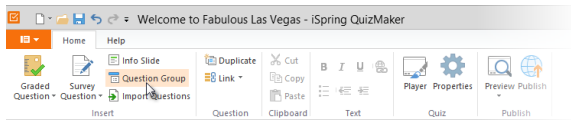


Creating Question Groups

To add a group of questions to your quiz, click **Question Group** on the QuizMaker toolbar.



A new group will be added to the list of questions. The new group does not contain any questions by default. Once a new group of questions is created, you can [add questions to the group](#), [duplicate the group](#), and [adjust individual group settings](#).

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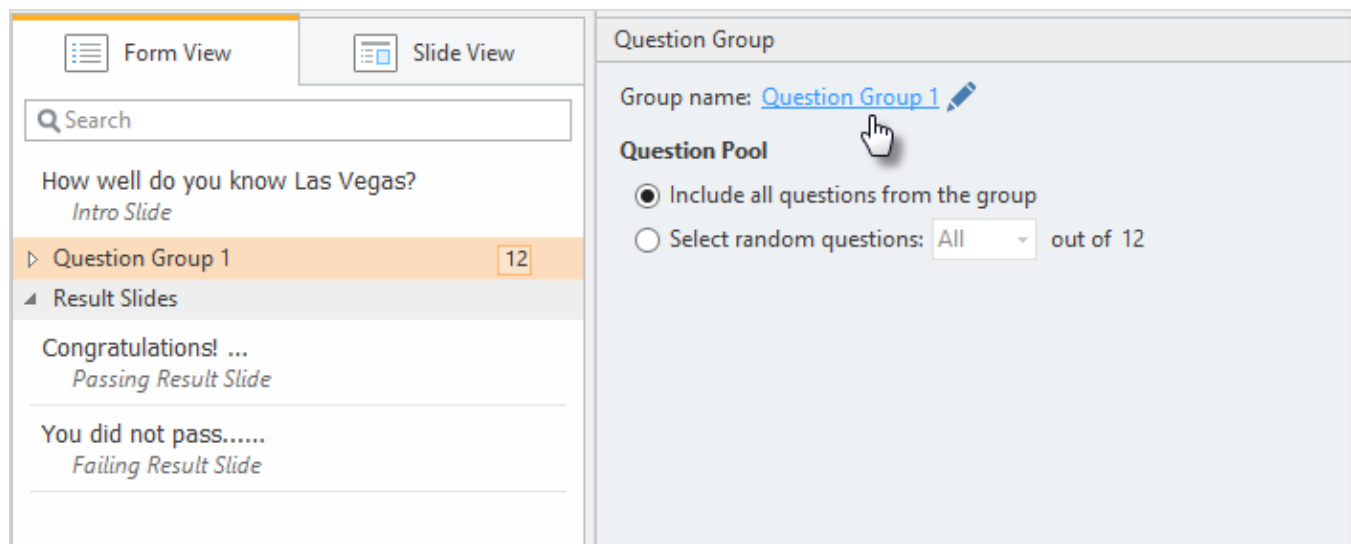
On this page:

- [Renaming Question Groups](#)
- [Duplicating Question Groups](#)
- [Moving Groups](#)
- [Deleting Groups](#)

Renaming Question Groups

To change the name of a question group:

1. Select a group in the **Questions** pane
2. Click the name of the question group or the **Edit** icon
3. Specify a new name of the group in the pop up window
4. Click **Save** to apply and save changes



Duplicating Question Groups

To create a copy of the existing group:

1. Select a group in the **Questions** pane
2. Copy the selected question group using one of the options below:
 - Right-click the group and choose **Copy** from the drop-down menu
 - Choose **Copy** in the Clipboard group on the toolbar
 - Press **CTRL + C** combination on your keyboard

Paste the copied group. A duplicate will appear below the selected group.

Moving Groups

You can rearrange groups order in the list by dragging the groups in the list or using **Move Up** and **Move Down** in the context menu.

Deleting Groups

To delete a selected question group:

- Press **Delete** on your keyboard
- or
- Right-click the group name and choose **Delete Group** in the drop-down menu.

Note: To delete multiple groups, select them while holding **CTRL** or **SHIFT** keys and perform one of the delete actions above. There should be always one group in the list of questions. Last group cannot be deleted.

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