
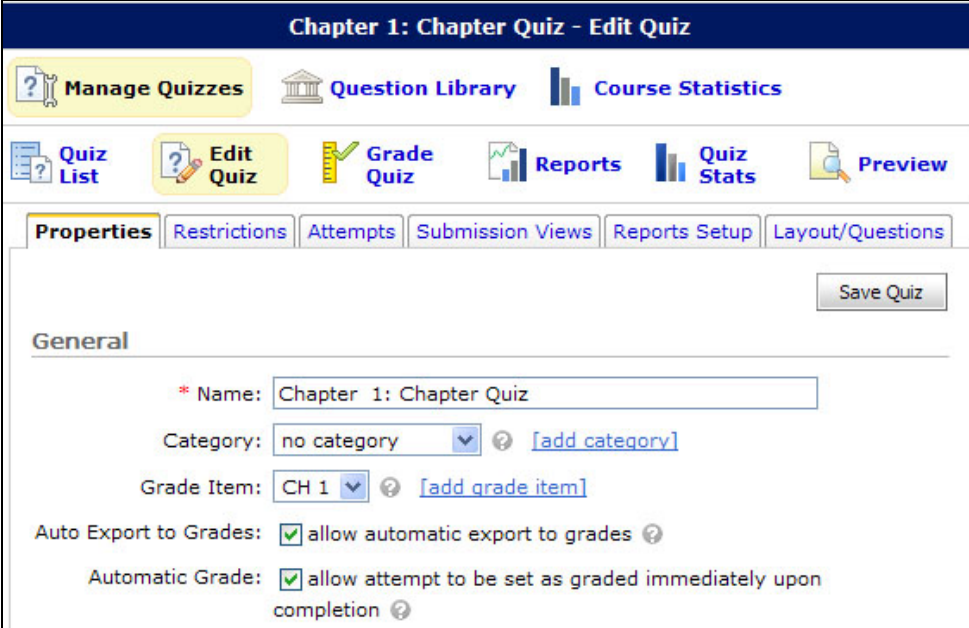


## QUIZZES: Creating a Quiz or Exam

The **Quizzes** tool allows you to create a variety of assessments for your students including quizzes, exams, and/or homework assignments. The Quizzes tool can be used to create many types of questions, such as multiple-choice, true/false, and long answer. Some of these questions can be graded automatically and then automatically entered into the Grades tool.

### Creating a Quiz

1. From the course home page, click on **Quizzes** in the navigation bar.
2. Click on  **New Quiz**. You will be taken to the **Properties** tab of the New Quiz page.



**Chapter 1: Chapter Quiz - Edit Quiz**

Manage Quizzes Question Library Course Statistics

Quiz List Edit Quiz Grade Quiz Reports Quiz Stats Preview

Properties Restrictions Attempts Submission Views Reports Setup Layout/Questions

Save Quiz

**General**

\* Name: Chapter 1: Chapter Quiz

Category: no category [add category]

Grade Item: CH 1 [add grade item]

Auto Export to Grades:  allow automatic export to grades

Automatic Grade:  allow attempt to be set as graded immediately upon completion

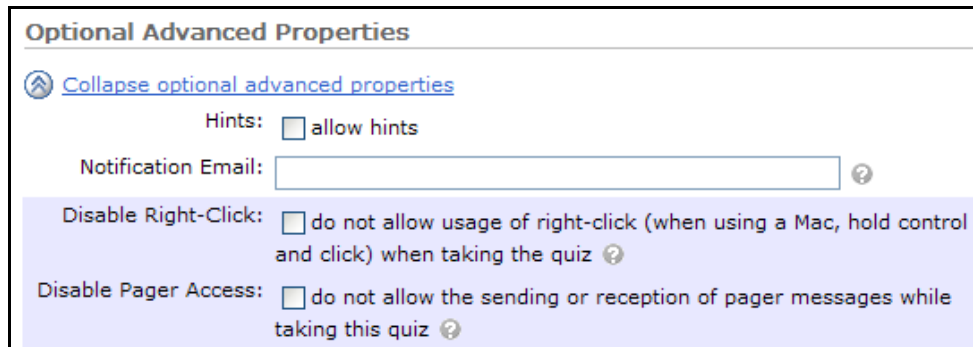
3. Enter an appropriate **Name** for the Quiz.
4. **[Optional]** If you want to group your quizzes together using categories, select one from the drop-down list, or, if no categories have been created, click on **add category** and follow the instructions to create the new category (type in the **Name** and click **Save**).
5. **If you would like the quiz grades to be automatically sent to the gradebook:**
  - a. Select the **Grade Item** from the drop-down list. **NOTE:** If you haven't created a grade item for this quiz, click on **add grade item** and follow the instructions.
  - b. Click in the box next to **Auto Export to Grades**.

- c. Click in the box next to **Automatic Grade**.
- 6. Click **Save Quiz**.

**NOTE: Long answer questions** cannot be autograded, even if the “Auto Export to Grades” and “Automatic Grade” features are selected in the quiz properties.

### Optional Advanced Properties

**NOTE:** You may need to click on **Expand optional advanced properties**.

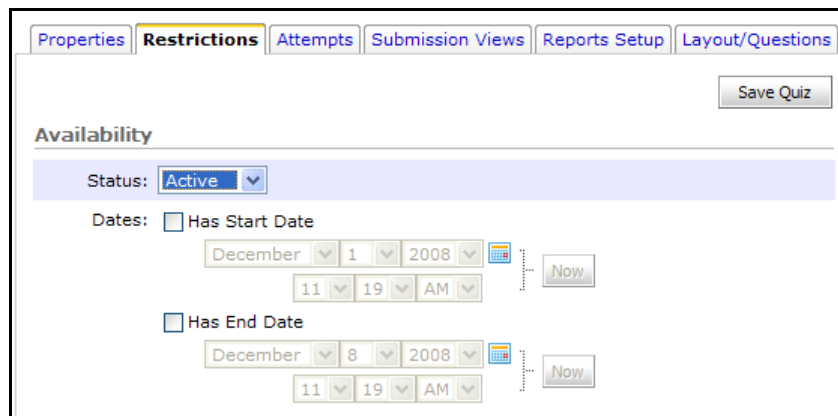


1. To prevent students from printing quizzes, select **Disable Right-Click**.
2. To prevent students from paging each other in D2L during the quiz, select **Disable Pager Access**.
3. Click **Save Quiz**.

### Restrictions

Use the **Restrictions** tab to set the availability of your quiz.

1. Click on the **Restrictions** tab.



2. In the **Availability** section, use the drop-down list to set the **Status** of the quiz. Students can only take quizzes that have been set to **Active** status.

3. If you want to restrict the quiz availability to specific dates, select **Start and End Dates**.
4. Click **Save Quiz**.

## Attempts & Overall Grade Calculation

Use the **Attempts** tab to set the **Attempts Allowed** and the **Overall Grade Calculation**.

1. Click on the **Attempts** tab.

The screenshot shows the 'quiz 1 - Edit Quiz' interface. At the top, there are navigation tabs: 'Manage Quizzes', 'Question Library', and 'Course Statistics'. Below these are icons for 'Quiz List', 'Edit Quiz', 'Grade Quiz', 'Reports', 'Quiz Stats', and 'Preview'. A secondary row of tabs includes 'Properties', 'Restrictions', 'Attempts', 'Submission Views', 'Reports Setup', and 'Layout/Questions'. The 'Attempts' tab is currently selected. In the main content area, there is a 'Save Quiz' button. Below that, the 'Attempts' section contains two dropdown menus: 'Attempts Allowed' is set to '1' and 'Overall Grade Calculation' is set to 'Highest Attempt'.

2. Choose the number of **Attempts Allowed** from the drop-down list (Unlimited or 1-10).
3. Choose an **Overall Grade Calculation** from the drop-down list (Highest, Lowest, Average, First, Last).
4. Click **Save Quiz**.

## Submission Views

Use the **Submission Views** tab to select what will be displayed to students after completion of the quiz.

1. Click on the **Submission Views** tab and then on the **Default View** link.

The screenshot shows the 'Submission Views' tab selected in the quiz editor. The 'Default View' section is active, displaying the following information: 'The following is the submission view that will be released to users'. Below this, there is a link for 'Default View'. The settings are: 'Date: immediately', 'Show Questions? No', and 'Statistics: none'. Under the 'Additional Views' section, there is a button labeled 'Add Additional View'.

2. **View Properties:** To change the default information displayed to your students **after they complete the quiz** (such as, “Your quiz has been submitted successfully.”), type your information in the **Message** textbox.
3. **View Details:** To show students the results of their quiz, click on the appropriate radio button(s) and/or boxes under **Show Questions?** [See the example below.]
4. Click **Save View**.

#### Example of “View Details”

**View Details**

Show Questions?  Yes

- Show questions answered incorrectly ?
- Show questions answered correctly ?
- Show all questions without user responses ?
- Show all questions with user responses ?
- Show question answers ?
- Show question score and out of score
- No ?

Score:  Show attempt score and overall attempt score ?

Statistics:  Show class average

Show score distribution

## Creating Quiz Questions

### Common features among all question types

- All question types have an optional **Title** field. If you do not enter a title, D2L will take the first 20 characters from the question text and enter it as the title. The title is only displayed in the quiz tool and not to users taking the quiz.
- Many question types give you the option of inserting an image. Click the **Add a File** button beside **Image** to insert an image.
- **Feedback options** (displayed after the student finishes the quiz):
  - You can type feedback into the text box next to each answer option. This will be displayed only if the student selects the particular answer option.
  - You can type feedback in the **Question Feedback** text box. This will be displayed regardless of the answer that the student selects.
- You can click the **Preview** button (top right of the question page) to view your question as it will appear during use and grading.

- Click **Save** to save the question and return to the main page, or click **Save and Copy** to save the question and create a new question of the same type and that retains the copied properties, or click **Save and New** to continue creating questions of the same type.

## True or False

1. From within a quiz, select the **Layout/Questions** tab and then click **Add/Edit Questions**.
2. Select **True or False Question** from the **Create New** drop-down list, and then click **Go**.
3. **[Optional]** Enter a **Title** for the question.
4. Assign a **Point value**.
5. Enter your **Question Text** in the text box.
6. Use the drop-down list to choose an **Enumeration style** (or leave the default “no enumeration” in place).
7. For **Style**, choose **Vertical** (usually for longer answers) or **Horizontal** (for very brief answers).
8. Set the **Weight** of the correction option to **100** (for 100%) using the drop-down lists. Leave the incorrect question option set to **0**.
9. If you want to give students feedback, enter the text in the corresponding box.

## Multiple Choice

1. From within a quiz, select the **Layout/Questions** tab and then click **Add/Edit Questions**.
2. Select **Multiple Choice Question** from the **Create New** drop-down list, and then click **Go**.
3. **[Optional]** Enter a **Title** for the question.
4. Assign a **Point value**.
5. Enter your **Question Text** in the text box.
6. Use the drop-down list to choose an **Enumeration style** (or leave the default “no enumeration” in place).
7. For **Style**, choose **Vertical** (usually for longer answers) or **Horizontal** (for very brief answers).
8. Type in the **question options** (answer choices) in the text boxes. If you wish to add more options, click the **Add Option** button. You can also enter a number from 1-99 in the **Add Option** box to quickly add several Option boxes.
9. Set the **Weight** of the correction option to **100** (for 100%) using the drop-down lists. Leave the incorrect question options set to **0**.
10. **Randomize:** If you would like to randomize the question options, check the box beside **Randomize options**. Randomizing the options ensures that each student will receive the question options in a different order.
11. If you want to give students feedback, enter the text in the corresponding box.

## Long Answer

1. From within a quiz, select the **Layout/Questions** tab and then click **Add/Edit Questions**.
2. Select **Long Answer Question** from the **Create New** drop-down list, and then click **Go**.
3. **[Optional]** Enter a **Title** for the question.
4. Assign a **Point value**.
5. Enter your **Question Text** in the text box.
6. Set the size of the **Input Box** by selecting the number of **Rows** and **Columns**. **TIP:** You can preview the question to see if the box is an appropriate size and then re-size it if necessary.
7. If you want students to have access to the spellcheck, copy and paste, and other formatting tools, click **Allow Html Editor to be used for responses** under **Options**.
8. **[Optional]** Text entered in the **Initial Text** box will be inserted in the student's answer box before they type their answer.
9. **[Optional]** Text entered in the **Answer Key** box will be displayed to instructors or other users that grade long answer questions.




**NOTE:** Long answer questions can **NOT** be auto graded. If you are using a combination of questions that can be auto-graded with Long Answer questions and you selected **Auto Grade: allow attempt score to be seen immediately upon completion**, the score will be misleading to students. For example, if your quiz has 40 Multiple Choice (MC) questions worth one point each, and 3 Long Answer (LA) questions worth 20 points each, the total points possible is 100. If a student gets 39 out of 40 MC correct, the score will show 39 out of 100 upon completion of the exam. The best thing to do is allow this to happen but explain the results in your **Submission View** message under **View Properties**. [See instructions for this above.]

## Short Answer

**NOTE:** Short Answer questions are not recommended as it is difficult to enter all possible variations of correct answers. Also, if you allow **Auto Grade: attempt score to be seen immediately upon completion**, the score will be misleading to students.

## Re-Ordering Quizzes


To change the order of your quizzes on the Manage Quizzes page:

1. Click the  **Re-Order Quizzes** icon.
2. Select the appropriate check box next to a survey name and click the  **up** arrow button or the  **down** arrow button to move the survey to the desired list position.
3. Repeat the previous step for each quiz name until you have reached the desired order.


4. Click **Save**.

## Deleting a Quiz

To delete a quiz on the Manage Quizzes page:

1. Click the  **Delete Quizzes** icon.
2. Check the boxes beside the quizzes you want to delete.
3. Click the **Delete Selected** button to delete selected quizzes.
4. Click **Yes** on the confirmation message.

## Previewing a Quiz

It is always a good idea to preview a quiz before you release it to students. To preview a quiz, click the  **Preview quiz** icon beside the quiz name on the Manage Quizzes page. To begin, click on **Start Quiz!** and then **Yes** on the confirmation message. In the preview mode, you can answer the questions, submit the quiz, and view the graded attempt (check the **Allow** box) as a student would do.