter the question text in the field provided. For multiple choice questions, enter the available selections in the larger field below. Click "Continue."

Add Question



Question Type:

Multiple Choice - Single Answer

Use this question type for multiple choice questions with only **one correct answer**.

1. Type the text of the question into the "question" field
2. Type each answer selection into the "answers" field, *with just one answer per line* (separate each possible answer by hitting the return key).
3. Click "Continue". On the next screen you will be able to preview the question and select the correct answer.

Question:

Negatively charged particles surrounding the nucleus of an atom are called

Answers:

protons
electrons
neutrons
Higgs bosons

Continue

For Multiple Choice question formats, the next screen is where you will identify the correct answer(s) from the possible selections you just entered. (For Short Answer and Long Answer questions, you simply have to enter one or more keywords which must be present in a correct answer).

Set correct answer(s)✕

Choose the correct answer below and click "Finish" or "Add Another Question" to continue.

Negatively charged particles surrounding the nucleus of an atom are called

- protons
- electrons
- neutrons
- Higgs bosons

You've finished your first question! Select "Add another question" and repeat the same steps to continue building your [quiz](#). When you have completed the last question, click "Finish."

Save your [quiz](#). You have the option of previewing it to see how it will appear to students.

1.

Negatively charged particles surrounding the nucleus of an atom are called

- protons
- electrons
- neutrons
- Higgs bosons

Submit

Your [quiz](#) will now appear on the list in [Quiz](#) Manager. You can come back to it and edit it further at any time, or schedule it to appear on your class calendar.

Quizzes : All Quizzes

[+ Create New Quiz](#)

Quizzes with unreviewed submissions are **bold** and those marked with ■ have unpublished changes.

Quiz Name	Last Submission	Submissions	Last Edited	Location
Acids and Bases Quiz (section 1)		0	June, 10 2011 09:58:10	Acids and Bases Quiz (section 1)
Acids and Bases Quiz (section 2)		0	June, 10 2011 09:58:59	Acids and Bases Quiz (section 2)
Algebra 1		0	June, 08 2011 14:33:34	Algebra 1
■ Chapter 1 Quiz		0	June, 08 2011 10:53:39	
Chapter 4 Quiz		0	July, 08 2011 09:51:58	
Finalsite U		0	June, 21 2011 10:28:44	Finalsite U, Finalsite U, Finalsite U
finalsite U test		0	June, 23 2011 11:53:09	finalsite U test
finalsite U2		0	June, 21 2011 11:43:45	finalsite U2, finalsite U2
Matter (session 1)		0	June, 10 2011 10:01:08	Matter (session 1)
Matter (session 2)		0	June, 10 2011 10:01:48	Matter (session 2)

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To schedule your [quiz](#), open the [quiz](#) from the Dashboard and click the green "Schedule [Quiz](#)" button on the lower left of the [Quiz](#) Builder panel.

DASHBOARD BUILD & E

Chapter 4 Quiz [edit](#)

[Clone Quiz](#) [Add to Shared C](#)

Quiz Info

Last Submission:
of Submissions: 0
Created: 7/8/2011
By: teacher
Last Edited: 7/8/2011
By: teacher

Quiz Date

[Schedule Quiz](#)

In the "Create a [Quiz](#) date" window, you will select which of your classes you wish to take the [quiz](#), and the start and end dates/times. The [quiz](#) will become available for students to take at the Start time you select, and will no longer be available after the End time you select. You can use the Start/End times to ensure that a [quiz](#) is only open to students during a class period, or during a specific time period after school for instance.

Note: after the End time students will still be able to submit a [quiz](#) for grading, **as long as they opened it before the End time passes**. The End time simply cuts off students from being able to access the [quiz](#).

Create a quiz date

Choose Group(s)

Chemistry (CHEM.1, p 2)

Geometry 2.1 (geo123)

Start Date & Time

Jul 2011

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Time: 10 am : 00

End Date & Time

Jul 2011

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Time: 11 am : 00

07/12/2011 10:00 am 07/12/2011 11:00 am

Cancel Create quiz date

Once you have scheduled a [quiz](#), it will appear on the Dashboard of your Class page in both the Activity Stream element,

Activity Stream

New event » [Chapter 4 Quiz](#) (07/08/11 9:55 AM)
1 minute ago

show older ↓

...and in the Class Calendar element.

Calendar [manage calendar](#)

July, 2011

07-12 [Chapter 4 Quiz](#)
(CHEM.1, p 2)
10:00 AM to 11:00 AM

full calendar >