

Editing Existing Quizzes

If you've created a quiz in the past and you want to update it to keep it relevant or in line with any curriculum changes, Frog makes it easy for you to do this.

In the quizzes section of FrogDrive, this will display everything in your 'My Quizzes' area. The 'My Quizzes' area displays any quizzes that you have personally created or any other quizzes that you have duplicated. You can choose which quiz you want to edit by:

- Single-clicking on it to highlight it
- Opening the Action Cog in the top right-hand corner.
- Select Edit.

You will be taken to Quiz builder screen. All the information will be populated from the original quiz, but you can change any details you want to from here.

Clicking Next will take you into the questions area. You can edit individual questions by clicking this **pencil button** to the right-hand side.

This will open the question and allow you to make any necessary changes and when you're happy, click the save button will exit out of this window.

If you would like to **duplicate a question**, you can press the copy icon next to the edit pencil. Again, this will open the question, ready for you to alter the duplicated question.

Clicking the **red cross** to the right will delete this question from the quiz all together.

So that's how you would edit the questions that already exist in the quiz, to add more, you need to scroll to the bottom and Select a question type to add and add the content from there.

I'd like to point out that you can also edit school quizzes if you want to, but you will need to **duplicate** that quiz before you can edit it. You can't edit any quizzes from within the 'School Quizzes' area even if you originally created the quiz and then published it to the school.

To duplicate a quiz from here:

- Highlight the quiz
- Open the Action Cog
- Click 'Duplicate Quiz'.

This takes you back into the quiz builder and you can make any edits you need to from within here. This duplicated quiz will be saved to your 'My Quizzes area'.

If you have FrogPlay, you can also use this duplicate and edit process with both FrogPlay quizzes and Community quizzes. You never need to create a quiz from scratch, unless you choose to.