Create Quizzes

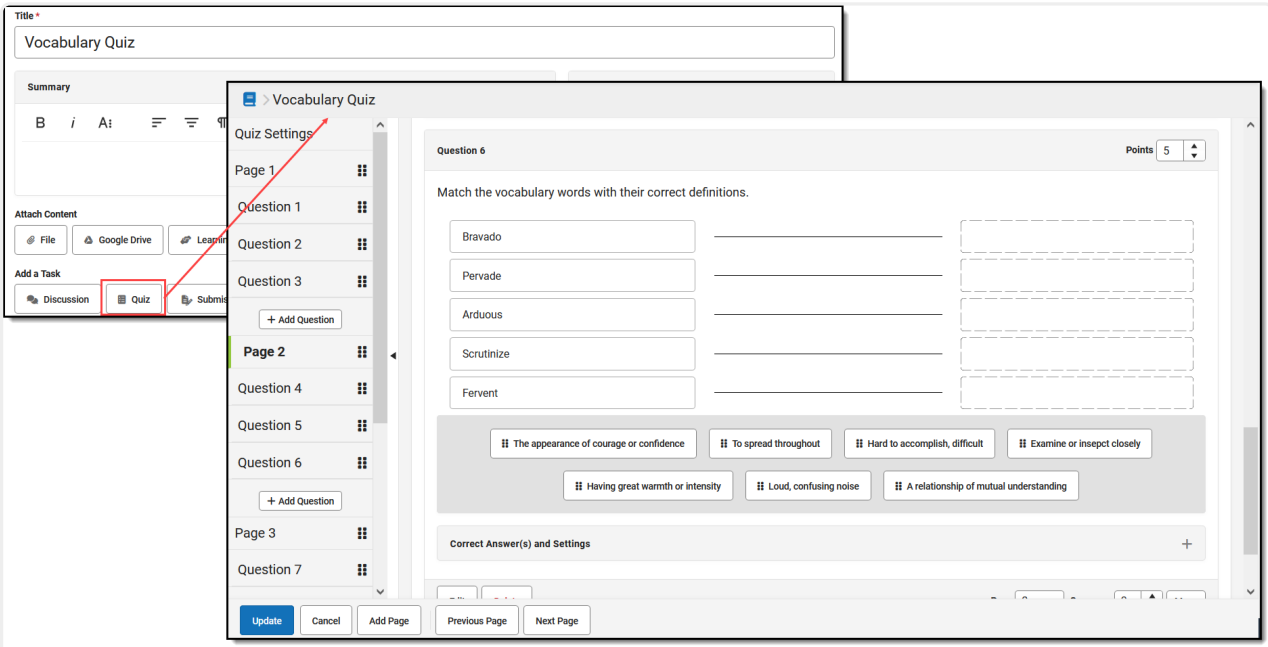
Last Modified on 08/12/2026 11:09 am CDT

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.

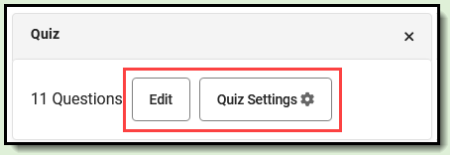
Create a quiz

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. Review the Quiz Settings to enable Reattempts and select a Scoring Method and score display preference.
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 a quiz, click **Edit** on the assignment and then **Edit** for the quiz.

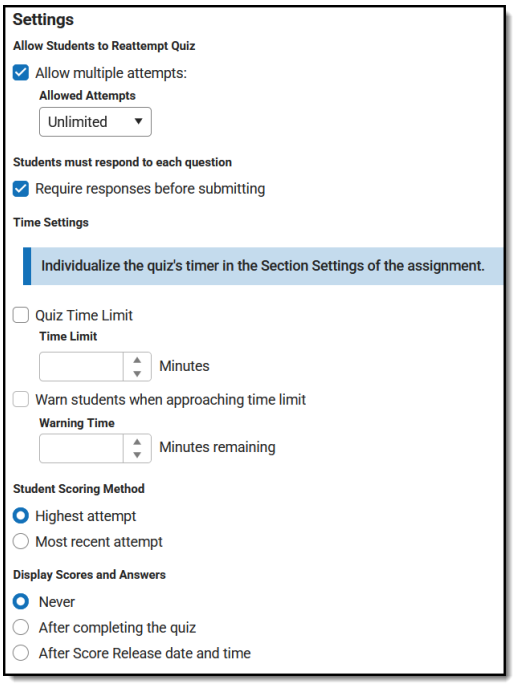
When changes are made to a quiz that students have already submitted, you have the option to **Update scores** or **Update scores and reassign to students**.



Check out this video for more information.

Quiz Settings

Once a quiz is created, a **Quiz Settings** button displays. Settings include quiz-level instructions. Click **Add Instructions** to add information to the beginning of the quiz. This screen also includes the following three options:



Allow Students to Reattempt Quiz

- Mark *Allow Multiple Attempts* to let students take the quiz more than one time. Select how many attempts they can make.

Students must respond to each question

- Leave *Require responses before submitting* marked to require students to answer all questions before they can submit a quiz. If unmarked, students can submit with the quiz with some or all questions unanswered.

Time Settings

- Enter a *Quiz Time Limit* to give students a set number of minutes to complete the quiz. When time is up, the student's work up to that point is submitted.
- Enter a *Warning Time* to display a warning when students are nearing the end of the time limit.

Student Scoring Method

- If students are allowed more than one attempt, indicate which score should be used, the attempt with the *Highest* score, or the *Most Recent* attempt.

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 submits the quiz.
- *After Score Release Date and Time* - correct and incorrect answers are indicated after scores are released.

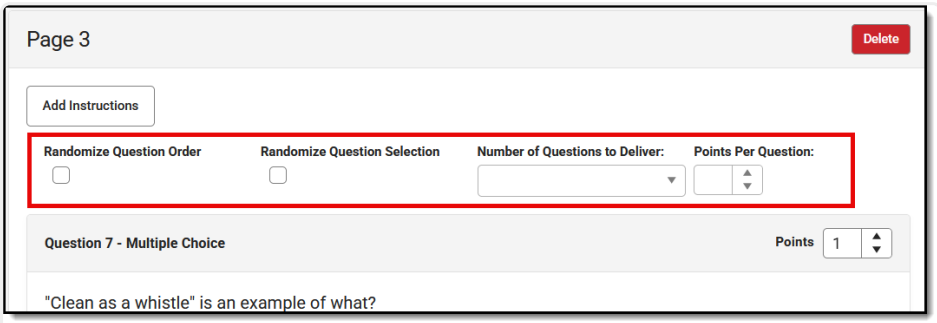
Quiz Settings can be modified at any point, including after students complete the quiz. For example, if you are using a quiz in multiple sections, reopen the quiz after all students have taken it and enable answers so students can review how they did.

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

Page-level settings

Additional settings display at the top of a page of questions and only apply to the questions on

that page.



Page-level settings apply to only questions on that page.

- **Randomize Question Order**: Delivers questions in a random order.
- **Randomize Question Selection**: Delivers a random selection of questions from that page. Marking this checkbox makes the following settings editable.
  - **Number of Questions to Deliver**: The number of questions delivered from the page.
  - **Points Per Question**: The proportion of the total points possible that each question is worth. When randomizing questions, all questions are worth the same number of points, overwriting the Points field on individual questions. See the scoring setup section below for more information about how scores are calculated based on the Points entered.

For example, if a page of a quiz has 10 questions and a teacher randomizes selection and enters a Number of 5, each student who takes the quiz will see 5 random questions from the 10 available on that page.

If the teacher **reassigns** the quiz, students will see the same questions, but if the student **reattempts** the quiz, they receve a new randomized set of questions.

Organize quiz questions

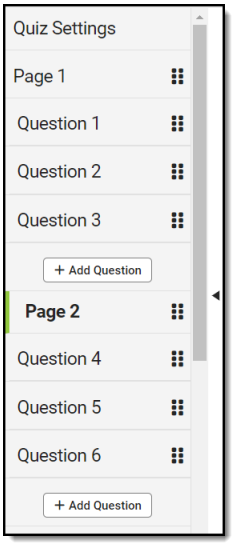
Once created, quiz questions can be rearranged and organized

Pages

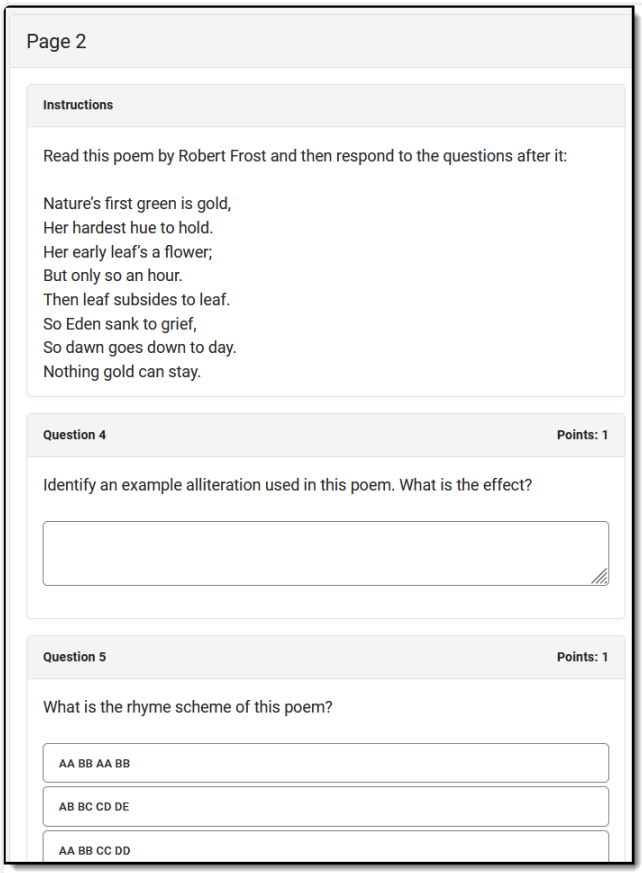
Quiz questions can be organized into pages. This option allows you to group related questions and provide group-specific instructions. Students have the option to pinning these instructions to keep them visible when they scroll.

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.



Use pages to group related questions.

Reorder 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.

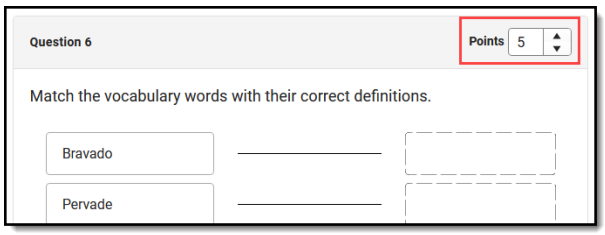
When questions and pages are moved, their numbers are updated to reflect their new position.

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



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.



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.

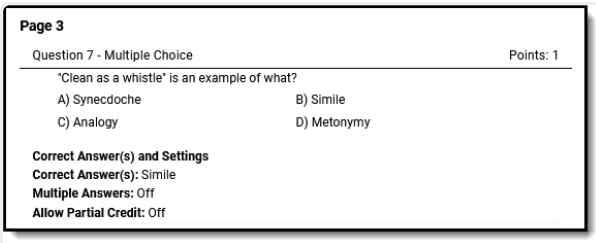
Questions with the Same Point Values	One Question Worth More than Others	Question Point Values Vary

Questions with the Same Point Values	One Question Worth More than Others	Question Point Values Vary
• The assignment is worth 20 points and includes 4 questions, all of which have a Point value of 1. • A student missed one question. • With 3 out of 4 questions correct, the student earns 75% on the quiz. 75% of the 20 points possible is 15 points.	• The assignment is worth 20 points and includes 6 questions: 5 multiple choice worth 1 Point and 1 essay question worth 5 Points. • A student misses one multiple choice question and gets partial credit on the essay of 4/5. • With 8 out of 10 question points correct, the student earns 80% on the quiz. 80% of the 20 points possible is 16 points.	• The assignment is worth 20 points and includes 4 questions with varying point values: 1. Q1 has a Point value of 4 2. Q2 has a Point value of 2 3. Q3 has a Point value of 1 4. Q4 has a Point value of 5 • A student is scored as follows: Q1: 4 pts, Q2: 2 pts, Q3: 1 pt, Q: 3 pts. • 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.

Print a quiz

To print a quiz:

1. Open the assignment that includes a quiz.
2. Click **View Quiz.**
3. At the bottom of the screen, click **Print Quiz** or click the arrow next to the Print Quiz button and click **With Key**.


Page 3

Question 7 - Multiple Choice — Points: 1

"Clean as a whistle" is an example of what?

A) Synecdoche
B) Simile
C) Analogy
D) Metonymy

Correct Answer(s) and Settings
Correct Answer(s): Simile
Multiple Answers: Off
Allow Partial Credit: Off

An example of a printed quiz question "With Key"

The standard Print Quiz option generates the quiz in a format appropriate to hand out to students so they can take it without a device.

If the Key is included, the **Correct Answers and Settings** section is printed below each question, as it appears for each question in edit mode.

Note: The Number Line question type may not be formatted correctly in a printed quiz.

Previous Version:

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