

Edit Quiz - Quiz Properties

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▶ 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:

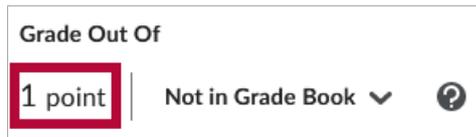
Name

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

Grade Out Of

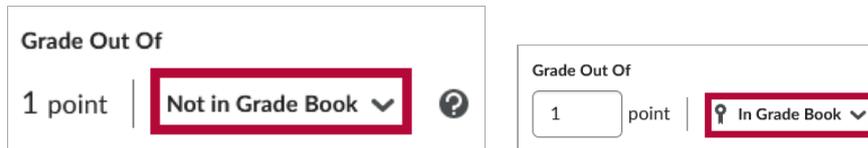
The **Grade Out Of** subsection will display two pieces of information. On the left, it will show

the total points possible on the **Quiz**.



A screenshot of a form field titled "Grade Out Of". It contains a text input with "1 point" and a dropdown menu set to "Not in Grade Book". A red box highlights the "1 point" text.

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**.



Two side-by-side screenshots of the "Grade Out Of" field. The left screenshot shows "1 point" and "Not in Grade Book" with a red box around the dropdown. The right screenshot shows "1 point" and "In Grade Book" with a red box around the dropdown.

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



A screenshot of a form field titled "Due Date". It contains a calendar icon and the text "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

< **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	19	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

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. 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. Red boxes highlight the Due Date and End Date fields.

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 contains 'Quiz 1'. The 'Grade Out Of' is set to '1 point' and 'Not in Grade Book'. The 'Due Date' field is empty. The 'Description' field, which is highlighted with a red box, contains the text 'This is a quiz.'

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**.

The screenshot shows the 'Questions' management interface. At the top, there are two buttons: 'Add Existing' (highlighted with a red box) and 'Create New' (also highlighted with a red box). Below the buttons, the text reads 'Ready to begin adding quiz content?' and 'Click Add Existing or Create New to get started'. A 'Preview' link is visible in the top right corner.

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**.

