

## Editing the Syllabus Quiz

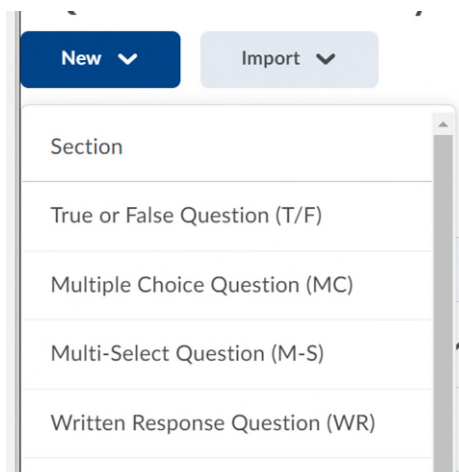
The syllabus quiz is used as an optional quiz which can be implemented to encourage students to read the syllabus and understand it. For a further incentive, instructors could award a bonus point for completing the quiz, however that is a decision that is best left to the instructor, therefore the quiz in the template has not linked the quiz to the Gradebook as a graded item. The FCS Course Templates quiz is set up to award students **ONLY** a badge once they have completed the Syllabus Quiz. This help sheet will describe how to access and edit the syllabus quiz and related components for your course.

### Part 1: Adding Quiz Questions

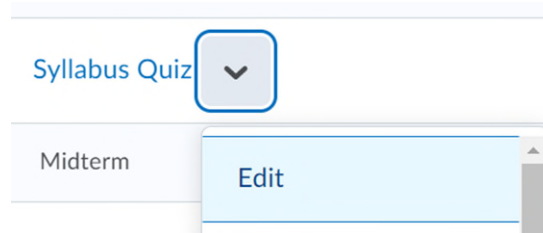
1. Go to Assessment > Quizzes > Quiz Library and select the **“Syllabus Quiz Questions”** folder.



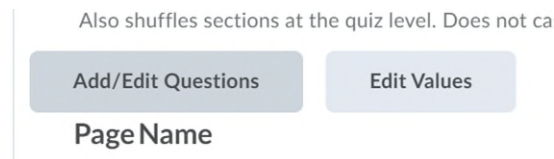
2. Then, click the dropdown on **“New”** and start creating the questions which you will put in your quiz. For the syllabus quiz, it is probably best to do True/False questions, or multiple choice.



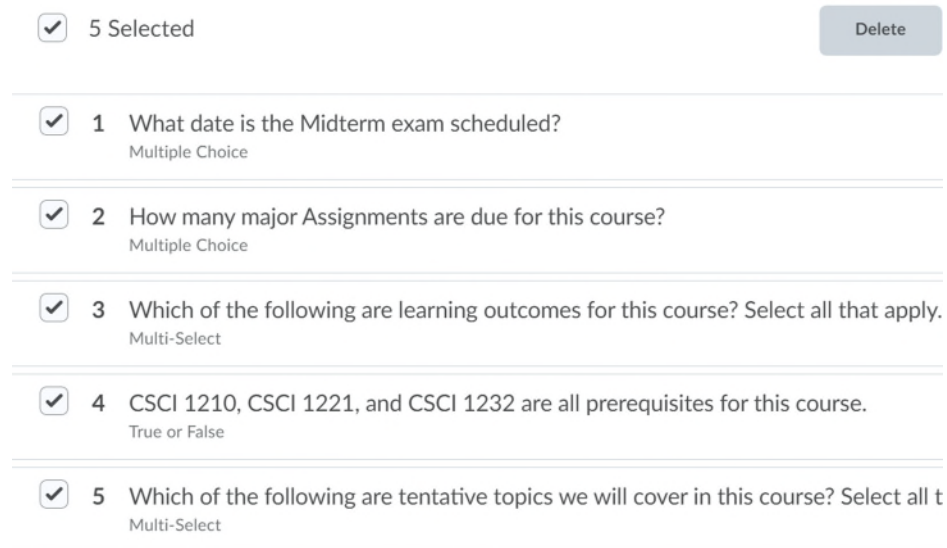
- Once you have added all your quiz questions to the library, navigate back to Assessment > Quizzes, and edit the **"Syllabus Quiz"**



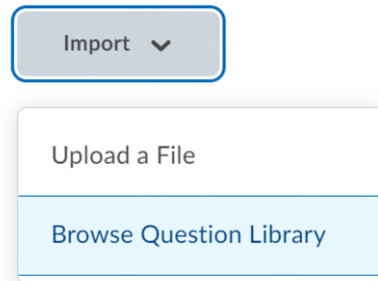
- Scroll down to the Quiz Question section and click **"Add/Edit Questions"**. *If you prefer, you could choose to edit the questions that are in the example and keep or edit the options.*



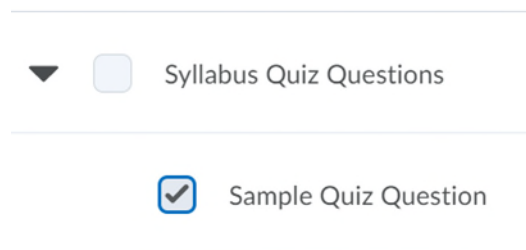
- Select and delete all the sample quiz questions.



6. Once all the questions are deleted, click the Import dropdown, and select “**Browse Question Library**”.




7. Then, open the Syllabus Quiz Question dropdown and select all your questions, and click “**Import**”.



8. If you would like to give a bonus point for the quiz, make sure you change the description for the quiz accordingly. By default, the quiz will only award a badge to a student for completion.



## Part 2: Changing the Associated Badge

1. Start by going to My Tools > Awards > Course Awards to find the “**Completed Syllabus Quiz**” badge. Then click “**Edit Award**”.

  
[Edit Award](#)

### Completed Syllabus Quiz

- Credits: 0
- Award hidden until earned: false
- Conditions: 1

 [Edit Properties](#)  [Remove Award](#)

2. To edit the award, you can change the “**Name**” and “**Description**”.

Name \*

Completed Syllabus Quiz

Description \*


Thank you for taking the time to read the syllabus and complete the associated quiz. Remember, you have unlimited attempts on the quiz, so keep trying till you get 100% to be awarded your bonus point!

3. Next you can change the award image by selecting one from the existing library or add your own.

Choose Award Image \*


[Create your own award image](#)

[From Existing Library](#) [Upload New Icon](#)





4. Once you have finished editing the award, hit “**Save and Close**”.

5. Next, scroll back down to the award and click “**Edit Properties**”.

  
[Edit Award](#)

### Completed Syllabus Quiz

- Credits: 0
- Award hidden until earned: false
- Conditions: 1

 [Edit Properties](#)  [Remove Award](#)

6. Make sure that the “**Release Conditions**” for the badge match what you want for your course. For example, you may need to change this if you imported your own syllabus quiz from another course.

#### Release Conditions

Create

1. Completes 1 attempt(s) on the quiz: Syllabus Quiz ✕