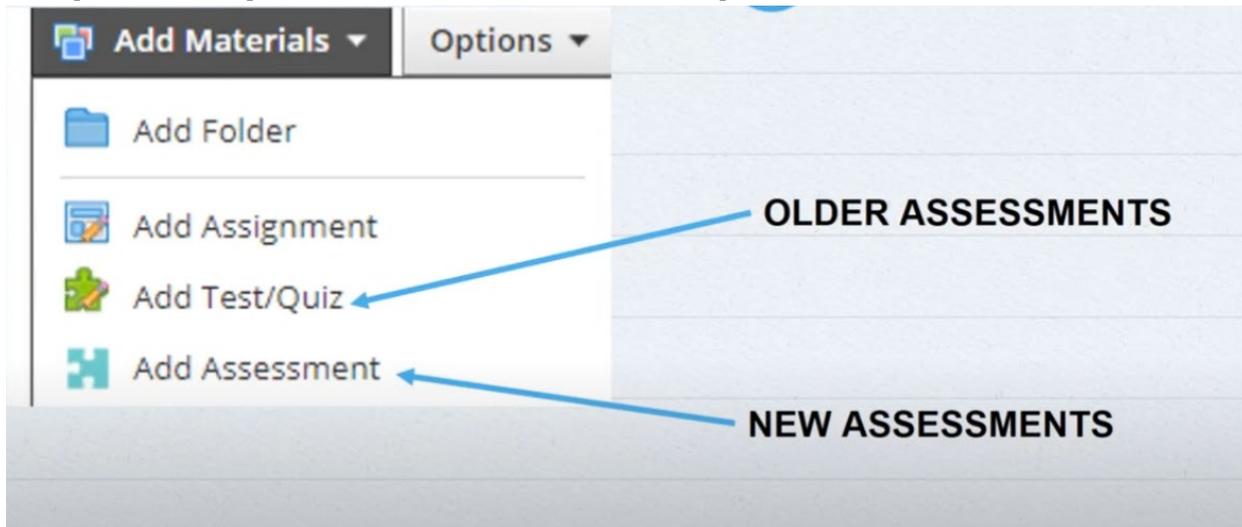
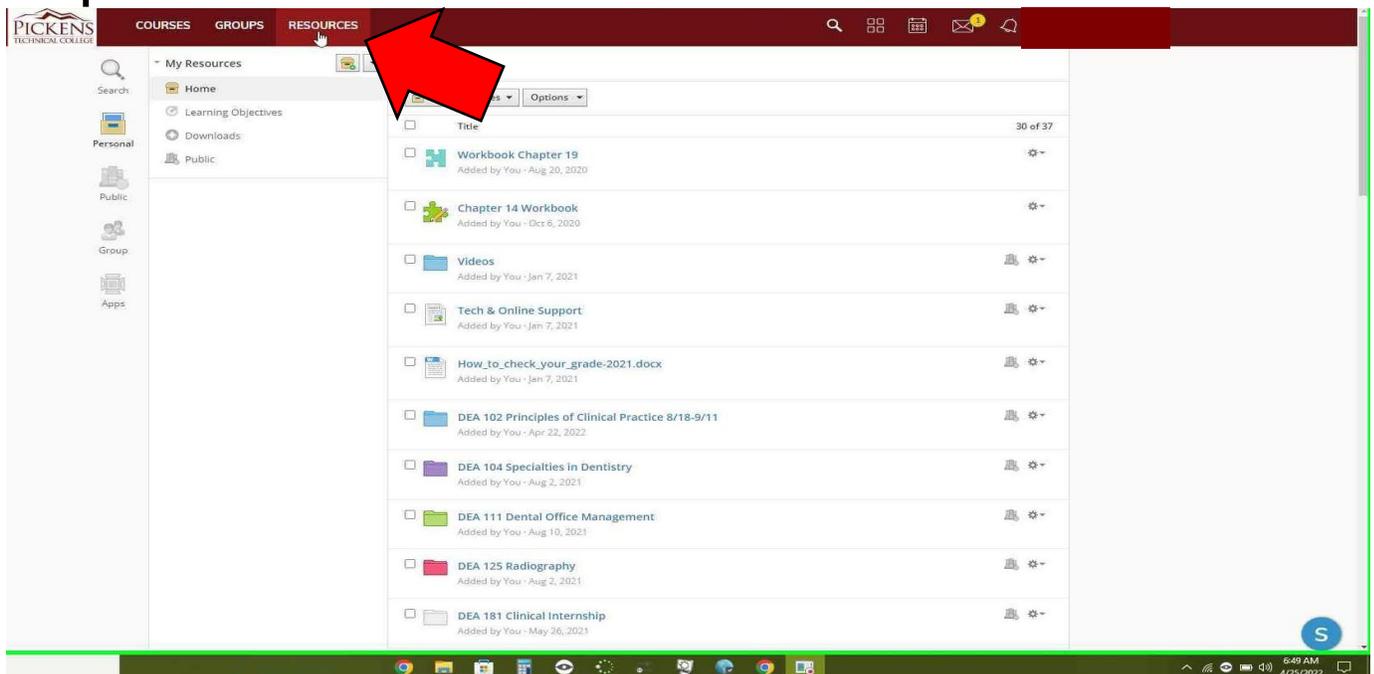


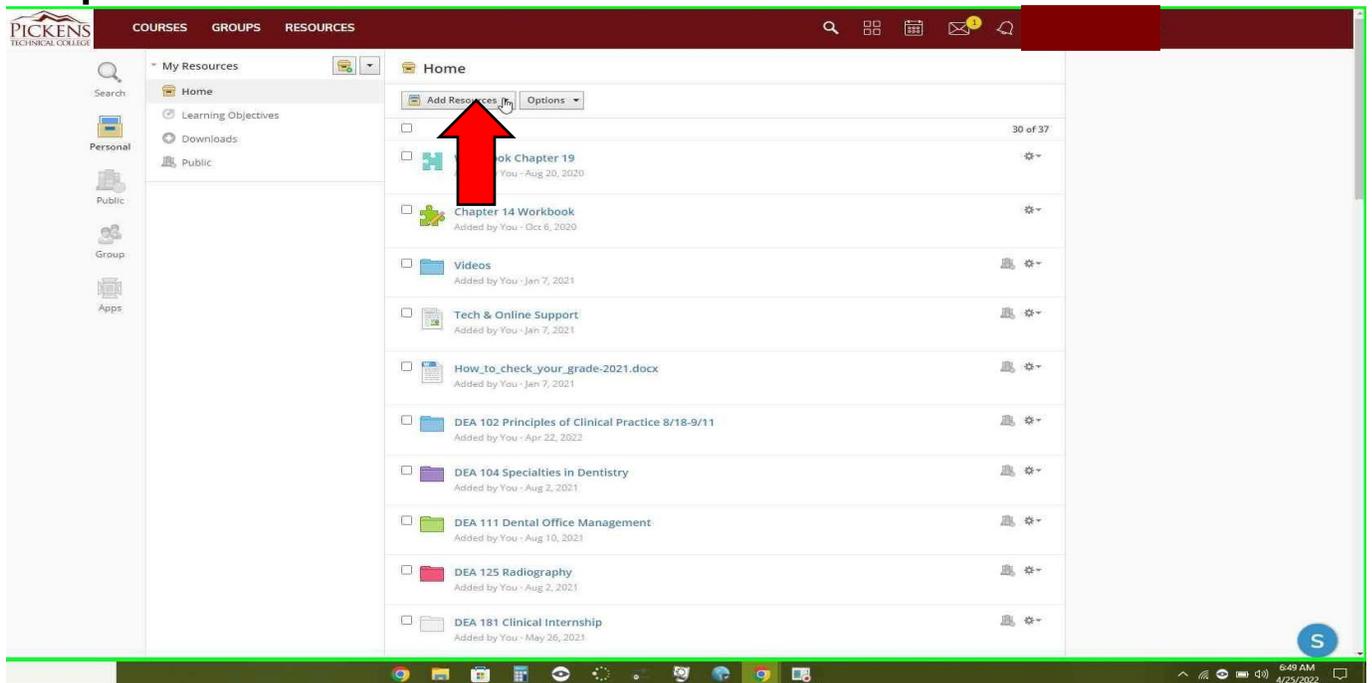
(If the tutorial is too small please zoom in your browser by pressing Ctrl +. Ctrl - will make things smaller)  
If your Schoology quizzes look like the old quizzes (top one), please follow the steps below.



**Step 1: Left click the Resource tab**

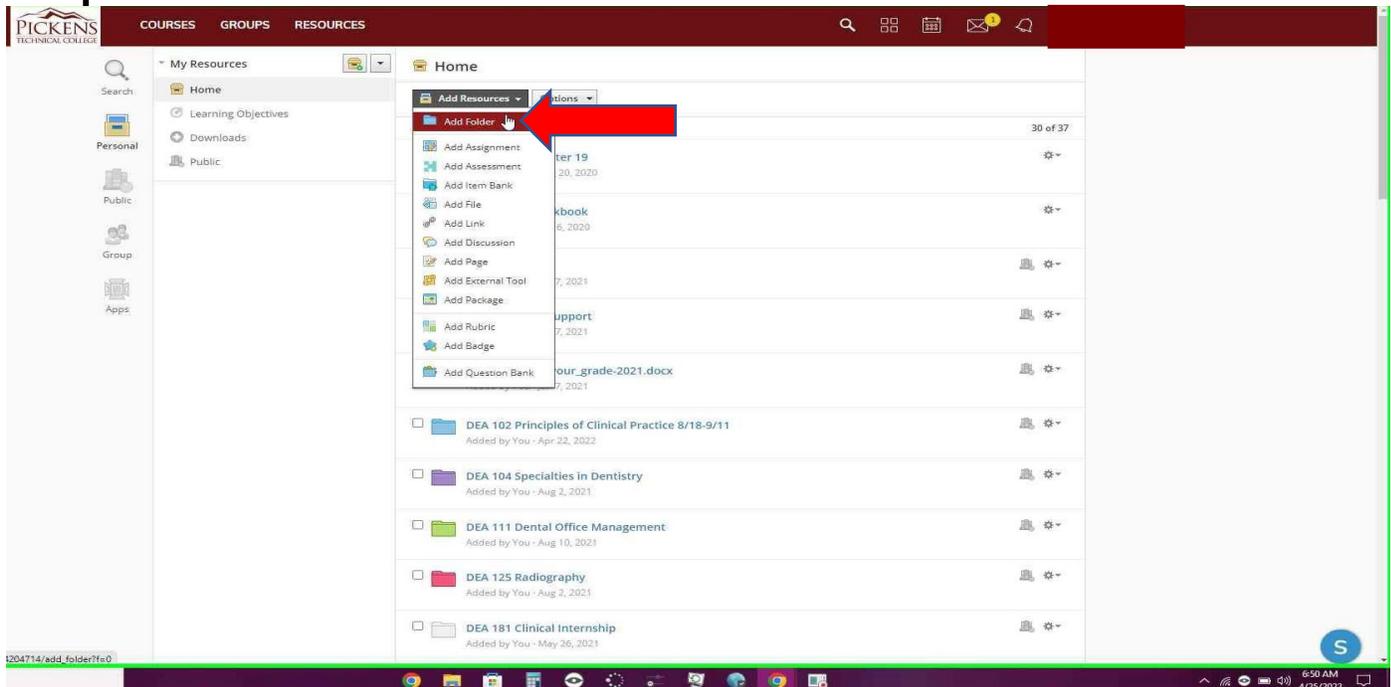


## Step 2: Left click the “add resource” button



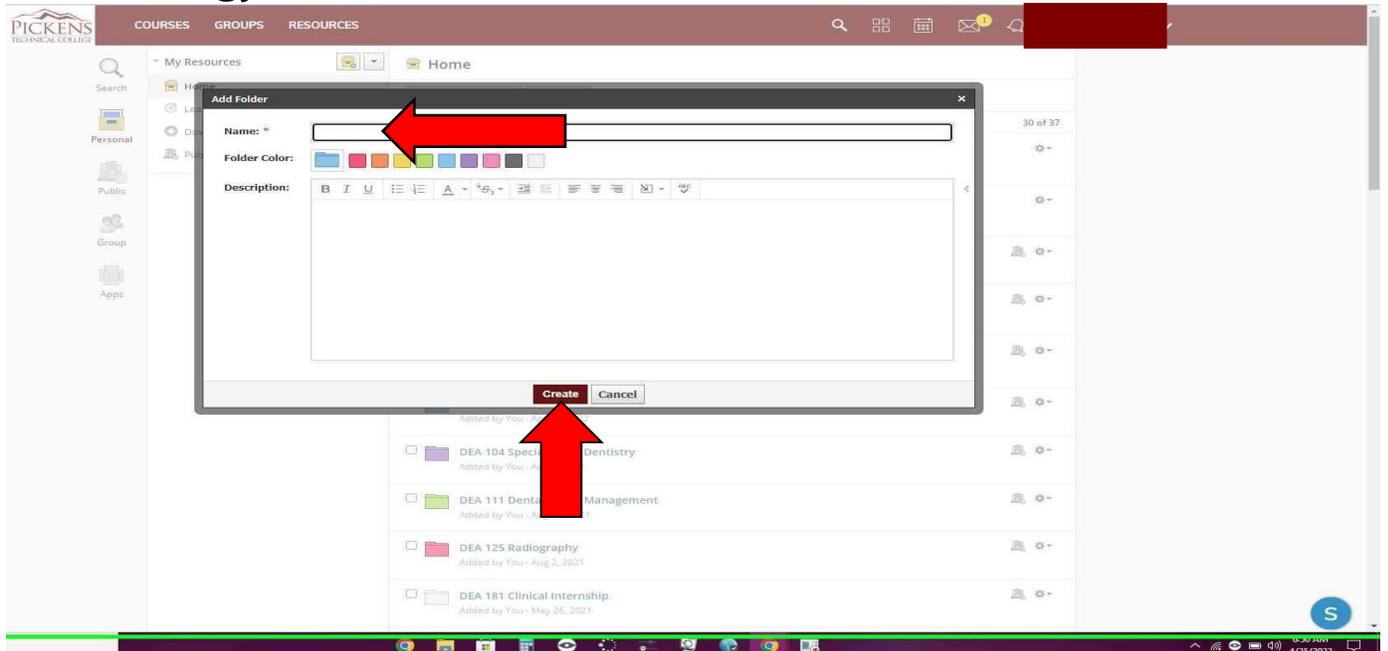
The screenshot shows the Blackboard interface with the 'RESOURCES' tab selected. The 'Home' section is active, and the 'Add Resources' button is highlighted with a red arrow. The interface includes a navigation menu on the left with options like 'Home', 'Learning Objectives', 'Downloads', and 'Public'. The main content area displays a list of resources, including 'Book Chapter 19', 'Chapter 14 Workbook', 'Videos', 'Tech & Online Support', 'How\_to\_check\_your\_grade-2021.docx', 'DEA 102 Principles of Clinical Practice 8/18-9/11', 'DEA 104 Specialties in Dentistry', 'DEA 111 Dental Office Management', 'DEA 125 Radiography', and 'DEA 181 Clinical Internship'. The system tray at the bottom shows the time as 6:49 AM on 4/25/2022.

## Step 3: Left click “Add Folder” Make two folders

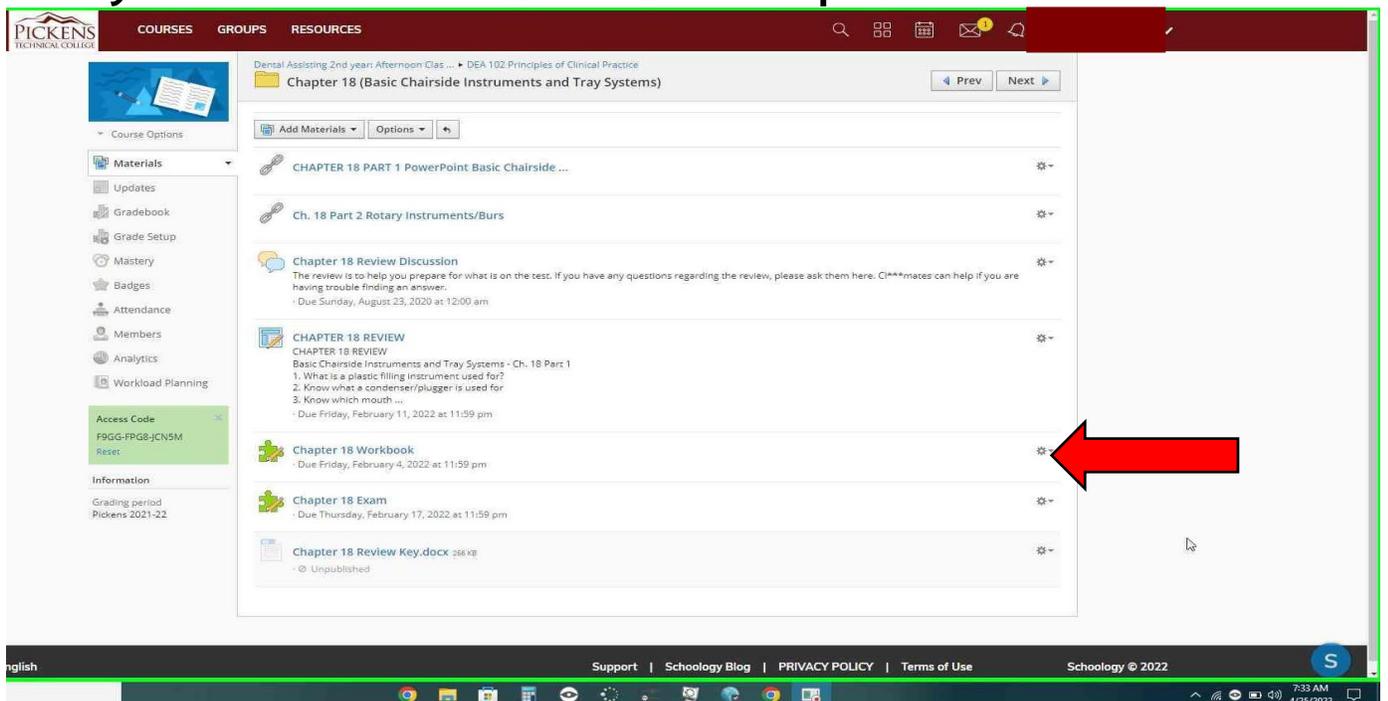


The screenshot shows the Blackboard interface with the 'Add Resources' dropdown menu open. The 'Add Folder' option is highlighted with a red arrow. The interface includes a navigation menu on the left with options like 'Home', 'Learning Objectives', 'Downloads', and 'Public'. The main content area displays a list of resources, including 'Book Chapter 19', 'Chapter 14 Workbook', 'Videos', 'Tech & Online Support', 'How\_to\_check\_your\_grade-2021.docx', 'DEA 102 Principles of Clinical Practice 8/18-9/11', 'DEA 104 Specialties in Dentistry', 'DEA 111 Dental Office Management', 'DEA 125 Radiography', and 'DEA 181 Clinical Internship'. The system tray at the bottom shows the time as 6:50 AM on 4/25/2022.

**Step 4: Create two folders. One folder named “Schoolology Old Quiz” and the other folder named “Schoolology New Quiz”**



**Step 5: Left click the gear next to the old type of quiz that you want to convert to a new quiz**



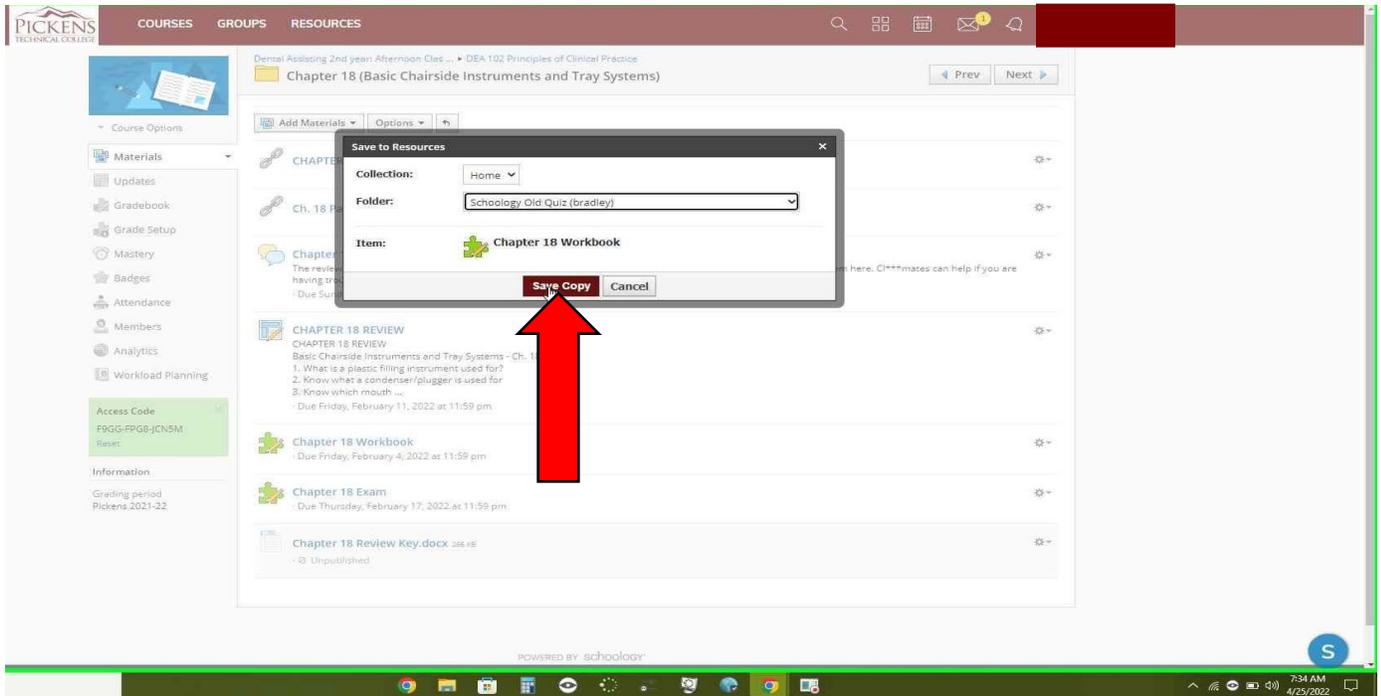
**Step 6: Left click the “save to resources” tab**

The screenshot shows the Schoology interface for a course titled "Dental Assisting 2nd year: Afternoon Clas...". The main content area displays "Chapter 18 (Basic Chairside Instruments and Tray Systems)". A list of materials is shown, including "CHAPTER 18 PART 1 PowerPoint Basic Chairside...", "Ch. 18 Part 2 Rotary Instruments/Burs", "Chapter 18 Review Discussion", "CHAPTER 18 REVIEW", "Chapter 18 Workbook", "Chapter 18 Exam", and "Chapter 18 Review Key.docx". A context menu is open over the "Chapter 18 Review Key.docx" item, with options: Edit, Unpublish, Move, Delete, and Save to Resources. A red arrow points to the "Save to Resources" option.

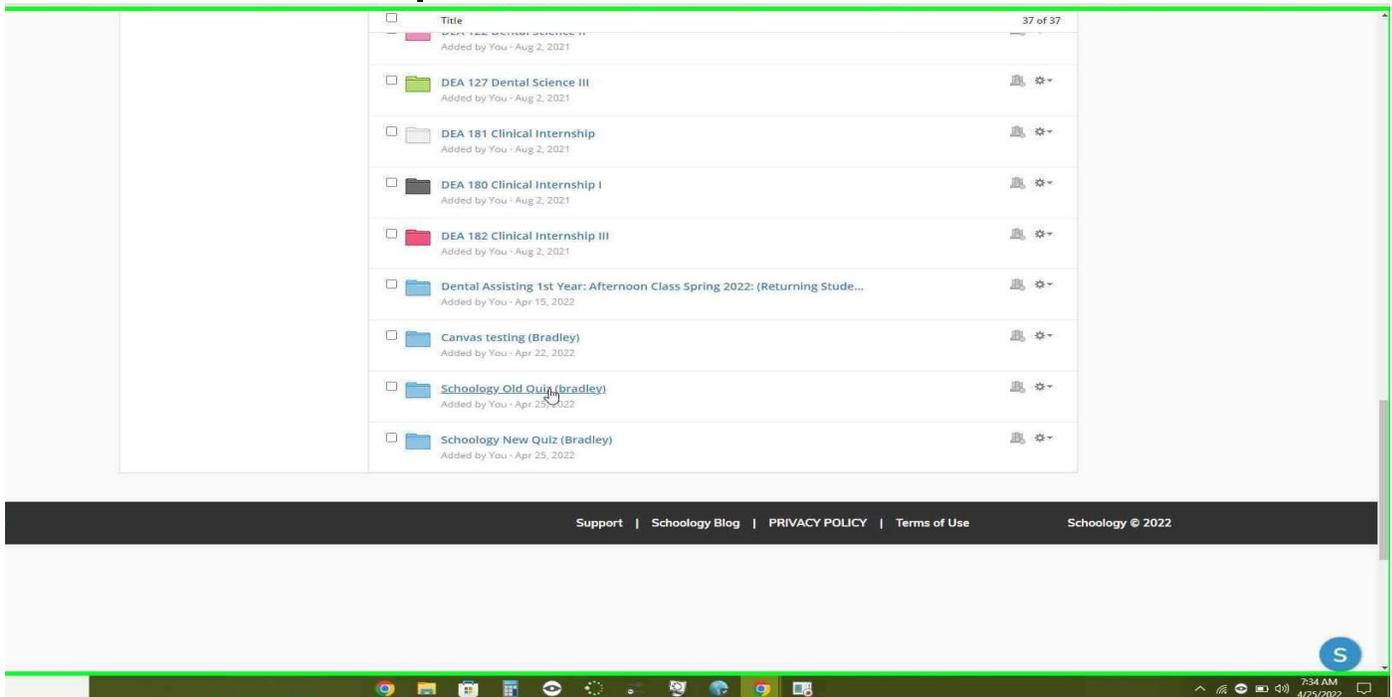
Step 7: Left click “No Folder” then left-click the “Schoology Old Quiz” folder

The screenshot shows the same Schoology interface as above, but with the "Save to Resources" dialog box open. The "Collection" is set to "Home" and the "Folder" is set to "(No Folder)". The "Item" list is expanded, showing various folders and documents. The "Schoology Old Quiz (Bradley)" folder is highlighted with a green box.

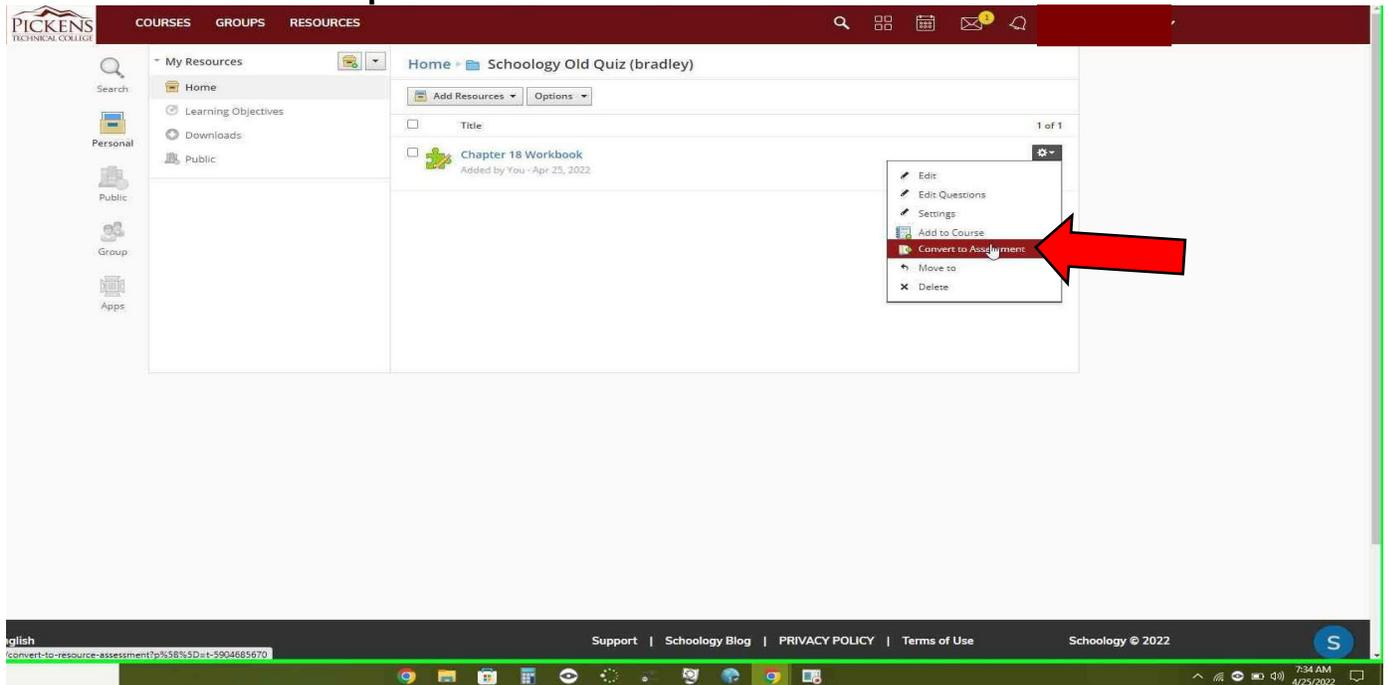
Step 8: Left click the “save copy” button



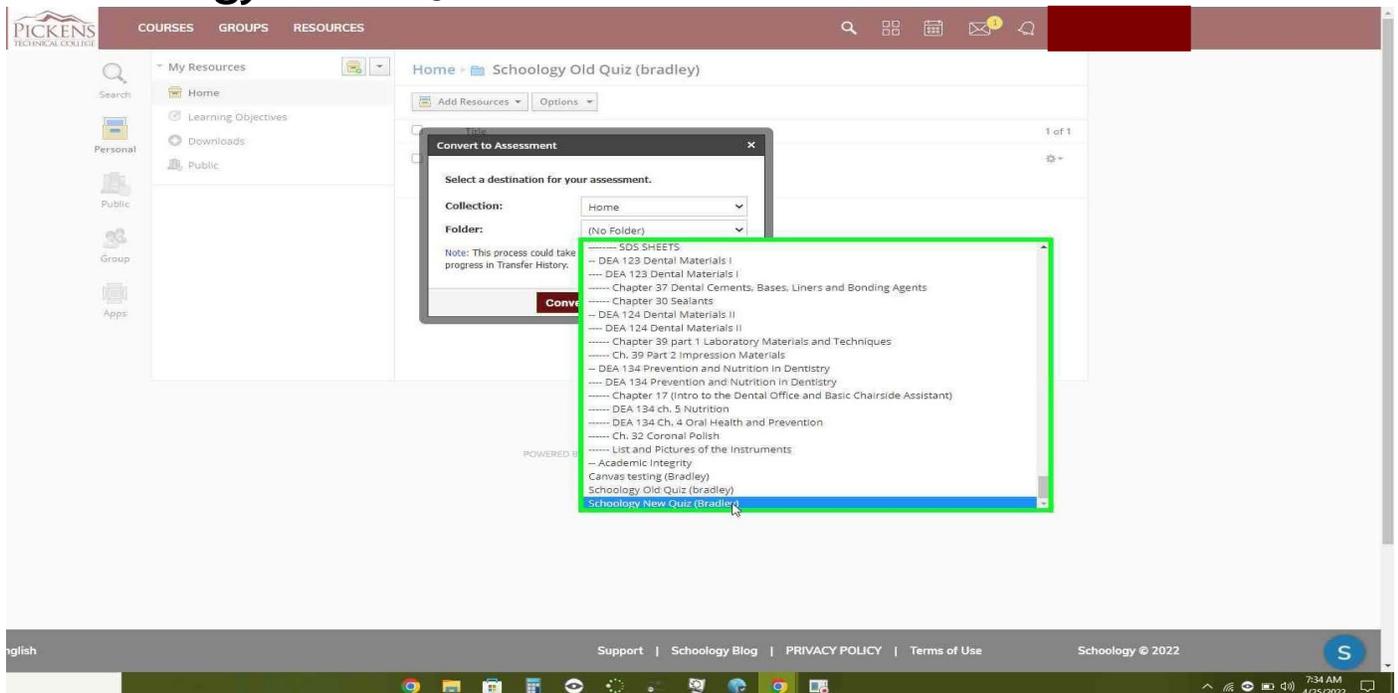
Step 9: Left-click the “Resources” tab at the top. Then left-click the old quiz folder



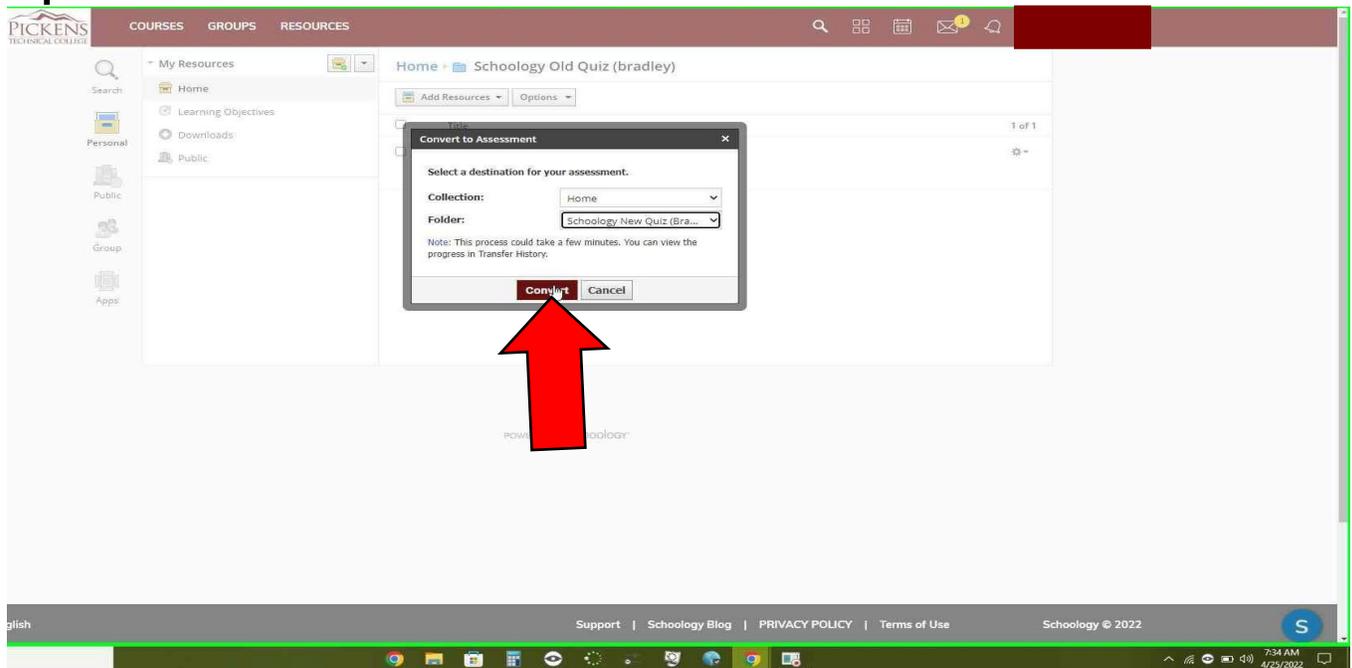
Step 10: left-click the gear. Then left-click the “Convert to Assessment” (new quiz) tab



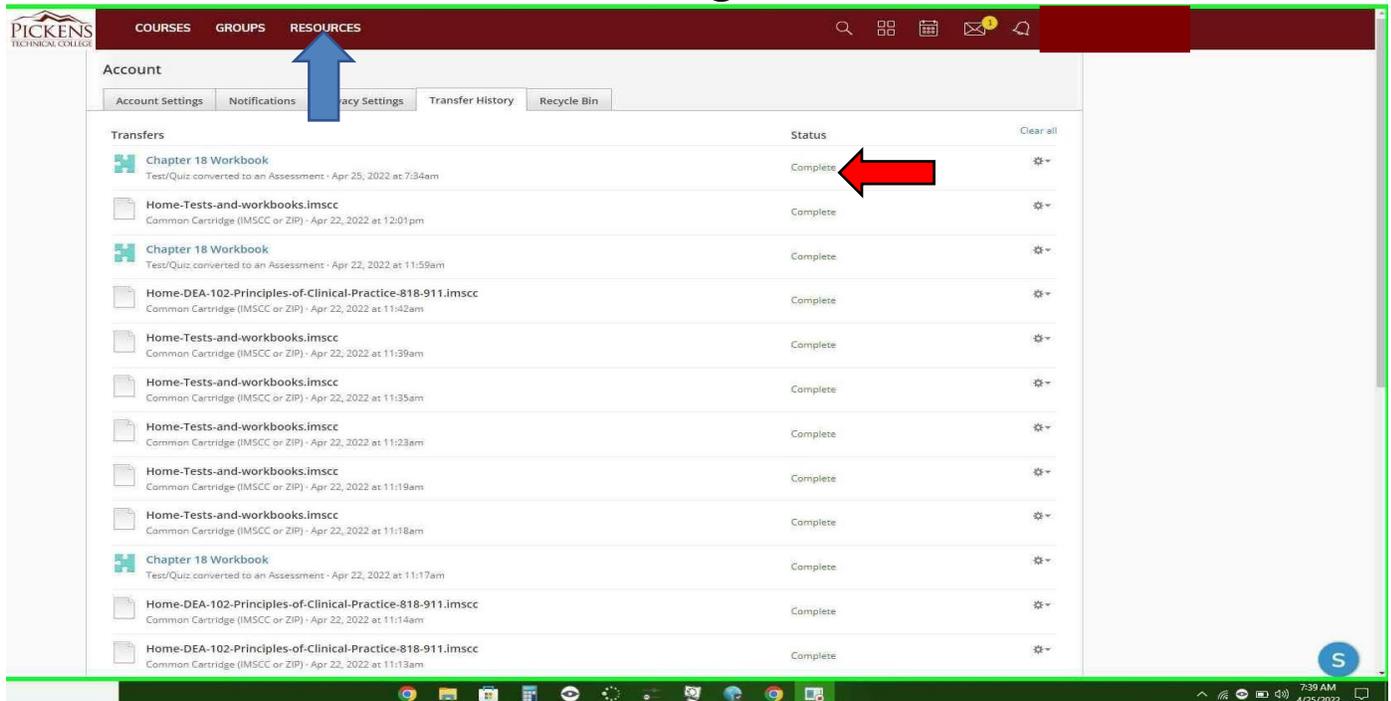
Step 11: Left click the “No folder” Then left-click the “Schoology New Quiz (Bradley)” folder



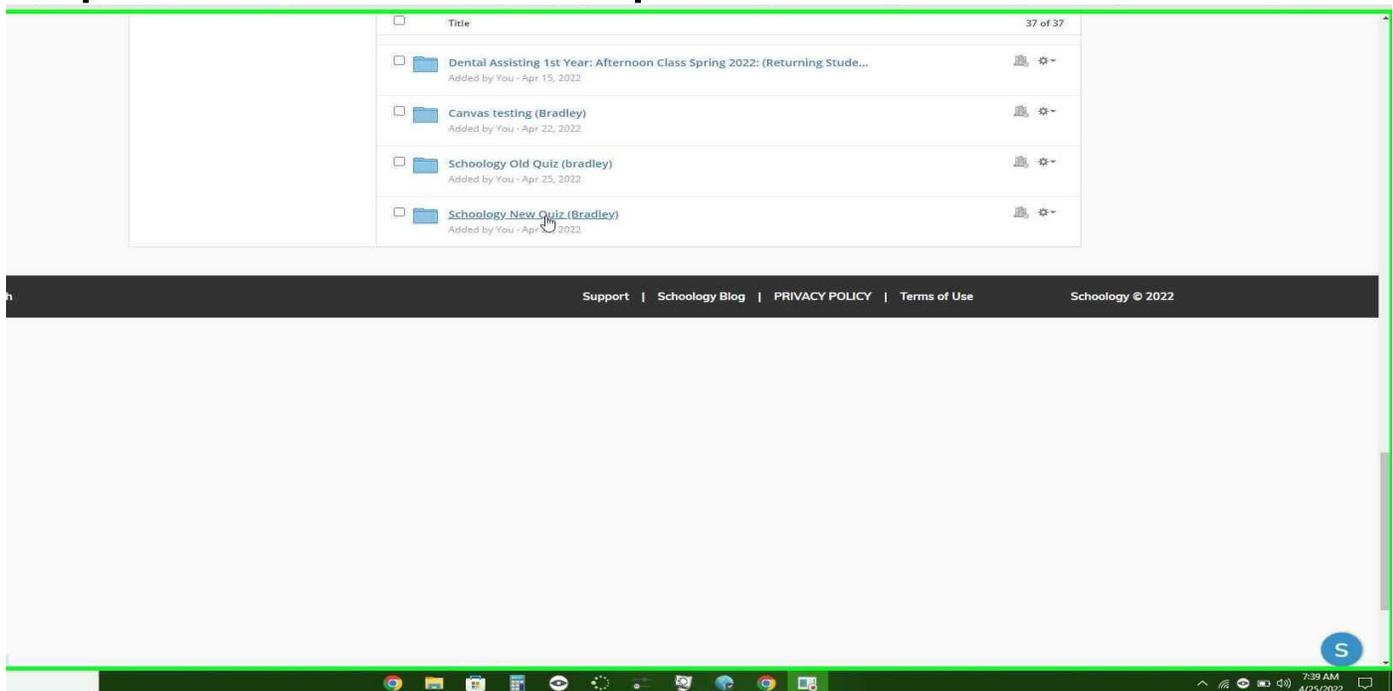
## Step 12: Left click the convert button.



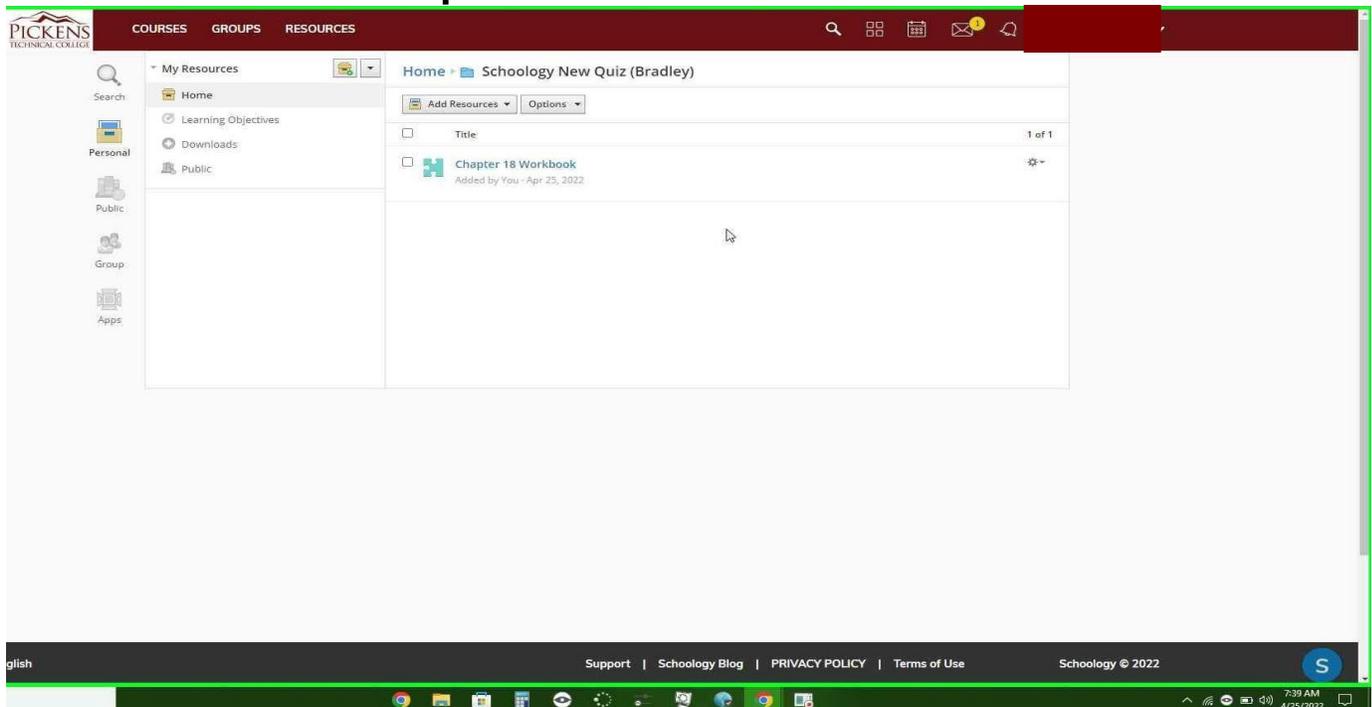
## Step 13: once it shows a complete status. Left-click the "Resources" tab (you may need to refresh the browser to see the status change)



## Step 14: Left click the new quiz folder



Step 15: If your quizzes shows up here as a **new assessment** (New quiz) . You're all done!!



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