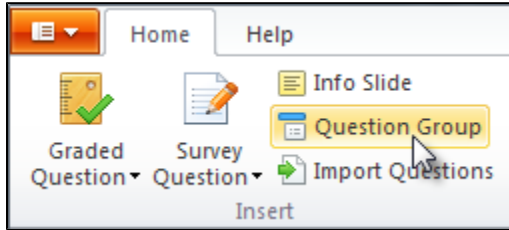


# Creating Question Groups

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.

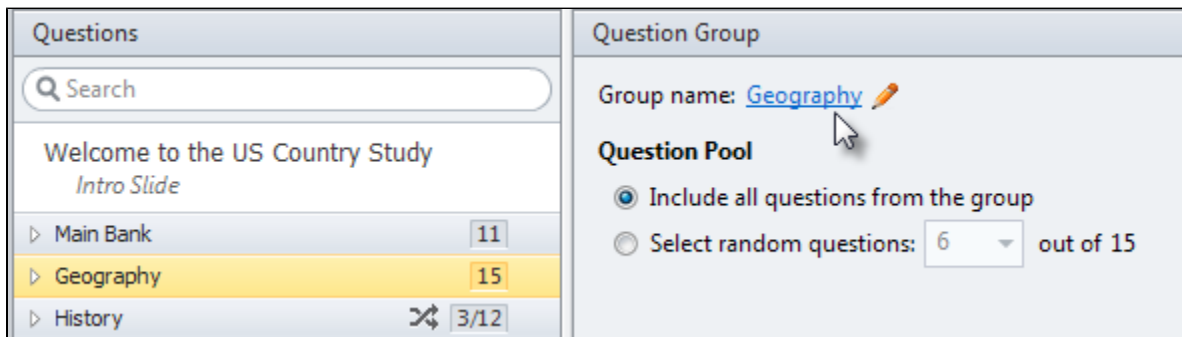
## On this page:

- 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.