

# QUIZZES – CREATE A NEW QUIZ WITH IMPORTED QUESTIONS

Import questions from an existing collection of questions from a CSV file or a learning object repository to quickly set up a new quiz. This tutorial shows the steps to create a new quiz and import questions.

## Step 1.

From the **Quizzes** tool, Click **New Quiz**.

## Step 2.

This will take you to the **New Quiz** page where you can enter some information such as its name, category, description and the questions in the quiz.

## Step 3.

To add new quiz questions, click **Add/Edit Questions** under the Quiz Questions heading.

## Step 4.

Click on **Import** on the quiz page.

## Step 5.

This will take you to the import page where you need to select the source of the questions. Now, select an **Import Source**. You can either Import from an **Existing Collection** or From a **D2L Text Format File**.

## Step 6.

Next, **Select Source Collection**. The source of the questions can be quizzes, surveys, self-assessments or question library.

## Step 7.

Finally, select the **Source Section**, where you select the section from which to import you questions from. The collection of questions will then display just below.

## Step 8.

Select the questions you want to import, once ready click **Save**.

## Step 9.

Once you are done with the questions, click **Done Editing Questions**. It will take you back to the **Edit Quiz** page where you can continue filling in the quiz's properties.

## Step 10.

You can further customize your quiz properties using the **Optional Advanced Properties**. Once you done customizing and entering the details of the quiz, click **Save and Close** to create the quiz.

If you still require assistance on the matter, CITL offers support for your online course issues.  
Please contact our Support Centre at <https://citl.mun.ca/support/>