
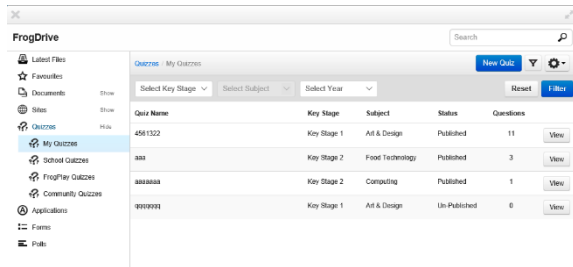


From the navigation bar, click on  to open FrogDrive.

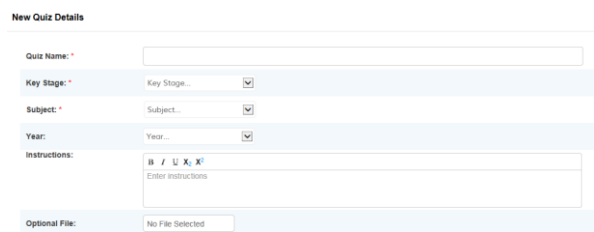
### Stage 1: New exercise



a) Click  **Quizzes** on the left side

b) Click 

### Stage 2: Exercise details



The screenshot shows the 'New Quiz Details' form with the following fields:

- Quiz Name:** A text input field.
- Key Stage:** A dropdown menu with 'Key Stage...' selected.
- Subject:** A dropdown menu with 'Subject...' selected.
- Year:** A dropdown menu with 'Year...' selected.
- Instructions:** A text area with a rich text editor toolbar (B, I, U, X, K) and the placeholder text 'Enter instructions'.
- Optional File:** A file selection button showing 'No File Selected'.

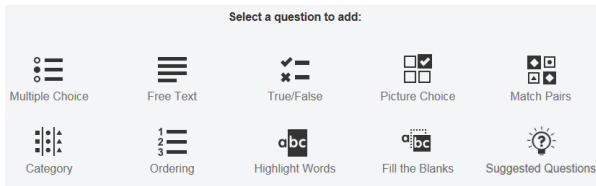
a) Give the Quiz a title.  
*This is what learners will see in the list so make sure it makes sense.*

b) Choose a Key Stage and Subject

c) Complete any additional fields (optional) such as Year and Topic.  
*You can upload an external resource for use with the exercise and leave optional instructions such as 'Read this letter and answer the questions in the quiz'.*

d) When you have completed, click 

## Stage 2: Time to create!



Multiple Choice

B / / U X: X<sup>2</sup>

Enter your question text here

Upload Image  
Upload Audio

Answers

Marks: 1 Level:

Cancel Save Question

New Quiz Questions

What is 10 + 10?

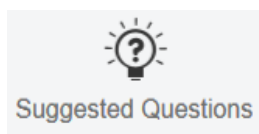
Answers

40

20

30

12



a) You will see the different question styles you can use. Though most quizzes will be largely Multiple Choice, we advise you to use a mixture of these to make the exercise more interesting.

b) Click on the icon which corresponds to the question type you want to create. A question form will pop up.

c) Complete the Form by filling in the text boxes. You can type or you can copy and paste into here.

In this example of a multiple choice question, type in the questions and answers and tick the correct response(s). You do NOT have to have the correct answer in box 1, the quiz will randomise these for the students when played.

Note: You can optionally tag the question with a Level and award different number of marks.

d) Click **Save Question**  
Your question will appear in a list. You will see a preview of the question.

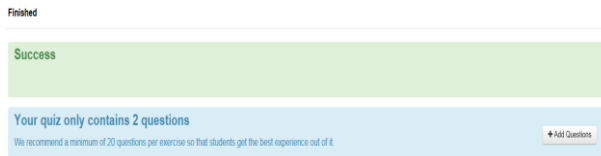
e) To add another question, simply click on another question style.

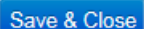
Note: Clicking 'Suggested questions' will display similar questions from the key stage and subject you have allocated to this exercise.

f) After you have added multiple questions, you can re-order them. Click 'Randomise Questions' to the 'OFF' position.

You will notice by selecting Randomise to OFF you have a 'handle' to grab the question and drag it to a different place.

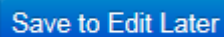
## Stage 3: Publishing the quiz



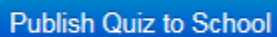
a) Once you have added in all of your questions click on 

b) You may receive a message recommending more questions are added. We recommend an exercise should contain 20 questions to maintain the challenge and duration comparable to Featured quizzes.

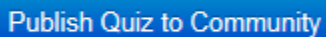
From this screen you have THREE options:



1) Click on this icon to save your exercise. If you run out of time you can finish or edit it at a later date. The exercise will be saved in your exercises but will NOT be activated.



2) Click on this icon to publish the quiz you have created to your school.



3) Click on this icon to publish the exercise to your school AND to share it to the content community.

*Note: though most teachers do not like to share their quizzes, it is a fantastic way for schools to share resources. We need teachers to share these resources for the community to flourish and to save teachers time in creating exercises from scratch each time.*