

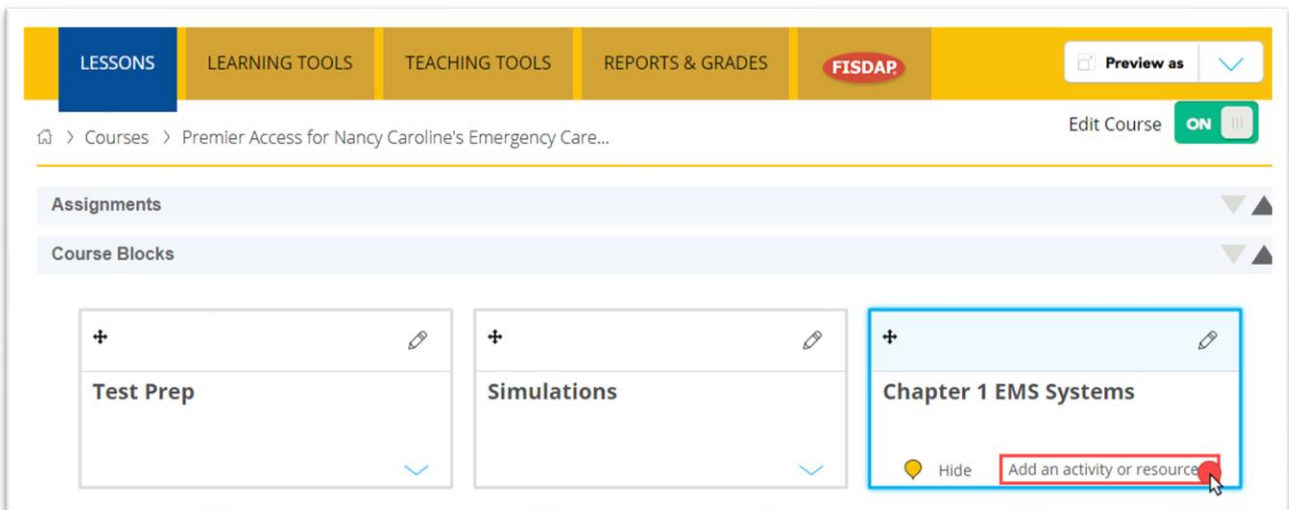
How do I create a quiz or test?

This document provides step-by-step directions for creating a custom quiz, test, or exam using the questions available within your course's test bank.

1. On the course Lessons tab, first ensure that editing is turned on via the **Edit Course** button in the top right-hand corner of the page.

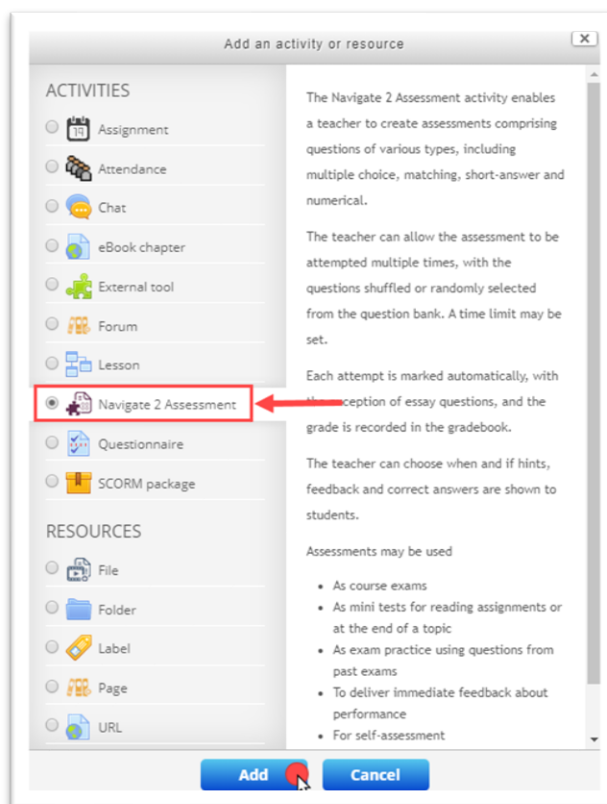


2. Hover your mouse over the course chapter or placard in which you wish to build the assessment and click the **Add an activity or resource** option.



3. In the popup window, select the dial to left of the **Navigate 2 Assessment** option and click the **Add** button.

How do I create a quiz or test?



4. At the top of the following page, enter a name for the quiz in the **Name** field provided.

The image shows a form titled 'Adding a new Navigate 2 Assessment to Chapter 1 EMS Systems'. The 'Name' field is highlighted with a red box and a red arrow. The 'Description' field is below it, with a rich text editor interface. The form is used to create a new assessment.

5. Proceed by scrolling through the settings options below and adjusting the parameters you wish to apply to the assessment. Below are the recommend settings to consider when creating your assessments.
6. Apply any **Time and Date** restrictions to the assessment by selecting the **Enable** pick box before using the dropdown options or calendar button to the right of the setting. **Open the assessment** reflects the timing of when the assessment becomes available to your students, and **Close the assessment** displays the timing for when student access to the assessment is subsequently locked. Ensure that the **Enable** pick box remains checked for parameter you wish to apply.

How do I create a quiz or test?

Display description on course page ?

Open the assessment ?

Close the assessment ?

Enable

Enable

- In the next settings section, you may select a **Grade category** under which to aggregate the assessments' scores. Please note, a weighted category structure must be applied in your Grader Report prior to using this option. You may also set how many **Attempts** to afford your students and choose how multiple attempts' scores are aggregated in the Gradebook.

Grade category ?

Attempts allowed ?

Grading method ?

Highest grade

Average grade

First attempt

- Other settings to consider include **Question order** (shuffling feature), **Shuffle within questions** (shuffling answer choices), and **Navigation method**. If you are unsure as to what an individual setting manages, you may click on the question mark bubble underneath for a helpful explanation.

Question order ?

New page ?

Navigation method* ?

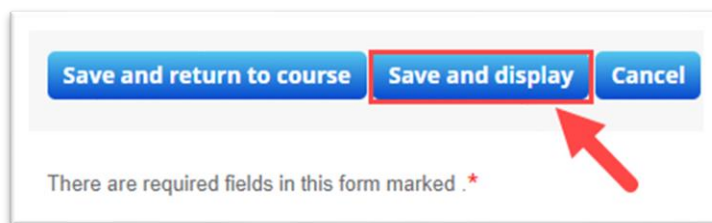
Show more...

Navigation method

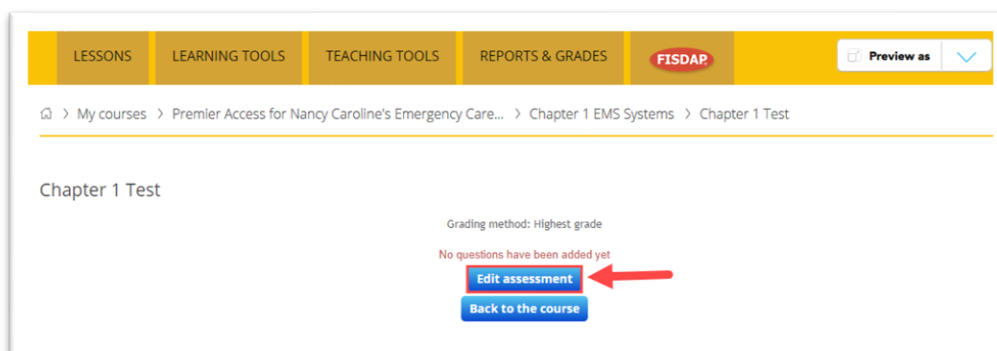
When sequential navigation is enabled a student must progress through the assessment in order and may not return to previous pages nor skip ahead.

How do I create a quiz or test?

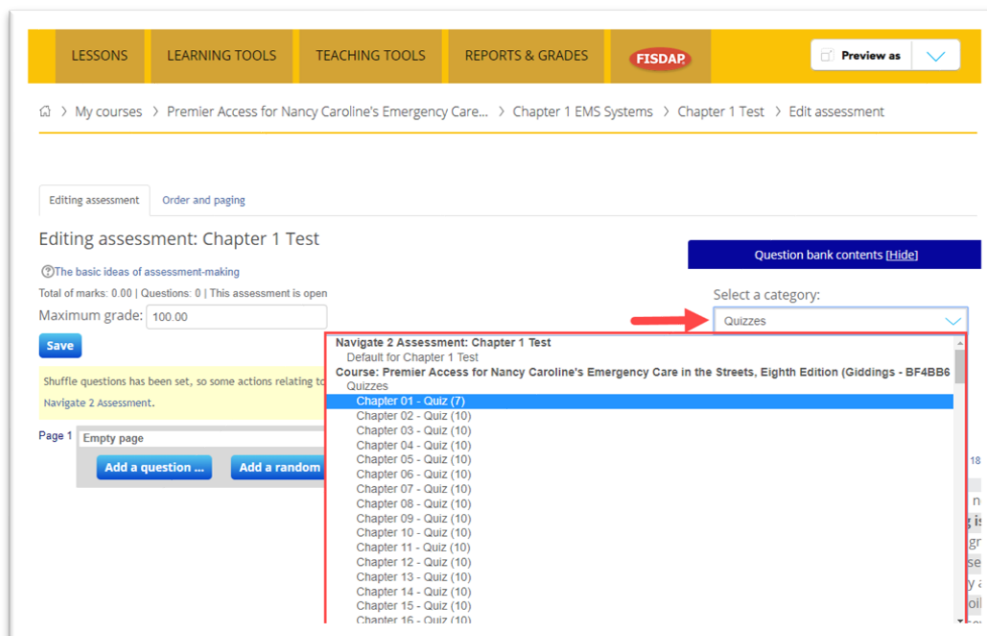
9. Continue scrolling to the bottom of the page and select the **Save and display** button.



10. On the following page, click the **Edit assessment** button.

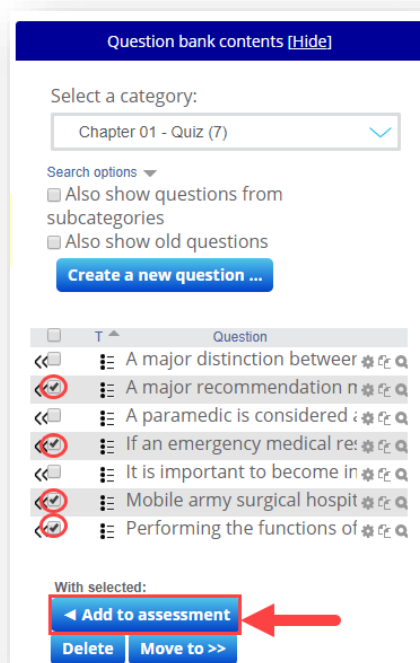


11. Toward the top right side of the next page, use the **Select a category** dropdown menu to choose a category in the test bank from which to add questions. Please note, you may need to click **Show** to the right of the “Question bank contents” label to display this menu when accessing the bank for the first time.



How do I create a quiz or test?

12. Selecting a category will display its question contents in a list below. Proceed by selecting each of the questions you wish to include on the quiz by checking the box directly to their left. Quick Tip: to select all questions in the category, click the pick box at the top of the list. You may continue adding questions from as many different categories as needed. When ready with your selections, click the **Add to assessment** button at the bottom of the list to add them to your quiz.



Question bank contents [Hide]

Select a category:
Chapter 01 - Quiz (7)

Search options ▼
☐ Also show questions from subcategories
☐ Also show old questions
[Create a new question ...](#)

<input type="checkbox"/>	Question
<input checked="" type="checkbox"/>	A major distinction between
<input checked="" type="checkbox"/>	A major recommendation n
<input checked="" type="checkbox"/>	A paramedic is considered i
<input type="checkbox"/>	If an emergency medical re:
<input type="checkbox"/>	It is important to become in
<input type="checkbox"/>	Mobile army surgical hospit
<input type="checkbox"/>	Performing the functions of

With selected:
[Add to assessment](#) [Delete](#) [Move to >>](#)

13. You may also add a set number of random questions from the category using the **Add random questions from category** option at the bottom of the right side of the page. First, select a category from the **Select a category** dropdown menu at the top of right side of the page then scroll down and use the dropdown to choose the number of random questions you wish to add from the category before clicking the **Add to assessment** button.

How do I create a quiz or test?

Total of marks: 4.00 | Questions: 4 | This assessment is open
Maximum grade: 100.00

Save

Shuffle questions has been set, so some actions relating to pages are not available. To change the shuffle option, Update this Navigate 2 Assessment.

Page 1 ? A major recommendation made by th... Marked out of 1 **Save**

Page 2 ? It is important to become involved in... Marked out of 1 **Save**

Page 3 ? Mobile army surgical hospitals (M*A*... Marked out of 1 **Save**

Page 4 ? Performing the functions of a param... Marked out of 1 **Save**

Add a question ... **Add a random question ...**

1) Select a category → Select a category: Chapter 01 - Quiz (7)

Search options
☐ Also show questions from subcategories
☐ Also show old questions

Create a new question ...

Question

- A major distinction between n
- A major recommendation n
- A paramedic is considered i
- If an emergency medical re:
- It is important to become in
- Mobile army surgical hospit
- Performing the functions of

With selected:

Add to assessment **Delete** **Move to >>**

Chapter 01 - Quiz (7)

Add random questions from category:

Add 1 random questions **Add to assessment**

3) Click to add questions

- Please note, unless you deliberately intend to change the organization of questions in the course test bank, it is important to avoid using the **Move to>>** button and its associated dropdown menu. Always refer to the top dropdown menu under **Select a category** to display and select your desired questions.
- The assessment is automatically saved as you add questions and, when you are finished, you may return to the **Lessons** tab of the course to view the quiz or apply additional restrictions as needed.
- To make changes to the quiz, click on the name of the quiz from within the placard it was created in.

LESSONS LEARNING TOOLS TEACHING TOOLS REPORTS & GRADES **FISDAP** **Preview as**

Course > Premier Access for Nancy Caroline's Emergency Care... **Edit Course** **ON**

Assignments

Course Blocks

Test Prep

Simulations

Chapter 1 EMS Systems

Hide Add an activity or resource

Chapter 1 Test

eBook Quiz: Chapter 1

How do I create a quiz or test?

17. Then use the **Assessment Admin** menu dropdown and select **Edit Assessment** to return to the quiz-building page where you may make changes as needed.

