

# Quiz Editor FAQ

## Contents

What is the quiz editor?

How do I open the quiz editor?

How do I hide quiz questions?

How do I hide an entire quiz from my students?

How do I “time release” a quiz (i.e., start or stop making it visible on certain dates)?

How do I write my own quiz questions?

Are the student scores for custom quizzes I create displayed on my quiz reports, just like the standard quizzes?

I created a custom quiz for my fall semester course. How do I make that quiz available in my spring semester course?

Can I reorder the list of quizzes?

Can I add my own questions to the standard chapter quiz sets?

Can I edit the questions or answers in a standard quiz set?

I don't see the quiz editor. What's wrong?

## What is the quiz editor?

The quiz editor is a tool that lets you add, suppress, or time-release West Academic's multiple-choice quizzes. Specifically, the tool lets you:

- Suppress specific quiz questions or quiz sets that you don't want your students to see.
- Create your own custom quiz set which can be comprised of questions you write yourself, questions from the standard quiz sets, or a combination of both.
- Specify the start or end date on which a quiz set is available to your students.


## How do I open the quiz editor?

1. Go to [eProducts.westacademic.com](https://eProducts.westacademic.com).
2. Sign in or create an account.
3. Make sure the item with which you want to use the quiz editor is on your bookshelf (i.e., either a book or a quiz, if your school provides quizzes to students). If you need help, [contact your account manager](#).

My Bookshelf Redeem Code Sort by: Date Added ▾

---


BROWSE MATERIAL PROVIDED BY MY SCHOOL



\*Grammar and Usage Quizzes



Merritt and Simmons's Learning Evidence: From the Federal Rules to the Cour...



Person, Minturn, and Reich's Thinking in the Legal Profession: Three Pila...




Bering and Levy's The Legal Research Survival Manual with Video Modules, 2...

- Click to open the book or quiz, then click the Faculty Resources tab.

Student Resources
Faculty Resources

TEACHER RESOURCES



View Teacher Resources

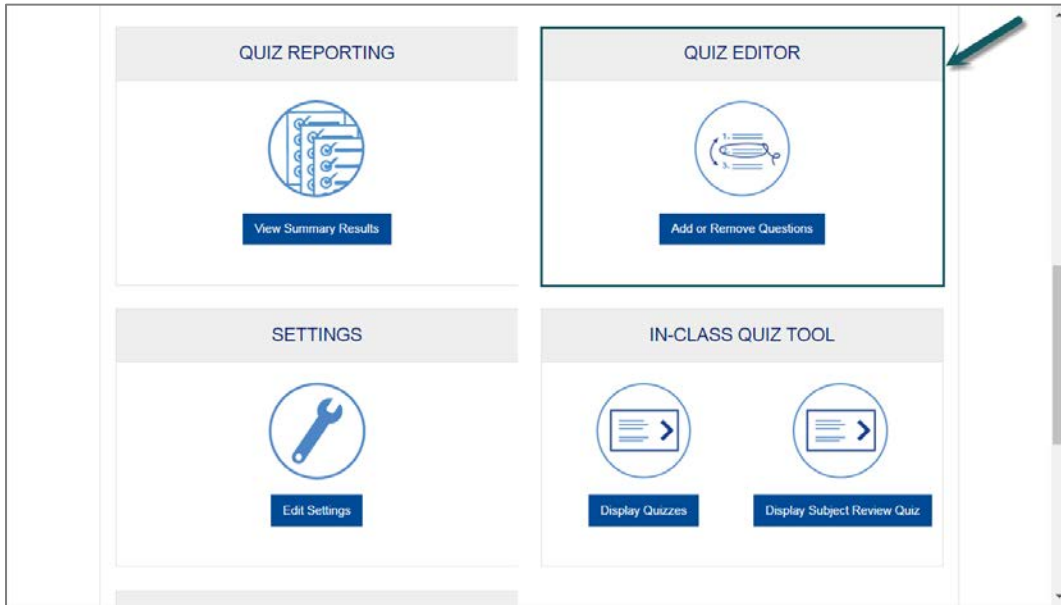
Do you want to view the results of your student's self-assessments? Or upload materials for your students?

Click [Create a Course](#) or [read these instructions](#) to get started.

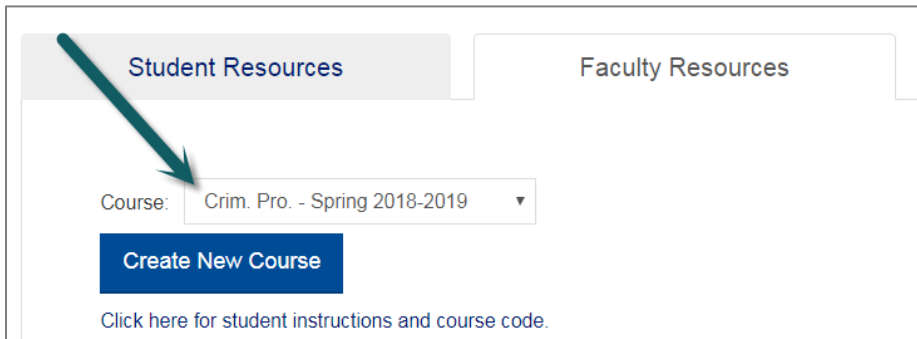
Create a Course

- If you have not already created a course for the item, click the Create a Course button and enter your course information on the page that appears.

After the course is created the quiz editor appears on the Faculty Resources tab.



6. If you did not already do so in the previous step, make sure you select the course you want to work with on the Faculty Resources tab.



7. Click the Add or Remove Questions button to launch the quiz editor.
8. The first time you open the quiz editor for any course, you'll be asked to enter your time zone.

Please note, after you set your time zone for a course you cannot change it (although because you specify a time zone for each course you create, the system accommodates you if you teach at multiple schools in different time zones).

You'll now see a list of standard quiz sets.

Order	Quiz Name	Quiz Type	Total Questions	Hidden Questions	Status	Start Showing on This Date	Stop Showing on This Date	Options	Actions
1	Ch 2: Personal Jurisdiction and Notice	Standard	35	0	Published	Show immediately	Display indefinitely	Quiz Options	Unpublish
2	Ch 3: Subject Matter Jurisdiction Subject Matter Jurisdiction	Standard	20	0	Published	Show immediately	Display indefinitely	Quiz Options	Unpublish
3	Ch 4: Venue	Standard	20	0	Published	Show immediately	Display indefinitely	Quiz Options	Unpublish
4	Ch 5: The Erie Doctrine State Law in Federal Courts	Standard	15	0	Published	Show immediately	Display indefinitely	Quiz Options	Unpublish
5	Ch 6: Res Judicata	Standard	24	0	Published	Show immediately	Display indefinitely	Quiz Options	Unpublish

## How do I hide quiz questions?

If a quiz set contains questions you do not want your students to see, you can suppress them.

To suppress questions in a quiz set you must first unpublish the quiz set.

After you suppress a quiz question you cannot make it visible again for the duration of that course.

1. [Open the quiz editor.](#)
2. In the Actions column, click the Unpublish button to the right of the quiz set which contains questions you want to suppress.

If a student has already taken the quiz you unpublish, that student's score and progress are reset to zero. Resetting the student's score is necessary because removing questions from the quiz may change its content, and each student must be scored against an identical set of quiz questions.

3. In the Actions column, click Hide Questions to select the questions you would like to suppress.
4. Check the questions you would like to suppress in the Hidden Questions column. When you are finished, click the Save Changes button at the top or bottom of the list.

Remember, after you suppress a question you cannot make it visible again for the duration of that course.

5. Click the Back to Quiz List button in the upper right to return to the quiz editor.
6. Republish the remaining questions from the quiz by clicking the Publish button in the Actions column.

Create Custom Quiz		Import Custom Quiz								
Order	Quiz Name	Quiz Type	Total Questions	Hidden Questions	Status	Start Showing on This Date	Stop Showing on This Date	Options	Actions	
1	Ch 2: Personal Jurisdiction and Notice	Standard	35	0	Published	Show immediately	Display indefinitely	Quiz Options	Unpublish	
2	Ch 3: Subject Matter Jurisdiction Subject Matter Jurisdiction	Standard	20	0	Published	Show immediately	Display indefinitely	Quiz Options	Unpublish	
3	Ch 4: Venue	Standard	20	2	Unpublished	Show immediately	Display indefinitely	Quiz Options	Publish Hide Questions	

## How do I suppress an entire quiz set from my students?

If you want to keep a quiz set hidden from your students, suppress the quiz set by clicking the Unpublish button.

Create Custom Quiz		Import Custom Quiz								
Order	Quiz Name	Quiz Type	Total Questions	Hidden Questions	Status	Start Showing on This Date	Stop Showing on This Date	Options	Actions	
1	Ch 2: Personal Jurisdiction and Notice	Standard	35	0	Published	Show immediately	Display indefinitely	Quiz Options	Unpublish	
2	Ch 3: Subject Matter Jurisdiction Subject Matter Jurisdiction	Standard	20	0	Published	Show immediately	Display indefinitely	Quiz Options	Unpublish	

If you want a quiz set to only be available to your students on specific dates, you can [adjust its “start display” or “stop display” dates](#).

If you want to hide *only certain questions* in a quiz set, see [How do I hide quiz questions?](#)

**NOTE:** If a student has already taken a quiz set you suppress, that student’s score and progress are reset to zero. Resetting the student’s score is necessary because suppressing a quiz set lets you remove questions from the quiz and republish the updated version of the quiz. This behavior ensures that each student is scored against an identical set of quiz questions.

## How do I “time release” a quiz set (i.e., start or stop making it available on certain dates)?


You can set the date and time at which a quiz set starts or stops being available to students in your course.

1. [Open the quiz editor](#).

2. Click the Quiz Options link for any quiz set.

### Quiz Editor

Civil Procedure - Spring 2018-2019

Need help? See the FAQ 

[Create Custom Quiz](#) [Import Custom Quiz](#)

Order	Quiz Name	Quiz Type	Total Questions	Hidden Questions	Status	Start Showing on This Date	Stop Showing on This Date	Options	Actions
1	Ch 2: Personal Jurisdiction and Notice	Standard	35	0	Published	Show immediately	Display indefinitely	<a href="#">Quiz Options</a>	<a href="#">Unpublish</a>
2	Ch 3: Subject Matter Jurisdiction Subject Matter Jurisdiction	Standard	20	0	Published	Show immediately	Display indefinitely	<a href="#">Quiz Options</a>	<a href="#">Unpublish</a>
3	Ch 4: Venue	Standard	20	2	Published	Show immediately	Display indefinitely	<a href="#">Quiz Options</a>	<a href="#">Unpublish</a>

3. Enter a value in the Start Display and/or the Stop Display sections and click Save.

In the example below, the quiz is not visible to students until the date specified in the Start Display section. The times you select are based on the time zone you specified for the current course and are not adjusted for students in different time zones.

#### Summary

**Quiz Name**


Ch 3: Subject Matter Jurisdiction

Allow school administrators to view results

#### Start Display

When published, display immediately


When published, start displaying at:

02/20/2019 8:00 AM 

#### Stop Display

When published, display indefinitely

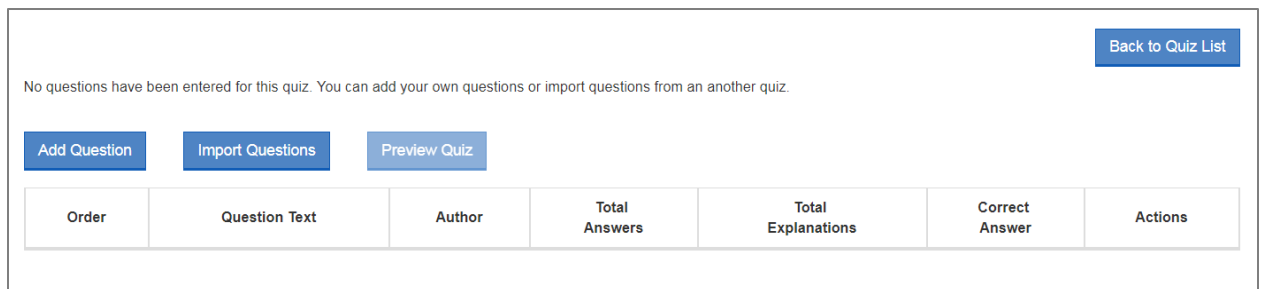
When published, stop displaying at:



## How do I write my own quiz questions?

You can create a custom quiz set built from questions you write yourself, questions from the standard quizzes, or a combination of both.

1. [Open the quiz editor](#).
2. Click Create Custom Quiz.
3. Fill out the fields on the Create Quiz page.
  - **Quiz Name** — Any name you specify.
  - **Allow School Administrators to view results** — This field only appears if your school has purchased a subscription to West Academic Assessment. The field specifies whether the quiz results are included in any reports prepared for your school.
  - **Start Display** — You can specify the date and time the quiz set becomes available to your students.
  - **Stop Display** — You can specify the date and time the quiz set is no longer available to your students.
4. Click the Create Quiz button.



No questions have been entered for this quiz. You can add your own questions or import questions from another quiz.

[Add Question](#) [Import Questions](#) [Preview Quiz](#) [Back to Quiz List](#)

Order	Question Text	Author	Total Answers	Total Explanations	Correct Answer	Actions
-------	---------------	--------	---------------	--------------------	----------------	---------

5. To build your quiz set you can perform either or both of the following actions:
  - Click Import Questions to import questions from any other quiz in your course, or from any published custom quiz in another course. Imported questions from a standard quiz set cannot be modified.
  - Click Add Question to type (or paste from another document) your own questions and answers.
    - i. Select Add Question.
    - ii. Enter your questions on the Question tab.
    - iii. Click the Answer A tab to input your first answer.
    - iv. Repeat on the Answer B tab, and so forth. Click on the Plus tab to add more answers.
    - v. Select the Correct Answer on the answer that is correct. A star will appear on the correct answer's tab.
    - vi. On every Answer tab you have the option to provide an explanation as to why the answer is correct or incorrect.

- vii. Click the Add button to save your quiz question and answers.

Each question can have 2-5 answers. You must mark one (and only one) answer as the correct answer.

6. Click the Preview Quiz button to see how your quiz will appear to students.
7. When you're ready, click Back to Quiz List to return to the quiz editor and click the Publish button under Actions to publish the quiz.

Are the student scores for custom quizzes I create displayed on my quiz reports, just like the standard quizzes?

Yes.

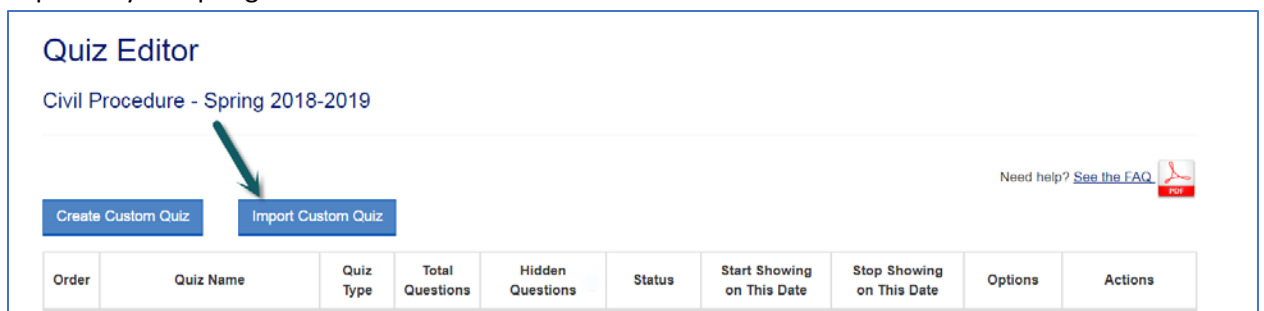
I created a custom quiz set for my fall semester course. How do I make that quiz set available in my spring semester course?

You can import any published custom quiz set you previously created into a new course. For example, to import questions from your fall semester custom quiz into your spring semester course:

1. Create a spring semester course.
2. Open the quiz editor for the spring semester course.

Because you have published a custom quiz set in another course, the Import Custom Quiz button appears on the quiz editor page.

3. Click the Import Custom Quiz button, then select the course, quiz set, and questions you want to import to your spring semester course.



Can I reorder the list of quizzes?

Yes. In the quiz editor, hover over the Order column until your cursor changes to a cross, then drag a quiz to the location you want.



Custom quiz sets you create appear at the bottom of the list by default, but you can drag to reorder them.

9	Ch 9: Disposition Without Trial	Standard	14	0	Published	Show immediately	Display indefinitely	Quiz Options	Unpublish
10	Ch 10: Trials	Standard	15	0	Published	Show immediately	Display indefinitely	Quiz Options	Unpublish
11	Ch 11: Judgments & Appeals	Standard	18	0	Published	Show immediately	Display indefinitely	Quiz Options	Unpublish
13	<a href="#">Custom Quiz #1</a>	Custom	0	N/A	Unpublished	Show immediately	Display indefinitely	Quiz Options	Publish Delete Quiz

### Can I add my own questions to the standard quiz sets?

No. You cannot edit the standard quiz sets, but you can [create a custom quiz](#) that contains a combination of questions you write plus questions from the standard quiz sets.

### Can I edit the questions or answers in a standard quiz set?

No. You cannot edit the standard quiz questions, but you can [create a custom quiz](#) that contains a combination of questions you write plus questions from the standard quiz sets.

### I don't see the quiz editor. What's wrong?

You must create a course before the quiz editor appears on the Faculty Resources tab. If the quiz editor fails to appear even after you create a course, this is because there are no multiple-choice quizzes for the book for which you created a course.