



HOW TO CREATE A QUIZ IN SUNLEARN

- **Log in** to the specific module page on SUNLearn.
- **Turn editing on** at the top right of screen.
- Identify the topic under which you wish to add the quiz.
- Click **Add an activity or resource** at the bottom right of the topic.
- Choose **Quiz** and click on **Add** at the bottom of the pop-up screen.
- Enter a **Name** and if preferred a **Description** for the activity.
- Click on **Timing** and enable the dates and times for the opening and closing of the quiz. Also set a time limit for the attempts. (Never change the "Open submissions are submitted automatically" option.)
- Under **Grade** you can enter a pass mark, which will indicate a fail in red in the grade book. Also select the number of Attempts allowed for the quiz.
- Click on **Question behaviour**. If any of the multiple choice questions in the quiz contains an option "all of the above", set the Shuffle within questions option to "No".
- Click on Review options, Overall feedback and Restrict access for additional settings.
- Click on **Save and Display** (scroll down).
- Click on **Edit quiz**.
- Click on **Add** at the bottom right of the light grey block to display the three options.
 - a new question
 - This option you choose to create a new question that is not yet available in the module's test bank in SUNLearn.
 - from question bank
 - This option you choose when if you want to add one specific question from the module's test bank.
 - a random question
 - This option you choose to add one, or a number of questions, randomly selected from a specific category in the test bank.
- Once you have added all the questions to the Quiz, enter the **maximum grade** (total) for the quiz and click on **Save**.
- To preview the quiz, click on **Preview** in the administration pane on the left of the screen, below the navigation pane.
- To adjust any of the quiz settings, go back to **Edit settings** in the administration pane.



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HOW TO VIEW STUDENTS ANSWERS

- Click on Results in the administration pane and choose the applicable option.
 - Grades will only show each students final grade.
 - Responses show students actual responses as well as their final grade, for each question.