# Quiz Settings

There are five tabbed options presented in this section that will help you manage quizzes in D2L. As instructor, you control how each test is delivered, graded, released to students, and viewed after completion.

## Properties

To set quiz properties,

1. Select Quizzes from the Evaluation group.
2. Click on the quiz title.
3. Click the Properties tab, if not selected.
4. If you would like this quiz to be linked to a grade item, select the item from the drop-down list, or create a new grade item by clicking the add grade item link.
5. Select the box next to Auto Export to Grade to have the score automatically moved to Grades.
6. Select the box next to Automatic Grade to allow the quiz attempt score to be graded immediately after the student has submitted the quiz. The results must have been set to release in Submission Views.
7. Select other options as desired.
8. Click on Save to save and remain on the same page or Save and Close to return to the quiz list page.

## Restrictions

Use the options located under the Restrictions tab to set up the availability and timing of a quiz.

1. Click on the Restrictions tab.
2. In the Availability section, set the Status and quiz Start and End dates and times. Users can access quizzes that have been set to Active status.
3. Choose a Start Date and Time using the drop-down lists and calendar icon. If you do not want your quiz to have a specific start date, leave the box unchecked.
4. Choose an End Date and Time using the drop-down lists. If you do not want your quiz to have a specific end date, leave the box unchecked. Click on the "display in calendar" checkbox to display the end date in the calendar.
5. Security Options: Check the appropriate boxes to require students to use the Respondus Lockdown Browser to take a quiz or to view quiz feedback and results. [Learn more about Respondus Lockdown Browser.](http://www.respondus.com/products/lockdown.shtml)
6. Under Optional Advanced Restrictions, enter a password to restrict access to the test until a password has been entered.
7. In the Timing section, set a time limit for your quiz by typing the applicable number of minutes in the Time Limit field. The default time limit is 120 minutes.
8. Choose to Enforce the time limit or Show a Clock by checking the corresponding boxes.
9. Enter a Grace Period in the text field. This value determines the number of minutes the user has after the time limit has expired to submit the quiz before it is flagged as late.
10. Late Submissions:
    1. Allow Normal Submission: Users can always submit their quiz, regardless of time limits. If the quiz is submitted after the Time Limit, no points are deducted. Submissions will be flagged as late but still auto graded provided that option was set in the Properties tab.
    2. Use Late Limit of: Users can always submit their quizzes, regardless of the set time limit. If the quiz is submitted after the Time Limit + Late Limit time expires, the user receives a score of 0 on the quiz. You can manually grade this score if you feel that the user deserves more than 0. The Late Limit restriction only applies if the "enforced" check box is selected. The instructor can go to Grade quiz, find the student's Attempt, and then Regrade to allow the quiz to be graded.
    3. Auto-Submit Attempt: After the time limit and grace period expire, the quiz does not complete any action that users try to perform, but prompts them to submit their quiz attempt. If users take no action, the quiz shows the attempt as 'attempt in progress' in the quiz grading area. To enable auto-submission you must also select "enforced."
11. Click on Save to save and remain on the same page or Save and Close to return to the quiz list page.

Note: When the Auto-Submit Attempt option is active, the system submits all questions saved before the time limit plus the Grace period has expired. However, any questions that have not been saved before this time limit has expired, even if they have been answered, will not be submitted. Participants need to save their answers before the time limit expires.

## Advanced Availability ─ Special Access

Use the Special Access feature to override the availability and timing settings of a quiz for specified individuals. Special Access accommodates students with special testing needs or students that deserve a make up. You can:

* Increase the quiz time limit for special-needs users.
* Allow individual users to have different start and end dates.
* Change the quiz availability dates for a make-up quiz.

Because the quiz can only appear one way to students, they will see it with the regular Restrictions unless they are specifically chosen in the Special Access. In the Advanced Availability section, there are two options: "Allow selected users special access to this quiz" and "Allow only users with special access to see this quiz." The second option blocks all other users from seeing their quizzes or quiz results.

To set special access,

1. Click on the Restrictions tab.
2. Click the Add Users to Special Access button. The Add Special Access page displays.
3. Choose the dates and time limits as desired.
4. Check the boxes for special access users.
5. Click Add Users to Special Access button. The Add Special Access page closes, and your new special access item appears under Add Users to Special Access button.
6. Click on Save to save and remain on the same page or Save and Close to return to the quiz list page.

## Attempts

Here you can specify the Number of Attempts and Overall Grade Calculation.

1. Click on the Attempts tab.
2. Choose the number of attempts allowed from the drop-down list.
3. Choose an Overall Grade Calculation option from the drop-down list.
4. Click Save.

## Submission Views

Use the Submission Views tab to define the information a student sees after submitting a quiz attempt.

Example: Do you want the students to see the incorrect answers immediately after the quiz is submitted? Should it display the correct answers? Should it contain the student's responses?

If you want to release the information as soon as a student submits a quiz, click on Default View and change the settings. If you want to release the information after the Quiz Period (last date the quiz can be taken) is over, then click on click on Add Additional View and apply a date restriction to the Submission View.

1. Click the Submission Views tab within a quiz and click on the Default View or the Add Additional View button.
2. Click Yes and choose an option from the Show Questions list.
   1. Show questions answered incorrectly: Only shows students questions they answered incorrectly. NOTE: As you review the options in D2L, click on each question mark at the end of an option to read about the feature.
   2. Show questions answered correctly: Only shows students questions they answered correctly.
   3. Show all questions without user responses: Shows all of the quiz questions the student did not answer.
   4. Show all questions with user responses: Shows all of the quiz questions the student answered.
   5. Show question answers: Shows the answers next to each Question that appears. Answers will not appear for Questions that are not displayed.
   6. Show question score and out of score. Shows the final score and possible score.
3. Or, click No if you do not want to release quiz questions after a student submits a quiz.

NOTE: If you are using more than one Submission View, then the newest View will supersede the other views. Click on Save and then choose Save and Close to continue with quiz settings.

**Questions/Layout**

To add or remove questions or sections to your quiz:

1. Click on the Layout/Questions tab within a quiz.
2. Click the Add/Edit Questions button to add or edit questions. Click the Done button to return to the Questions/Layout screen.
3. Set the number of questions that will be displayed per page by typing the number in the Place Questions Per Page text box and click on Apply. Using a small number of questions per page reduces load time.
4. Check the Paging box to prevent moving backwards through pages.
5. Click the Edit Values button to change question values.
6. Click on Save to save the changes or Save and Close to return to the Quiz list page.