



D2L QUIZZES

Become familiar with creating and assessing quizzes using D2L's quiz builder.

[Office of Online Learning](#)



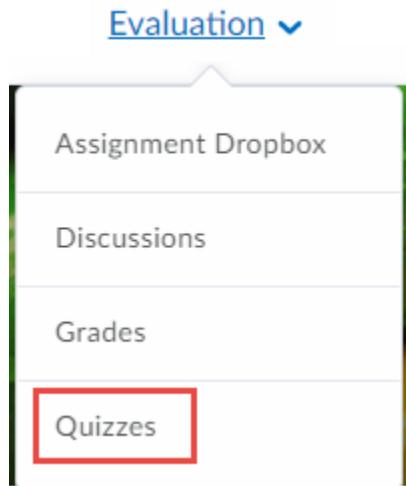
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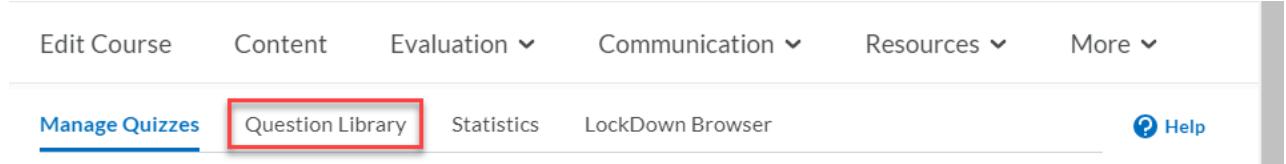
Navigate NS Online

Add Questions to your Question Library

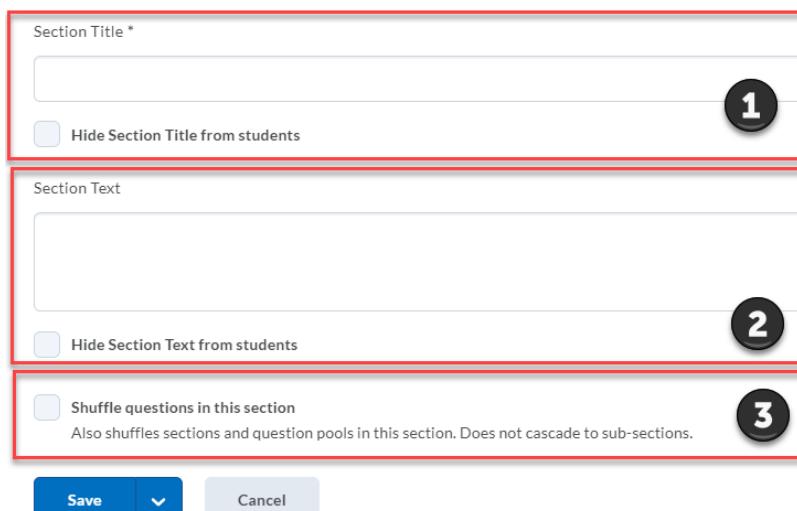
1. To build your question library select Quizzes from the Evaluation group.



2. Select the “Question Library” tab:



3. Click the blue “New” button and then “Section” from the dropdown menu:



Section Title *

1

Hide Section Title from students

Section Text

2

Hide Section Text from students

Shuffle questions in this section
Also shuffles sections and question pools in this section. Does not cascade to sub-sections. 3

Save Cancel

- 1) Give your Section a title. Note that you can opt to have the title of your section hidden from students by checking the box.
- 2) You may add option Section Text. Note that you can opt to have the text for your section



- hidden from students by checking the box.
- 3) Check the "Shuffle questions in this section" box, if you want the questions to appear in a unique, random order for students.
 - 4) Click Save.
4. Use this "New" > "Section" process to create a structure for your question library. You may decide to have one section folder per chapter, per unit, per topic, etc. Once your structure is begun, you can begin adding questions to the section folders, which will later be imported to specific quizzes or assessments.
5. Once your section folder(s) exist, you may begin adding individual questions to them. To do this, click the section in which you will be adding questions:

A screenshot of a web-based application interface for managing questions. At the top, there are several buttons: Move, Delete, Order, Edit Values, and Publish to LOR. Below these is a table with columns for Name, Type, Points, Difficulty, Mandatory, and Last Modified. There are two rows in the table. The first row has an empty checkbox and the name 'Name'. The second row has an empty checkbox, the name 'Chapter 1' with a dropdown arrow, and the status 'Shuffling is on'. The last column shows the date 'Aug 7, 2020 11:35 AM'. At the bottom left of the table area, it says 'Total: 1 Section'. A red box highlights the 'Chapter 1' entry in the list.

6. Click the "New" button, then select the question type you wish to add from the dropdown menu.
7. Create the question by adding the question text, and the correct answers. Note that all question types can be auto graded *except* the long answer. To view an overview of question types, see the video [Question Library – Overview of Question Types](#).

Create Quiz

8. To create a quiz, select Quizzes from the Evaluation group.

A screenshot of a navigation menu titled "Evaluation". The menu items are: Assignment Dropbox, Discussions, Grades, and Quizzes. The "Quizzes" item is highlighted with a red box.

9. In the "Manage Quiz" tab (which opens on default), click the "New Quiz" button:

A screenshot of the "Manage Quizzes" tab. It features three main buttons at the bottom: "New Quiz" (highlighted with a blue box), "Edit Categories", and "More Actions". Above these buttons, there are tabs for "Manage Quizzes", "Question Library", and "Statistics".



From the “New Quiz” screen, there are six 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

General

1. Name your quiz in the “Name” text box:

Name *

Note that your quiz must be named before you can set any additional preferences.

2. If desired, add your quiz to a category. Note that these categories are an internal method of organizing your quizzes (especially helpful if you have a multitude of quizzes) and does not affect the delivery or grading of the quiz; this category section does not correspond to the gradebook categories.
3. See next section for how to add questions by selecting the “Add/Edit Questions” button.
4. Specify how many questions per page students will have access to while taking the quiz. If no parameters are entered, the entire quiz will appear on the same page.
5. Check the “Shuffle questions at the quiz level” box, if desired.
6. Include a Description/Introduction and/or Page Header/Footer by clicking the appropriate “expand” link.
7. Check desired “Optional Advanced Properties”: (1) Allow hints, (2) Disable right click (prohibits users from printing quiz questions by right-clicking on a question when taking a quiz), and (3) Disable pager and alerts (prohibits access to pager tool or their alerts if a quiz attempt is in progress).
8. If desired, include your NSCC.edu email address to receive an email message anytime that a user completes a quiz attempt.

Quiz Questions

1. Click the Add/Edit Questions button to add or edit questions in the Quiz Questions section. This will direct you to the Quiz Library page.

Quiz Questions

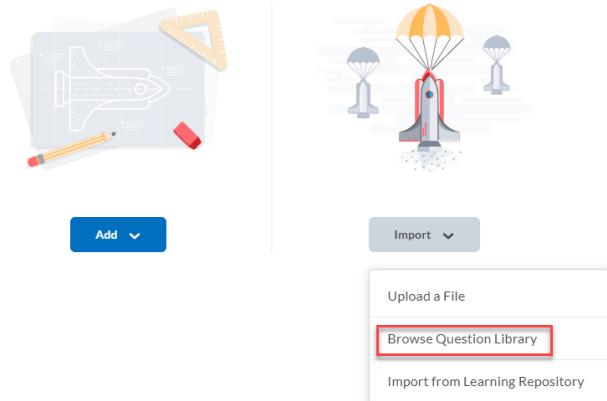
This quiz is empty.

Add/Edit Questions

2. Select “Import,” and then “Browse Question Library” from the dropdown menu:

Ready to begin adding quiz content?

Click the Add or Import button to get started



3. Select your appropriate questions from the “Browse Question Library” panel, then click “Add.”

Restrictions

Dates and Restrictions

1. Using the Status dropdown menu, set the quiz to “active” if you would like students to have access to the quiz. If you are creating a quiz for use at a later time or semester, leave the status set to “inactive”:

Status



1. In the Availability section, set the Start and End dates and times. If you do not want your quiz to have a specific start date, leave the box unchecked. If you do not want your quiz to have a specific end date, leave the box unchecked.

Availability

Has Start Date

1/22/2018

1:19 PM

Now

Has End Date

1/29/2018

7:19 PM

Now

United States - Chicago

United States - Chicago

Display In Calendar

2. Click on the "display in calendar" checkbox to display the end date in the calendar.
3. Set any desired Release Conditions by clicking the “Attach Existing” or “Create and Attach” buttons in the “Additional Release Conditions” section.

Additional Release Conditions

[Attach Existing](#)

[Create and Attach](#)

 [Remove All Conditions](#)

There are no conditions attached to this item.



4. 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](#).

Respondus LockDown Browser

Required to take this quiz

Required to view quiz feedback and results

5. Under Optional Advanced Restrictions, enter a password to restrict access to the test until a password has been entered, if desired.
6. 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.

No Time Limit Enforce a time limit

Recommended Length

120 minute(s)

Will be displayed before the quiz starts

Show clock

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, and change the quiz availability dates for a make-up quiz.

1. Click the Add Users to Special Access button. The Add Special Access page displays.
2. Set the dates and time limits as desired in the “Availability” section.
3. In the “Timing” and “Attempts” sections, make any changes to the quiz’s default timing options.
4. At the bottom of the page, you will see a list of all the students enrolled in the course. Check the box next to each student for whom you are granting special access.
5. Click the “Add Special Access” button to save:

Special Access

Type of Access

- Allow selected users special access to this quiz
- Allow only users with special access to see this quiz

[Add Users to Special Access](#)

Assessment

1. 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. This setting must be turned on for grades to be automatically sent to the gradebook, and for the default submission view to be released to users when they complete an attempt:

[Automatic Grade](#)

- Allow attempt to be set as graded immediately upon completion [?](#)

2. If you would like this quiz to be linked to a grade item, select the item from the “Grade Item” drop-down list, or create a new grade item by clicking the [add grade item] link:

[Grade Item](#)

[None](#) [▼](#) [\[add grade item\]](#) [?](#)

3. Select the box next to Auto Export to Grade to have the score automatically moved to Grades.

[Auto Export to Grades](#)

- Allow automatic export to grades [?](#)

4. If desired, add an existing rubric or create a new rubric in the “Rubrics” section:

5. Set the “Attempts Allowed” and the “Overall Grade Calculation” in the “Attempts” section:

Attempts Allowed



Optional Advanced Attempt Conditions will appear if a number of attempts from 2 to 10 is applied.

Overall Grade Calculation



Objectives

Use the Objectives tab to associate a quiz with a learning objective. By associating a quiz with a learning objective, you can tie the assignment to a competency you want your users to master. This association can be a basic association or an association with a rubric-based assessment.

1. Click Associate Learning Objectives:

2. Browse or Search for the learning objectives you want to associate with the quiz.
3. Select the check boxes beside the learning objectives you want and click Add Selected.

Submission Views

Use the Submission Views tab to define the information a student sees after submitting a quiz attempt. The default setting shows students their score immediately upon grading, but does not allow them to see how they scored on individual questions or to view class statistics about the quiz. To change these settings,

1. Click the “Default View” link:

Default View

The following is the submission view that will be released to users

Date: immediately

Show Questions? No

Statistics: none

This will direct you to the “Add View” page.

2. If desired, make changes to the message displayed at the completion of the quiz in the “Message” textbox.

3. In the “View Details” section, you can customize the types of questions students are able to

view after their quiz has been submitted:

4. You can also allow students to see the class average and the score distribution by checking the corresponding boxes:
5. Click "Save" to close and return to the "Submission Views" tab:

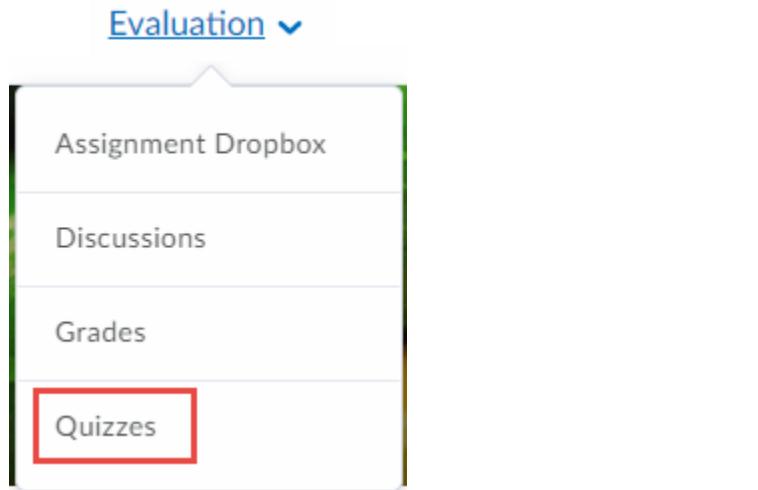
Reports Setup

1. In the Reports Setup tab, you may click the "Add Report" button to generate a report on student performance in the quiz, if desired.
2. Click "Save and Close" to complete quiz creation:

Quiz Statistics

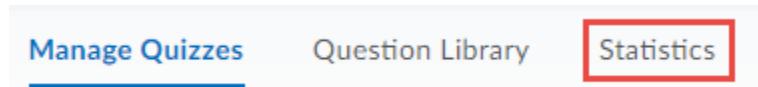
Quiz Statistics allow you to generate a variety of reports containing statistics about options such as Question Statistics, Question Details, user Statistics, Attempts Details and User Attempts.

1. From the Evaluation group, click Quizzes:



The screenshot shows a navigation menu with a dropdown menu for 'Evaluation'. The dropdown menu contains four items: 'Assignment Dropbox', 'Discussions', 'Grades', and 'Quizzes'. The 'Quizzes' item is highlighted with a red rectangular box.

2. Click the Statistics tab:



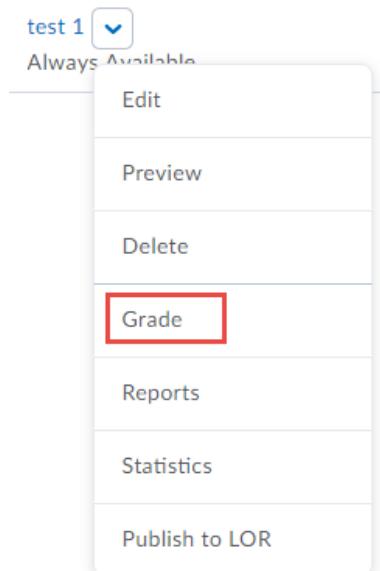
The screenshot shows the 'Quizzes' page with a top navigation bar. The bar has three tabs: 'Manage Quizzes' (underlined), 'Question Library', and 'Statistics'. The 'Statistics' tab is highlighted with a red rectangular box.

3. Here, you will be able to view and export statistics pertaining to the quiz.

Grade Quizzes

Note that unless you want to manually verify that auto-graded quizzes were graded correctly, or students were assigned a long answer, essay, or other question that could not be auto-graded, grading quizzes may be unnecessary.

- From the “Manage Quizzes” tab, click the action arrow next to the quiz you would like to grade, then select “Grade”:



- You are presented with options for grading quizzes in the form of tabs across the top of the screen:
 - Grade by Users
 - Grade by Attempts
 - Grade by Questions
- When grading by Users or Attempts, click the student’s submission under the student’s name (most likely called “attempt 1”).
- Verify that all auto-graded questions were graded appropriately, manually assign grades to all necessary questions, give appropriate feedback if desired.
- Once you are finished grading, check the Graded checkbox:

Graded (G)



- Click “Save and Close” or “Save”:

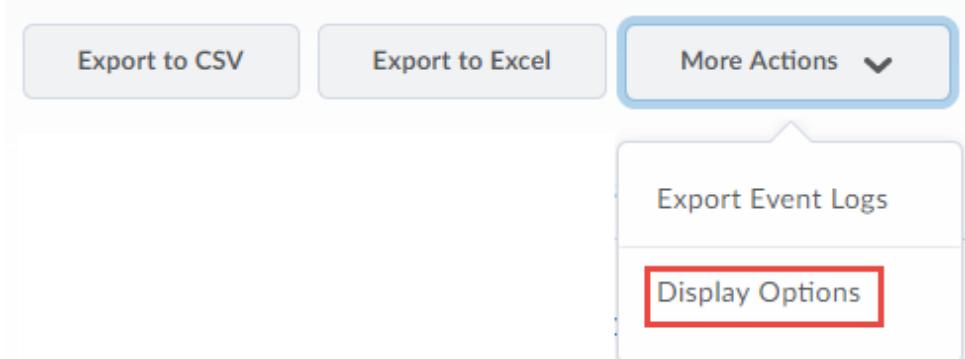


Reset and Search

Two most often asked questions are "How do I reset a quiz?" and "How do I locate a quiz that a student told me he or she has taken, but I don't find it in the list?"

The Display Options in the "Grade Quiz" section can be set to allow the instructor to reset a quiz so a student can retake it.

1. Click the "More Actions" button, and then select "Display Options" from the dropdown menu:



This will prompt the "Display Options" dialog box. Check the box to Allow Reset. You may have to scroll to see the "Allow reset" option. This allows the instructor to reset students' quiz attempts.

2. Click "Save."
3. Check the box next to the student's attempt number and then click the trash can to delete a student's attempt. This will allow the student to sign in again and retake the quiz. However, there will no longer be a record that the student took the quiz.

The Search box can be used to filter quizzes that are displayed.

1. First, select one of the options from the "Restrict to" dropdown list:
 - All users
 - Users who have not taken an attempt
 - Users who have completed an attempt
 - Users with attempts in progress
 - Users with an overall score
 - Users who have previewed attempts
2. Second, leave the Search box blank and click the Search button. If you select "All users," every student in the class will be listed.
NOTE: If a student has started or completed the test but did not click on "Submit," you will see an icon (two people facing each other). If the student has completed the test, the instructor has an option to click on the icon and submit the test for the student. After submitting the test, click the Exit Impersonate button at the top right of the screen to exit the student's view. In some instances, a student may have started a test but did not complete it. The instructor determines the appropriate action.



Submitting Student Attempts

1. From the quizzes tool, select the “Manage Quizzes” tab.
2. Click the action arrow associated with the quiz, then select “Grade” from the dropdown menu.
3. From the “Restrict to” dropdown menu, select “Users with attempts in progress.”
4. Select the magnifying glass icon to initiate the search. The search will return all users with attempts that are still in progress. If there are no learners with attempts in progress the search will return '0' results.
5. To submit the quiz for the learner, select the "Enter Quiz as User" icon which displays to the right of the '(In progress)' statement.
6. Select "Yes" to enter the quiz as the user in the pop up confirmation dialog box.
7. Scroll to the bottom of the quiz, and click the “Submit Quiz” button.
8. Select “Submit Quiz” again to follow through with the submission.