

How do I add questions to a quiz?

This document provides instructions on how you may add questions to any quiz or test of your choosing.

1. Begin by navigating to the quiz you would like to add questions to and click to open it. On the following page, click the Actions button in the top right of the page and select **Edit quiz**.

CDX Online

Preferred ASE 7 - Heating and Air Conditioning - (A8D922 - [redacted])

Dashboard > My courses > Preferred ASE 7 - Main Course Page - (A8D922 - [redacted]) > Chapter 58: Principles of Heating and Air-Conditioning Systems > Objective FAT2K58002 Quiz

Objective FAT2K58002 Quiz

Attempts allowed: 2
Grading method: Highest grade

Preview quiz now

- Edit settings
- Group overrides
- User overrides
- Edit quiz**
- Preview
- Results
 - Grades
 - Responses
 - Statistics
 - Manual grading
- Permissions
- Check permissions

2. You will be brought to a page listing the quiz contents. By default, the existing questions displayed are place holders for random questions that are selected from the test bank category displayed.

CDX Online

Editing quiz: Objective FAT2K58002 Quiz

Questions: 5 | This quiz is open

Maximum grade 100.00 Save

Repaginate Select multiple items

Total of marks: 5.00

Shuffle

Page 1

1 Random (FAT2K58002) See questions 1.00

Page 2

2 Random (FAT2K58002) See questions 1.00

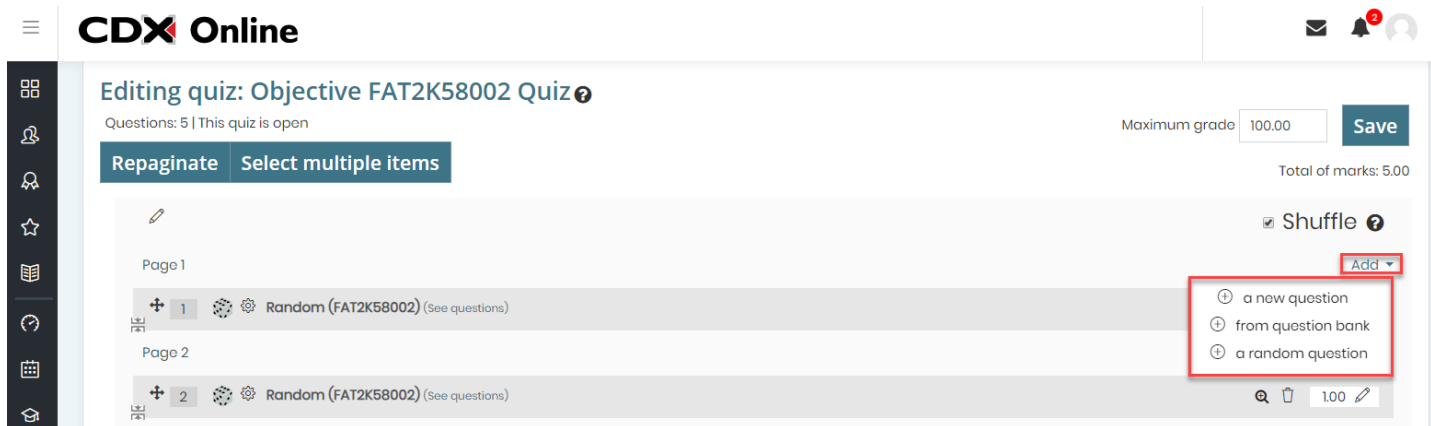
Page 3

3 Random (FAT2K58002) See questions 1.00

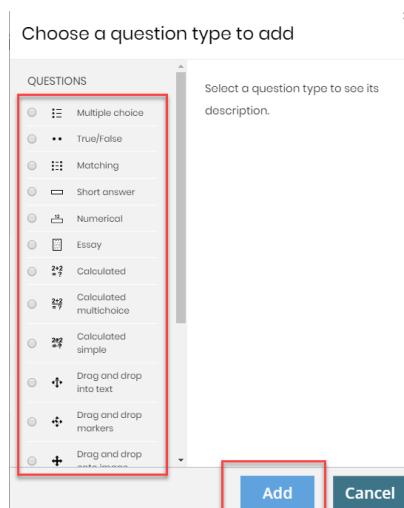
Page 4

How do I add questions to a quiz?

- To add additional quiz questions click on the **Add** button to the right of any Page of the quiz where you would like to insert them. You have three different options in this menu for adding questions: **a new question, from question bank, and a random question.**

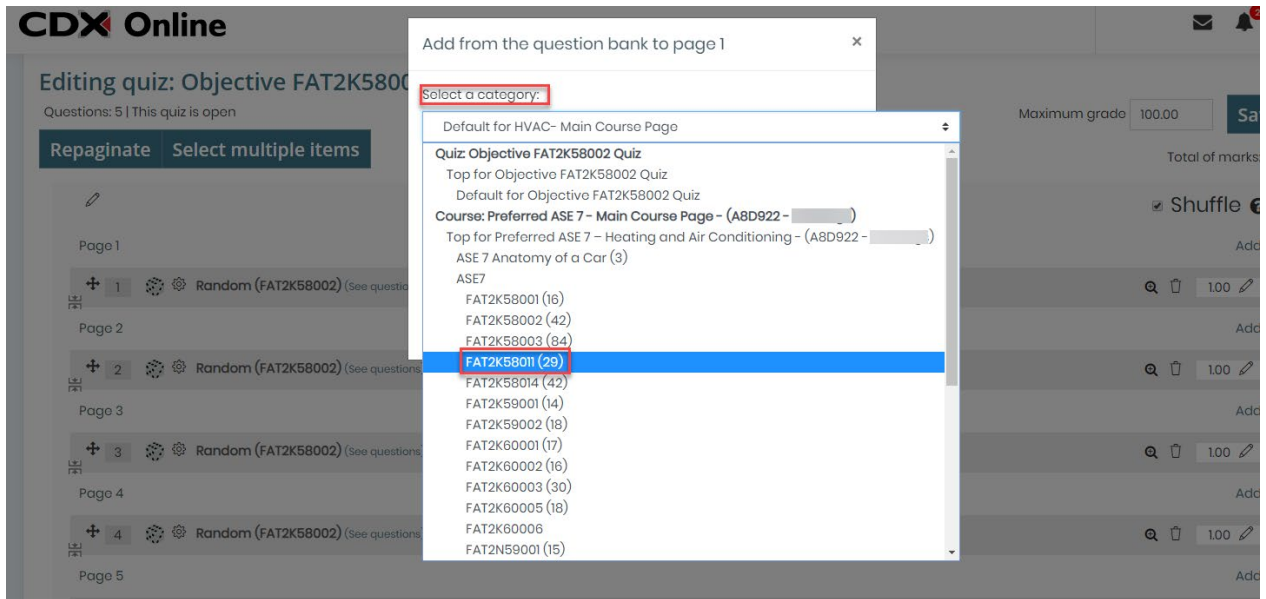


- A new question** will allow you to create a custom question from scratch, where you may select the question type from an options window before building the question.

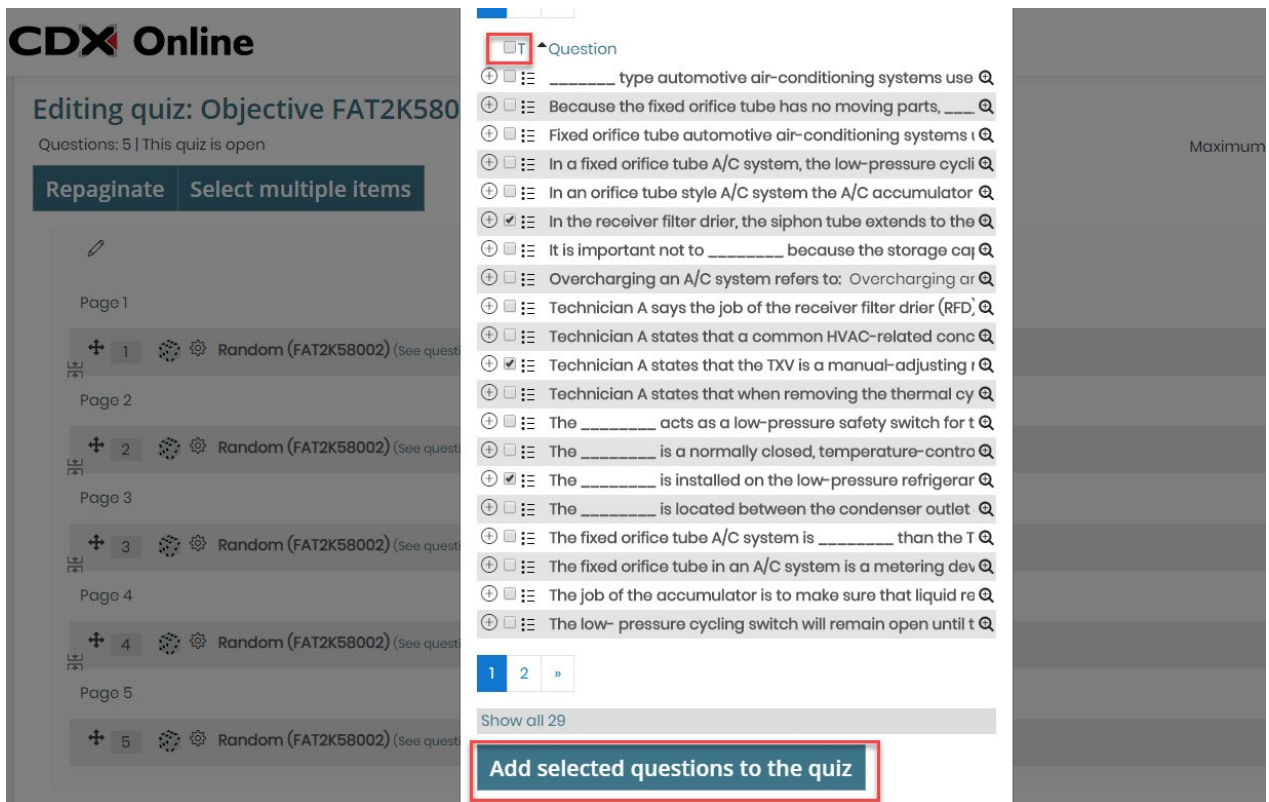


- The **from question bank** option will open a selection window that allows you to choose the appropriate test bank category from which to select specific questions. All category names correspond with a Learning Objective and will display how many questions are available for selection from the given category in parenthesis on the right.

How do I add questions to a quiz?

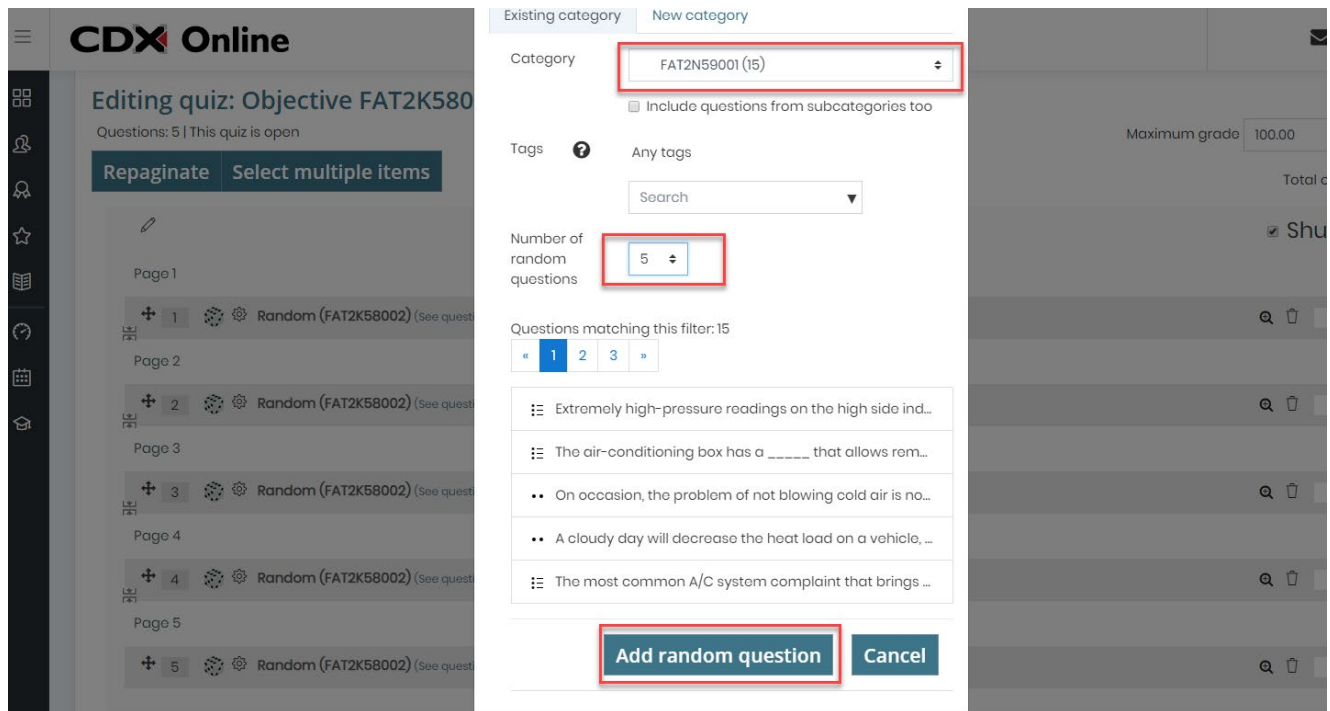


- After selecting the desired category of questions, you will see them listed out in the same window. Use the checkboxes to the left of the questions to select them. When satisfied with your selections, click the **Add selected questions to the quiz button**. **Please note:** To select all questions on the page at one time, click on the “select all” checkbox at the top of this list.

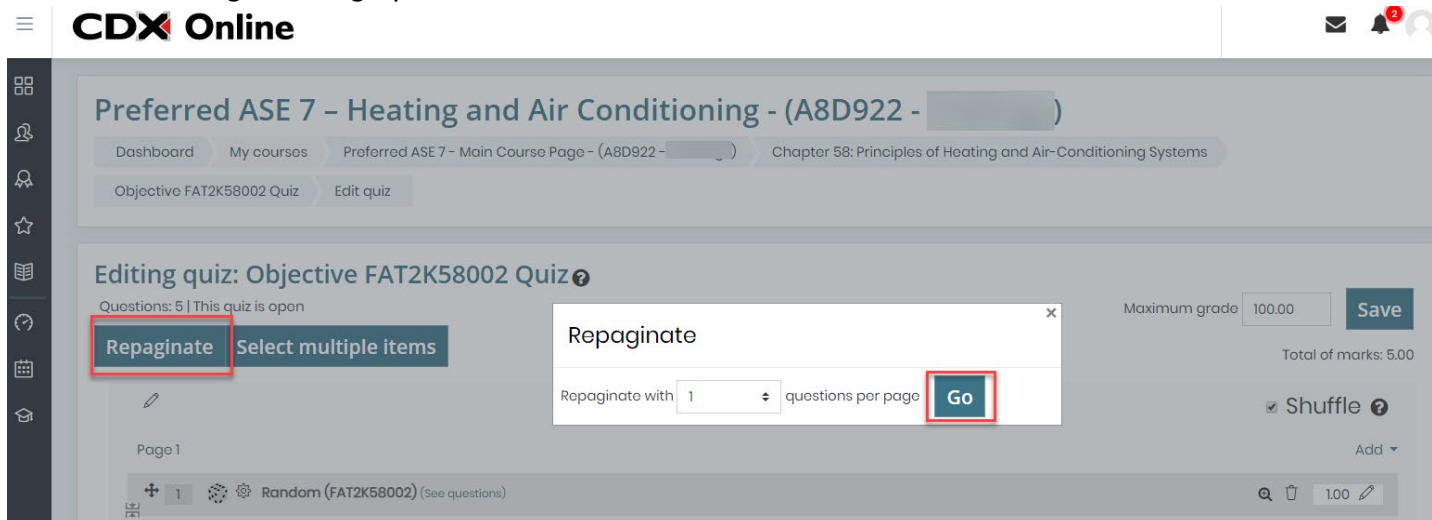


How do I add questions to a quiz?

- To add a set number of additional questions to the quiz at random, choose the third option under the **Add** menu of a random question.



- The new questions you select will be added to the Page of the quiz where you originally selected the **Add** option. To readjust the quiz layout to evenly space the newly added questions, click the **Repaginate** button at the top of the contents page. Then, confirm how many questions you would like spaced per page and click **Go**. **Please note:** You should only add a number of random questions that is less than or equal to the number of questions available to select from the given category.



- Your question additions will save automatically and you may return to the home page of your course when finished.