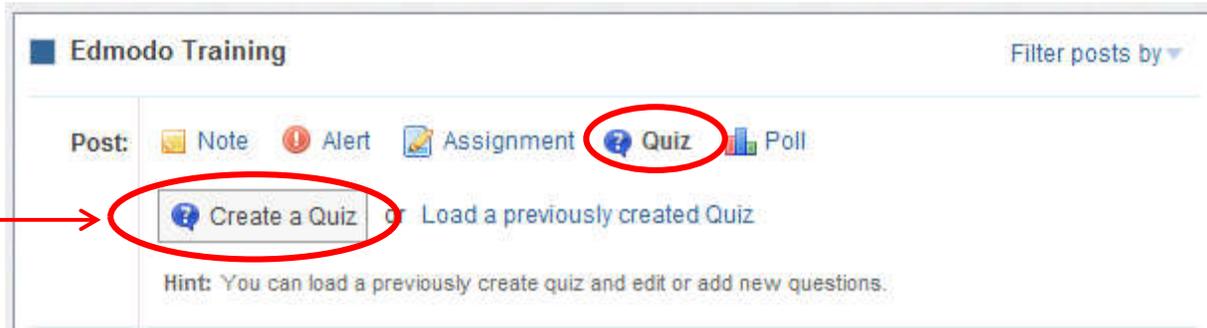


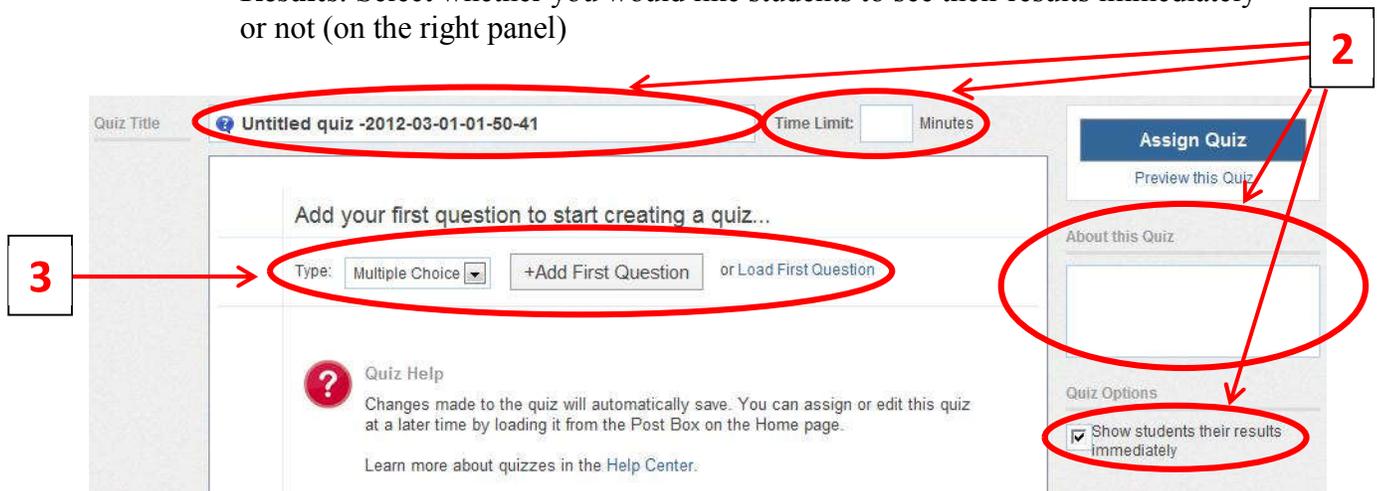
## Posting Quizzes

Quizzes allow you to create, assign and grade assessments using your own questions. To **create a new quiz**:

1. Select the “**quiz**” icon from the post bubble. You will see the option to “create a quiz” or “load a previously created quiz”. Select the “**create a quiz**” option.



2. Enter information about the quiz:
  - ✓ **Quiz Title**: Name your quiz by completing the title field at the top
  - ✓ **Time Limit**: Set a time limit for students to complete the quiz
  - ✓ **Description**: Provide a description of the quiz by completing the “About this Quiz” field on the right panel
  - ✓ **Results**: Select whether you would like students to see their results immediately or not (on the right panel)



3. When you are ready to **create the questions**, select the question type from the drop down. Here you can choose from **multiple choice, true/false, short answer or fill in the blank**. You may also select the “load” button from the left panel to load a previously created question from your question bank.
4. Once the question type is selected, you also have the option to **weight the question**. This means you can award more points for specific questions.
5. Select the “**+Add First Question**” button and type in your question in the “**Question Prompt**” field. Below you will see the option to **attach any links or files** to the question.

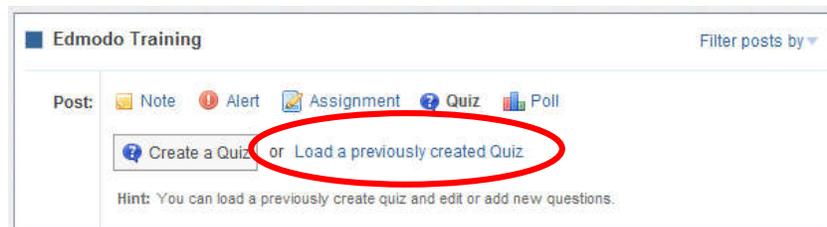
6. Once the prompt is complete you can **add responses**. Complete the response options and **mark the correct one by selecting the “Set As Correct Answer” link**.
7. To **add a new question**, select the “+Add” button on the left panel. You can go back and edit questions, by selecting the question number from the left panel.
8. To **remove a question**, select the question number on the left panel and click the “**Remove Question**” button from the top right corner.
9. When you’re done, you can **preview the quiz** (and see it just as a student would see it) by selecting the “**preview quiz**” link under the Assign Quiz button. If the quiz is ready to be posted, select the “**Assign Quiz**” button at the top right corner of the page.

10. You will be taken back to the group page, where you can specify the **due date** and **choose your recipients**. Select **send** to post the quiz.

### Load Previously Created Quiz

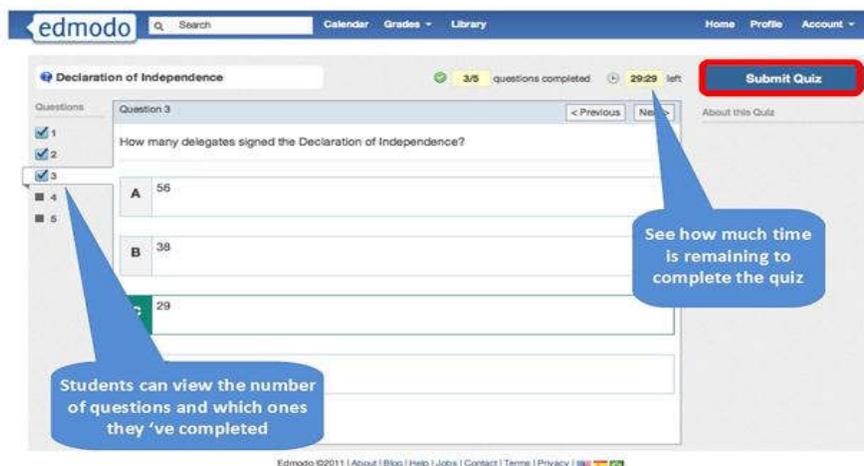
Once you have created a quiz it will be stored in Edmodo and you can re-use it at any time by

selecting the “**Load a previously created Quiz**” link, located next the “Create a Quiz” button. A list of quizzes you have created in the past will appear. Choose the appropriate one and it will automatically load. You will have the option to edit the quiz (edit or add new questions) and select a new due date.



## Take a Quiz

1. Once a quiz has been posted to a group, students can select the “**Take Quiz**” button located next to the due date to take the quiz.
2. A page will appear with the name and details of the quiz (description, time limit, etc.). Select “**Start Quiz**”. The time will start and they will be taken to the first quiz question.
3. After selecting their answer, the student can select the “**next**” arrow at the top of the quiz screen to move on to the next question. Repeat until the quiz is completed.
4. From the top panel the student can view how many questions have been completed and the amount of time they have left to complete the quiz. On the left panel, the student will be able to view how many questions the quiz contains and what number they are on.
5. Once completed, the student must select the “**Submit Quiz**” button at the top right corner.
6. If you elected to allow students to view their results immediately, they will have the option the “**view results**”. If a student selects this link they will be able to review each quiz question and see the correct answers.

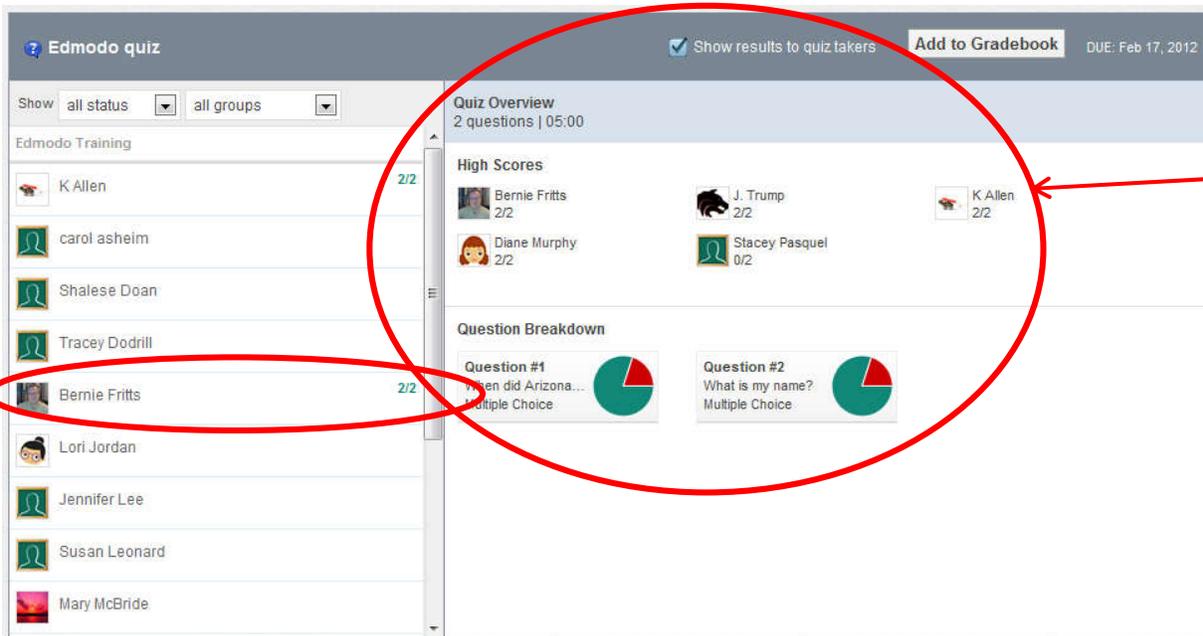


## View Quiz Results

1. After you have posted a quiz, you can see how many students have completed the quiz by looking at the “**turned-in**” number located on the quiz post. You will also receive an alert in your Notifications section any time a student completes a quiz.



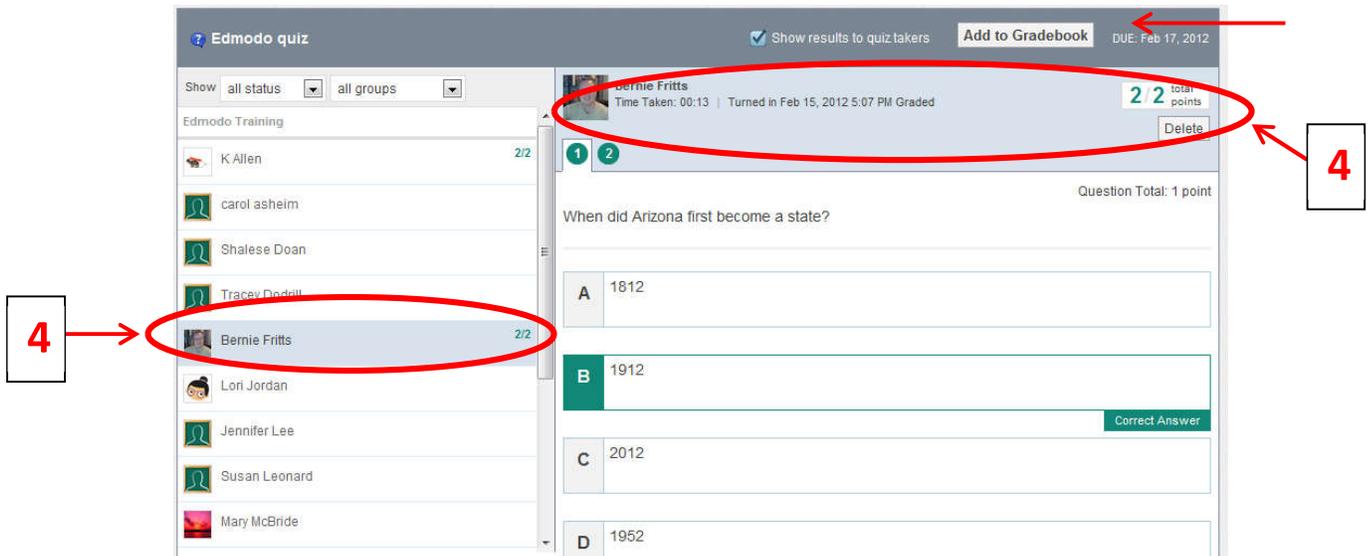
2. You will see a list of **group members on the left-side** of the page along with **the score** (if the quiz was automatically graded) for each student who has taken the quiz. **Multiple choice, true/false quizzes and fill in the blank are automatically scored.**
3. You will see the **Quiz Overview** results on the right side of the page. You can see who (of the students that completed the quiz) received high scores and a pie chart graph that shows a collective breakdown of correct/incorrect answers for each quiz question.



4. **Select a student’s name from the left panel to review their quiz.** If the question format was multiple choice, true/false or fill in the blank, the questions will already be marked correct/incorrect based on which response you specified when creating the quiz.

5. Select “**Show results to quiz takers**” so students can see their results.





### Grade a Quiz (for short answer questions)

1. Select the “**Turned In**” button from the posted quiz. You will be taken to the **Quiz Overview page** where you will see which students have taken the quiz.
2. You will need to **read the response and mark the answer correct or incorrect**. You may also mark short answers partially correct. To do this, mark the question correct, and signify the number of points earned in the space provided.
3. Once the quiz has been graded, select the “**show results to quiz takers**” option at the top. You can also select to add the quiz score to the gradebook (if you wish to use the Edmodo gradebook).

