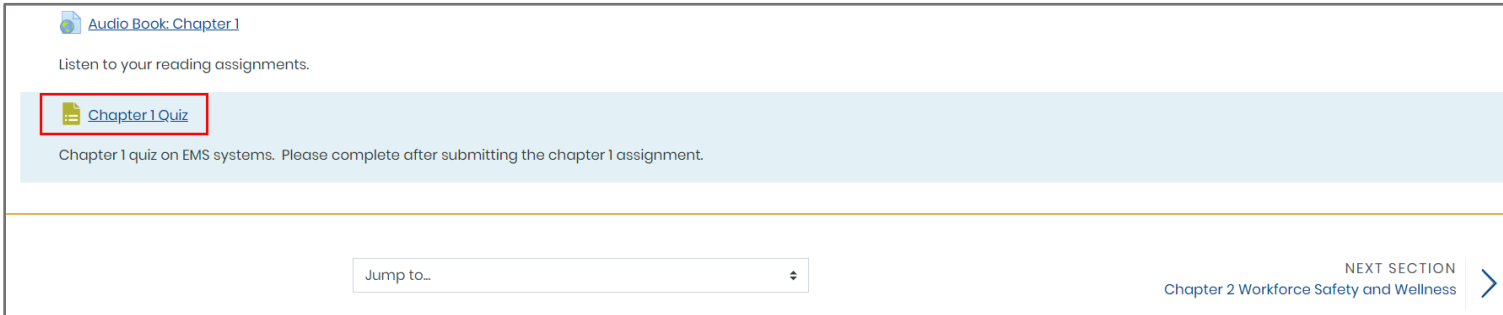


## How to Edit a Quiz

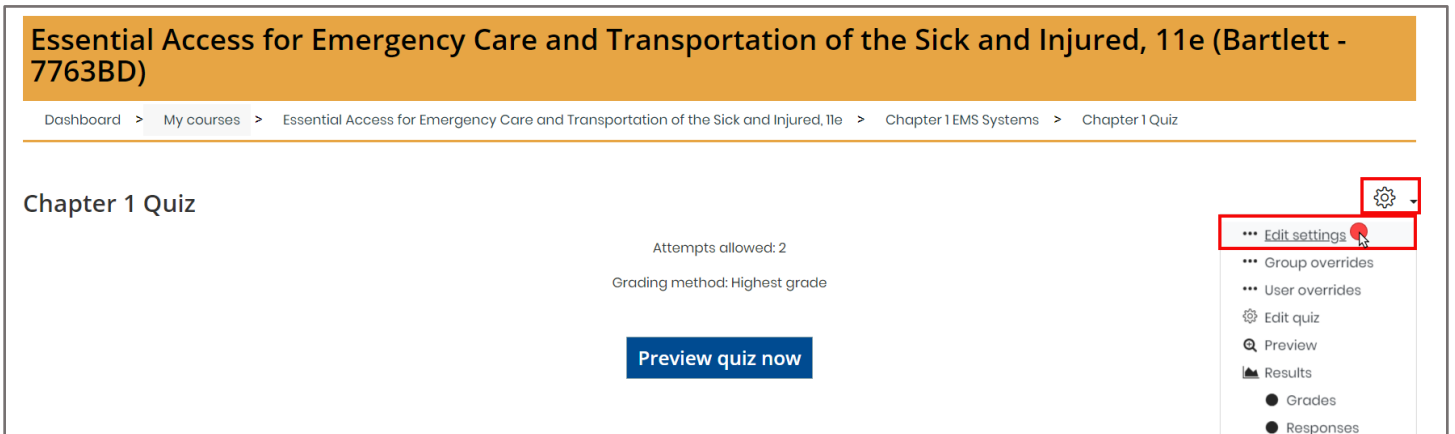
*This document provides instructions on how to make changes to the settings and contents of a quiz within your course.*

1. Navigate to the course page where the quiz is located and click on it.



The screenshot shows a course page with a header for "Audio Book: Chapter 1" and a sub-header "Listen to your reading assignments." Below this, a "Chapter 1 Quiz" link is highlighted with a red box. The text below the link reads: "Chapter 1 quiz on EMS systems. Please complete after submitting the chapter 1 assignment." At the bottom of the page, there is a "Jump to..." dropdown menu and a "NEXT SECTION Chapter 2 Workforce Safety and Wellness" link with a right-pointing arrow.

2. On the following page, click the **gear icon** to the right of the page. This will display a dropdown menu with a host of action items associated with the quiz. To adjust the quiz settings, select the **Edit settings** option.



The screenshot shows a quiz page titled "Chapter 1 Quiz" for the course "Essential Access for Emergency Care and Transportation of the Sick and Injured, 11e (Bartlett - 7763BD)". The page includes a breadcrumb trail: "Dashboard > My courses > Essential Access for Emergency Care and Transportation of the Sick and Injured, 11e > Chapter 1 EMS Systems > Chapter 1 Quiz". The quiz details show "Attempts allowed: 2" and "Grading method: Highest grade". A blue button labeled "Preview quiz now" is visible. On the right side, a gear icon is highlighted with a red box, and a dropdown menu is open, with the "Edit settings" option also highlighted with a red box. Other options in the menu include "Group overrides", "User overrides", "Edit quiz", "Preview", "Results", "Grades", and "Responses".

3. The settings page will load, enabling you to make any changes that are needed.

Updating Quiz in Chapter 1 EMS Systems ? Expand all

General

Name ⓘ Chapter 1 Quiz

Description

Chapter 1 quiz on EMS systems.

Display description on course page ?

Timing

Grade

Layout

Question behaviour

Review options ?

**Drop down and edit settings as needed.**

4. After making your changes, scroll down and select either the **Save and display** or **Save and return to course** buttons.


Restrict access

Tags

Competencies

**Save and return to course** **Save and display** **Cancel**

There are required fields in this form marked ⓘ.

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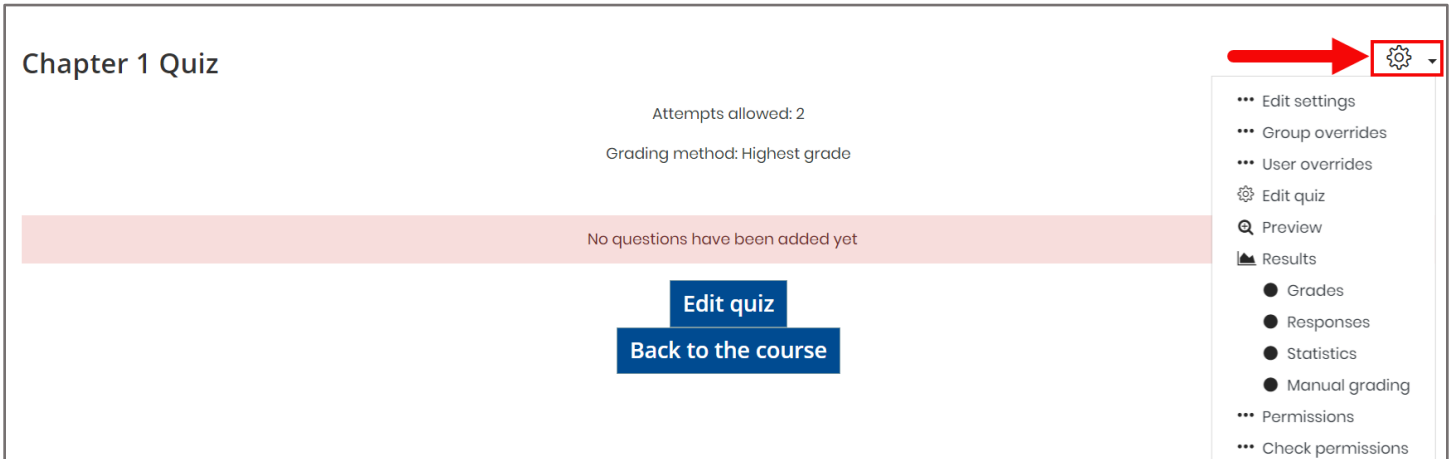
✉ Technical Support: support@jblearning.com

☎ Support: 1-800-832-0034 M-F 8:30am – 8:00pm

❓ Training Library

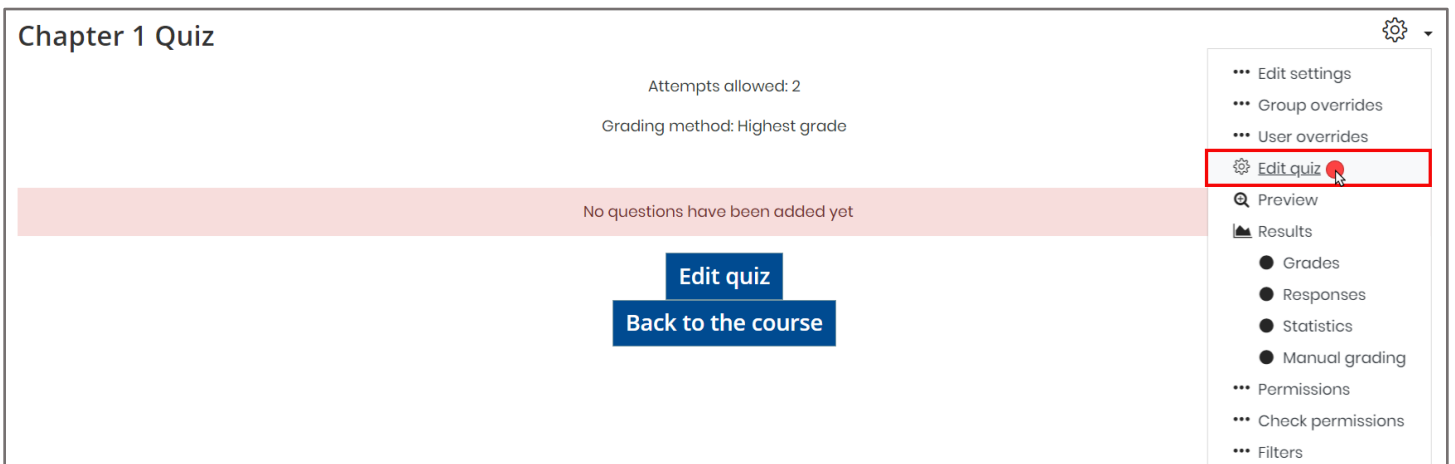
Technical Support: [www.jblearning.com/techsupport](http://www.jblearning.com/techsupport) | [support@jblearning.com](mailto:support@jblearning.com) | 1-978-443-5000 | M-F 8:30am – 8:00pm

5. To edit the content or questions within the quiz, click on the quiz to open it, and select the **gear icon** to display the dropdown menu of action items.



The screenshot shows the 'Chapter 1 Quiz' page. At the top left, it says 'Chapter 1 Quiz'. Below that, it indicates 'Attempts allowed: 2' and 'Grading method: Highest grade'. A large pink banner across the middle of the page states 'No questions have been added yet'. Below the banner are two blue buttons: 'Edit quiz' and 'Back to the course'. On the right side, there is a gear icon with a red arrow pointing to it. A dropdown menu is open, listing several options: 'Edit settings', 'Group overrides', 'User overrides', 'Edit quiz', 'Preview', 'Results', 'Grades', 'Responses', 'Statistics', 'Manual grading', 'Permissions', and 'Check permissions'.

6. Select the **Edit quiz** option to open the quiz contents and add, remove, or adjust questions as needed.



This screenshot is similar to the previous one, showing the 'Chapter 1 Quiz' page. The 'Edit quiz' option in the dropdown menu is now highlighted with a red box and a mouse cursor. The rest of the page content, including the 'No questions have been added yet' banner and the 'Edit quiz' and 'Back to the course' buttons, remains the same.

7. Please note, you may not make any changes to the quiz contents in the event a student has attempted the quiz previously.
8. Your changes to the contents on this page will automatically save and you may navigate away to another course page whenever you are satisfied with your adjustments.