This document outlines the steps to add quizzes to Knowledge Link.

Use the following instructions to add one or more quizzes to an Item in Knowledge Link. These instructions assume the quiz has already been created in Knowledge Link. For more information on creating quizzes, see the document How to Preview, Edit, and Publish a Quiz in Knowledge Link.

### Attach a Quiz to an Item

1. Open the Item in Knowledge Link.
2. If you are replacing an existing quiz, click the red “x” button in the **Remove** column.
   
   **NOTE:** Data associated with the existing quiz will not be deleted. Use quiz reports to access previous quiz data.

3. To add a new quiz, click the green “+” icon and then click **Add Assessment**.

4. If you do not know the Assessment ID, click the magnifying glass to search and select the quiz.
5. Enter the Assessment Name. Do not change any other fields in this window. (“Enable Assessment Review” is checked by default.)

6. Click OK.

7. Repeat steps 3 - 6 if you need to add additional quizzes.

8. If you have multiple quizzes, use the handles to drag and drop the quiz in the desired order.

9. To force sequential completion of multiple quizzes, click the main group title, then click the checkbox for that option. Then click OK.

10. To define other settings, click Settings, then click Modify Settings.
Add Quizzes to Items

11. Select settings as needed for your course, then click OK.

12. Click Save.

13. Click Yes.

If you select No, your changes will not be saved.

Notes:

- If the item is an instructor-led class AND you only want learners to take the quiz in the classroom, check the box for Content available only during specified segments of a scheduled offering. (This option will not appear for eLearning courses.)

  NOTE: if you do not select this option, users in an instructor-led class can take the quiz anytime and potentially get credit without attending class.

- Skip content structure page on launch should be checked if there is only one content object. For items with multiple content objects, do not check this box.
14. A list of users will appear. Users who did not start the course yet are selected by default. (Highlighted below.)

**NOTE:** If you DO NOT see checkboxes to reassign the course, proceed to step 15.

15. At this point, you can choose whether or not to reassign the course to specific people. **NOTE:** **Learners who completed the course will NOT be forced to complete it again.** These steps only apply to learners who have not started the course or learners who started the course but did not complete it.

If the item contains one quiz OR users are unable to complete the course with the current quiz, select the checkbox: (☑ Select all the Users of the search results). This is the simplest and least confusing option. All users will be assigned the same content and all users will need to start at the beginning, even if they started the course.

If the item contains multiple content objects, only select individual users who you know must have the course reassigned. For example, an SME who needs to review the change, or a user who was having trouble with the original course. (See example in image below.) These users will have to repeat all content objects.

**NOTE:** Users that you do not select will see the course as it was before you made changes. (They will see the old quiz.) This may cause confusion in some cases.

16. Click **Finish**. If there are a large number of users, you may need to schedule the job. Otherwise, users will be reassigned immediately.
17. If you limited access to the quiz in step 11, follow the steps below. These steps will automatically make the quiz available during any scheduled offering that is created.

A. Under the Related section, click **Segments**.
B. Click the checkbox in the column labelled **Online Access**.
   
   *If this is a course with multiple days, perform this step only on the segment during which the learners will be taking the quiz.*

C. Click **Save**.