Go to Test & Quizzes.


Select the **Tests & Quizze**s tool from the Tool Menu of your course.


Click Add.
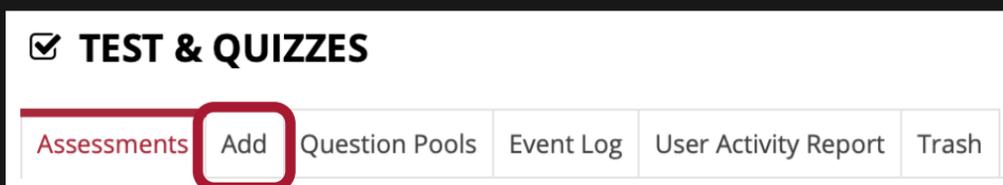
Create a new assessment.
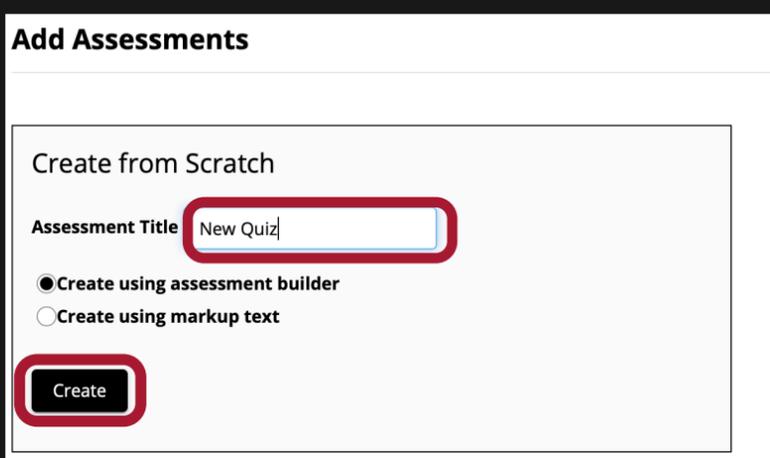
Give your new assessment a title and click the **Create** button. The "Create using assessment builder" option (shown selected) asks you to write questions one by one, with a simple example given below.

Add a question.
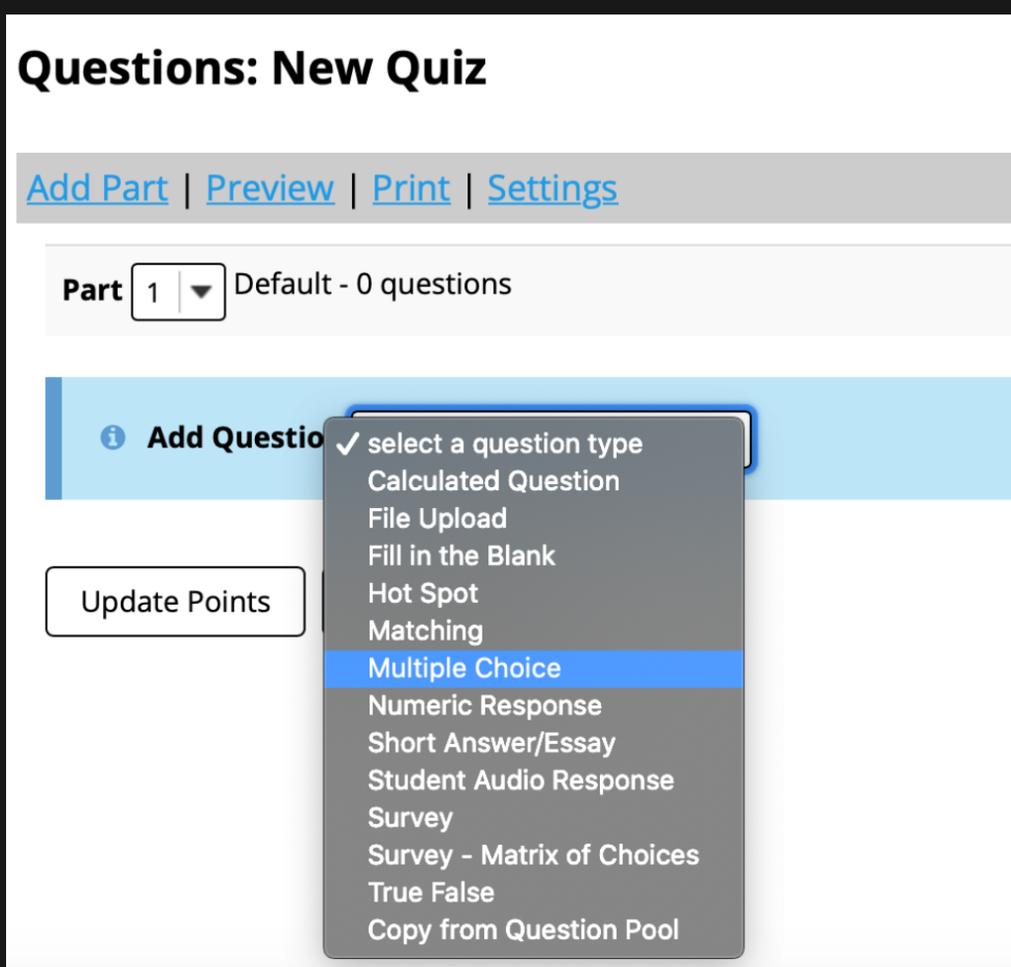
Select the type of question you would like to add from the Add Question drop-down menu.

Edit question.

Question1 - Multiple Choice

Change Question Type Multiple Choice ▾

[Save] [Cancel]

Answer Point Value 10 **1**

Display Point Value while student is taking the exam ● Yes ○ No **2**

Extra Credit ☑ **3**

1 Answer point value.

2 Display the point value while student is taking the exam

3 Now you can mark a question as **Extra Credi**t. When the box is checked, it does not count towards the total point value of the test.

Answer (What's This?) **4**
● Single Correct
    Points deducted for incorrect answer 0.0
○ Multiple Correct, Single Selection
○ Multiple Correct, Multiple Selection **5**

Question Text Show All Rich-Text Editors

What percentage of the Earth's surface is covered in water?

AttachmentsNo Attachment(s) yet

[Add Attachments] **6**

4 You can choose to have a **Single Correct** response or another of the available options.

5 Question text.

6 Attachments (optional).

Enter the answer choices (for multiple choice).

71
Correct Answer
● A
Remove

90
Correct Answer
○ B
Remove

66
Correct Answer
○ C
Remove

82
Correct Answer
○ D
Remove

Enter all of the possible answer choices for this question.

There are four answer choices provided by default. If you need more choices, use the **Insert Additional Answers** drop-down menu to indicate the number of additional answer choices needed.

Choose whether or not to randomize answers (for multiple choice).

Randomize Answers	⦿ Yes
	◯ No

The default setting is **No** for randomizing answers. If you would like the answer choices to appear in a random order each time a student takes the assessment, select **Yes**.

Choose whether or not to require rationale.

| Require Rationale	◯ Yes
	⦿ No

The default setting is **No** for requiring rationale. If you want students to write an explanation for why they chose a particular response, select **Yes**.

Additional optional settings.

Assign to Part	**1** Part 1 - Default ▼
Assign to Question Pool	Select a pool name (optional) ▼ **2**
3 Correct Answer Feedback (optional)	
Incorrect Answer Feedback (optional)	
4 Save Cancel	

1 If you have multiple parts in your assessment, you may assign the question to a different part

2 If you have an existing question pool and would like to copy this question to the pool, select the pool name here.

3 If you would like to provide feedback for students based on if they answer the question correctly or incorrectly, enter your feedback here.

4 Once you have entered all of your question information, click Save to return to the edit assessment screen

Publish assessment.

Questions: New Quiz

Add Part | Preview | Print | Settings | **Publish**

Part [1 ▾] Default - 1 question

ⓘ Add Question [select a question type ▾]
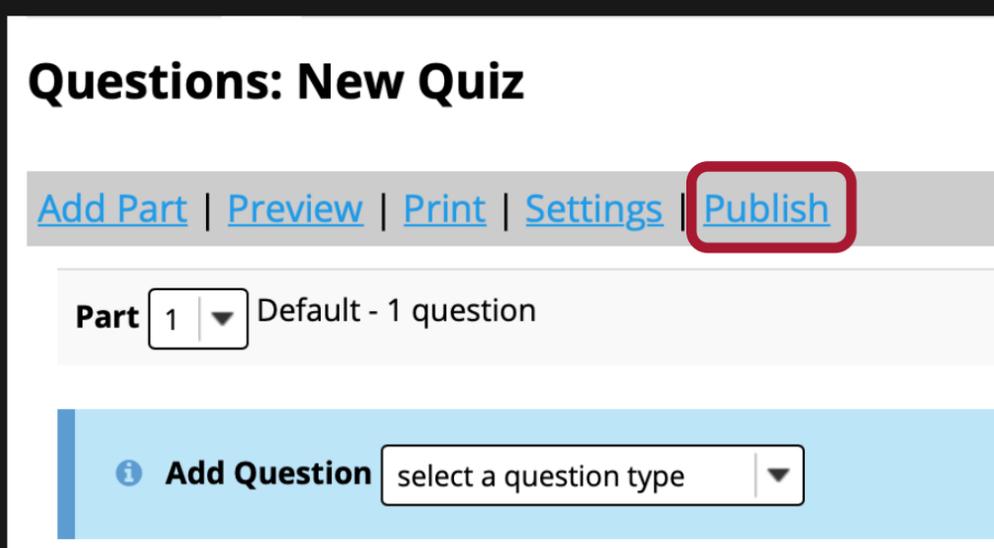
Click **Publish** to make the assessment visible to students.

☑ **TEST & QUIZZES**

⚲ Link | ? Help | ✕

Assessments | Add | Question Pools | Event Log | User Activity Report | Trash

Assessment List

View [All ▾]
Display [20 ▾] assessments per page

Click to **Filter**.

Search: [ ]

Title		Status ▾	In Progress	Submitted	For	Open	Due	Last Modified	Modified Date	Remove?
New Quiz	Actions▾	Published - Active	0	0	Entire Site	May 14, 2021 4:22 PM		Gabriela Gomez Alcala	May 14, 2021 4:22 PM	☐
Test Quiz	Actions▾	Published - Active	0	1	Entire Site	Mar 29, 2021 3:25 PM		Gabriela Gomez Alcala	Mar 29, 2021 3:25 PM	☐
Draft - attachment quiz	Actions▾	Draft			Entire Site			Carla Villanueva	Aug 17, 2018 12:25 PM	☐
Draft - Carla Quiz	Actions▾	Draft			Entire Site	Oct 5, 2017 10:38 AM	Oct 6, 2017 9:38 AM	Carla Villanueva	Aug 17, 2018 12:25 PM	☐

Working and **Published Copies** are now **combined** in a similar view as the Assignments tool.

With this combined view, instructors are able to **search** for specific assessments and **filter** the view to quickly see the following types of assessments:
- All
- Drafts
- Published – All
- Published – Active
- Published – Inactive

Note: Active indicates the assessment is currently available to students.