

# Editing a Quiz

This tutorial will show you how to edit a quiz. You cannot edit some items in a quiz if students have already taken it.

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## STEP 1

Click on the quiz you want to edit. Our example is Week 4 Quiz

The screenshot shows a quiz management interface. On the left, there is a list of items: 'Materials', 'Assignments', 'Week 4 Quiz', and 'Articulate Assignments'. The 'Week 4 Quiz' item is highlighted with a red and blue border. It includes a document icon with a question mark and the text 'Week 4 Quiz' and 'Due: Sep 21, 2025 11:59 PM'. On the right, the details for the selected quiz are shown, including the due date 'Due on Sep 21, 2025 11:59 PM', the title 'Activity Content', the description 'This is the week 4 quiz.', the evaluation criteria 'Out of: 1 points', and the attempt details.

Due on Sep 21, 2025 11:59 PM

**Activity Content**

**Description**

This is the week 4 quiz.

**Evaluation Criteria**

Out of: 1 points

**Attempt Details**

## STEP 2

### Click on Edit Activity

The screenshot shows a course management interface. At the top, there is a dark blue header with navigation links: "Grades", "Course Tools", "SSC Resources", and "Awards". Below the header, there is a toolbar with a toggle switch labeled "Visible", a blue "Add Existing" button, a grey "Create New" button, and navigation icons. The main content area displays a quiz titled "Week 4 Quiz" with a document icon. Below the title, it says "Quiz • Required" and "Due on Sep 21, 2025 11:59 PM". To the right of the quiz title, there are two buttons: "Edit Activity" (highlighted with a red box and an orange arrow) and "Launch Quiz". Below the quiz information, there is a section titled "Activity Content" with a downward arrow. Under "Activity Content", there is a "Description" section with the text "This is the week 4 quiz."

### STEP 3

**You can edit the title, points, due date, and description. Some items are not available for editing after a student takes the quiz or test.**

← Back to Content    Week 4 Quiz

**Quiz title**  
Week 4 Quiz

**Grade Out Of**  
1 point    In Grade Book    ?

**Due Date**  
9/21/2025 11:59 PM

**Description**  
This is the week 4 quiz.

**Questions**    Preview

Add Existing    Create New    Total Points 1

☐ Select All    Add    Move To    More Actions

☐ 1 How many seasons are there in Ohio 1 point  
Multiple Choice

Save and Close    Save    Cancel    View

**Availability Dates & Conditions**  
Always available

**Timing & Display**  
No time limit

**Attempts & Completion**  
1 attempt allowed

**Evaluation & Feedback**  
Auto-publish results  
Sync to grade book  
1 result display

## STEP 4

Click on a question(s) to select

The screenshot shows the quiz editor interface. At the top, there are fields for 'Grade Out Of' (1 point), 'In Grade Book', 'Due Date' (9/21/2025), and 'Time' (11:59 PM). Below these is a 'Description' field containing 'This is the week 4 quiz.' The 'Questions' section is highlighted with a blue bar. It contains buttons for 'Add Existing', 'Create New', and 'Total Points 1'. A list of questions is shown below, with the first question 'How many seasons are there in Ohio' (Multiple Choice, 1 point) highlighted with a red box. An arrow points from the text 'Select a question you want to edit' to the red box. To the right of the question list are links for 'Add', 'Move To', and 'More Actions'. At the bottom, there are buttons for 'Save and Close', 'Save', 'Cancel', and a 'Visible' toggle switch. On the right side, there are panels for 'Availability Dates & Conditions', 'Timing & Display', 'Attempts & Completion', and 'Evaluation & Feedback'.

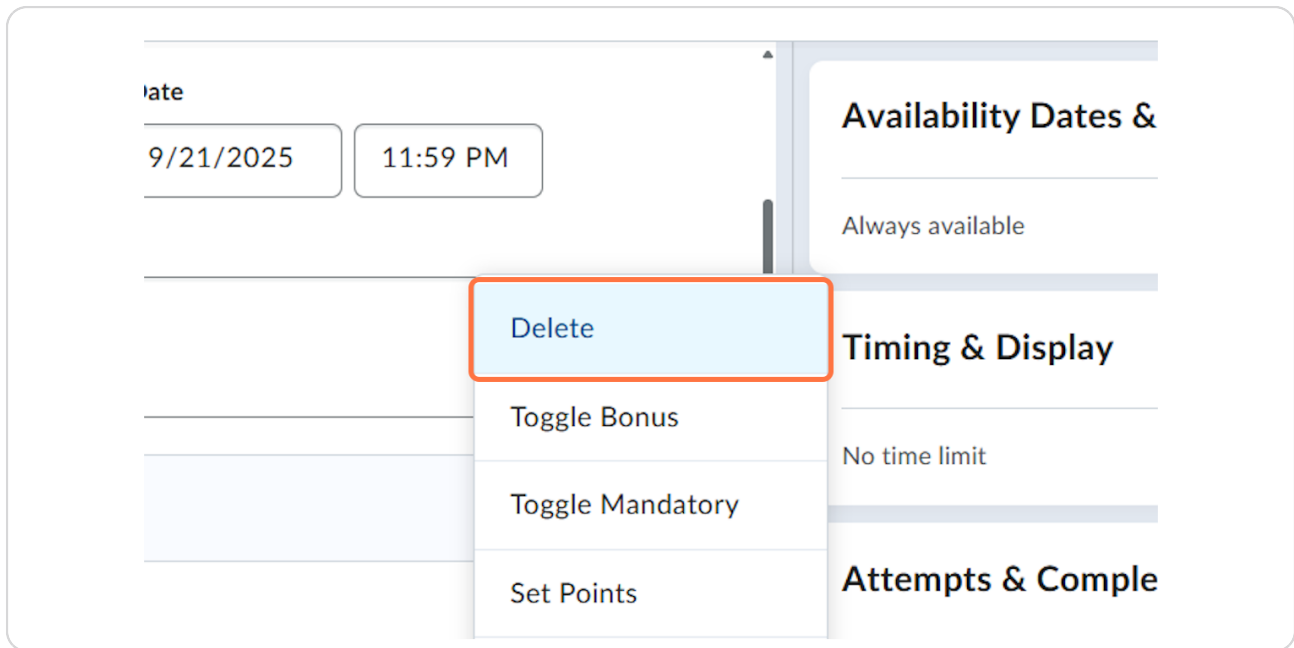
## STEP 5

Click on More Actions

This screenshot is a zoomed-in view of the 'More Actions' dropdown menu. The menu is open, showing options like 'Add', 'Move To', and 'More Actions'. The 'More Actions' option is highlighted with a red box. The background shows the 'Total Points 1' and '1 point' labels, and the 'Attempts & Completion' and 'Evaluation & Feedback' panels on the right.

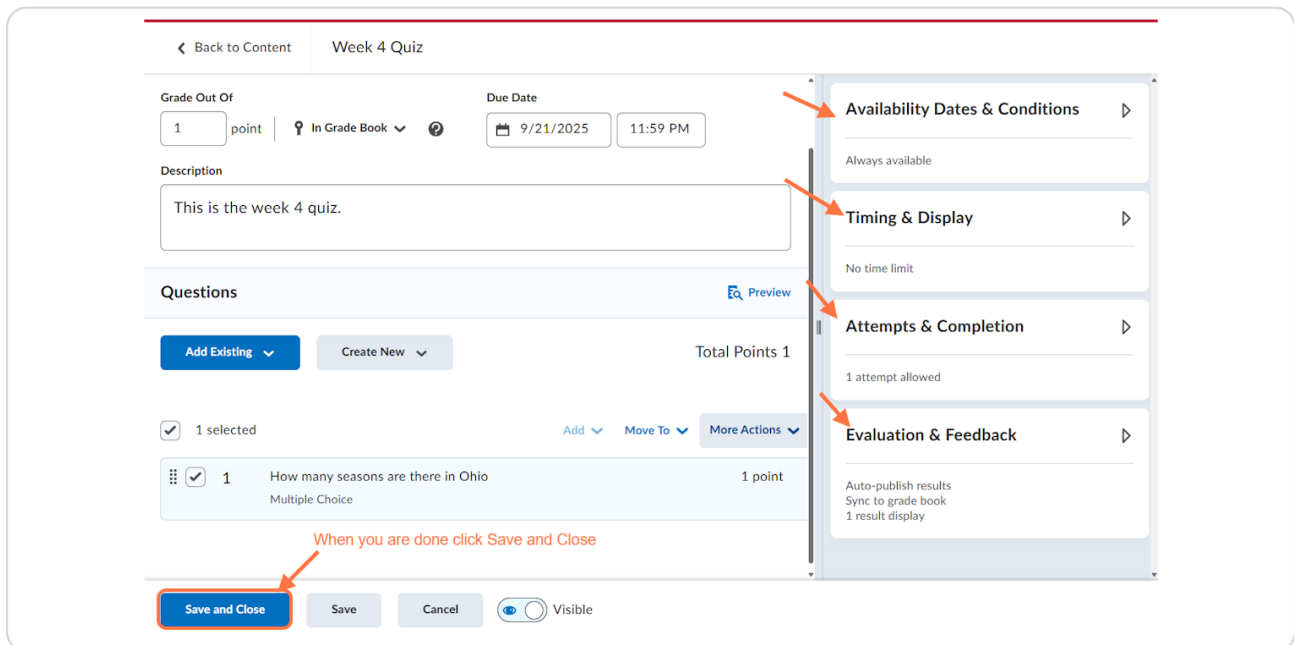
## STEP 6

You can make an edit to the question by deleting, toggle bonus, toggle mandatory, or set points for each question selected.



## STEP 7

After you are done editing any option, click Save and Close



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