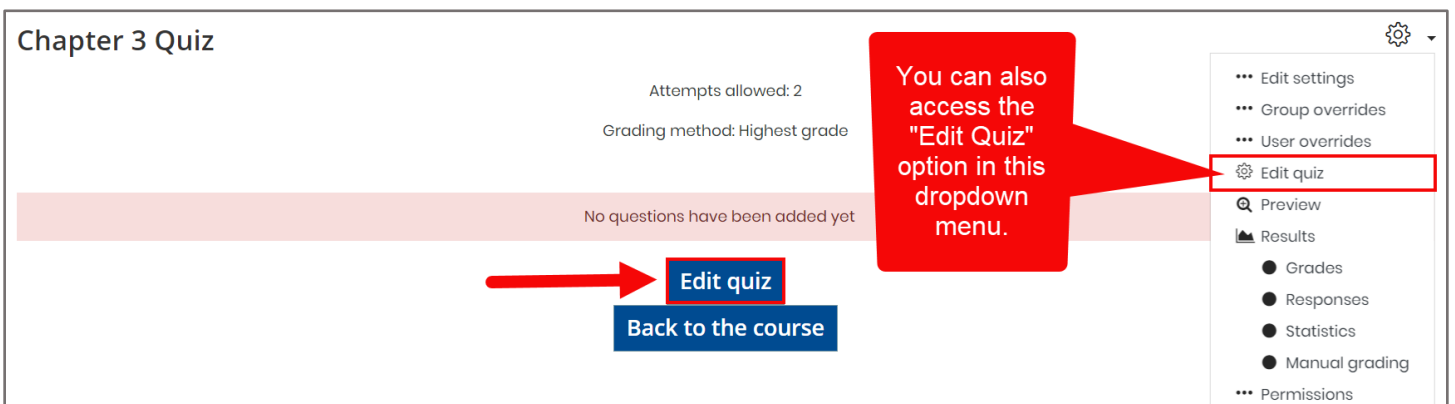


How to Add Questions to a Quiz

This document provides instructions on how to add questions to a quiz, including adding questions chosen from our test bank or at random.

1. Begin by navigating to and clicking on the quiz for which you'd like to add questions. After the quiz page loads, click the **Edit quiz** button at the bottom of the page. Please note, you will not be able to make any question changes to the contents if a student has previously completed the quiz.



Chapter 3 Quiz

Attempts allowed: 2
Grading method: Highest grade

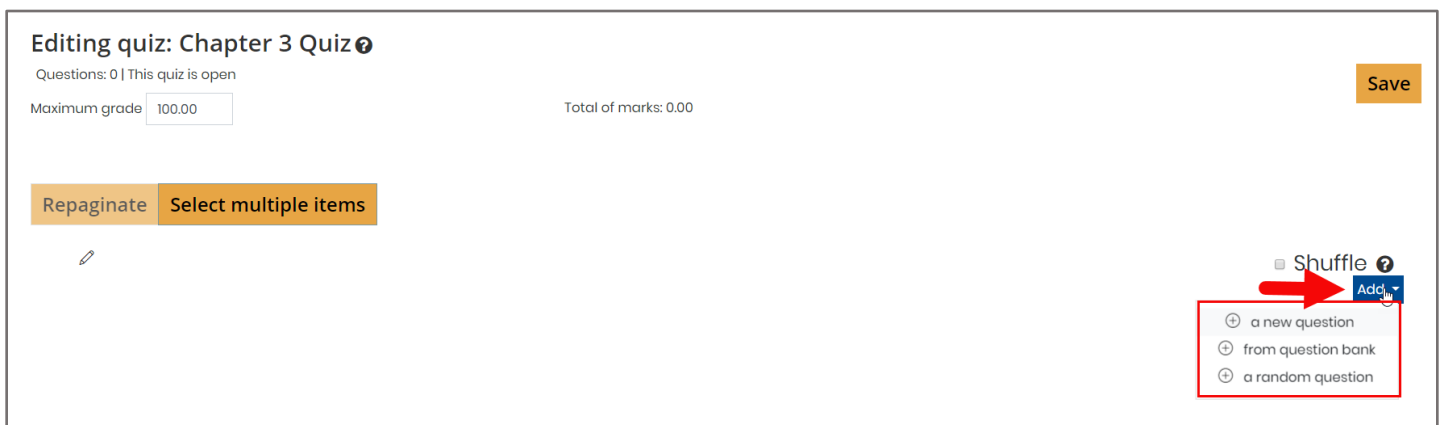
No questions have been added yet

Edit quiz
Back to the course

You can also access the "Edit Quiz" option in this dropdown menu.

- ... Edit settings
- ... Group overrides
- ... User overrides
- Edit quiz**
- Preview
- Results
 - Grades
 - Responses
 - Statistics
 - Manual grading
- ... Permissions

2. To begin adding questions, click on the **Add** button to the right of the page. You have three different options from the resulting dropdown menu, including [add] **a new question**, [add] **from question bank**, and [add] **a random question**.



Editing quiz: Chapter 3 Quiz

Questions: 0 | This quiz is open

Maximum grade: 100.00 Total of marks: 0.00

Save

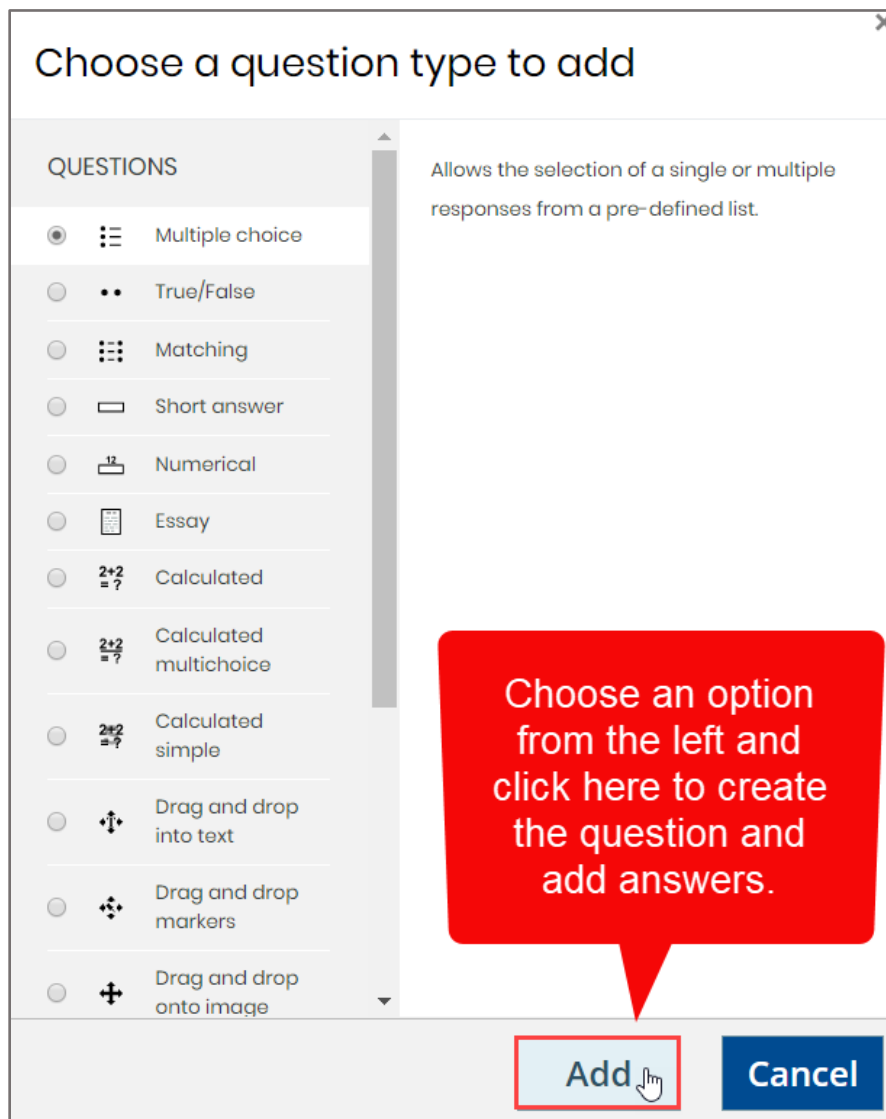
Repaginate Select multiple items

Shuffle ?

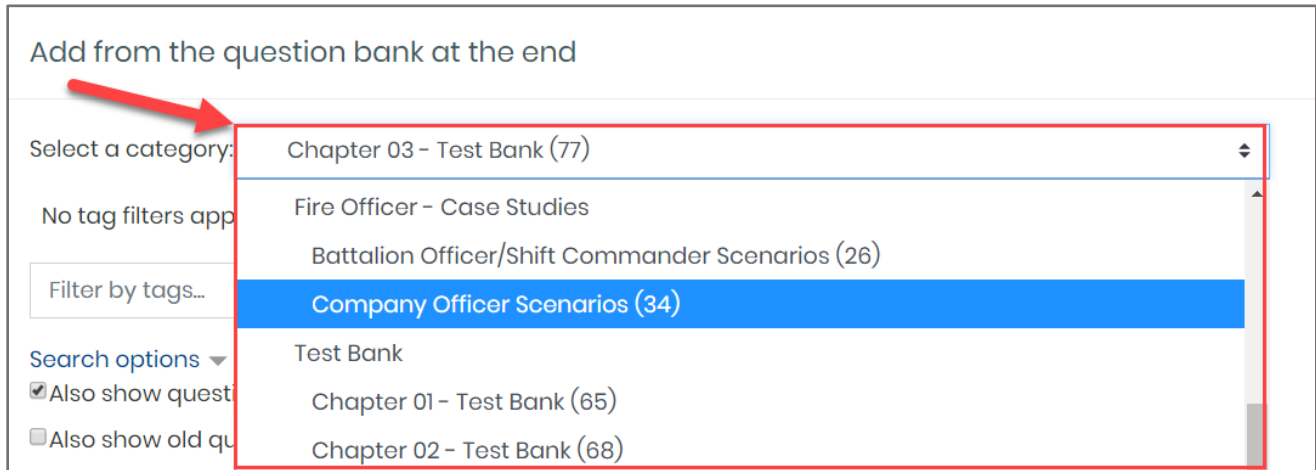
Add

- a new question
- from question bank
- a random question

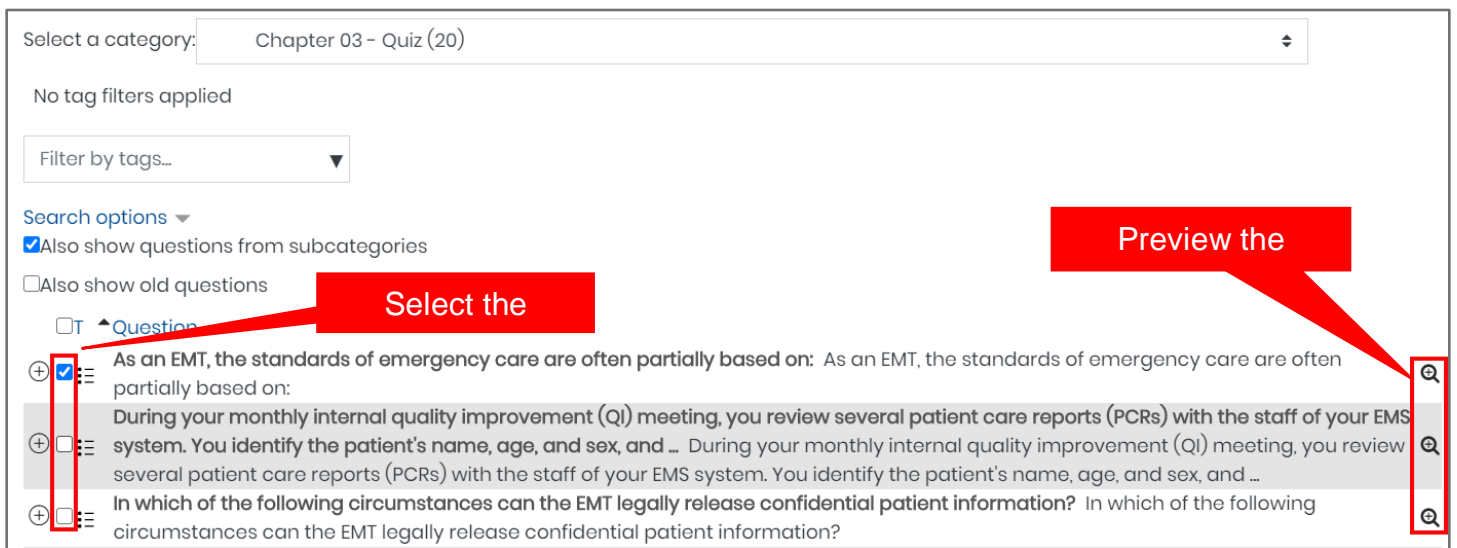
3. Adding a **new question** will allow you to create a custom question from scratch. You may select the question type from the popup window and proceed by building the question. If you choose this option, make sure you save your custom questions to a category location in the course test bank where you may easily keep track of them.



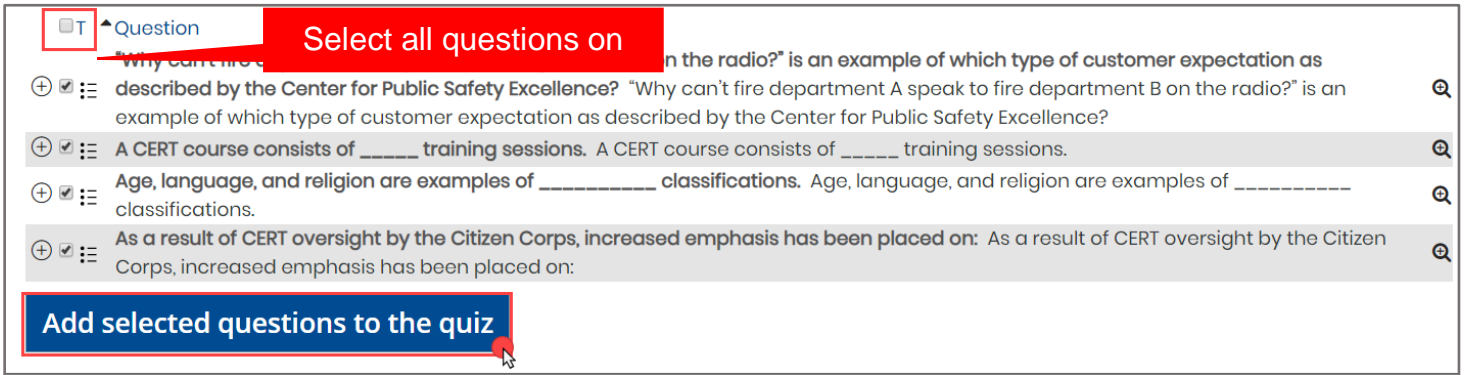
4. Using the [add] from question bank option will open a popup window where you may choose a test bank category from which to add questions by using the **Select a category** dropdown menu. Categories are typically organized by chapter, lesson, and/or assessment type. You can see how many questions are available in each category by viewing the number in the parentheses directly to its right. By default, all questions are unique to each category and do not repeat elsewhere in the test bank.



5. Selecting a category will display its question contents below in the same window. Use the checkboxes to the left of the questions to select them. To view a question in full detail, click the **preview** button or magnifying glass to its right.



6. To quickly select all questions on the page at one time, click on the **Select all** checkbox at the top of this list. When satisfied with your selections, scroll down and click the **Add selected questions to the quiz button**.



Select all questions on

Why can't fire department A speak to fire department B on the radio?" is an example of which type of customer expectation as described by the Center for Public Safety Excellence? "Why can't fire department A speak to fire department B on the radio?" is an example of which type of customer expectation as described by the Center for Public Safety Excellence?

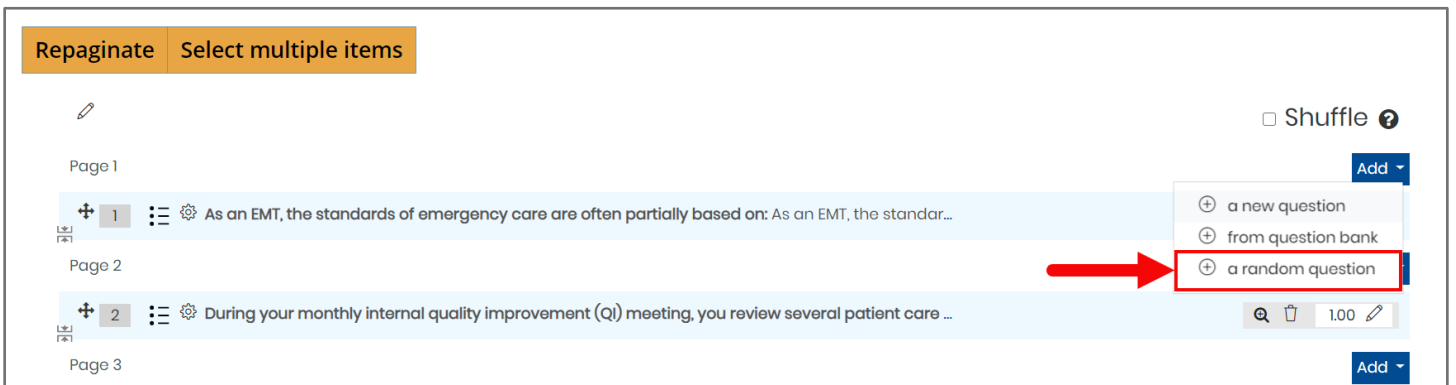
A CERT course consists of _____ training sessions. A CERT course consists of _____ training sessions.

Age, language, and religion are examples of _____ classifications. Age, language, and religion are examples of _____ classifications.

As a result of CERT oversight by the Citizen Corps, increased emphasis has been placed on: As a result of CERT oversight by the Citizen Corps, increased emphasis has been placed on:

Add selected questions to the quiz

7. To add a specified number of questions to the quiz at random, choose the third **Add** option for [adding] a **random question**.



Repaginate Select multiple items

Page 1

1 As an EMT, the standards of emergency care are often partially based on: As an EMT, the standar...

Page 2

2 During your monthly internal quality improvement (QI) meeting, you review several patient care ...

Page 3

Shuffle ?

Add

- a new question
- from question bank
- a random question

8. Use the **Category** dropdown menu from the resulting popup window to select the bank's category from which you wish to draw the random questions. Then specify the number of questions you wish you to randomly select from the designated category by using the **Number of random questions** dropdown. Make sure you do not choose a number that exceeds the number of questions available in the selected category.

Add a random question at the end

Existing category | New category

Category: Chapter 03 - Test Bank (77)

Include questions from subcategories too

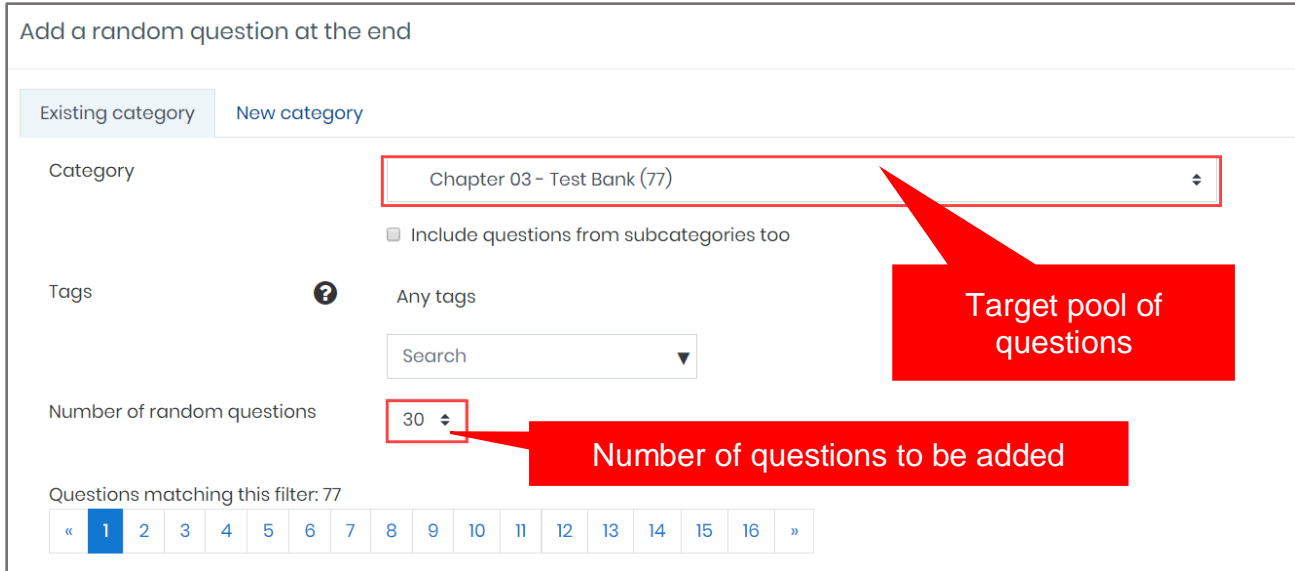
Tags: Any tags

Search: [Search] ▼

Number of random questions: 30

Questions matching this filter: 77

« 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 »



9. After making the desired selections, scroll down and click the **Add random question** button. Please note, any random question added functions as a placeholder for a question that will be randomly selected from the designated category for each student attempt. In other words, the questions will vary between attempts.

Questions matching this filter: 77

« 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 »

☰ The communication process is best described as:

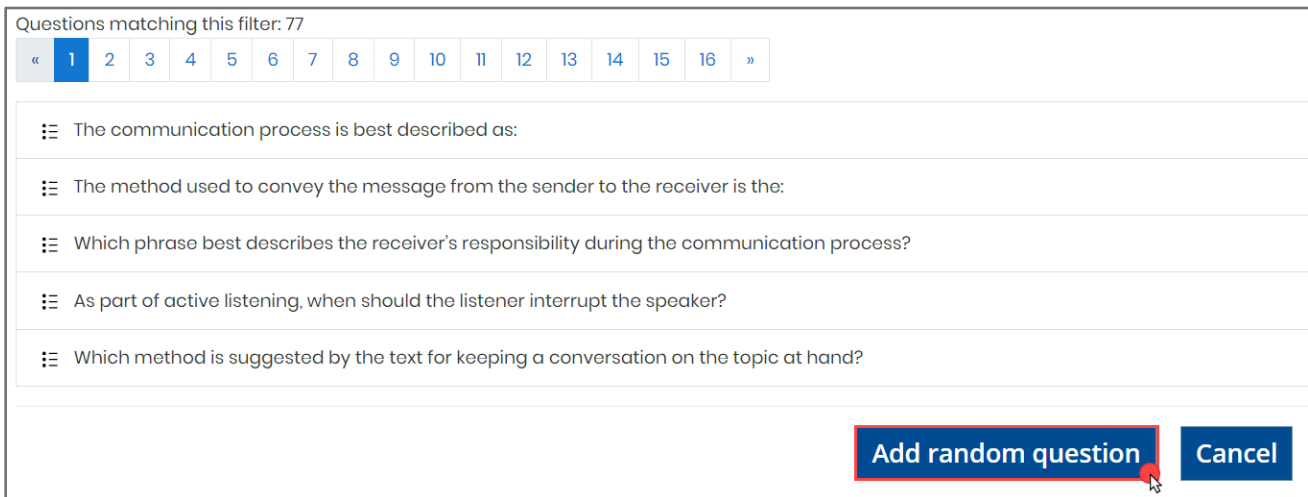
☰ The method used to convey the message from the sender to the receiver is the:

☰ Which phrase best describes the receiver's responsibility during the communication process?

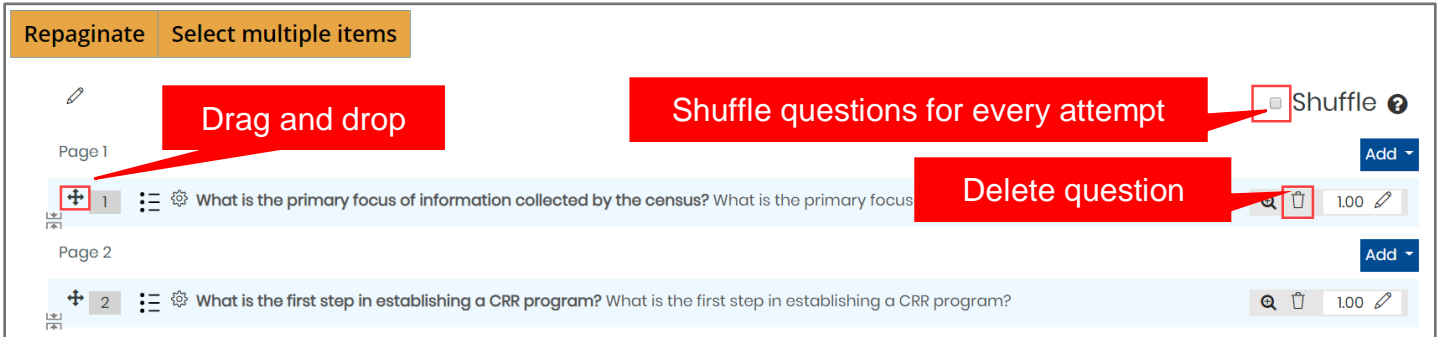
☰ As part of active listening, when should the listener interrupt the speaker?

☰ Which method is suggested by the text for keeping a conversation on the topic at hand?

Add random question | Cancel



10. Continue adding questions to the quiz as needed using your preferred option. When finished, you may choose whether to shuffle the selected questions' sequence within each individual attempt by toggling the **Shuffle** checkbox. You may also **Delete** questions using the trash button to its right and drag and drop individual questions to adjust their sequence using the **compass arrow** its left. If you do rearrange question sequence, make sure you click the **Repaginate** button when done to evenly distribute them according to the quiz page settings.



11. The question contents of the quiz are automatically saved as they are added, and you may close out of Navigate to any other course page when finished.