

# **AUTO GRADING EXAMS & QUIZZES**

Auto grading quizzes include true/false, multiple-choice, multi-select, ordering and matching. Short answer and fill in the blank questions can be auto graded but can result in errors due to spelling or word choice errors.

Quiz questions can be created in the Question Library and imported into quizzes individually or as a pool of questions OR Quiz questions can be created while building a new quiz.

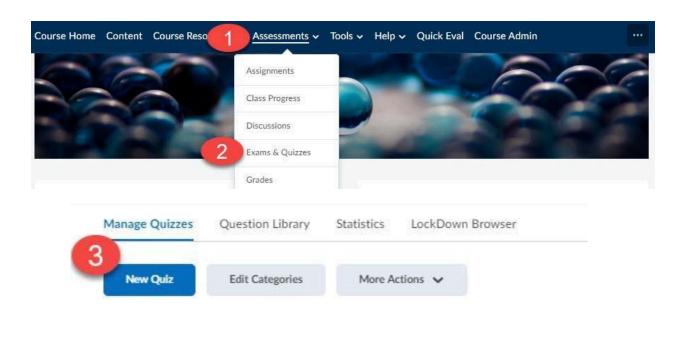
## To create a self grading quiz as a new quiz:

- 1. Click "Assessments" in the navbar.
- 2. Choose "Exams & Quizzes".
- 3. Click the "New Quiz" button. The quiz settings will open in the **Properties Tab**.
- 4. Provide a clear name for your quiz. Be consistent with naming protocol in your syllabus/content area and grades area.
- 5. Creating a category here is optional and is specific to the quiz area (this is NOT how to connect a quiz to a grades category).
- 6. Add your quiz questions.
- 7. Select any additional options.
- 8. Scroll back up and select the **Restrictions Tab**. Set any quiz restrictions. This tab is where you will set optional date restrictions and a time limit.
- 9. Scroll back up and select the **Assessment Tab**. For students to see their grade upon completion and have the score exported to the gradebook check the Automatic Grade option, connect to a Grade Item (or create one now) and check Auto Export to Grades. This tab is also where you will set the number of attempts allowed.



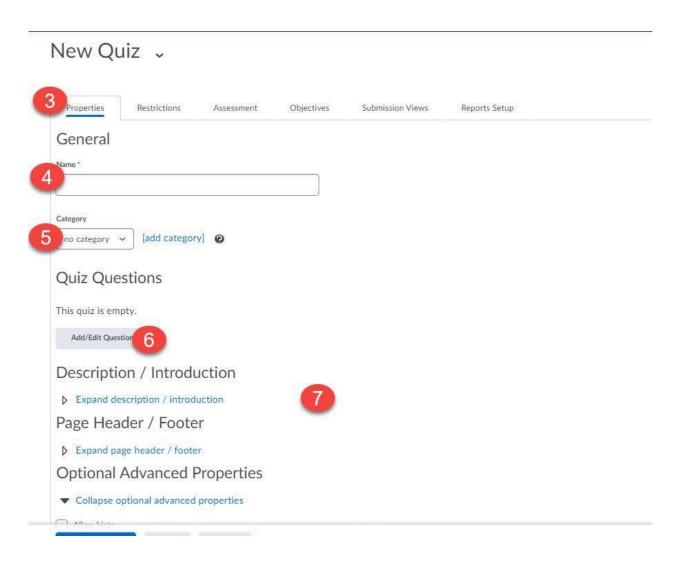
- 10. The **Submission Views Tab** is where you set the information shown to learners upon completion. The **default** setting is learners will see grades immediately and questions **will not be shown**.
- 11. Save and Close.

**NOTE** - Learners can view any written feedback for quizzes in the Exams & Quizzes area (Steps 1 & 2) and clicking the "Feedback" option.



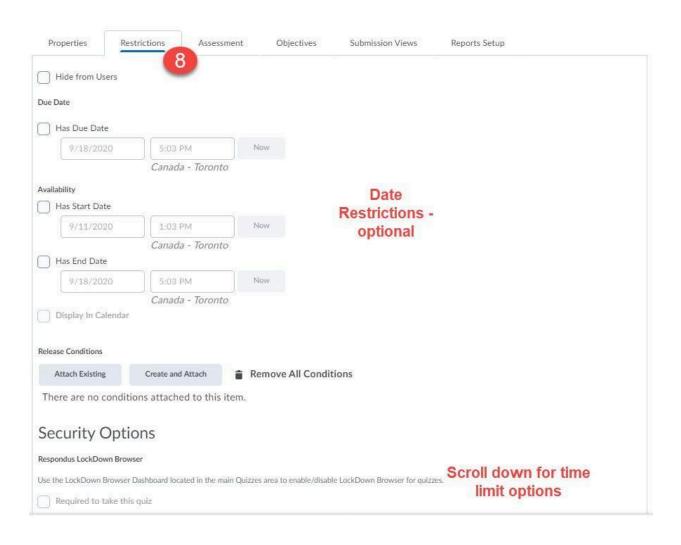
# **Properties Tab**





### **Restrictions Tab**





#### **Assessment Tab**



