## How to Assign Points to Individual Questions in a Quiz

**Step 1:** Navigate to "Settings" ----> "General Settings," and select "Assign points to each question" for "Scoring."

## Radio Knowledge Test General Security Score & Time Scoring: Assign points to each question Assign points to the quiz Assign points to each question Time to Complete Quiz:

**Step 2:** Click "Manage Point Assignment" to assign individual points to every question. You can enable 'Negative Marking' for incorrect answers, assign tags to questions, and select a grading method. When you are done making the changes click "Save."

Page 1

Assi	gn points to each question		
	Grading Type Regular Grading • 💿 Negative Mar	rking Yes No ⑦ Assign Tags Yes No	?
Questi	ons	+ Points	-
Q. 1:	Injury Accident(Squad Dispatched)	5	
Q. 2:	Fire	5	
Q. 3:	Suspicious Person/Vehicle	5	
Q. 4:	OFFICER DOWN/OFFICERS NEED IMMEDIATE HELP	5	-
Q. 5:	Non-Injury Accident	5	-
Q. 6:	Come to the station (or given location)	5	-
Q. 7:	See Complainant; Take Report	5	-
Q. 8:	Telephone the Station (Ext. 2197)	5	-
4		4	

**Step 3:** Save your settings to implement the changes.

**Related Articles:** 

How Do I Select Questions At Random From a Pool? How to Grade Essay Questions How to Add Subscript/Superscript to Questions?