

Quizzes



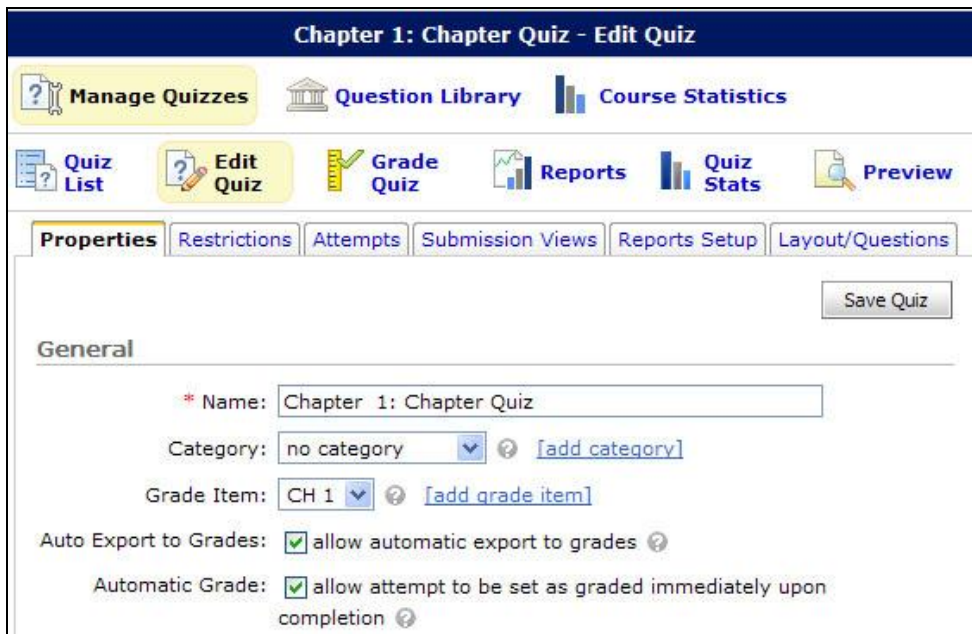
The **Quizzes** tool allows you to create a variety of assessments for your students including quizzes, exams, and/or homework assignments. The Quizzes tool can be used to create many types of questions, such as multiple-choice, true/false, and long answer. Some of these questions can be graded automatically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

In this tutorial, you will:

- Create a quiz
- Set Restrictions
- Set Attempts & Overall Grade Calculation
- Set Submission View Options
- Create Quiz Questions (Multiple Choice, True/False, Long Answer)
- Reorder Quizzes
- Delete a Quiz
- Preview a Quiz

Create 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

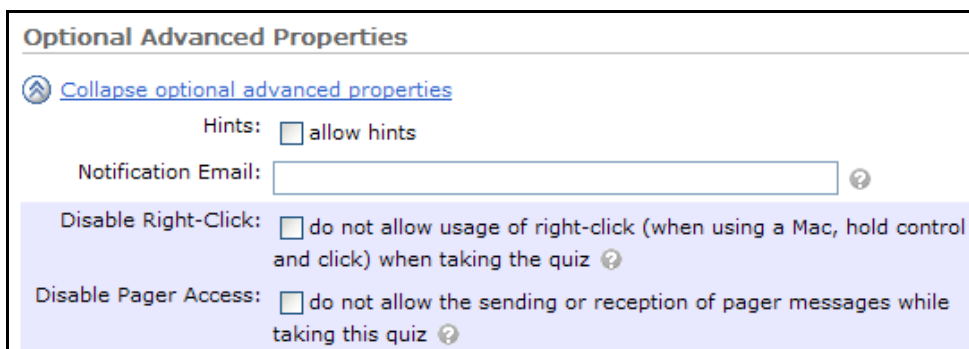
3. Enter an appropriate **Name** for the Quiz.
4. **[Optional]** If you want to group your quizzes together using categories, select one from the drop-down list. If no categories have been created, click on **add category** and follow the instructions to create the new category (type in the **Name** and click **Save**).

5. **If you would like quiz scores to be automatically sent to the gradebook:**
 - a. Select the **Grade Item** from the drop-down list. If you haven't created a grade item for this quiz, click on **add grade item** and follow the instructions.
 - b. Click the box next to **Auto Export to Grades**.
6. If you would like students to see their quiz score immediately upon completion of the quiz, Click the box next to **Automatic Grade**.
7. 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**.

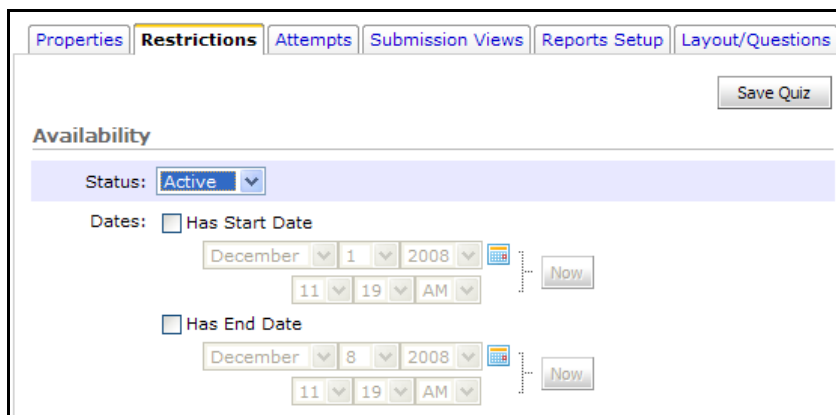


1. To prevent students from printing quizzes, click the box next to **Disable Right-Click**.
2. To prevent students from paging each other in D2L during the quiz, click the box next to **Disable Pager Access**.
3. Click **Save Quiz**.

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

Set 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' (which is highlighted), 'Submission Views', 'Reports Setup', and 'Layout/Questions'. A 'Save Quiz' button is located in the top right corner. 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. If you allow more than 1 attempt, you will need to choose an **Overall Grade Calculation** from the drop-down list (Highest, Lowest, Average, First, Last).
4. Click **Save Quiz**.

Set Submission Views

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

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

The screenshot shows the 'Submission Views' tab selected. It features a row of tabs: 'Properties', 'Restrictions', 'Attempts', 'Submission Views' (highlighted), 'Reports Setup', and 'Layout/Questions'. Below the tabs, the 'Default View' section contains the text: 'The following is the submission view that will be released to users'. Underneath, there is a link for 'Default View' and three fields: 'Date: immediately', 'Show Questions? No', and 'Statistics: none'. The 'Additional Views' section is empty, with an 'Add Additional View' button at the bottom.

2. **View Properties:** The message in the text box will be displayed to students upon completion of the quiz. The default is, "Your quiz has been submitted successfully." If you would like to change the message, type your information in the **Message** textbox.

3. **View Details:** You can decide whether or not to display quiz questions and answers to students after they complete the quiz. Make your selections by clicking on the appropriate radio button(s) and/or boxes under **Show Questions?** [In the example below, after students submit the quiz, they will be shown all quiz questions with their answers, and the correct answers. They will also see their quiz score.]

NOTE: You may want to leave the default “No” setting until after all students have completed the quiz. You can change these settings at any time.

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

Create Quiz Questions

There are some 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) to view your question as it will appear to students.
- Click **Save** to save the question and return to the main page. Click **Save and Copy** to save the question and create a new duplicate question, or click **Save and New** to continue creating questions of the same type.

True or False Questions

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** (for longer answers) or **Horizontal** (for very brief answers).
8. Set the **Weight** of the correct option (answer choice) to **100** (for 100%) using the drop-down list. 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 Questions

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 the **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** (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 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 list. 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 Questions

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 text box by selecting the number of rows and columns. We recommend large numbers to give students as much room as possible. **TIP:** You can preview the question to see if the box is an appropriate size.
7. **[Optional]** Text entered in the **Initial Text** box will be inserted in the student’s answer box before they type their answer.
8. **[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 above instructions].

Short Answer Questions

NOTE: Short Answer questions are not recommended as it is difficult to determine all possible variations of correct answers.


Re-Order 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 quiz name and click the blue up or down arrow to move the quiz to its desired location.
3. Repeat the previous step for each quiz name until you have reached the desired order.
4. Click **Save**.

Delete 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 box.

Preview 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 click **Yes** on the confirmation message. In the preview mode, you can answer questions, submit the quiz, and view the graded attempt as a student would do.