

# Edit Quiz - Quiz Properties

Last Modified on 04/14/2025 9:59 am CDT

Show Video Walkthrough

## General Properties

When you create your quiz, you can **name the quiz, associate it with a grade item, set a due date, add a description, add/edit quiz questions, and decide whether the quiz is hidden or not**. The following options are available on the left side of the page when you open a quiz:

Back to Manage Quizzes

Quiz 1

A

Name \*

Quiz 1

B

Grade Out Of

1 point

Not in Grade Book

?

Due Date

C

M/D/YYYY

D

Description

Questions

Preview

E

Add Existing

Create New

Total Points 1

☐

Select All

Add

Move To

More Actions

☐

1

Which is the correct answer?

1 point

Multiple Choice

Save and Close

Save

Cancel

☐ Hidden

F

### Name

This is where you will enter the name of the Quiz.

Back to Manage Quizzes

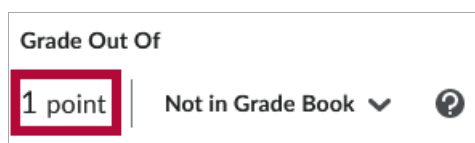
New Quiz

Name \*

Quiz 1

### Grade Out Of

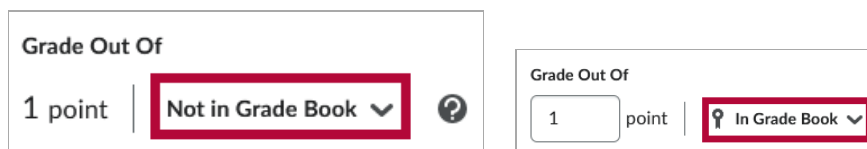
The **Grade Out Of** subsection will display two pieces of information. On the left, it will show the total points possible on the **Quiz**.



Grade Out Of

1 point | Not in Grade Book ▼ ?

On the right, you will see either **[Not in Grade Book]**, if the quiz is currently not associated with a **Grade Item**, or **[In Grade Book]** if the quiz is associated with a **Grade Item**.



Grade Out Of

1 point | Not in Grade Book ▼ ?

Grade Out Of


1 point | In Grade Book ▼ ?

For how to associate a **Quiz** with a **Grade Item**, see [Associate a Grading Activity with a Grade Item](https://vtac.lonestar.edu/help/associate-a-grading-activity-with-a-grade-item) (<https://vtac.lonestar.edu/help/associate-a-grading-activity-with-a-grade-item>).

**NOTE:** If the quiz is set to **Not in Grade Book**, **Grade Out Of** will reflect the total points of the questions. If the quiz is set to **In Grade Book**, **Grade Out Of** is the maximum points of the associated grade item in **Grades**.

## Due Date

To the right of the Grade Out Of subsection is the **Due Date** subsection. Here you can set a **Due Date** and **Time** for the quiz. This is separate from the **Start Date** and **End Date**.




Due Date

📅 M/D/YYYY

Clicking the box labeled **[M/D/YYYY]** will open a calendar dropdown where you can set a date. In addition to choosing a date on the Calendar, there are option for **[Today]**, **[Now]**, and **[Clear]**. Choosing **[Today]** will set the **Due Date** for 11:59PM the same day, choosing **[Now]** will set the Due Date for the exact date and time you choose the option, and **[Clear]** will clear out the Due Date.

**Due Date**

 M/D/YYYY


< **July 2023** >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	<b>19</b>	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

[Today](#) [Now](#) [Clear](#)

Once you choose a Date, a second box will appear where you can set the exact **Due Time**.

**Due Date**

 7/19/2023

11:59 PM

8:30 PM

9:00 PM

9:30 PM

**10:00 PM**

10:30 PM

11:00 PM

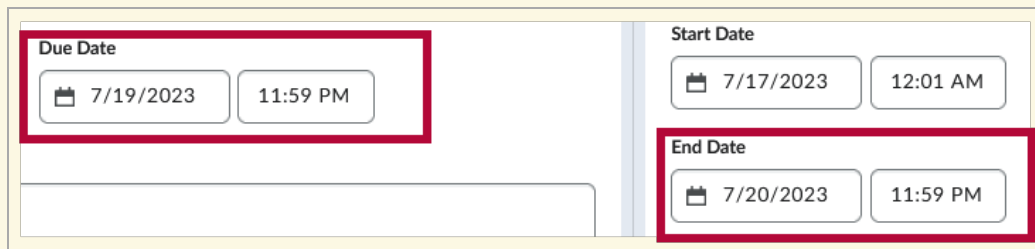
11:30 PM

✓ 11:59 PM

United States - Chicago

**NOTE:** An important distinction between **Due Dates** and **End Dates**:

- The **Due Date** is the date after which quiz submissions will be **flagged late**.
- The **End Date** is the date after which the students will be **unable to access the quiz**.



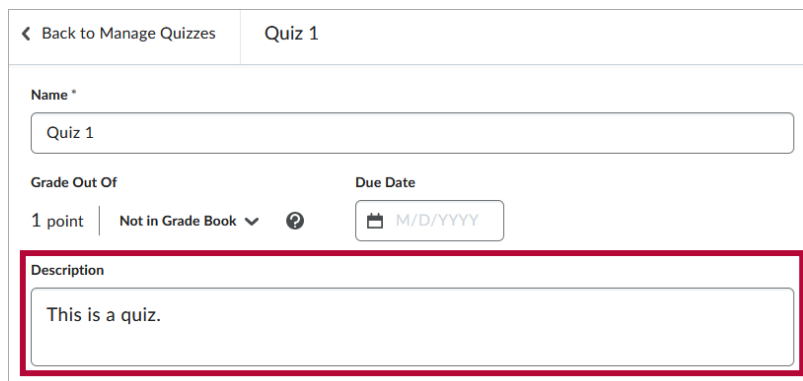
The screenshot shows a quiz configuration interface. On the left, the 'Due Date' is set to 7/19/2023 at 11:59 PM, highlighted with a red box. On the right, the 'Start Date' is 7/17/2023 at 12:01 AM, and the 'End Date' is 7/20/2023 at 11:59 PM, also highlighted with a red box.

In this example, the 24 hours between 7/19 11:59 PM and 7/20 11:59 PM can be seen as a "**Grace Period**" in which students can still submit their quiz, although it would be flagged as late. After the **End Date**, students will no longer be able to access the quiz.

For more information on **Start & End Dates**, please refer to [Edit Quiz - Availability Dates and Conditions](https://vtac.lonestar.edu/help/edit-quiz-availability-dates-conditions) (<https://vtac.lonestar.edu/help/edit-quiz-availability-dates-conditions>).

## Description

Create a description for a quiz that will be visible to your students before they start the quiz, at the top of the quiz start screen.



The screenshot shows the 'Quiz 1' configuration form. The 'Name' field is 'Quiz 1'. The 'Grade Out Of' is '1 point' and 'Not in Grade Book' is checked. The 'Due Date' is set to 'M/D/YYYY'. The 'Description' field, which contains the text 'This is a quiz.', is highlighted with a red box.

## Quiz Questions

Under **Questions**, click **[Create New]** to create new quiz **questions**, **sections**, or **question pools**. Alternatively you can click **[Add Existing]** to import questions from an **external file**, your **Question Library**, or the **Learning Object Repository**.

Questions

Preview

Add Existing

Create New

Ready to begin adding quiz content?

Click Add Existing or Create New to get started

After you have added at least one question to your quiz, the questions will appear below.

For more details on creating, importing, or editing Quiz Questions, see [Add and Edit Quiz Questions \(https://vtac.lonestar.edu/help/add-and-edit-quiz-questions\)](https://vtac.lonestar.edu/help/add-and-edit-quiz-questions).

Questions

Preview

Add Existing

Create New

Total Points 1

☐ Select All

Add

Move To

More Actions

☐ 1

Which is the correct answer?

1 point

Multiple Choice

## Hide or Unhide Quiz

At the bottom of the page, there is a toggle switch that can change the Quiz between **Hidden** and **Visible**.

☐ Hidden

☒ Visible