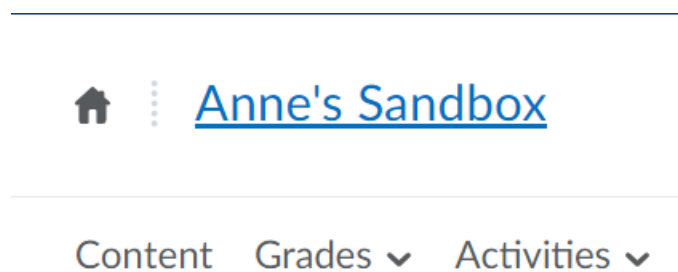# Using Bulk Edit to Deactivate Quizzes
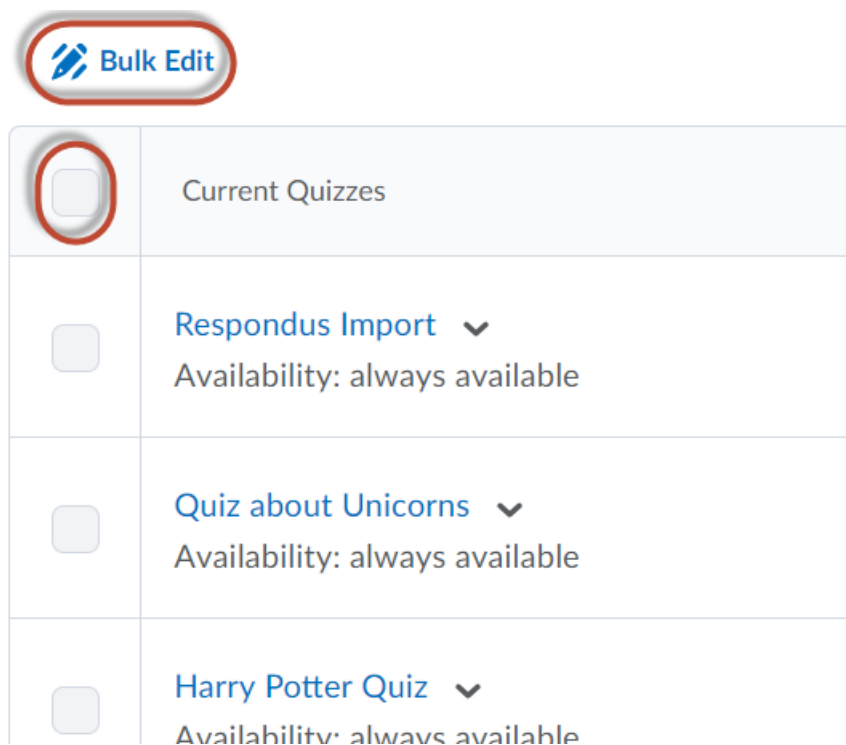
Quizzes need to be made "Inactive" if you do not want students to see them in the Quizzes menu in myLeo Online (D2L Brighstpace). Here's a simple way to do that quickly:

First, access the Activities menu on the Navbar:



Select Quizzes from the Drop-down menu under Activities. This will open the Quizzes home page.

Select the select-box next to each of the quizzes you want to make inactive, or the top select-box to select all of your quizzes. Then hit the "Bulk Edit" button.



Uncheck the boxes under the "Active" column to make quizzes inactive, then hit "Save".