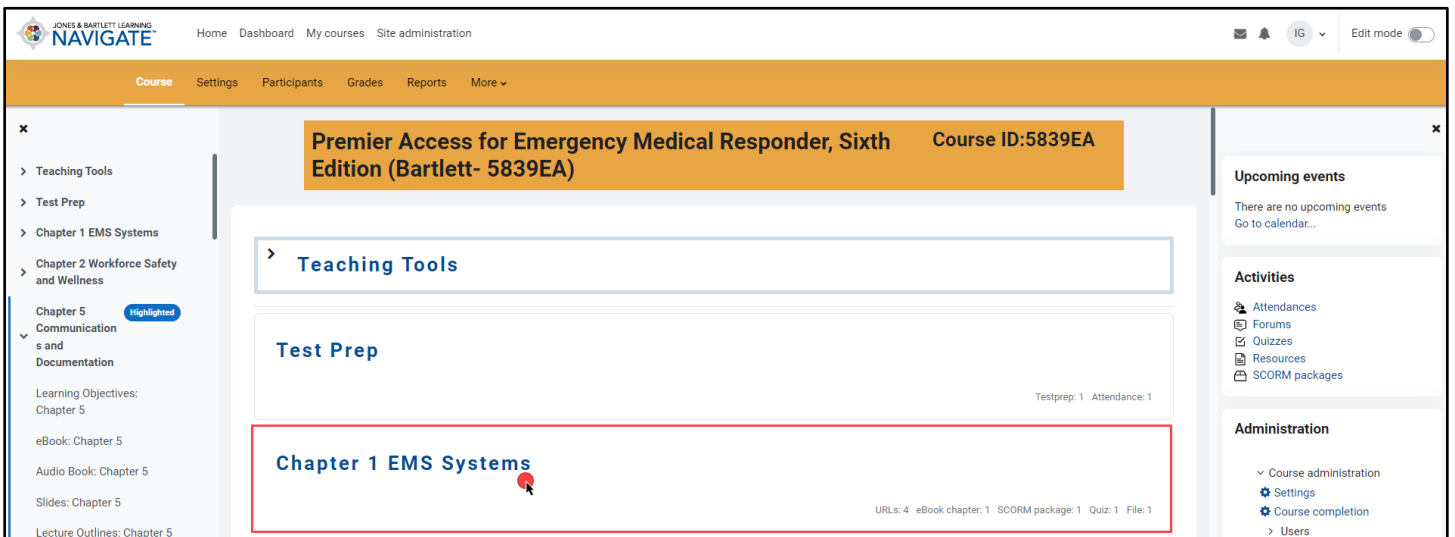# How to Print a Quiz

*This document describes how to print a quiz with or without an answer key.*

1. Click on any course topic in which you would like to create your quiz. If your preference is to create a paper quiz only, you may hide or delete the quiz after you have built and printed it to ensure your students do not mistakenly complete it online.
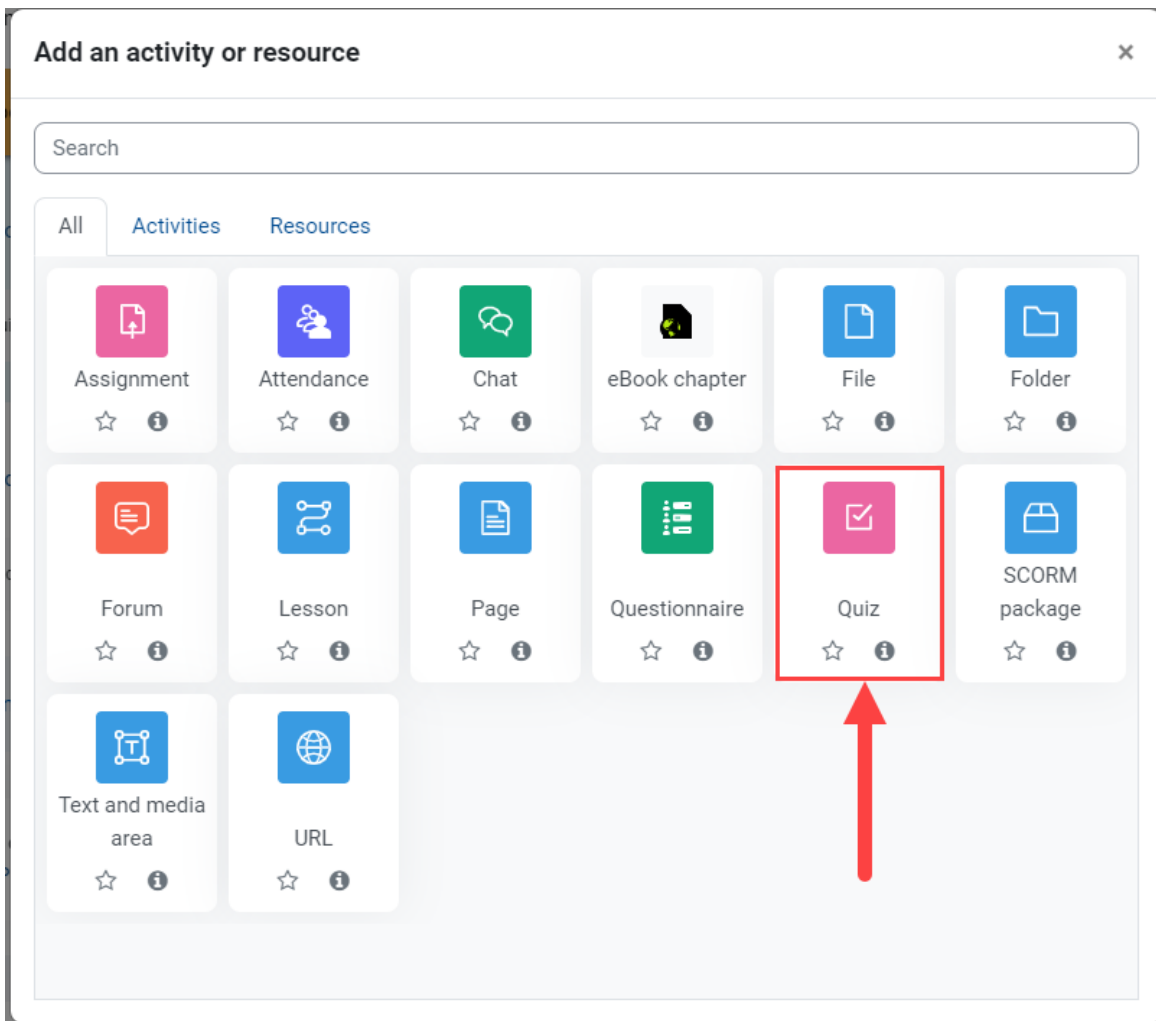

2. Next, toggle on the course **Edit mode** using the button at the top-right of the page.
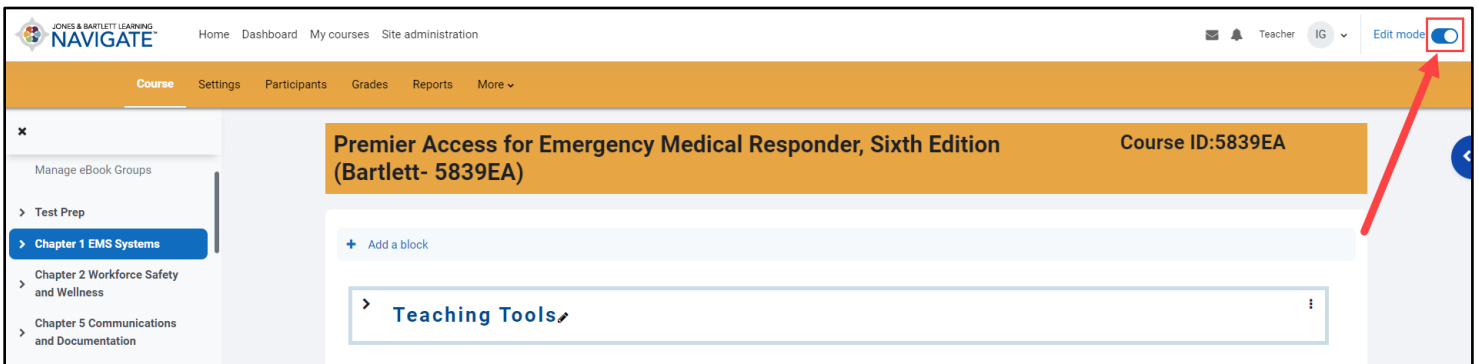
3. Scroll down as necessary and click the **Add an activity or resource** option at the bottom-left of the topic's contents.
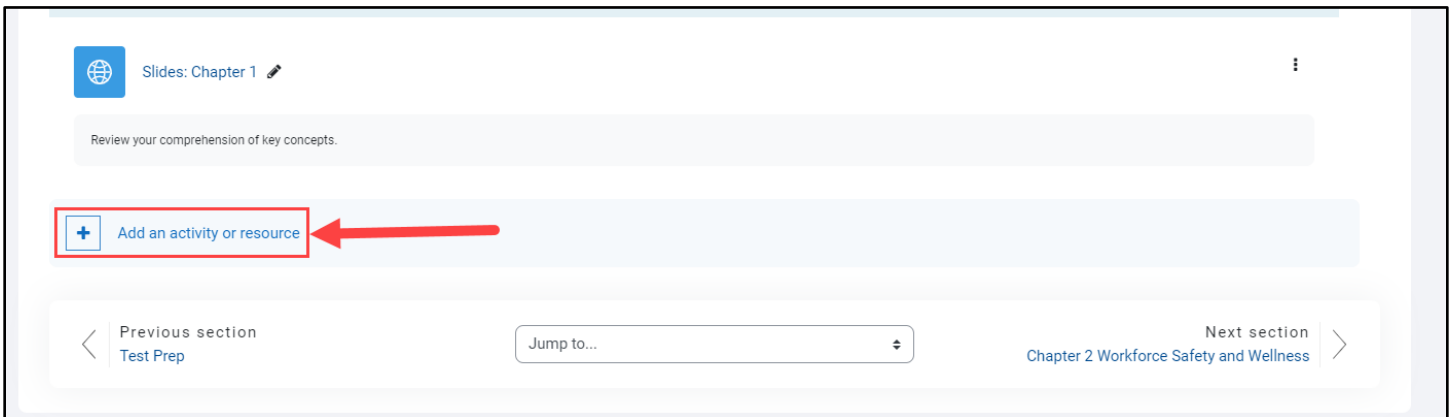
4. Select the **Quiz** option under the **All** or **Activities** tabs.

5. Enter a name for your quiz in the **Name** field, scroll to the bottom of the page, and click **Save and display.**

☑ **Adding a new Quiz to Chapter 1 EMS Systems**❓

Expand all

∨ **General**

Name ❗ | Printed Chapter 1 Quiz

Description

☐ Display description on course page ❓

> **Common module settings**

> **Restrict access**

> **Activity completion**

> **Tags**

☐ Send content change notification ❓

[Save and return to course] [Save and display] [Cancel]

❗ Required

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6. Next, click the **Add question** button displayed on the quiz page.
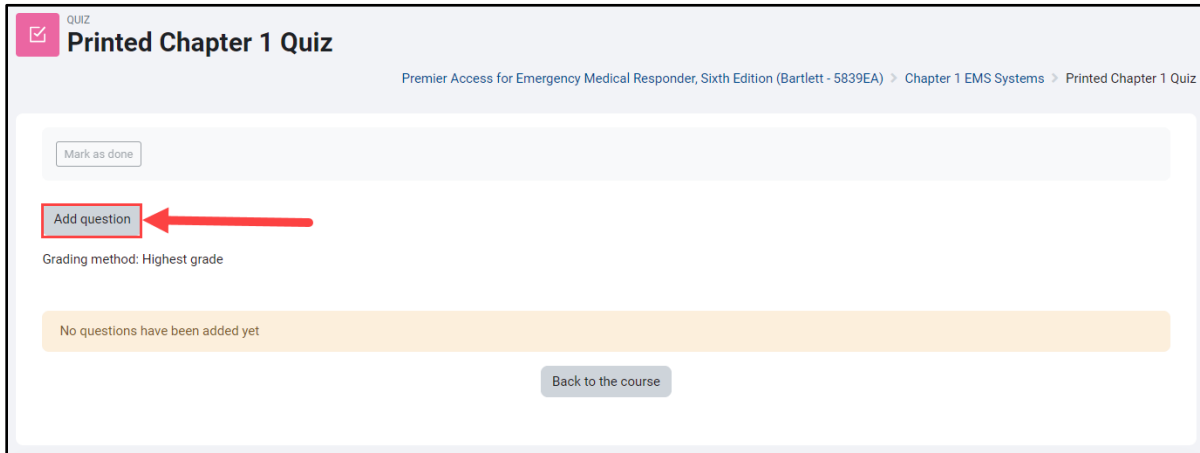
7. Proceed by clicking the **Add** button, choosing a desired question-picking options, and selecting questions to include in your quiz.
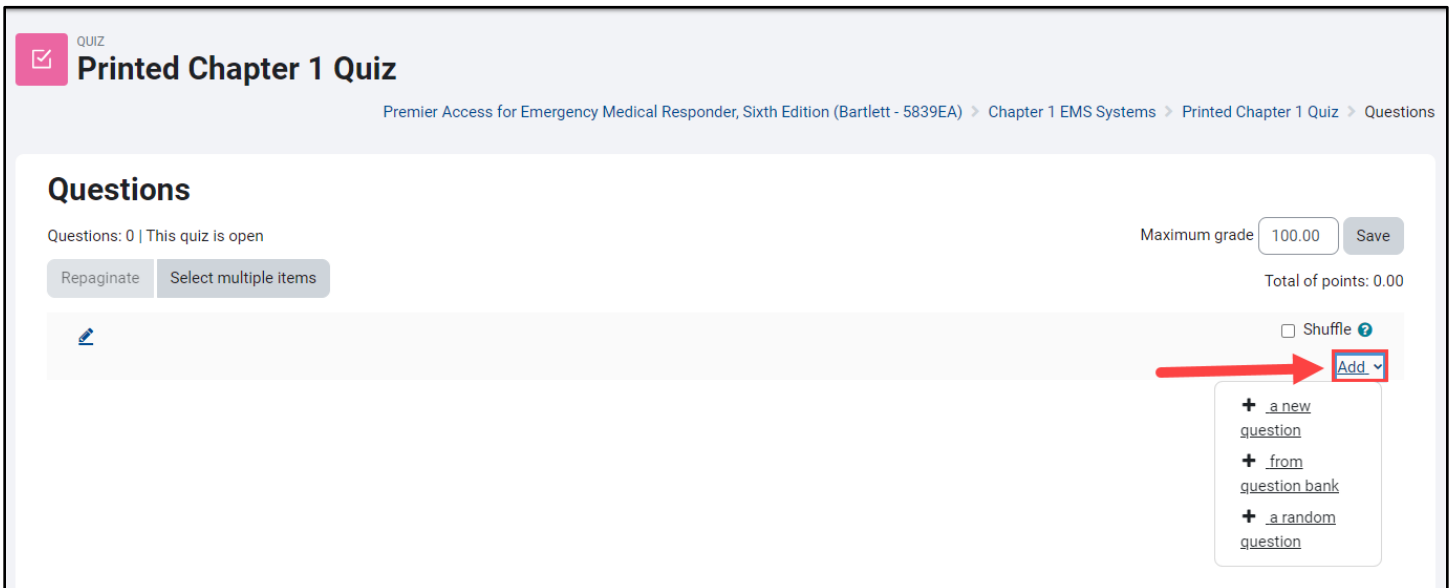
8. Ensure you leave the **Shuffle** checkbox <u>deselected</u>. Shuffling questions will print the quiz questions' numbers out of sequence. Instead, you may manually determine the sequence of questions using the compass arrow to the left of each question to drag and drop it as needed.

9. When ready, click the **Results** button from the menu at the top of the page.

10. Then use the first dropdown menu at the top right of the Results page to select the **Paper Quiz** option.

11. You have two options for generating a printed version. You may print the quiz with or without an answer key. Please note, the printed version with an answer key will display individual answers immediately below each question and includes a separate page compiling all answers in one place.

12. Click on the version you would like to print to automatically open a PDF of the quiz in your browser.

13. While you may use the print option in your browser to print the quiz at this time, the printout may have questions broken midway between pages. We recommend selecting all questions displayed in the PDF and copying and pasting them into a word processing document. You may then make spacing adjustments and include custom additions.