1. At the top of any page within your Elsevier Adaptive Quizzing course, locate the **Create Quiz Assignment** button at the top of the page.

2. Select the third option on the next screen **Custom by Questions**.

3. Next, determine who will need to see this test. Choosing **Course** will enroll all students currently in the course as well as those yet to enroll. Selecting **Some Students** allows you to choose only specific students already enrolled in the course who will see this test.
4. On the next screen, you will begin the process of selecting questions your students will see on the quiz. You may choose questions by **Topic** or by **Keyword** on the left menu. Once filtered, the questions relevant to that topic or keyword will be displayed to the right on the screen.
5. If a topic is chosen under the **Topic Organization** menu, the filtered questions will appear on the right side of the screen. Additional subtopics will also appear, allowing you to further filter to desired questions.

6. At the top of the screen you will see the number of questions available in your selected topic. You can click **View Question** under each question to see the question in its entirety, as well as the answer and rationale. Select **Add** to add the question to your test.
7. Once you’ve added a question, the number of questions you’ve selected will display under the **Select Questions** portion of your screen and your question will update to indicate you have added that question to your test. You can continue to choose questions from different topics if needed by selecting additional topics from the drop down menu.

8. In addition to selecting questions by topic, you can also select a keyword you would like included in the question, and all questions containing this keyword will be available for you to select.
9. When you are finished adding questions to your test, you can click on Review Questions at the bottom of your screen to finalize your exam.

10. At this time you can remove any questions you no longer want on your exam, and will additionally be able to view all of the questions that will be included on the test. Once you are finished making changes, select Finalize Quiz to complete the settings for your quiz.

11. At the top of your next page, you will be asked to name your quiz, and will be asked if you want this assignment to be Not Graded (the scores for the quiz will be available, but will not report to your gradebook), Graded-Pass/Fail (the student passes if they complete the exam, fails if they do not), or Graded-Scored (the quiz will be graded and the score will report to the gradebook). You will additionally be asked to create this quiz in Study Mode (students see rationales after each question is answered) or Exam Mode (students do not see answers and rationales until the end of the test).
12. At the bottom of this screen, you will be asked to select a date and time the quiz will be available, as well as the date and time the quiz will be due. When all of these selections have been made, select Assign Quiz to assign this quiz to students.

13. Once this is done, you will see this quiz displayed on the Assignments page, as well as on the Home page under Up Next once the quiz is within seven days of the due date.