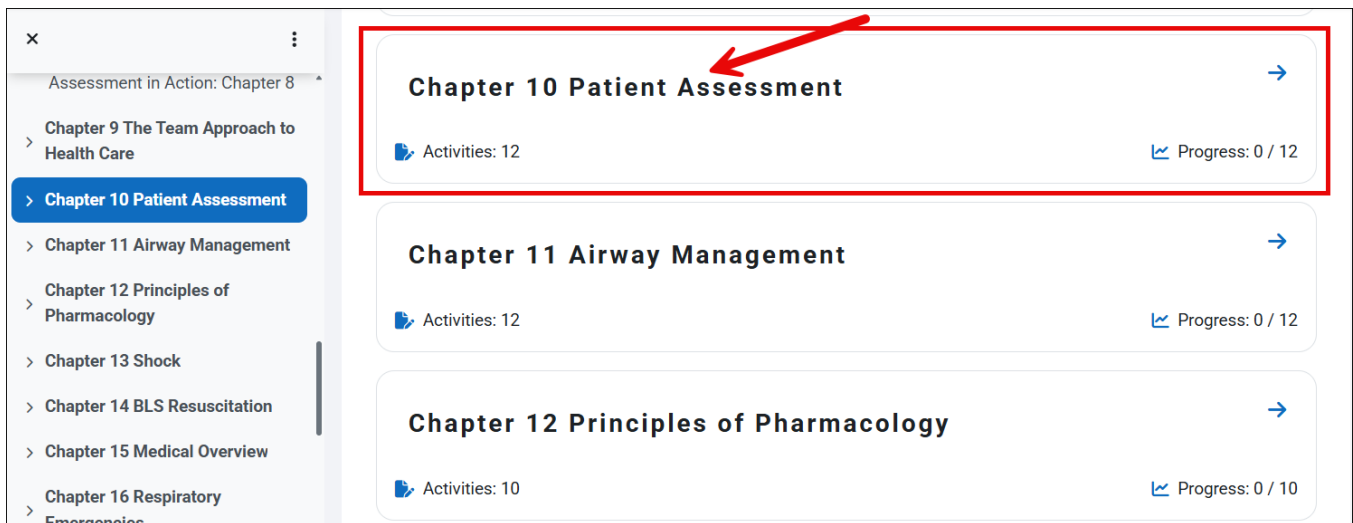


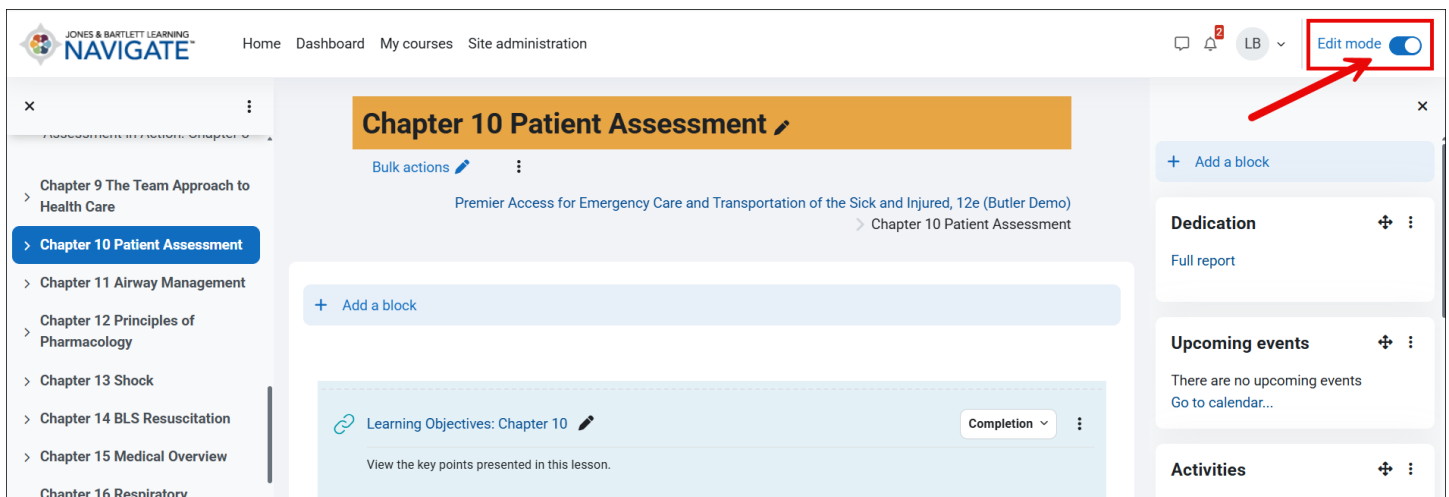
How to Create a Custom Quiz

This document contains instructions on creating a custom quiz within your course. You can create a quiz within any section of the course. First, you need to specify some initial settings for the quiz, such as the quiz name, and then you can add questions.

1. Navigate to the topic within the course in which you would like to place your quiz or test.

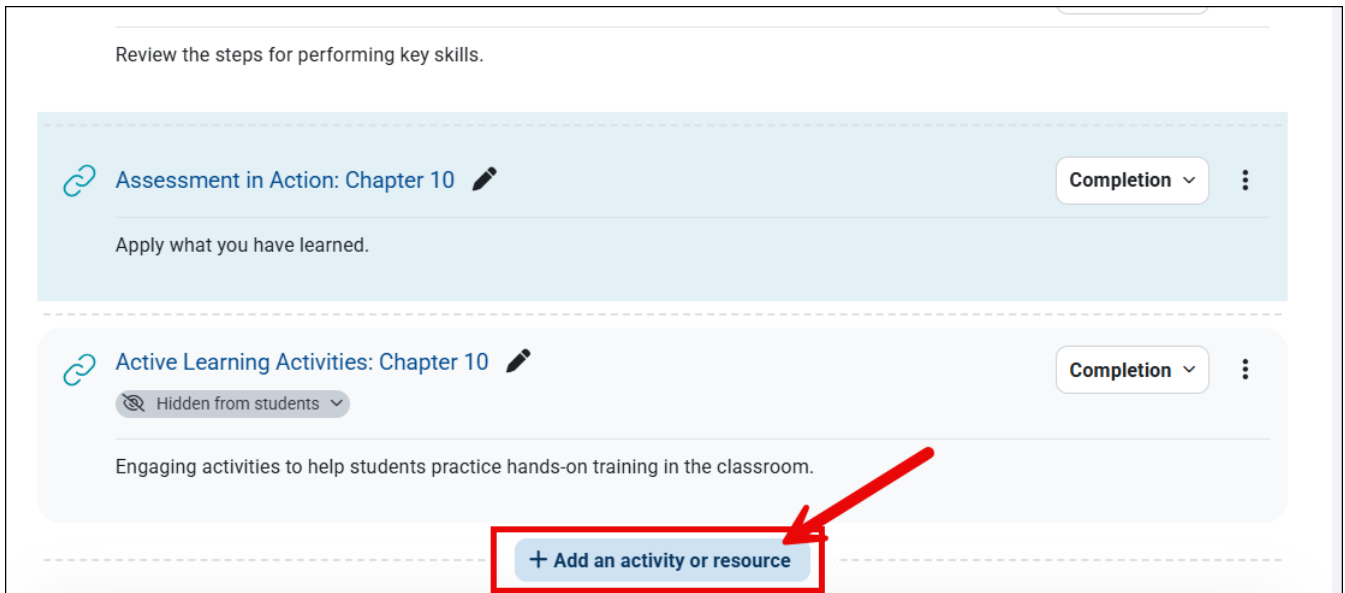


2. Next, toggle on the course **Edit Mode** using the button at the top of the page (if it's not on already). The page is now enabled for editing, so you can rearrange elements, add activities or resources, and make other changes.

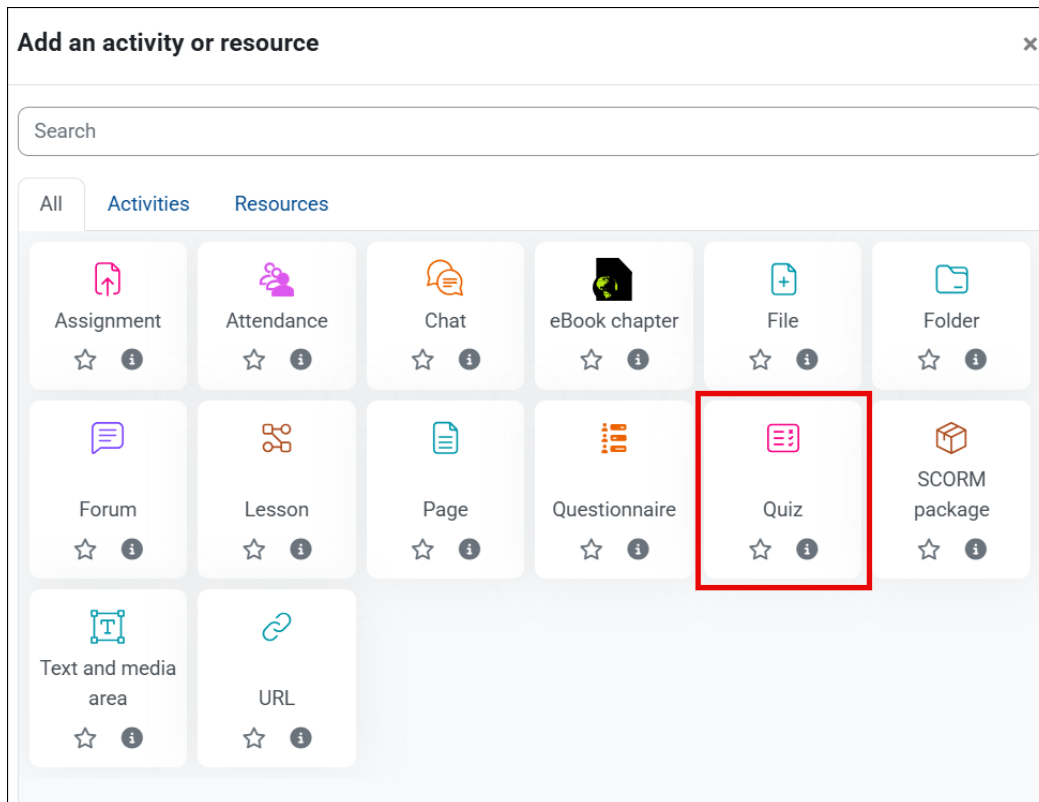


Technical Support: www.jblearning.com/techsupport | support@jblearning.com | 1-978-443-5000 | M-F 8:30am – 8:00pm

3. Scroll as needed to the bottom of the contents section and click **Add an activity or resource**.



4. A window opens, listing all the activities or resources you can add to the course. Select the **Quiz** option from the menu provided. A new quiz settings page opens, with the General section expanded by default.



Technical Support: www.jblearning.com/techsupport | support@jblearning.com | 1-978-443-5000 | M-F 8:30am – 8:00pm

5. The first field, Name, displays a **red exclamation icon**, indicating it is a required field you must complete to create the quiz. Enter a name for the quiz in the **Name** field. Enter a description, if desired, in the **Description field**. Use the toolbar at the top of the Description field to format the text and add hyperlinks, images, videos, or other media. If you want the description to appear on the course page, click the **Display description on course page checkbox** to add a checkmark.

New Quiz Expand all

General

Name !

Description

Display description on course page

6. Continue by scrolling down the page and expanding each section on the quiz settings page to toggle additional options as desired. The remaining steps below walk through frequently used options.

- > Timing
- > Grade
- > Layout
- > Question behaviour
- > Review options
- > Appearance
- > Extra restrictions on attempts
- > Overall feedback
- > Common module settings
- > Restrict access
- > Completion conditions
- > Tags

Send content change notification

These are all the other options that can be expanded and edited.

7. To set timing parameters, such as when students can open the quiz, when they must complete it, and how long they are able to spend on each attempt, expand the **Timing** section. For each setting you wish to set, first click the **Enable** checkbox to its right, then apply desired parameters. Ensure the **Enable** checkbox remains checked to apply the setting.

Timing

Open the quiz Enable 12 July 2025 08 45

Close the quiz Enable 27 July 2025 08 45

Time limit 25 minutes Enable

When time expires Open attempts are submitted automatically

8. To set a minimum grade required for a student to pass the quiz, number of attempts they are allowed for the quiz, and how to calculate your students' final scores when more than one attempt is allowed, expand the **Grade** section and toggle these options as needed.

Grade

Grade category Uncategorised

Grade to pass 70

Attempts allowed 3

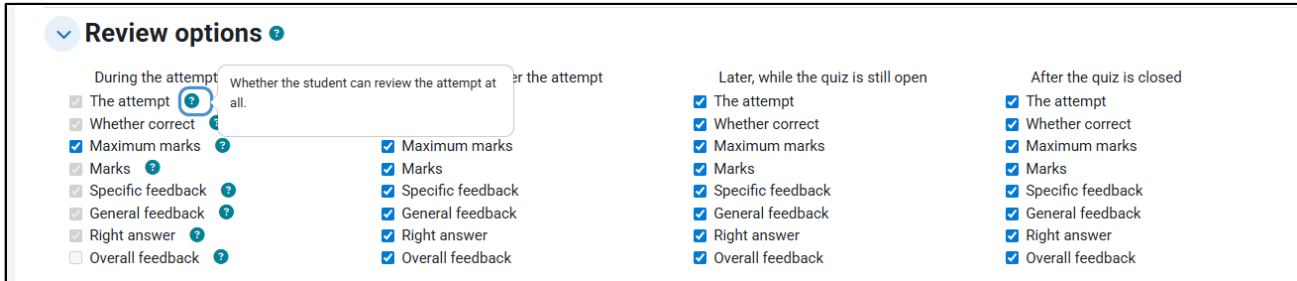
Grading method Highest grade

- Highest grade
- Average grade
- First attempt
- Last attempt

> Layout

> Question behaviour

9. To manage how and when students may review their quiz results, expand the **Review options** section and adjust settings as needed. Note, clicking the question mark bubbles for more information in this section is strongly recommended, as there are many options to choose from. For more details on these options, please revisit our Training Library to view a document and/or recorded tutorial about managing how students review quiz results.



10. Additional **Quiz Settings** sections with options to consider include:

Section name...	Options' functions...
Layout	How many questions should appear on each page of the quiz, and how students can navigate through questions.
Question behavior	Whether and how to provide feedback on student attempts on a question, whether to allow multiple attempts, whether to shuffle answer choices, and whether each question builds on the previous one.
Review options	What feedback students can see, such as marks or the right answer, and when they can view the feedback, such as while attempting a quiz, after completing it, or after the quiz closes.
Appearance	Whether to show the user's picture, how to display decimal places in question grades, and whether to show other course blocks during attempts.
Extra restrictions on attempts	Password and security requirements for accessing the quiz, including an enforced delay between attempts, browser security and network access requirements.

Overall feedback	Set custom automated feedback for each grade range you wish to define.
Common module settings	Whether to show the quiz on the course page or hide it from students, whether to include an ID number, and whether to group the quiz (including the option to add group access restriction).
Restrict access	Restrictions based on specific course prerequisites including activity completion, dates, grade achievements, individual users, and complex combinations.
Activity completion	Whether and how to track and determine student completion of the quiz such as grade achievement, number of attempts, and/or expected time for completion (soft deadline).
Tags	Apply custom or default tags to help categorize the quiz.

11. Once everything is finished, click **Save and display**. The quiz page appears, displaying key details about the quiz and a message that no questions have been added.

> **Completion conditions**

> **Tags**

Send content change notification ?

Save and return to course **Save and display** Cancel

! Required

Technical Support: www.jblearning.com/techsupport | support@jblearning.com | 1-978-443-5000 | M-F 8:30am – 8:00pm



12. From here, click the **Add question** button. The quiz contents page will open, where you can now add and manage questions.

Receive a grade Receive a passing grade

Opened: Saturday, 12 July 2025, 9:00 AM
Closes: Sunday, 27 July 2025, 9:00 AM

Complete after passing your Chapter 9 Quiz.

Add question

Attempts allowed: 4

Grading method: Highest grade

Grade to pass: 70.00 out of 100.00

No questions have been added yet

Back to the course

13. To the right of the page, click the blue **Add** dropdown, then select your preferred method for selecting questions. Choose **a new question** if you want to create a new question from scratch, **from question bank** if you want to choose questions from the current course test bank, or **a random question** if you want to pull random questions from a specified category within the course test bank.

Questions

Questions: 0 | Quiz open (closes 27/07/25, 09:00)

Maximum grade: 100.00 Save

Repaginate Select multiple items

Total of marks: 0.00

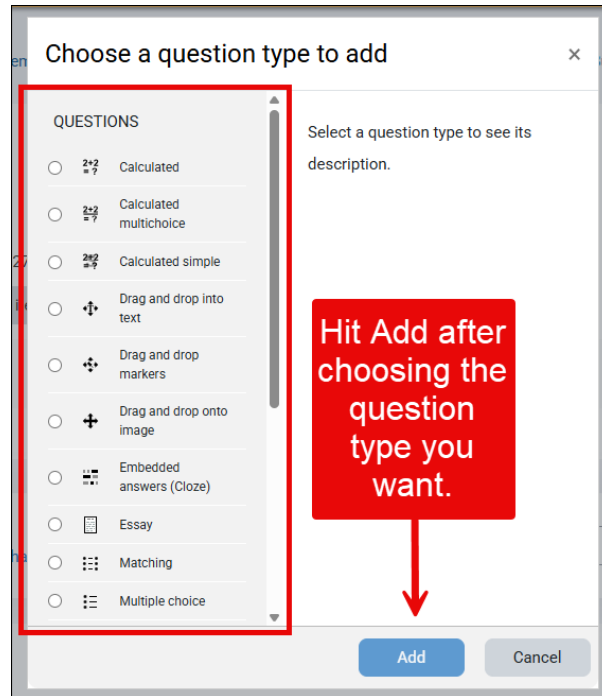
Shuffle

Add

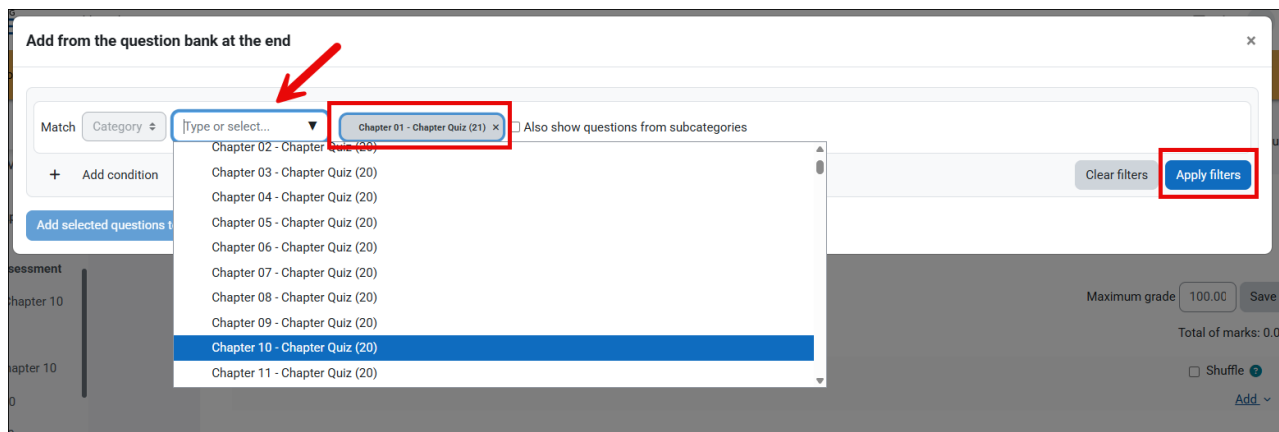
- + a new question
- + from question bank
- + a random question

Previous activity

14. If/when adding a **new question**, select the question type from the popup window and proceed by building the question. Ensure that you save your custom questions in a category location within the course test bank to easily keep track of them.



15. Using the [add] **from question bank** option opens a popup window where you may choose a test bank category from which to select questions by using the **Select a category** dropdown menu. Categories may be organized by chapter, lesson, and/or assessment type. The number of questions available in each category is listed parenthetically directly to its right. By default, all questions are unique to each category and do not repeat elsewhere in the test bank. Selecting a category will display the name of the category to the right of the **Select a category** menu. Click **Apply filters** to display the questions.



Technical Support: www.jblearning.com/techsupport | support@jblearning.com | 1-978-443-5000 | M-F 8:30am – 8:00pm

16. Selecting a category displays its questions below within the popup. Use the checkboxes to the left of the questions to select them. To view a question in full detail, click on the magnifying glass icon to the right.

Add from the question bank at the end

Match Type or select... Questions from subcategories

+ Add condition Clear filters Apply filters

All

- A 29-year-old male with a head injury opens his eyes when you speak to him, is confused as to the time and date, and is able to move all of his extremities on command. His Glasgow Coma Scale (GCS) ... Complexity_Easy Taxonomy_Analysis Title_9781284243789_Patient Assessment Ahead_9781284243789_Secondary Assessment Subject_Chapter_10, Page 394
- A 29-year-old male with a head injury opens his... Complexity_Easy Taxonomy_Recall Title_9781284243789_Patient Assessment Objective_10-14_Describe the assessment of a patie
- A blood pressure cuff that is too small for a patient's arm will give a... Complexity_Easy Taxonomy_Recall Title_9781284243789_Patient Assessment Objective_10-14_Describe the assessment of a patie
- A blood pressure cuff that is too small for a... Complexity_Easy Taxonomy_Recall Title_9781284243789_Patient Assessment Objective_10-14_Describe the assessment of a patie Ahead_9781284243789_Secondary Assessment
- A patient's short-term memory is MOST likely intact if they correctly answer questions regarding: Complexity_Easy Taxonomy_Recall Title_9781284243789_Patient Assessment Ahead_9781284243789_Primary Assessment
- A patient's short-term memory is MOST likely... Complexity_Easy Taxonomy_Recall Title_9781284243789_Patient Assessment Objective_10-14_Describe the assessment of a patie Ahead_9781284243789_Secondary Assessment
- A properly sized blood pressure cuff should cover: Complexity_Easy Taxonomy_Recall Title_9781284243789_Patient Assessment Objective_10-14_Describe the assessment of a patie Ahead_9781284243789_Secondary Assessment
- A properly sized blood pressure cuff should... Complexity_Easy Taxonomy_Recall Title_9781284243789_Patient Assessment Ahead_9781284243789_Primary Assessment
- After performing a primary assessment, a rapid exam of the body should be performed to: Complexity_Easy Taxonomy_Recall Title_9781284243789_Patient Assessment Ahead_9781284243789_Primary Assessment
- After performing a primary assessment, a rapid... Complexity_Easy Taxonomy_Recall Title_9781284243789_Patient Assessment Ahead_9781284243789_Primary Assessment
- As you assess the head of a patient with a suspected spinal injury, your partner should: Complexity_Easy Taxonomy_Recall Title_9781284243789_Patient Assessment Ahead_9781284243789_Primary Assessment
- As you assess the head of a patient with a... Complexity_Easy Taxonomy_Recall Title_9781284243789_Patient Assessment Ahead_9781284243789_Primary Assessment
- Capnography is used to: Complexity_Easy Taxonomy_Recall Title_9781284243789_Patient Assessment Ahead_9781284243789_Secondary Assessment Subject_Chapter_10, Page 402 Objective_10-25_Describe the purpose of a secondar
- Capnography is used to: Complexity_Easy Taxonomy_Recall Title_9781284243789_Patient Assessment Ahead_9781284243789_Primary Assessment Subject_Chapter_10, Page 359 Objective_10-16_Describe the assessment of a patie
- Cyanosis of the skin is caused by: Complexity_Easy Taxonomy_Recall Title_9781284243789_Patient Assessment Ahead_9781284243789_Primary Assessment Subject_Chapter_10, Page 359 Objective_10-16_Describe the assessment of a patie
- Cyanosis of the skin is caused by: Complexity_Easy Taxonomy_Recall Title_9781284243789_Patient Assessment Ahead_9781284243789_Primary Assessment Subject_Chapter_10, Page 358 Objective_10-14_Describe the assessment of a patie
- In responsive patients who are older than 1 year of age, you should palpate the pulse at the _____ artery. Complexity_Easy Taxonomy_Recall Title_9781284243789_Patient Assessment Ahead_9781284243789_Primary Assessment
- In responsive patients who are older than 1... Complexity_Easy Taxonomy_Recall Title_9781284243789_Patient Assessment Ahead_9781284243789_Primary Assessment
- In the adult, bradycardia is defined as a pulse rate less than _____ beats/min, and tachycardia is defined as a heart rate greater than _____ beats/min. Complexity_Easy Taxonomy_Recall Title_9781284243789_Patient Assessment Objective_10-14_Describe the assessment of a patie Ahead_9781284243789_Secondary Assessment Subject_Chapter_10, Page 387
- In the adult, bradycardia is defined as a pulse... Complexity_Easy Taxonomy_Recall Title_9781284243789_Patient Assessment Ahead_9781284243789_Primary Assessment Subject_Chapter_10, Page 356
- The goal of oxygenation for most patients is an oxygen saturation of: Complexity_Easy Taxonomy_Recall Title_9781284243789_Patient Assessment Ahead_9781284243789_Primary Assessment Subject_Chapter_10, Page 356
- The goal of oxygenation for most patients is an...

Add from the question bank at the end

Match Type or select... Chapter 10 - Chapter Quiz (20) Also show questions from subcategories

+ Add condition Clear filters Apply filters

All

- A 29-year-old male with a head injury opens his eyes when you speak to him, is confused as to the time and date, and is able to move all of his extremities on command. His Glasgow Coma Scale (GCS) ... Complexity_Easy Taxonomy_Analysis Title_9781284243789_Patient Assessment Ahead_9781284243789_Secondary Assessment Subject_Chapter_10, Page 394
- A 29-year-old male with a head injury opens his... Complexity_Easy Taxonomy_Recall Title_9781284243789_Patient Assessment Objective_10-14_Describe the assessment of a patie
- A blood pressure cuff that is too small for a patient's arm will give a... Complexity_Easy Taxonomy_Recall Title_9781284243789_Patient Assessment Objective_10-14_Describe the assessment of a patie
- A blood pressure cuff that is too small for a... Complexity_Easy Taxonomy_Recall Title_9781284243789_Patient Assessment Objective_10-14_Describe the assessment of a patie Ahead_9781284243789_Secondary Assessment
- A patient's short-term memory is MOST likely intact if they correctly answer questions regarding: Complexity_Easy Taxonomy_Recall Title_9781284243789_Patient Assessment Ahead_9781284243789_Primary Assessment
- A patient's short-term memory is MOST likely... Complexity_Easy Taxonomy_Recall Title_9781284243789_Patient Assessment Objective_10-14_Describe the assessment of a patie Ahead_9781284243789_Secondary Assessment
- A properly sized blood pressure cuff should cover: Complexity_Easy Taxonomy_Recall Title_9781284243789_Patient Assessment Objective_10-14_Describe the assessment of a patie Ahead_9781284243789_Secondary Assessment
- A properly sized blood pressure cuff should... Complexity_Easy Taxonomy_Recall Title_9781284243789_Patient Assessment Ahead_9781284243789_Primary Assessment
- After performing a primary assessment, a rapid exam of the body should be performed to: Complexity_Easy Taxonomy_Recall Title_9781284243789_Patient Assessment Ahead_9781284243789_Primary Assessment
- After performing a primary assessment, a rapid... Complexity_Easy Taxonomy_Recall Title_9781284243789_Patient Assessment Ahead_9781284243789_Primary Assessment
- As you assess the head of a patient with a suspected spinal injury, your partner should: Complexity_Easy Taxonomy_Recall Title_9781284243789_Patient Assessment Ahead_9781284243789_Primary Assessment
- As you assess the head of a patient with a... Complexity_Easy Taxonomy_Recall Title_9781284243789_Patient Assessment Ahead_9781284243789_Primary Assessment
- Capnography is used to: Complexity_Easy Taxonomy_Recall Title_9781284243789_Patient Assessment Ahead_9781284243789_Secondary Assessment Subject_Chapter_10, Page 402 Objective_10-25_Describe the purpose of a secondar
- Capnography is used to: Complexity_Easy Taxonomy_Recall Title_9781284243789_Patient Assessment Ahead_9781284243789_Primary Assessment Subject_Chapter_10, Page 359 Objective_10-16_Describe the assessment of a patie
- Cyanosis of the skin is caused by: Complexity_Easy Taxonomy_Recall Title_9781284243789_Patient Assessment Ahead_9781284243789_Primary Assessment Subject_Chapter_10, Page 359 Objective_10-16_Describe the assessment of a patie
- Cyanosis of the skin is caused by: Complexity_Easy Taxonomy_Recall Title_9781284243789_Patient Assessment Ahead_9781284243789_Primary Assessment Subject_Chapter_10, Page 358 Objective_10-14_Describe the assessment of a patie
- In responsive patients who are older than 1 year of age, you should palpate the pulse at the _____ artery. Complexity_Easy Taxonomy_Recall Title_9781284243789_Patient Assessment Ahead_9781284243789_Primary Assessment
- In responsive patients who are older than 1... Complexity_Easy Taxonomy_Recall Title_9781284243789_Patient Assessment Ahead_9781284243789_Primary Assessment
- In the adult, bradycardia is defined as a pulse rate less than _____ beats/min, and tachycardia is defined as a heart rate greater than _____ beats/min. Complexity_Easy Taxonomy_Recall Title_9781284243789_Patient Assessment Objective_10-14_Describe the assessment of a patie Ahead_9781284243789_Secondary Assessment Subject_Chapter_10, Page 387
- In the adult, bradycardia is defined as a pulse... Complexity_Easy Taxonomy_Recall Title_9781284243789_Patient Assessment Ahead_9781284243789_Primary Assessment Subject_Chapter_10, Page 356
- The goal of oxygenation for most patients is an oxygen saturation of: Complexity_Easy Taxonomy_Recall Title_9781284243789_Patient Assessment Ahead_9781284243789_Primary Assessment Subject_Chapter_10, Page 356
- The goal of oxygenation for most patients is an...

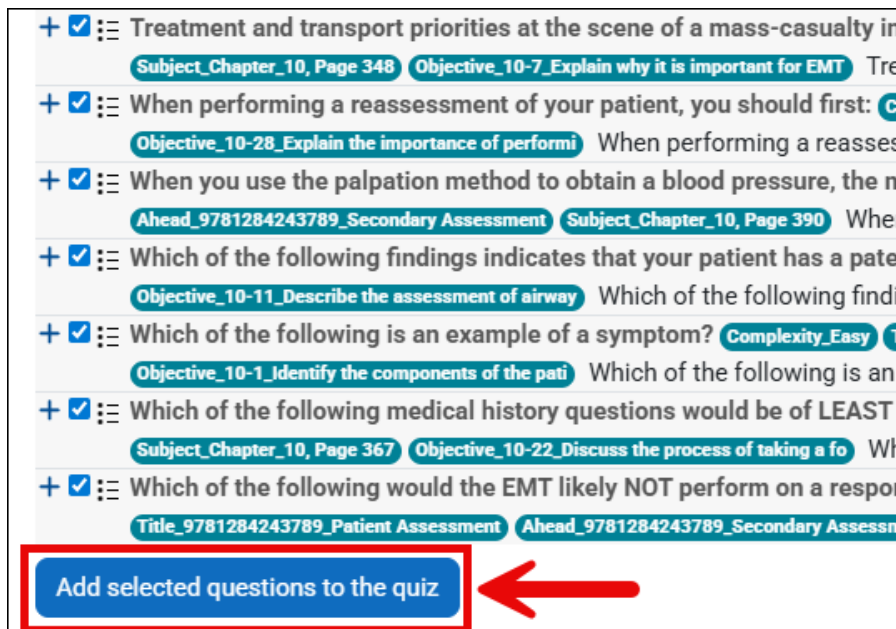
Technical Support: www.jblearning.com/techsupport | support@jblearning.com | 1-978-443-5000 | M-F 8:30am – 8:00pm



17. To quickly select all questions on the page at one time, click on the **Select all** checkbox at the top of this list.



18. When satisfied with your selections, scroll down and click the **Add selected questions to the quiz** button.

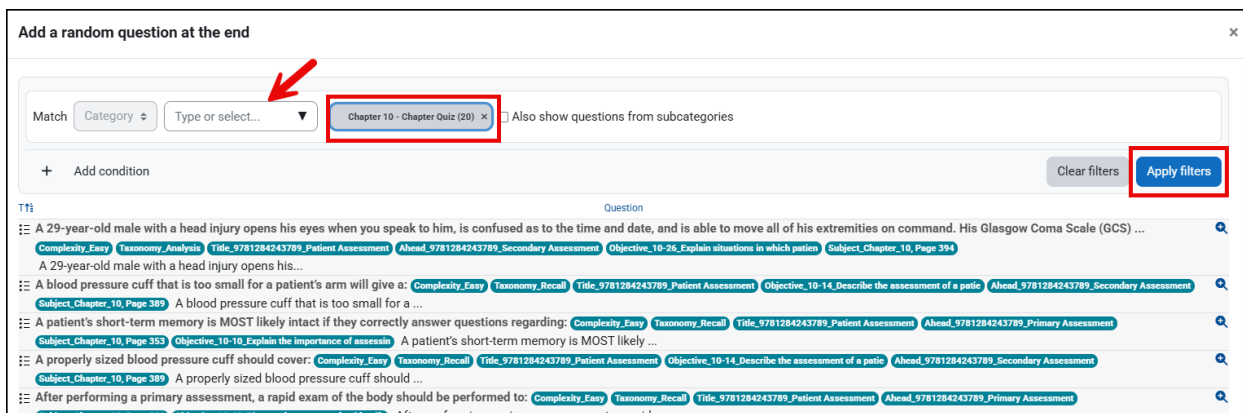


Technical Support: www.jblearning.com/techsupport | support@jblearning.com | 1-978-443-5000 | M-F 8:30am – 8:00pm

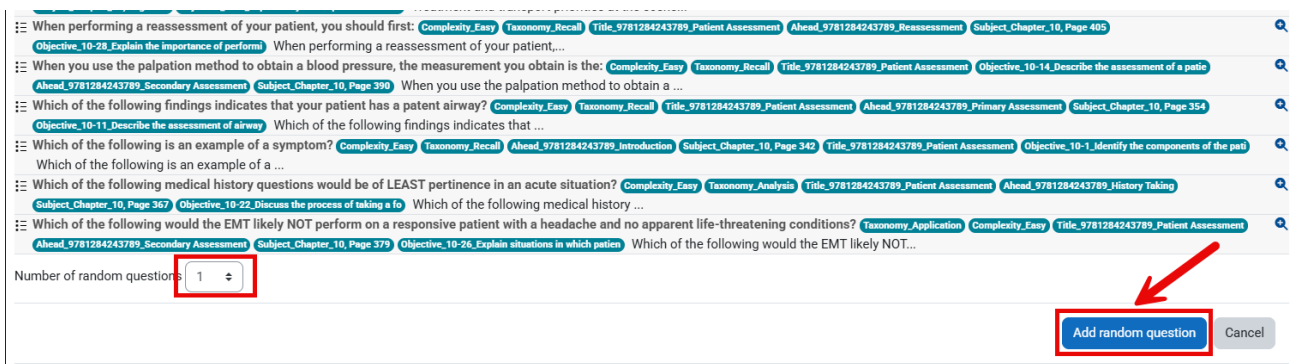
19. To add a specified number of questions to the quiz at random, choose a **random question** in the drop menu.



20. Use the **Select a category** dropdown menu from the popup window to select the bank's category from which you wish to draw questions. Once the category is selected, you will see the category name appear to the right. Click **Apply filters** to display the questions.



21. Choose the number of random questions using the **Number of random questions** drop down menu. Click **Add random questions** to add the random questions. **Note:** Adding more random questions than are in the category will cause an error when attempting the quiz/exam.



22. Continue adding questions to the quiz using your preferred options. When finished, choose whether to shuffle the selected questions' sequence for each individual attempt by toggling the **Shuffle** checkbox. You may also **Delete** questions using the trash icon to their right and drag and drop individual questions to adjust their sequence using the **compass arrow** to their left. If you rearrange question sequencing, click the **Repaginate** button when done to evenly distribute them according to the quiz page settings.

The screenshot shows the 'Questions' management interface. At the top, there are buttons for 'Repaginate' and 'Select multiple items'. On the right, there is a 'Maximum grade' field set to '100.00' and a 'Save' button. Below this, there is a 'Shuffle' checkbox which is currently unchecked. The main area displays five pages of questions, each with a 'Random' filter condition. Red callout boxes provide instructions: one points to a plus sign icon on the left of the first question with the text 'Drag and drop to move questions around.'; another points to the 'Shuffle' checkbox with the text 'Check off to shuffle questions randomly every time a new attempt is started.'; and a third points to a trash can icon on the right of the second question with the text 'Click trash can to delete questions from the quiz.'

23. All questions added are automatically saved as they are populated to the body of the quiz. The **Save** button on the quiz page only applies in the event you choose to change the **Maximum grade** field which determines the number of points the quiz is worth in the gradebook.

This screenshot is similar to the previous one but highlights the 'Save' button. A red callout box with the text '"Save" only needs to be clicked if you changed the Maximum Grade.' has an arrow pointing to the 'Save' button in the top right corner, which is next to the 'Maximum grade' field.

24. When you are satisfied with the questions you have added, you may return to any other course page and continue your work. You may also preview the quiz by returning to the main quiz page by clicking **Quiz** from the navigation bar, and then the **Preview quiz** option.

The screenshot displays the JBL NAVIGATE user interface. At the top left is the logo for JONES & BARTLETT LEARNING NAVIGATE. To its right are links for 'Dashboard' and 'My courses'. Below this is a navigation bar with several options: 'Course', 'Quiz', 'Settings', 'Questions', 'Results', 'Question bank', and 'More'. The 'Quiz' option is highlighted with a red box. On the left side, a sidebar menu is visible, listing various resources for 'Chapter 10 Patient Assessment', including Learning Objectives, eBook, Interactive Lecture, Flashcards, Audiobook, Slides, Lecture Outline, and Case Studies. The main content area shows the 'Chapter 10 Quiz' page. It features a 'QUIZ' icon and the title 'Chapter 10 Quiz'. Below the title, there are two buttons: 'Receive a grade' and 'Receive a passing grade'. The page also displays the quiz schedule: 'Opened: Saturday, 12 July 2025, 9:00 AM' and 'Closes: Sunday, 27 July 2025, 9:00 AM'. A note states 'Complete after passing your Chapter 9 Quiz.' At the bottom of the page, there is a blue button labeled 'Preview quiz' which is highlighted with a red box, and the text 'Attempts allowed: 4'.

Technical Support: www.jblearning.com/techsupport | support@jblearning.com | 1-978-443-5000 | M-F 8:30am – 8:00pm

