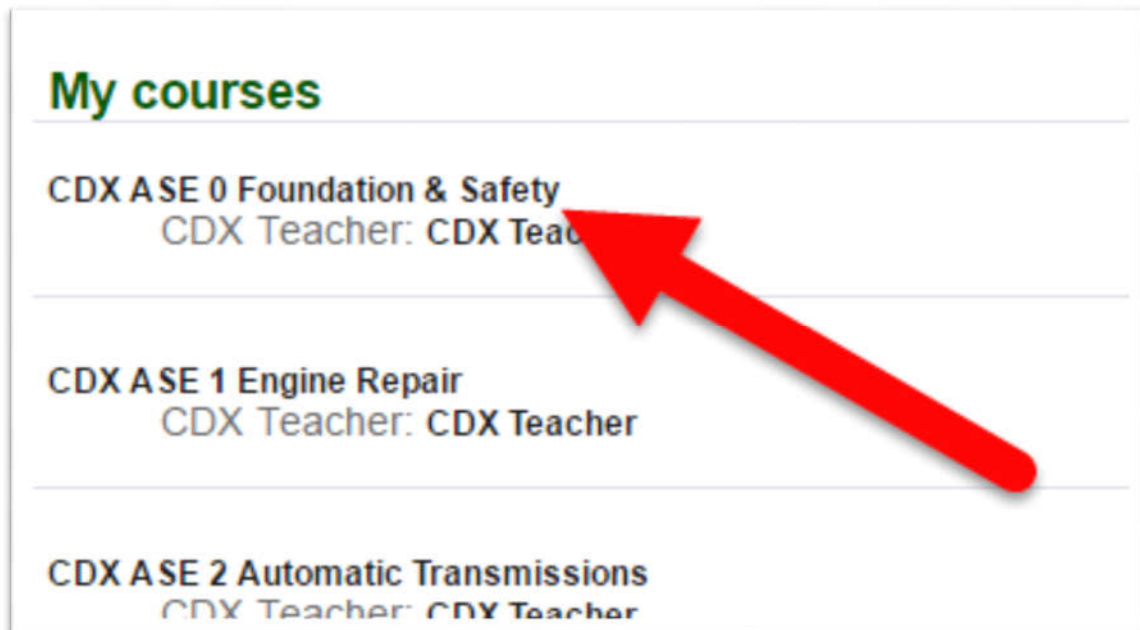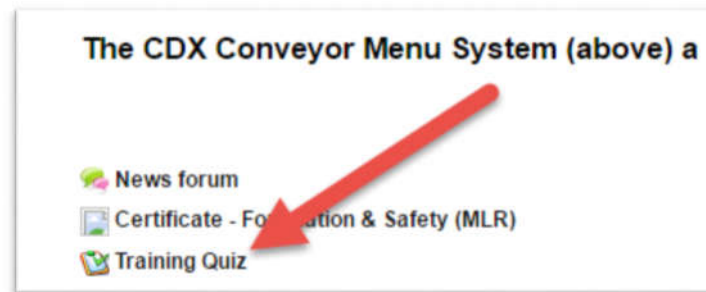# Creating a New Question and Adding it to a Quiz in your MLR2014 CDX Course
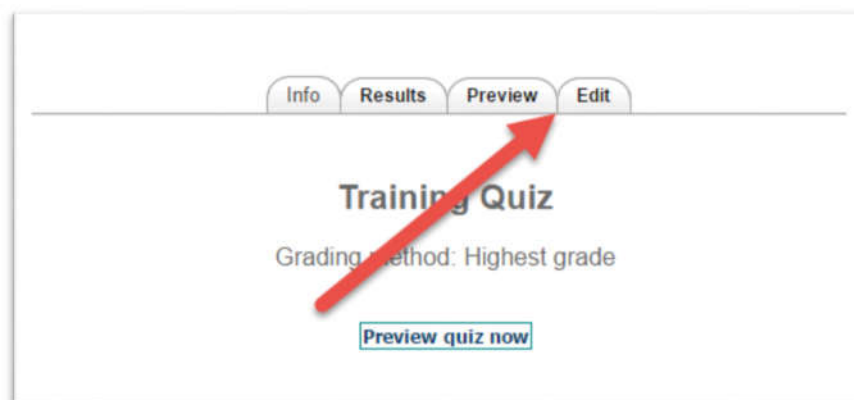
1. Navigate to your school's CDX site and log in to your Instructor account.

2. Then, navigate to the course section that contains the quiz you would like to add questions to.
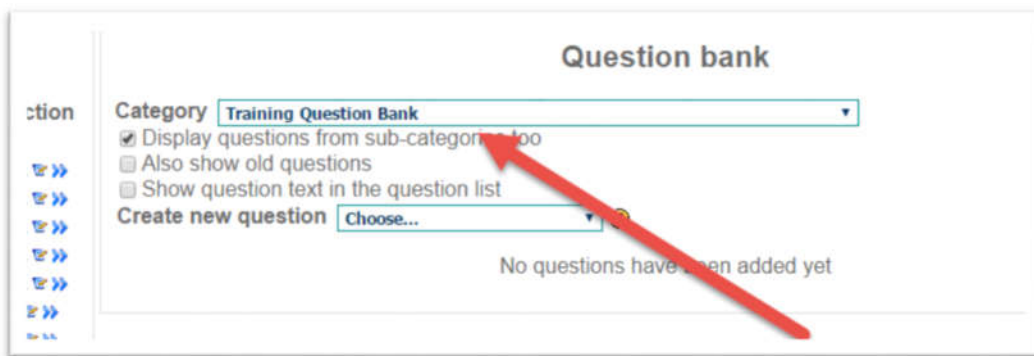
3. This will bring you to the course home page for that course. From the list of activities in your course, find the quiz you would like to add questions to and click on it.
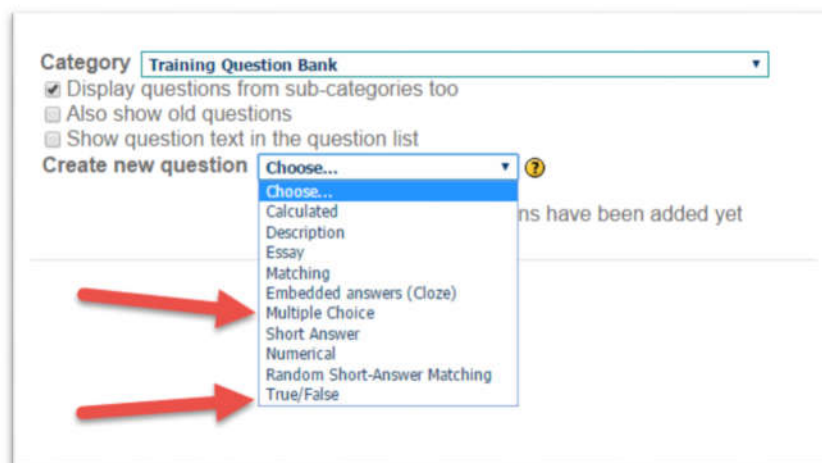

4. This will load the page where you can change any settings and add or remove questions from that quiz. Please note that if students have begun attempting the quiz, certain settings will not be able to be modified and you will not be able to add or remove questions from the quiz.

5. To add questions to the quiz, click on the Edit tab from the top of the page.
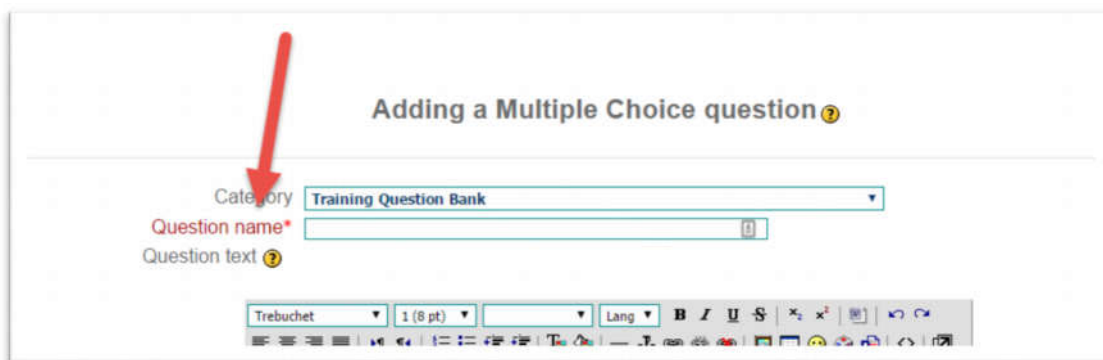
http://cdxlearning.com/support

6. This will load the page where you can add or remove questions from the quiz. To add a new question, first click on the drop down menu that says Category and then select the chapter whose question bank you would like the question to appear in.
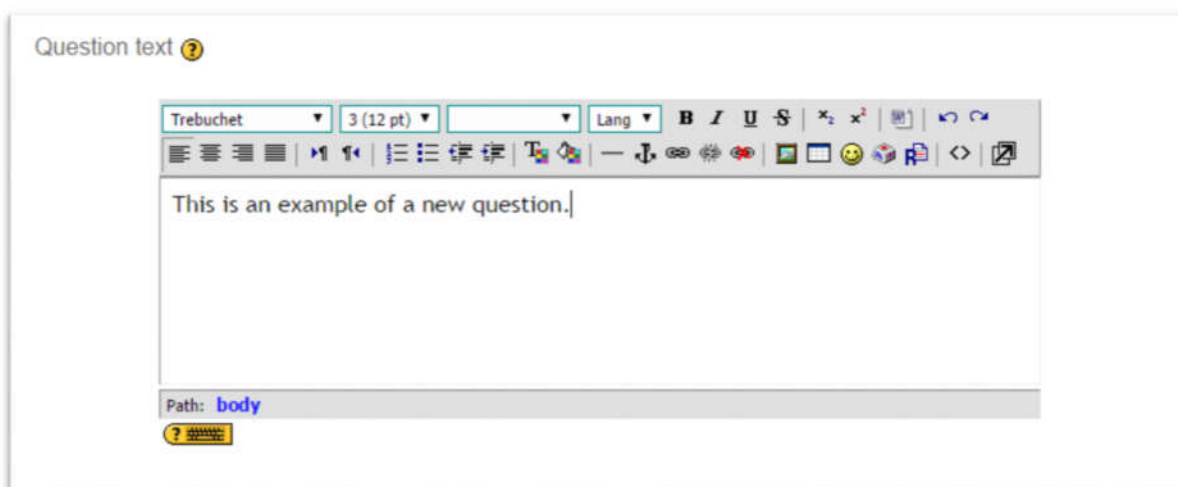

7. Then click on the drop down menu that says Create New Question. This will open a drop down menu with different question types you can create. The easiest question types are Multiple Choice and True/False.
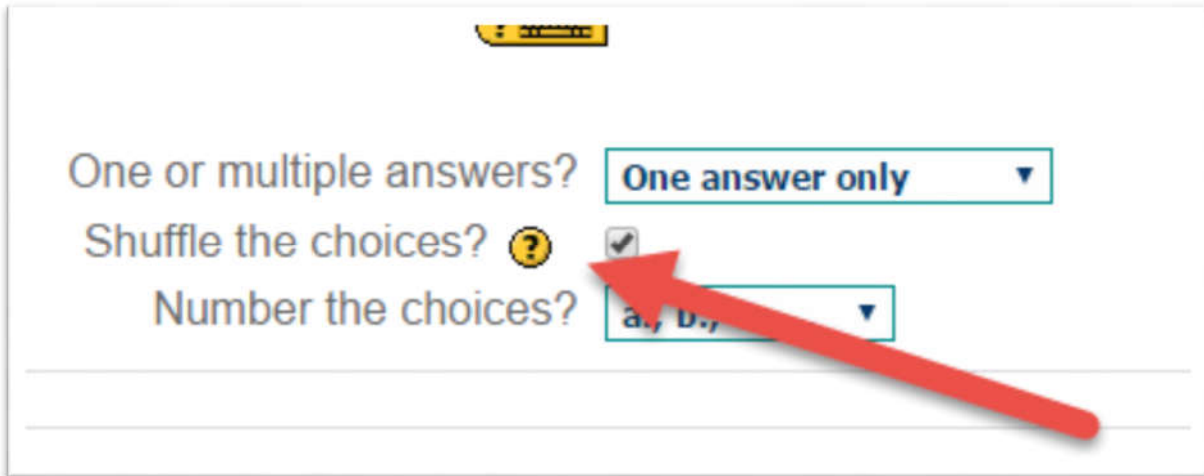
8. For the purposes of this demonstration, I will create a Multiple Choice question. Click on the question type you would like to create. This will load you to the page where you can create the question.

9. First fill in the question name. I recommend giving it an easy to recognize name so that it is easy to find in the question bank.
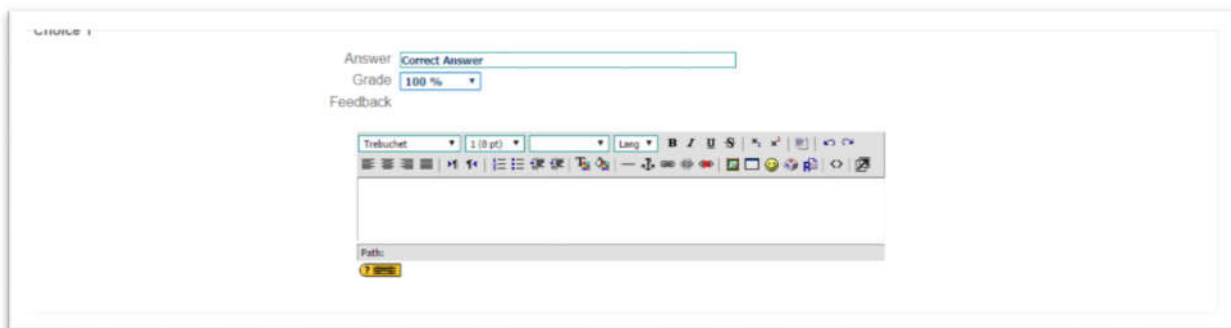

10. Then fill in the question that you would like it to ask in the Question Text field.
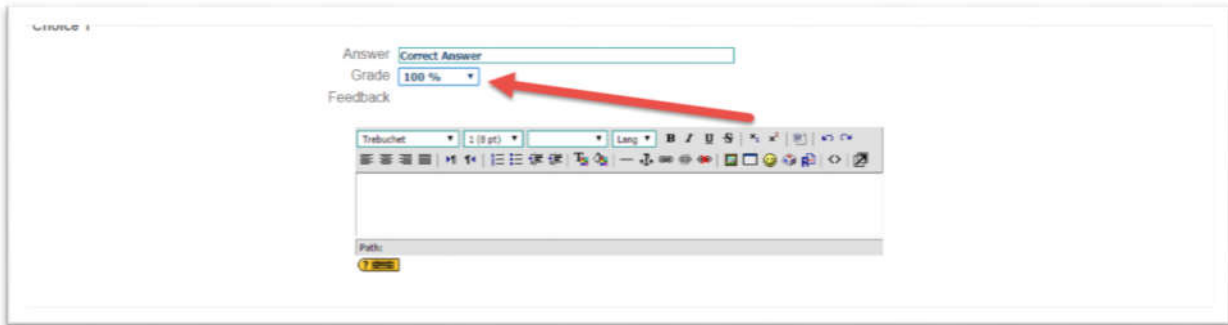
11. Next you will set any settings you would like for that quiz. If you do not know what a setting does, clicking on the yellow Question Mark next to a setting will open a small window with a description of that option.
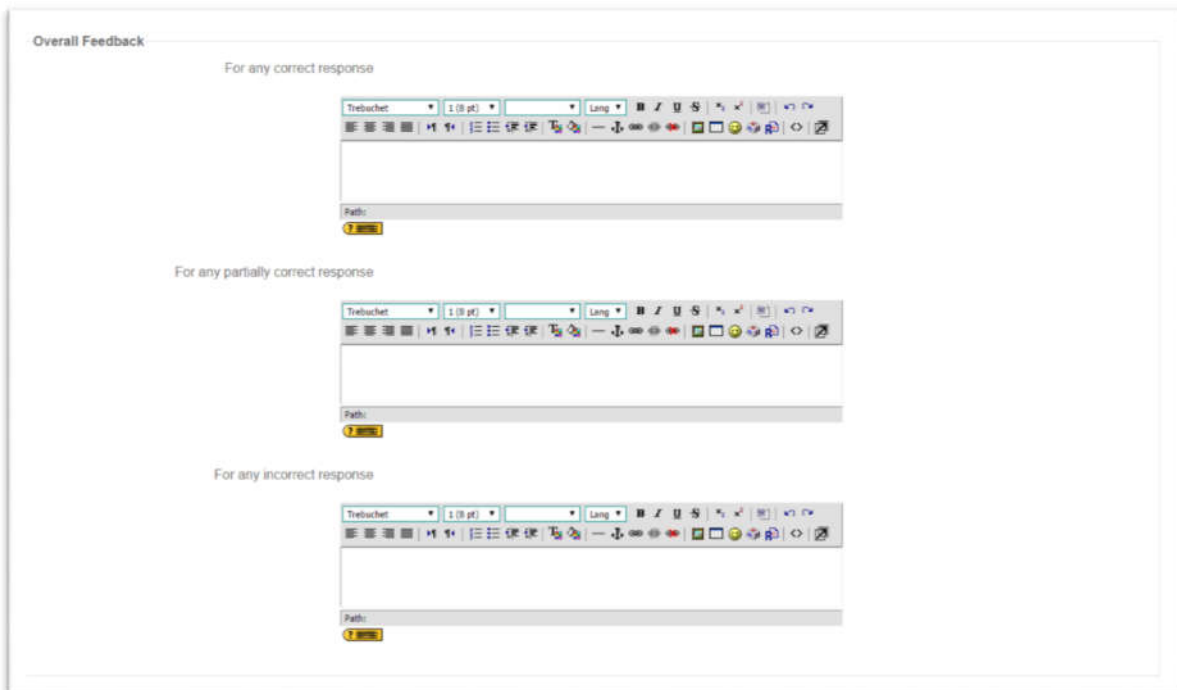

12. Then fill in the answer choices that you would like the quiz to show the students.
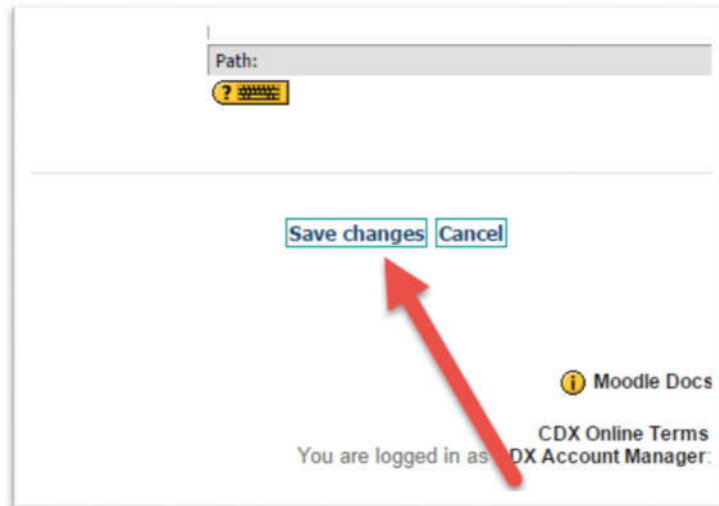
13. To select which answer is the correct answer, navigate to that choice and click on the drop down menu that says Grade. Then select 100%. This will mark that choice as the correct answer for this question.
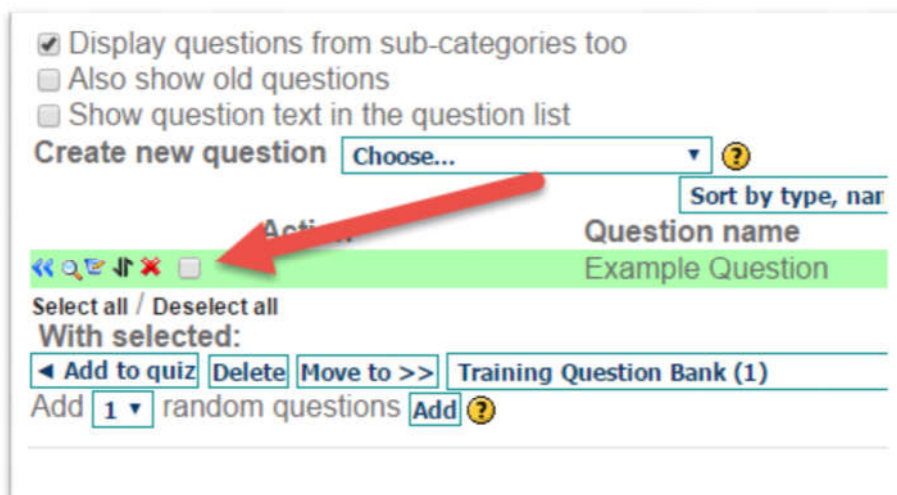

14. Finally from the Overall Feedback area, fill in any feedback you would like the question to have for the students.

15. Once you have filled out all those options scroll to the bottom of the page and click on the Save Changes button.

16. This will bring you back to the page where you can browse the question bank for questions. To add that question to your quiz, find it in the question bank and click the checkbox next to it.

17. Then click the Add to Quiz button to add that question to the quiz.