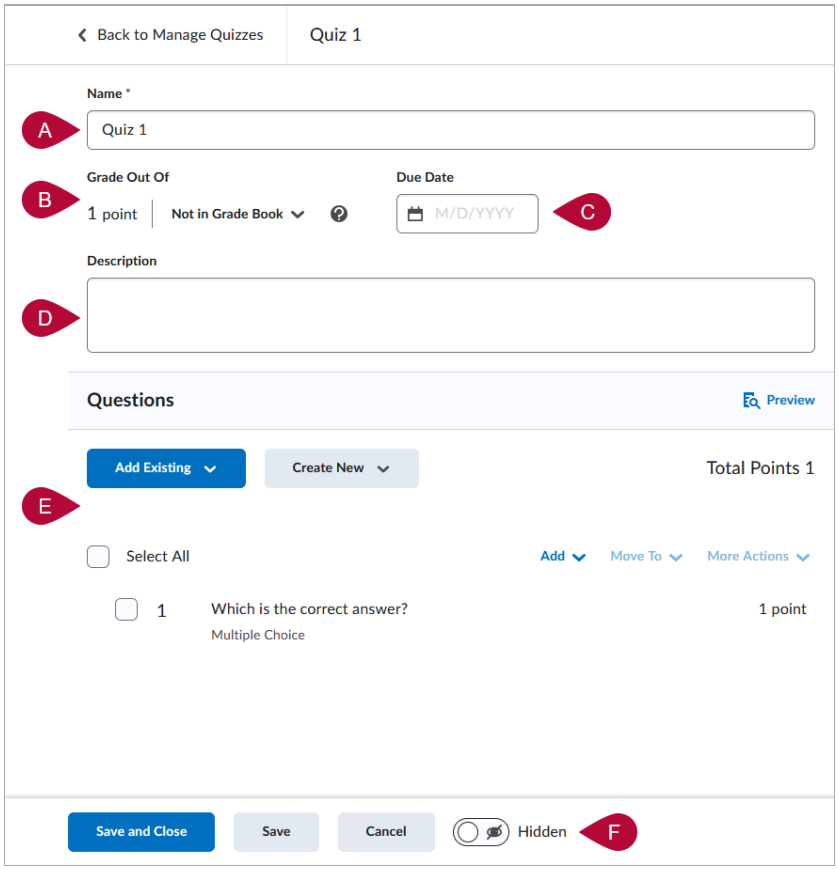
Edit Quiz - Quiz Properties

Last Modified on 09/14/2026 4:24 pm CDT

Show Video Walkthrough

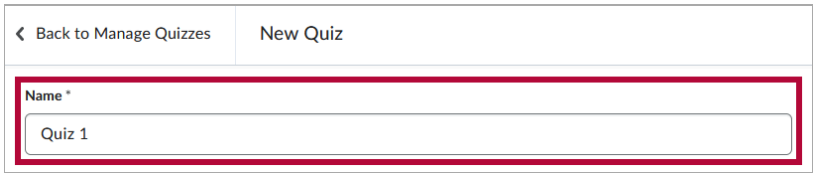
General Properties

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:



Name

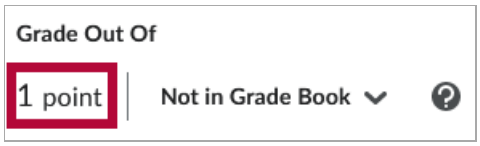
This is where you will enter the name of the Quiz.



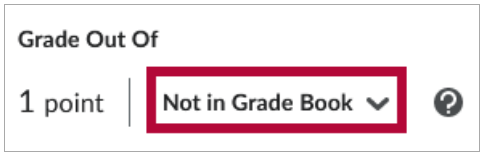
Grade Out Of

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

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



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**.





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).

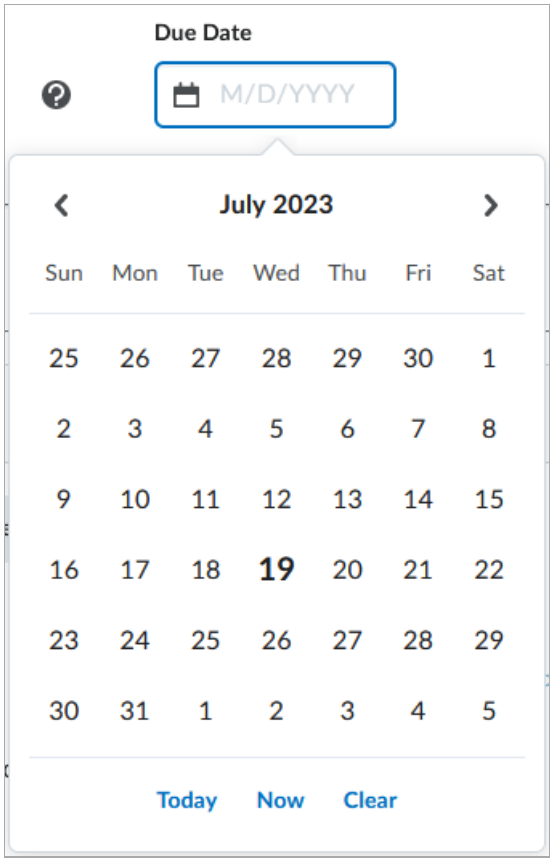
NOTE: If the quiz is set to **Not in Grade Book**, **Grade Out Of** will reflect the total points of the questions. If the quiz is set to **In Grade Book**, **Grade Out Of** is the maximum points of the associated grade item in **Grades**.

Due Date

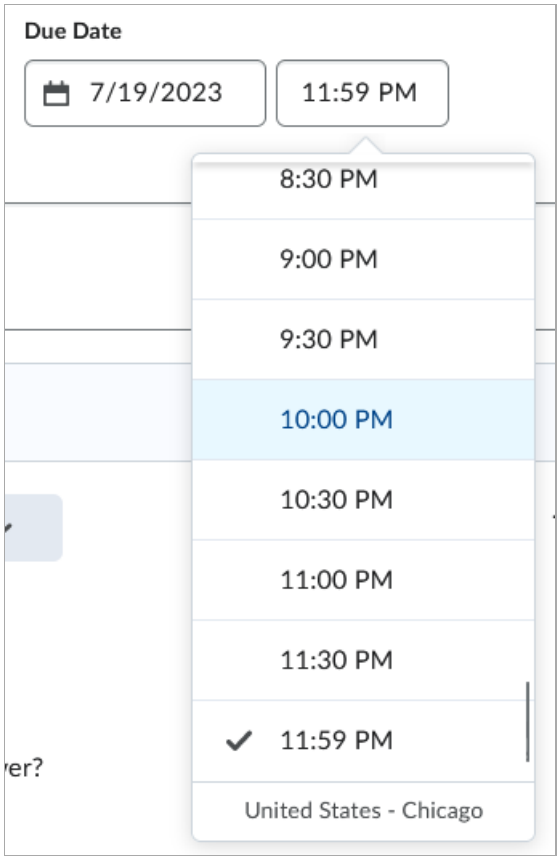
To the right of the Grade Out Of subsection is the **Due Date** subsection. Here you can set a **Due Date** and **Time** for the quiz. This is separate from the **Start Date** and **End Date**.



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.

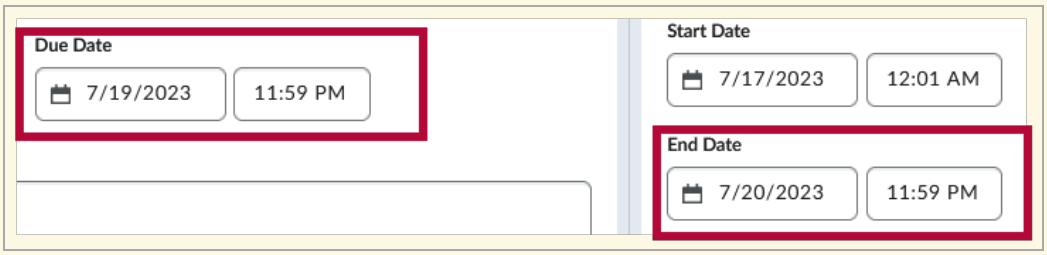


Once you choose a Date, a second box will appear where you can set the exact**Due Time**.



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**.

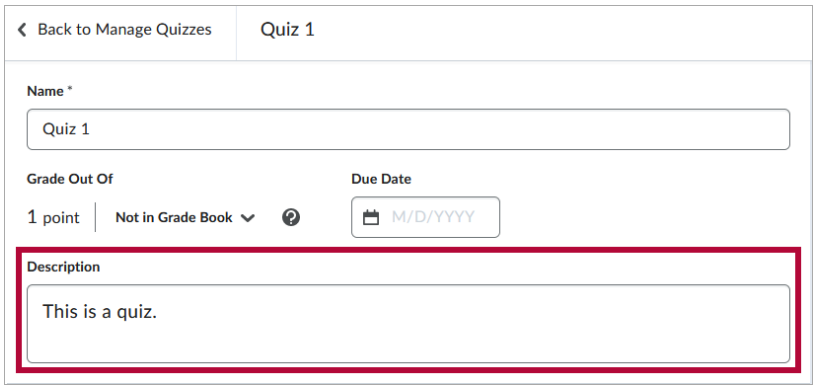


In this example, the 24 hours between 7/19 11:59 PM and 7/20 11:59 PM can be seen as a **"Grace Period"** in which students can still submit their quiz, although it would be flagged as late. After the **End Date**, students will no longer be able to access the quiz.

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).

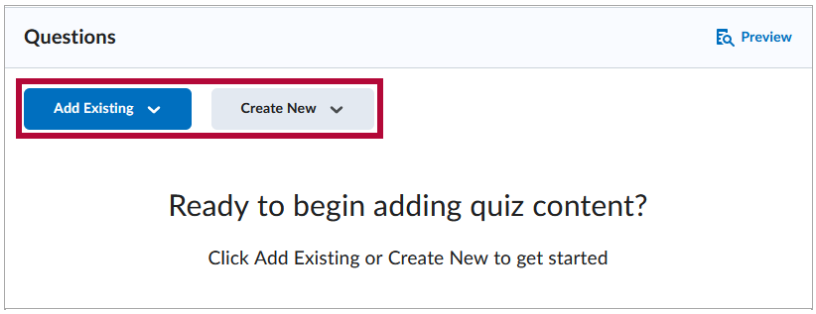
Description

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.



Quiz Questions

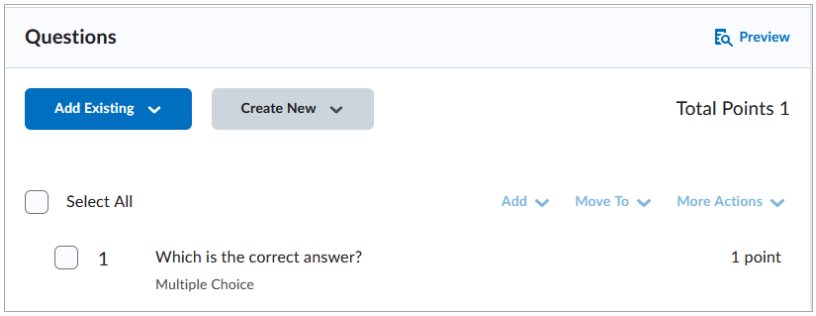
Under **Questions**, click **[Create New]** to create new quiz **questions**, **sections**, or **question pools**. Alternatively you can click **[Add Existing]** to import questions from an **external file**, your **Question Library**, or the **Learning Object Repository**.



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).



Hide or Unhide Quiz

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

