Quizzes

The Quizzes tool provides an easy and efficient way to administer online quizzes and tests. While many question types can be set for automatic grading, short and long answer type questions can also be set and graded manually. Overall, the tool helps reduce grading time, enforces time-restricted quizzing, and can be set up with a multitude of options.

Contents

Tutorial Videos

Create Quizzes and Questions

- [Create a New Quiz](#)
- [Create a New Quiz with A Randomized Set of Questions](#)
- [Import Questions](#)
- [Edit a Quiz Question](#)
- [Edit a Question on an Active Quiz](#)
- [Customize the Quiz Result Display](#)

Grade Quizzes

- [Associate a Quiz with a Grade Item](#)
- [Manually Grade a Quiz](#)
- [Transfer Quiz Grades to the Gradebook](#)
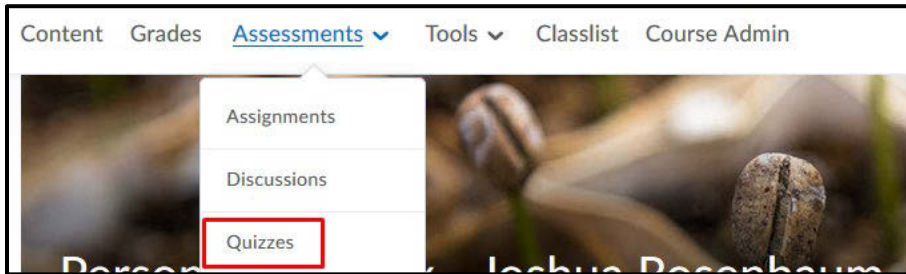- [Enter and Submit Quiz for Learner](#)

Manage Quizzes

- [Reset Quiz Attempts for Learners](#)
- [Restore Quiz Attempts for Learners](#)
- [Preview Quiz as a Learner](#)
- [Customize Submission Views](#)
- [Attach a Release Condition to a Quiz](#)
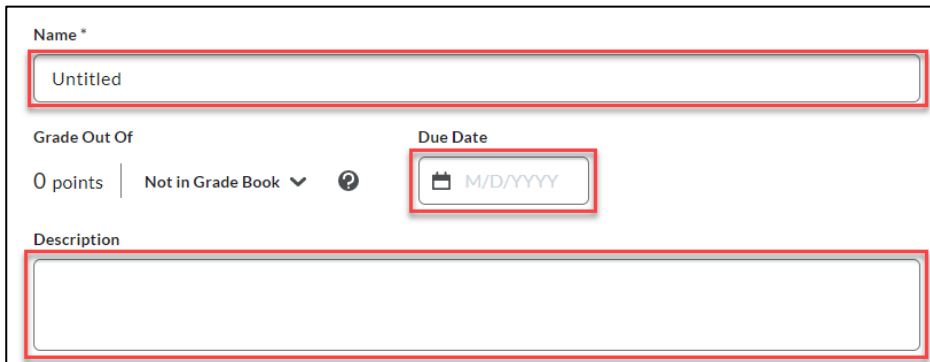- [Grant Special Access for a Quiz](#)

Creating Quizzes

Create a Quiz

1. From the course navigation bar, click **Assessments**>**Quizzes**.
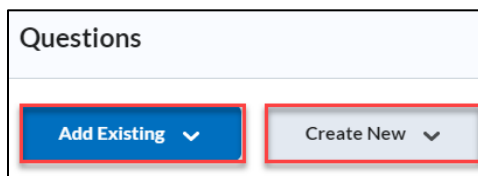

2. On the **Manage Quizzes** page, click **New Quiz.**

3. Give the quiz a **Name**. If desired, add the due date, and a description of the quiz. (**Grade Out Of** will fill in automatically as you create the Quiz.)

4. In the **Quiz Questions** area, click **Add Existing or Create New**.

5. Click **Create New** to create new questions, sections, or question pools. Click **Add Existing** to import questions from the Question Library or Upload a File.
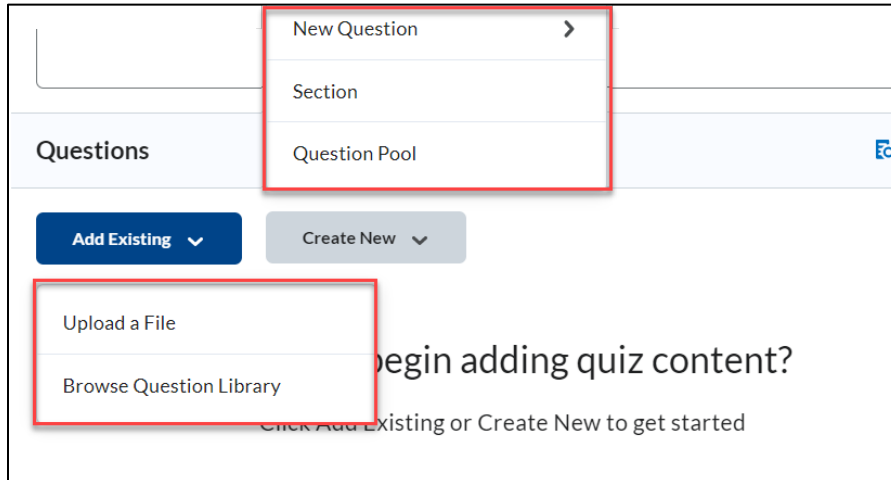
Create New Questions

As a best practice for storage, organization, and easy access, we recommend that you create all your questions using the **Question Library**. To learn more about specific question types, or how to import questions from the Question Library, refer to the Question Library Guide (link opens in new window).
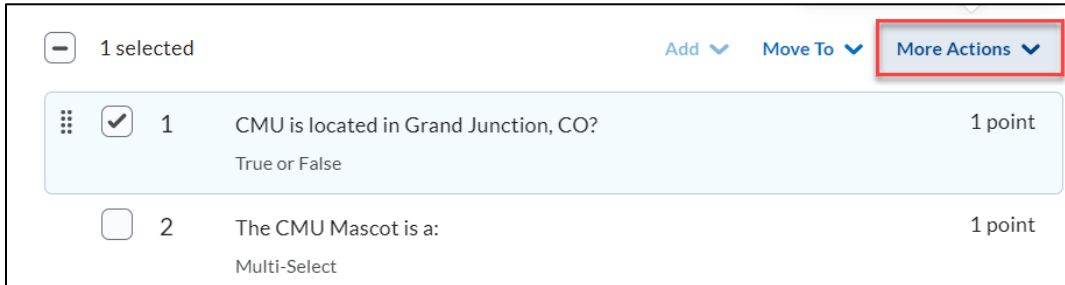
Add a New Question

1. Click the **Create New** drop-down menu and select **New Question** and select the type of question you want to add.
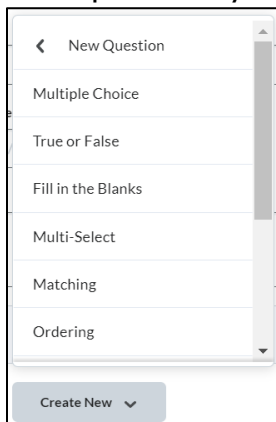
2. Enter the question text and fill out other appropriate fields. Use the **Options** menu to set advance criteria.
3. Click **Save**.

4. To delete a question, select the question's check box. Then select **More Actions** then click **Delete** from the menu.
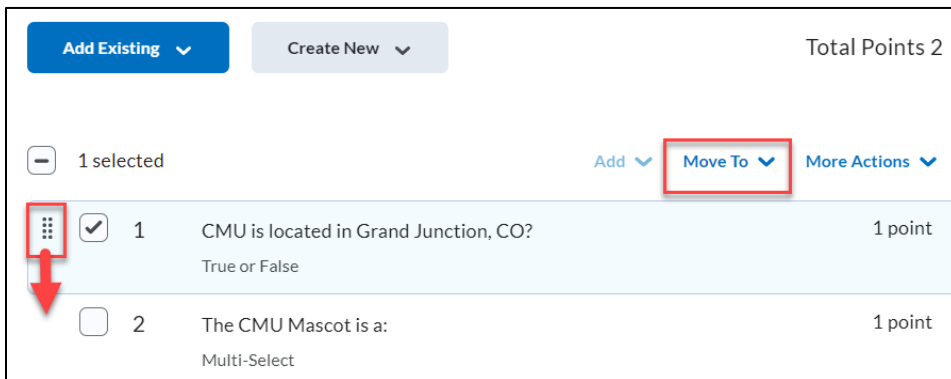

5. Rearrange questions using the handles to drag and drop the question into a new location, or by clicking **Move To,** to move questions to the top, bottom, or a different section of the quiz.

6. When you are satisfied with your questions, click **Save** if you want to keep working or **Save and Close** if you are done.

Add a Section
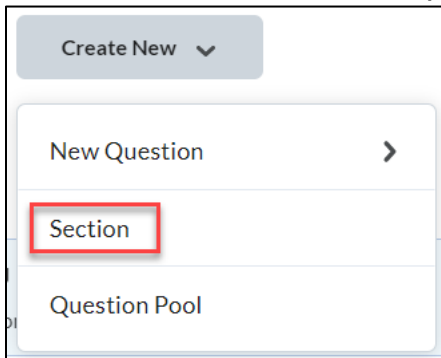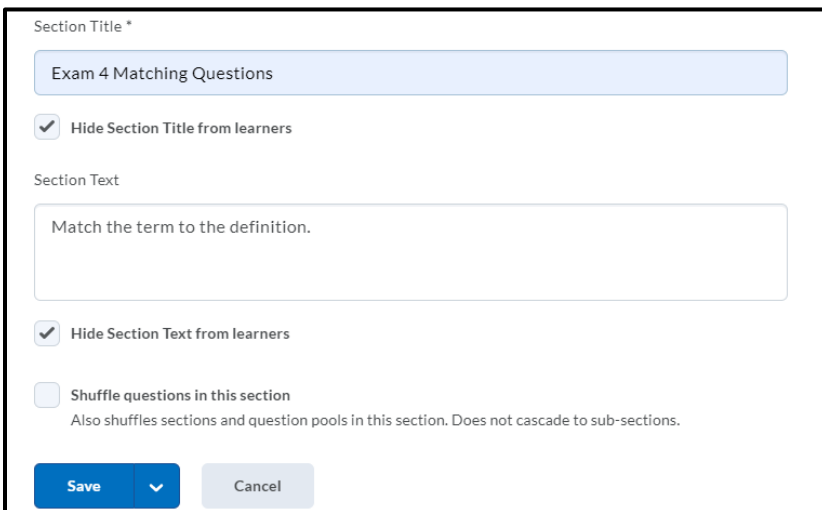
You may want to organize a quiz in a way that groups similar questions (e.g., questions from the same chapter or referring to the same image, etc.) together. To do this you can simply create a section that contains the related questions.

1. Click the **Create New** drop-down menu and select **Section.**
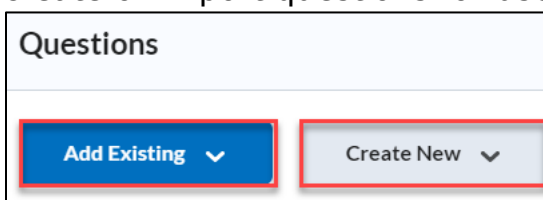

2. Enter the **Section Title** and **Section Text** and select the respective checkboxes if you want to hide the section title and/or section text from learners.
3. To shuffle the order of questions within a specific section, select the **Shuffle questions in this section** check box.
4. Click **Save**.

5. On the main Quiz Builder page, use the **Add Existing** or **Create New** button to create or import questions for use within the section.

6. Note that questions are added are **not** automatically nested within the section. Use the handles beside the question name to drag questions to the appropriate place within the section. If a section is imported from the Question Library, those questions will be properly nested under the section.

Create a Question Pool

Creating a Question Pool will allow you to group select questions together and then determine the number of randomized questions students will answer from the group or pool. Note: It is not possible to create new questions when you are creating a question pool. You must already have the questions you want to use in your pool in your question library.
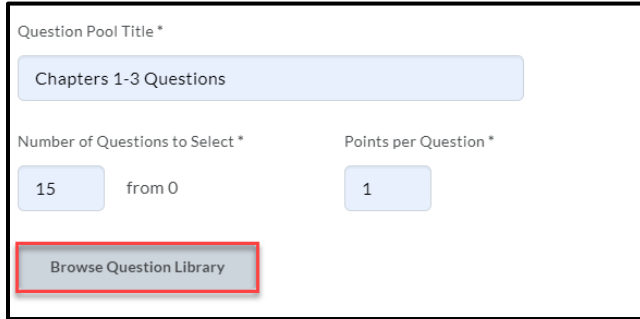
1. Click the **Create New** drop-down menu and select **Question Pool.**

2. Enter a Question Pool **Title**.

3. Specify the **number of question**s from the pool that you want to appear to learners and how many **points** learners will receive for each question they answer correctly. The appropriate number of questions will be chosen randomly for each quiz attempt.
4. Click Browse **Question Library.**

5. Search for and select the questions or the entire section of questions you want to add. Click **Import** (If you click the drop down next to Import you can choose where in the quiz to import the questions.)

   Note: If you selected a section, all questions within the section appear in the question pool.
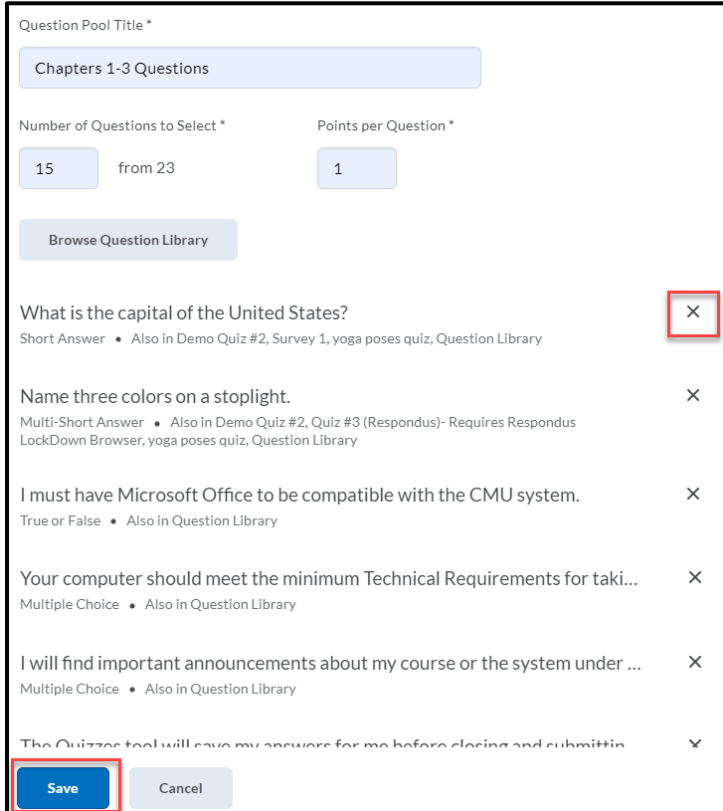
6. Review the added questions. Remove any unwanted questions by clicking the **X**. Finally, click **Save**.

Import Existing Questions

When creating a new quiz or editing an existing quiz, existing questions can be imported by Uploading a File or from the Question Library.

Upload a File

1. When editing the quiz, click **Add Existing** in the **Questions** area.
2. Click **Upload a File** to import files from your computer.

3. Click **Browse Files** or use the drag-and-drop tool (Note: only CSV and zip files can be uploaded).

Upload a File

Drag and drop or

Browse Files

Supported Formats
Formatted text file (CSV)   Download template CSV
IMS QTI compliant course package (ZIP)

Cancel
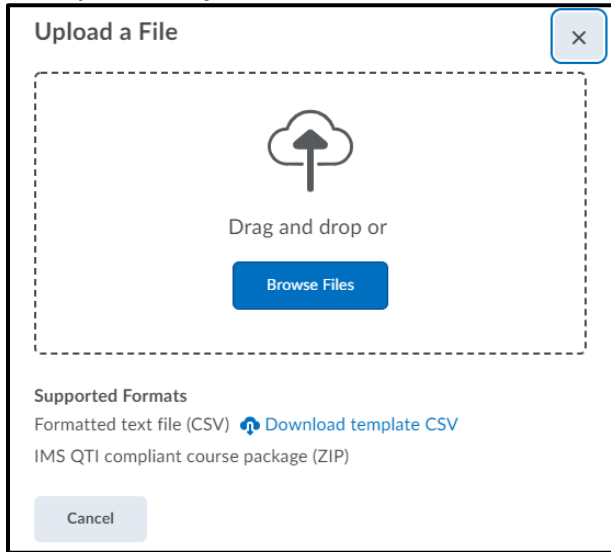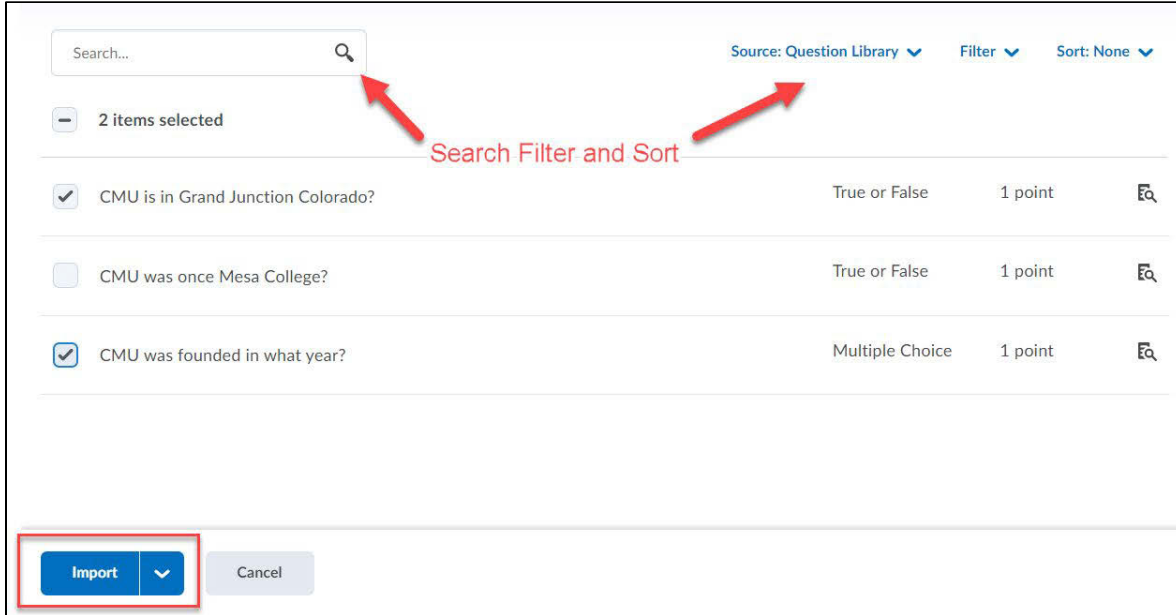
Import from Question Library

1. Click the **Add Existing** drop-down menu and select **Browse Question Library**.

Questions

Add Existing ⌄   Create Ne

Upload a File

Browse Question Library
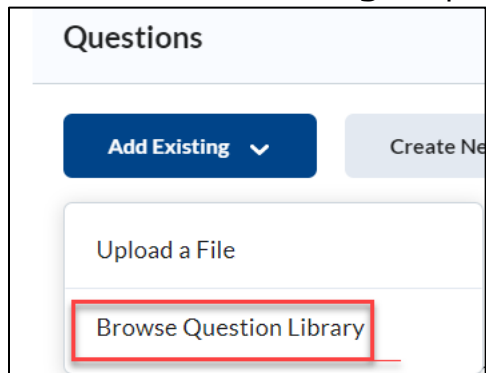
2. Search for and select the questions or an entire section of questions you want to add. Click **Import**.

Configure Quiz Timing and Display Properties

1. On the **Edit Quiz** page, in the **Timing and Display** section on the right, you can choose to do any of the following:
   a. Set a **Time Limit** for your Quiz by clicking the **Manage Timing** button. This allows you to set either a recommended time limit or and enforced time limit. The enforced time limit can also be given a grace period (you can then choose what happens if the time is exceeded.)
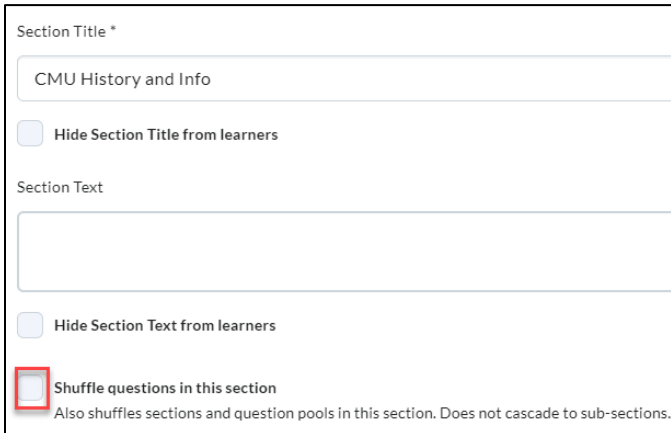
   i. **Grace Period**: Provides students with a small window of time after the time limit expires to complete the submission before the submission flags itself as late.
   ii. **Allow the student to continue working**: Late submissions are flagged in red for instructors, but there are no automatic consequences for students who submit late.
   iii. **Prevent the student from making further changes**: Once the grace period expires, students cannot make further changes to their answers before submitting their quiz.
   iv. **Allow the student to continue working, but automatically score the attempt as zero after an extended deadline**: Quiz will be automatically scored as zero after the specified limit. Students can continue working after the grace period, but a grade of 0 is automatically assigned after the quiz expires.
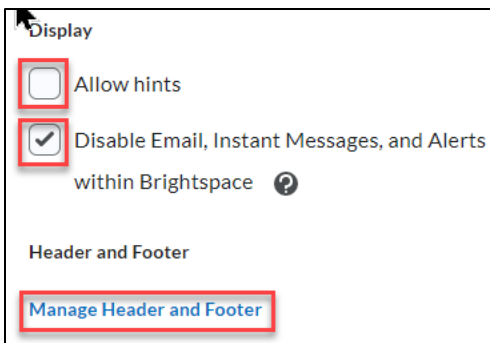
b. Adjust how your quiz is Displayed to students by adjusting the **Paging** options. (The options are **All Questions Displayed Together**, **One Question Per Page**, or **Page Break After Each Section**.)

c. Select the **Shuffle questions and sections within the quiz** check box. To discourage cheating in quizzes, you can shuffle the order of all questions in quizzes. This option does not shuffle questions within different sections.   To shuffle questions within sections you click on the section itself in the left pane of the Quiz tool and select **Shuffle questions in this section**.

Section Title *

CMU History and Info

☐ **Hide Section Title from learners**

Section Text

☐ **Hide Section Text from learners**

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

d. Select whether hints are allowed with the **Allow hints** checkbox.

e. **Disable Email, Instant Messages, and Alerts within Brightspace.** With that checkbox. (this only disables D2L's internal messaging, if you want to disable all messaging use [Respondus Lockdown Browser](.).)

f. Create a Header and Footer to be displayed in your quiz by clicking **Manage Header and Footer.**

Display

☐ Allow hints

☑ Disable Email, Instant Messages, and Alerts within Brightspace ❓

Header and Footer

Manage Header and Footer

3. Click **Save and Close**.

Quiz Preview

1. Instructors can preview a quiz by clicking the quiz drop-down menu and selecting **Preview**. This opens a quiz preview attempt for a complete view of how the quiz appears to students.
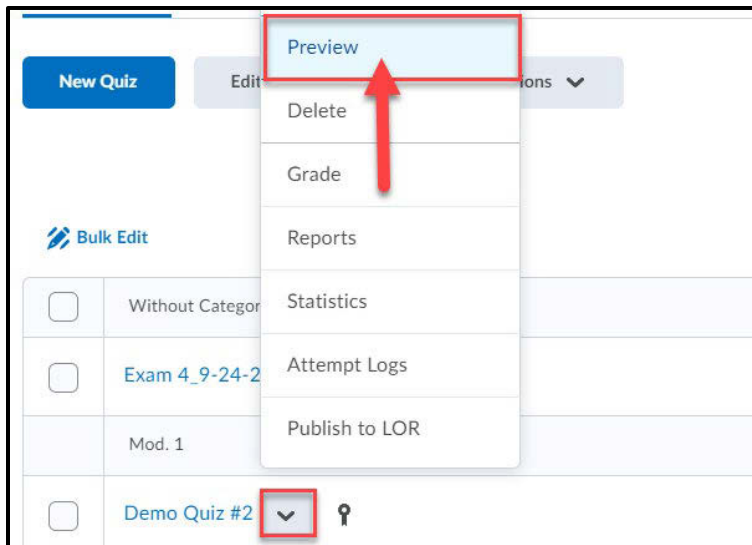
Copy a Quiz

1. Make a copy of a quiz by clicking the quiz drop-down menu and selecting **Copy**.
2. The copied quiz will be **inactive,** and you will be directed to the **Edit Quiz** screen to continue editing the copied quiz.
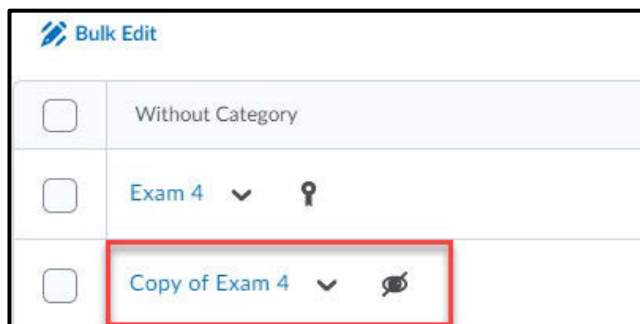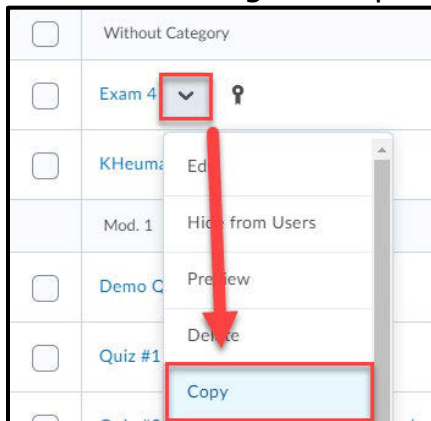
Grading Quizzes

Connect a Quiz to the Gradebook

If there is no grade item currently in your Grade Book for the Quiz do the following:

1. From the navbar, click **Quizzes**.
2. On the **Manage Quizzes** page, click **Edit** from the drop-down menu of the quiz you want to configure for assessment.
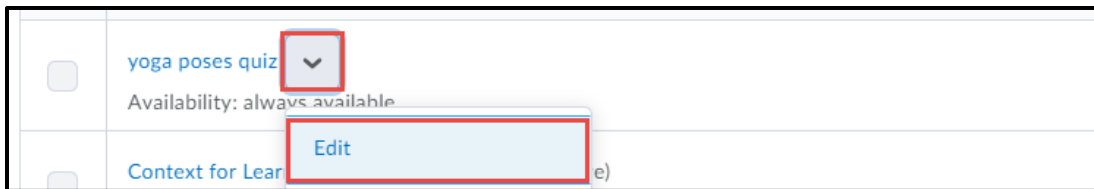
3. Click **Not in Grade Book**, and
   a. Select the **Add to Grade Book.**
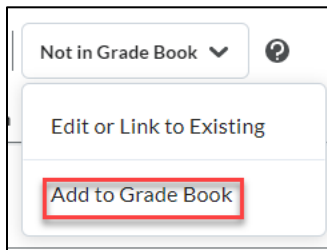
   b. D2L will automatically create an item in your Grade Book for the Quiz Named the same thing as the Quiz. (Note: This method does not give you any configuration options for the **Grade Item**.)

If you want to have more control over the grade item you create, here is another option:

1. From the navbar, click **Quizzes**.
2. On the **Manage Quizzes** page, click **Edit** from the drop-down menu of the quiz you want to configure for assessment.
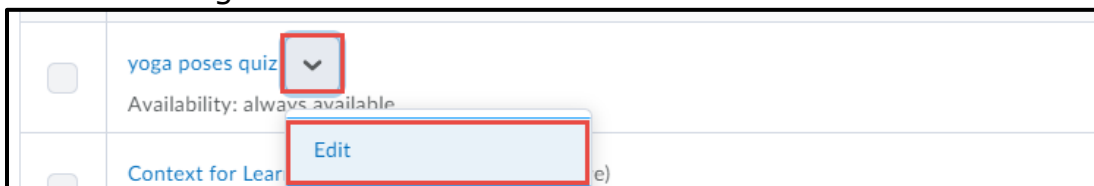
3. Click **Not in Grade Book**, and
   a. Select the **Edit or Link to Existing.**

Not in Grade Book ⌄	❓
Edit or Link to Existing	
Add to Grade Book	

   b. Select the **Create and link to a new grade item** checkbox.

   ⦿ Create and link to a new grade item

   c. Click **Choose Grade Category** to choose a grade Category for your new item.
   d. Click **Choose Grade Scheme** to choose a Grade Scheme for your new item.
   e. Click **OK**.
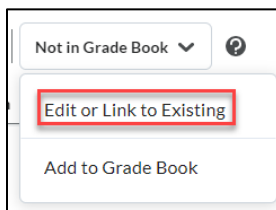
If you do currently have an item in your Grade Book do the following:

1. From the navbar, click **Quizzes**.
2. On the **Manage Quizzes** page, click **Edit** from the drop-down menu of the quiz you want to configure for assessment.
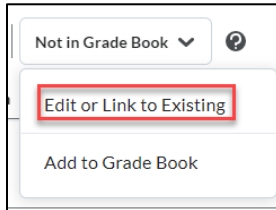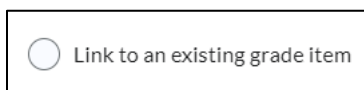
   yoga poses quiz ⌄
   Availability: always available

   Edit

   Context for Lear   e)

3. Click **Not in Grade Book**, and
   a. Select the **Edit or Link to Existing.**

Not in Grade Book ⌄	❓
Edit or Link to Existing	
Add to Grade Book	
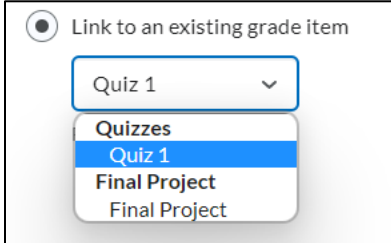
   b. Select the **Link to an existing grade item** checkbox.

   ◯ Link to an existing grade item
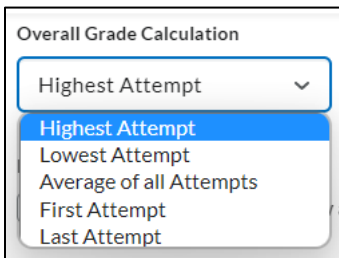
c. Under **Link to an existing grade item** choose the item you want to link to your Quiz.
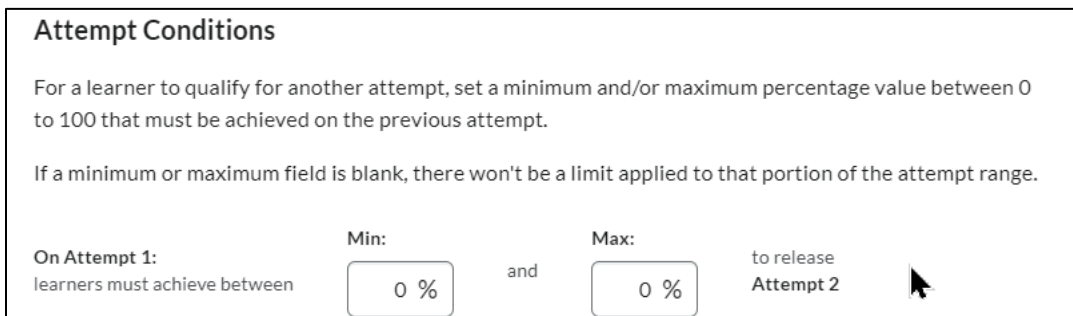
d. Click **OK.**

Configure Quiz Attempts and Completion Settings

1. On the **Edit Quiz** page, in the **Attempts and Conditions** section on the right, you can choose to do any of the following:
   a. In the **Attempts** area, you can set how many attempts a learner can make on a quiz, by clicking **Manage Attempts**.
   b. You can select which Quiz grade is kept by clicking the dropdown under Overall Grade Calculation.

   c. If more than one attempt is allowed, the following options may also be set:
      a) **Retake Incorrect Questions Only**-This feature allows students to only retake their incorrectly answered questions from previous quiz attempts.
      b) **Attempt Conditions** can be set**.**

   d. Click **OK**.

Manually Grade a Quiz

Some quiz questions are graded automatically by D2L, including multiple-choice, true/false, multi-select, and matching. More qualitative questions, like Written Response, must be graded manually.

There are two options for manually grading quizzes:

- **By student attempt**: To grade an entire quiz for one student at a time.
- **By question**: To grade all attempts of one question.

Grade Quizzes by Student Attempt

1. On the **Manage Quizzes** page, click **Grade**, from the quiz drop-down menu.
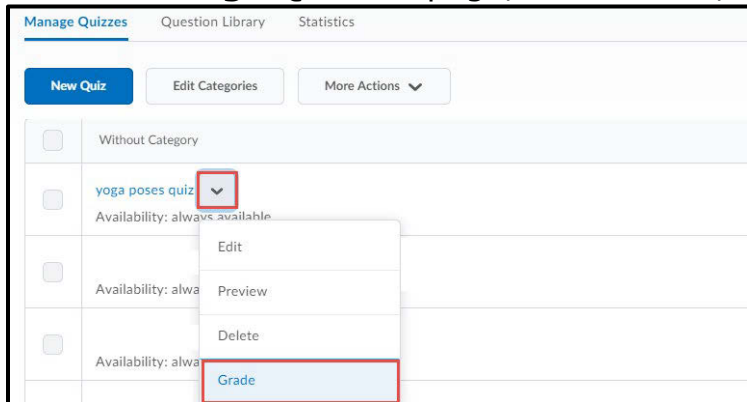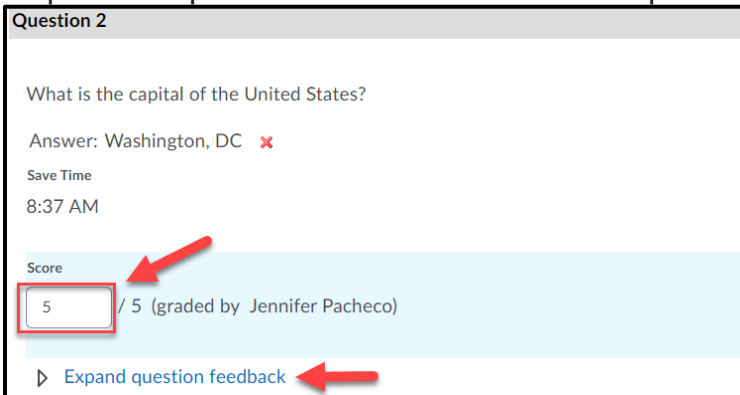
2. The Grade Quiz page will open to the **Users** tab. The **Status** column will show **Pending evaluation** for any quizzes that have not yet been graded. Note: The Assessment setting to "Allow attempt to be set as graded immediately upon completion" needs to be disabled to see Pending Evaluation in the Status column.
3. Under the name of the student, select the **attempt** link.
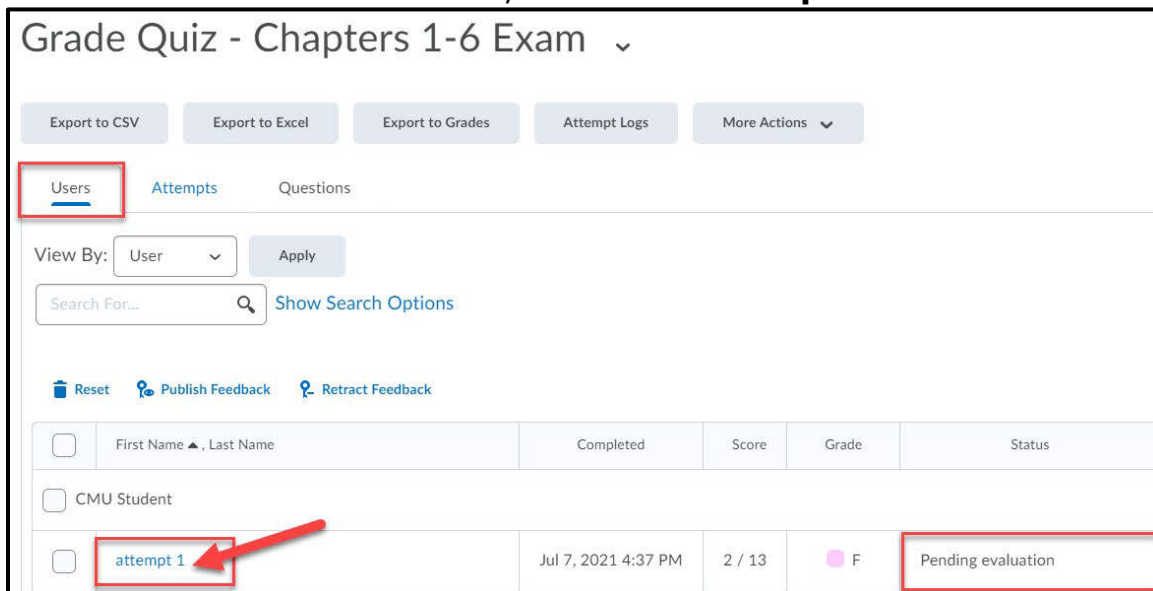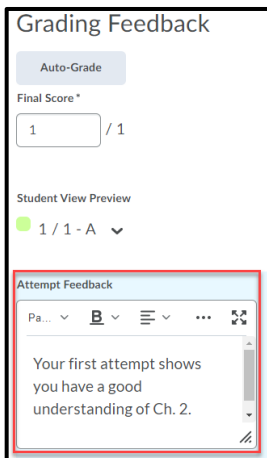
4. Choose to view **All Questions** or **Pending Evaluations** to show only the questions that need to be manually scored.

5. Enter a value in the **Score** field for questions that must be graded manually, or to change the score that D2L has automatically assigned.
6. Select the **Expand question feedback** link and enter text in the Feedback textbox to provide qualitative feedback for the specific question.

7. Optional: Enter text in the **Attempt Feedback** textbox to give the student feedback on the entire quiz attempt.
8. Select **Save and Close**.

Grade Quizzes by Question

You can opt to grade quizzes by individual question responses, instead of by user or attempt. Grading individual responses allows you to evaluate one question at a time.
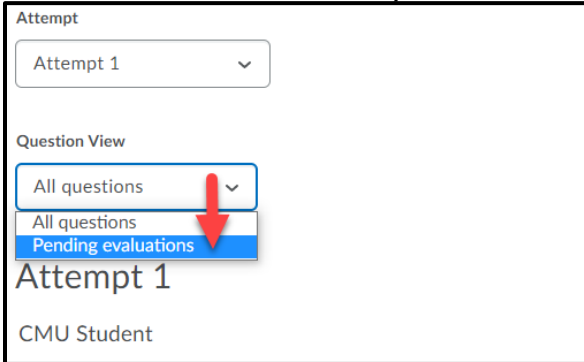
1. On the **Manage Quizzes** page, click **Grade**, from the quiz drop-down menu.
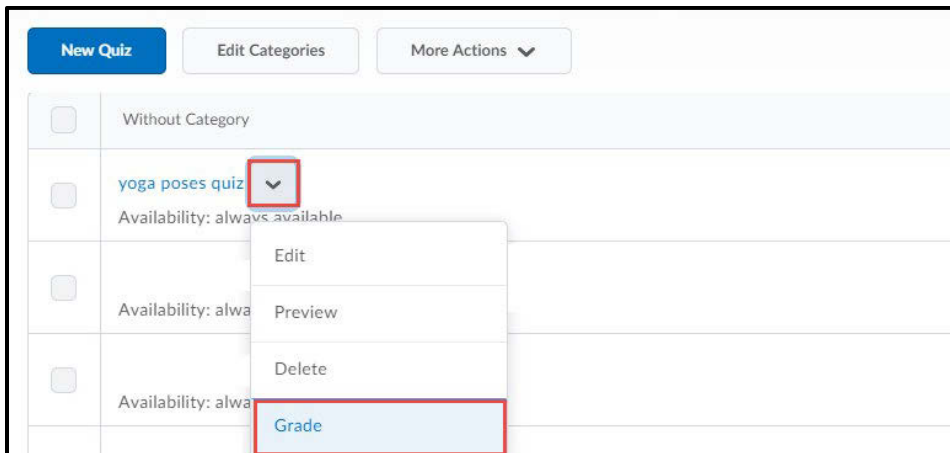
1. The Grade Quiz page will open to the Users tab, select the **Questions** tab to view a list of all questions on the quiz.
2. Check **Blind Marking** to evaluate quiz questions anonymously. Check **View Graded Responses** to see questions that have already been evaluated.
3. Select the **question title** link. The first response will be displayed.
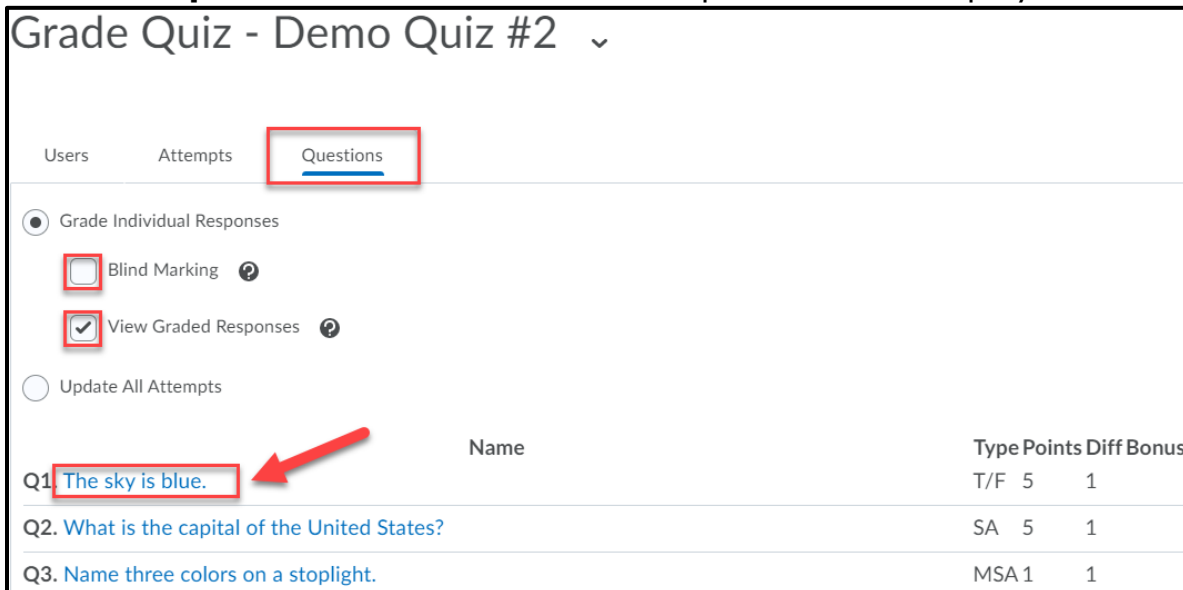
4. Enter a value in the **Score** field (or adjust the value automatically entered by D2L if you want to change it.)
5. Select **Expand question feedback** to open the **Feedback** field and enter any qualitative feedback.
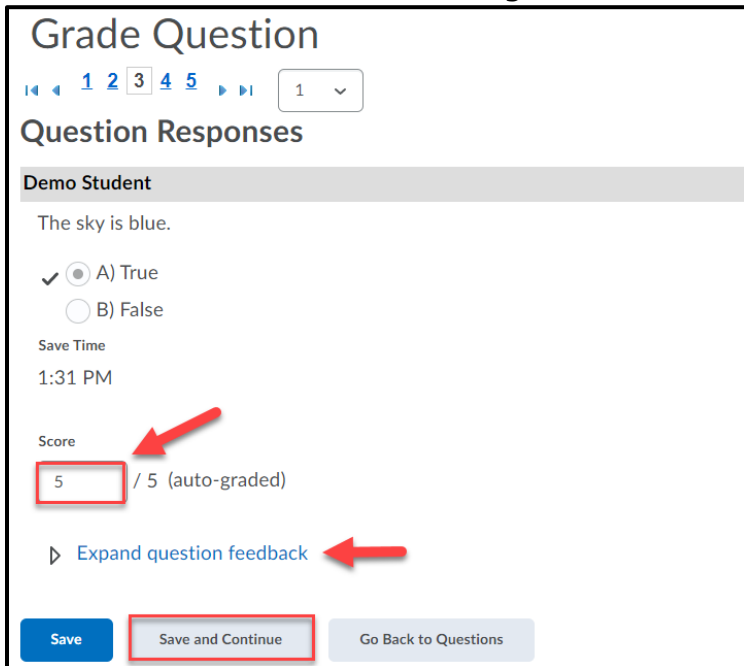6. Select **Save and Continue** to go to the next student.
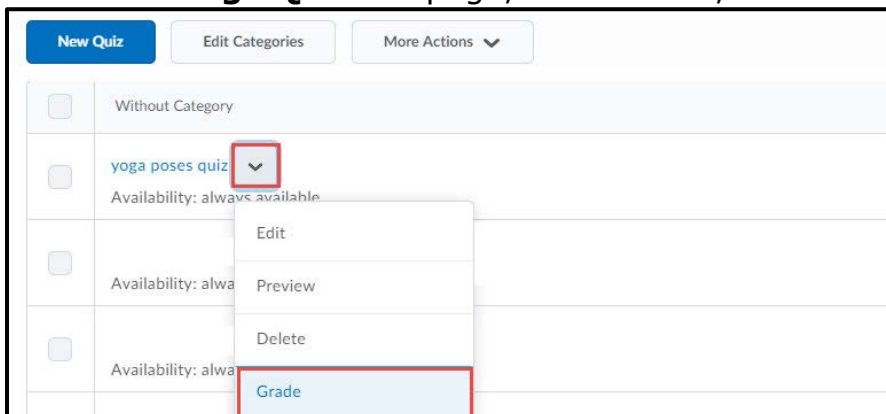
Publish Quiz Scores to the Gradebook Manually

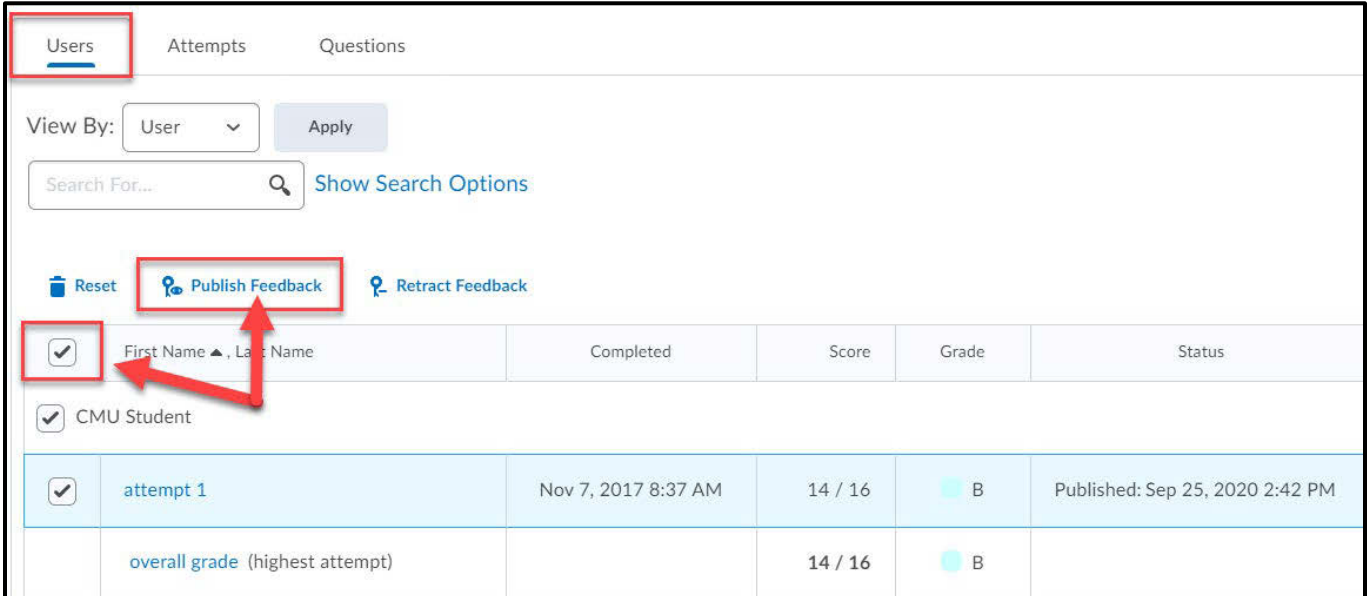If quizzes are not fully auto-graded, scores will need to be manually published to the gradebook.

1. On the **Manage Quizzes** page, click **Grade**, from the quiz drop-down menu.

2. Select the **Select all rows** checkbox to select all users and all quiz attempts.
3. Select **Publish Feedback**.
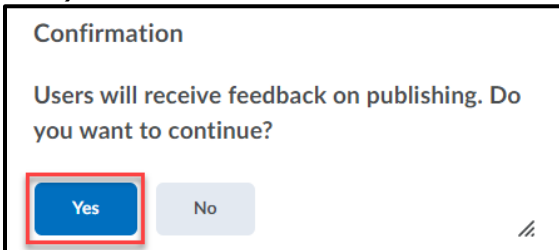
4. In the pop-up window, select **Yes** to publish the quiz scores to the gradebook. Note: For quizzes that allow more than one attempt, the chosen score (highest, average, etc.) is the score that will be sent to the gradebook.
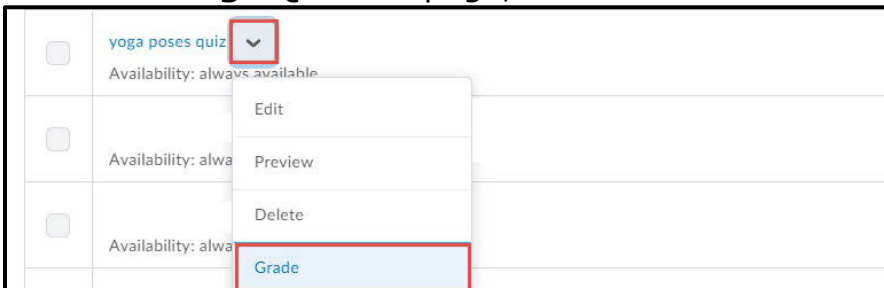
Submit an Attempt for a Student

When a student fails to submit a quiz, the quiz remains an "attempt in progress" and the system shows no submission or grade. Instructors can search for "attempt in progress" quizzes and then submit the attempt for a user as necessary.

i. On the **Manage Quizzes** page, click **Grade** from the drop-down menu.
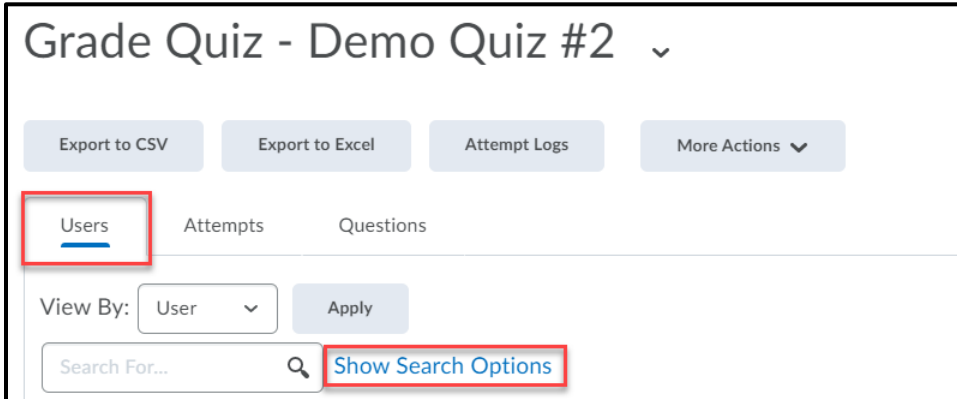
ii. Expand the search options under the **Users** area by clicking **Show Search Options**.

iii. From the **Restrict to** drop-down menu, select **Users with attempts in progress** and then click the magnifying glass icon to initiate the search.

iv. The search will return all users with attempts that are still in progress. If there are no attempts in progress the search will return '0' results.

v. To submit the quiz for a student, the instructor selects the **Enter Quiz as User** icon which displays to the right of "In progress".

vi. A pop-up confirmation dialogue box will appear. Select **Yes** to enter the quiz as the user.

Confirmation

Enter Quiz As User
You are about to enter this quiz as this user.
Are you sure that you want to proceed?

[**Yes**] [No]

vii. Instructors will see the quiz questions that the student has answered.

viii. Instructors can opt-out of submitting the quiz for the user after having entered the area by selecting the **Exit Impersonating** button in the upper right on the page. If the instructor exits the area no change is made.

Demo Quiz #2

Est. Length: 2:00:00   CMU Student: Attempt 1   Exit Impersonating

Page 1:   **Question 1** (5 points)   ✓ Saved

1   2   3   The sky is blue.
✓   -- --
                            ○ A) True
4   5   6   ◉ B) False
-- -- --

ix. To submit the quiz for the user, select the **Submit Quiz** button located at the bottom of the quiz answer display. Select **Yes** on the confirmation window, and then choose **Submit Quiz** again.

[**Submit Quiz**]   2 of 8 questions saved

Confirmation

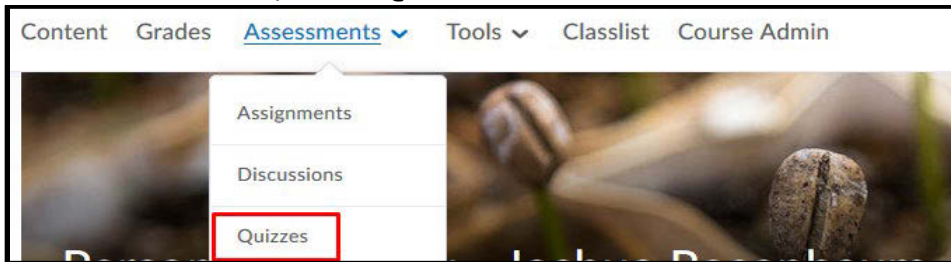This will submit your quiz. Are you sure you want to continue?
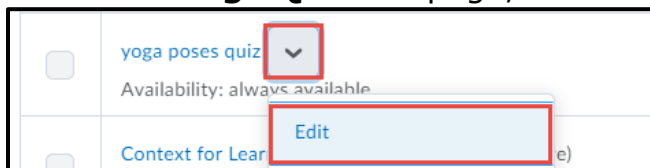
[**Yes**] [No]

Managing Quizzes

Once you've created a basic quiz, you can further customize it by adding restrictions, adding assessment options, and customizing the submission view.

Add Restrictions to a Quiz

2. From the navbar, click **Quizzes**.
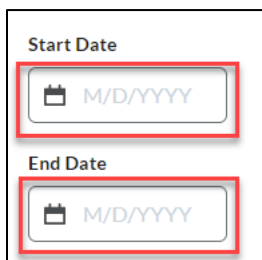
3. On the **Manage Quizzes** page, click **Edit** from the drop-down menu of the quiz.
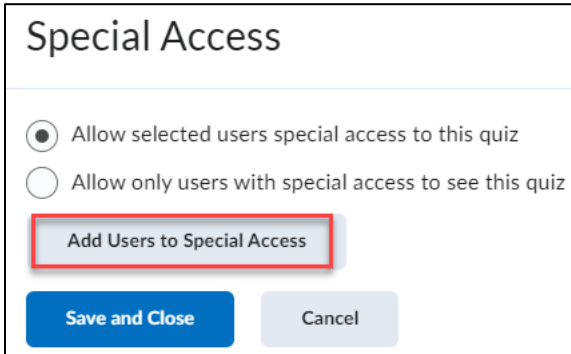
4. On the **Edit Quiz** page, in the **Availability Dates & Conditions** section on the right, you can choose to do any of the following:
   a. In the **Start Date** field, you can set the date the quiz becomes available to students.
   b. In the **End Date** field, you can set the date the quiz becomes unavailable to students. (Note: Leaving these field blank means the quiz is available as long as the course is available.)

   c. In the **Release Conditions** section, you can add release conditions. (For example, this quiz is not released unless a particular assignment is completed.)

d. In the **Special Access** section, you can grant specific students' special access to the quiz.

    a) To grant special access click on **Manage Special Access.**

    b) Click **Add Users to Special Access**.

Special Access

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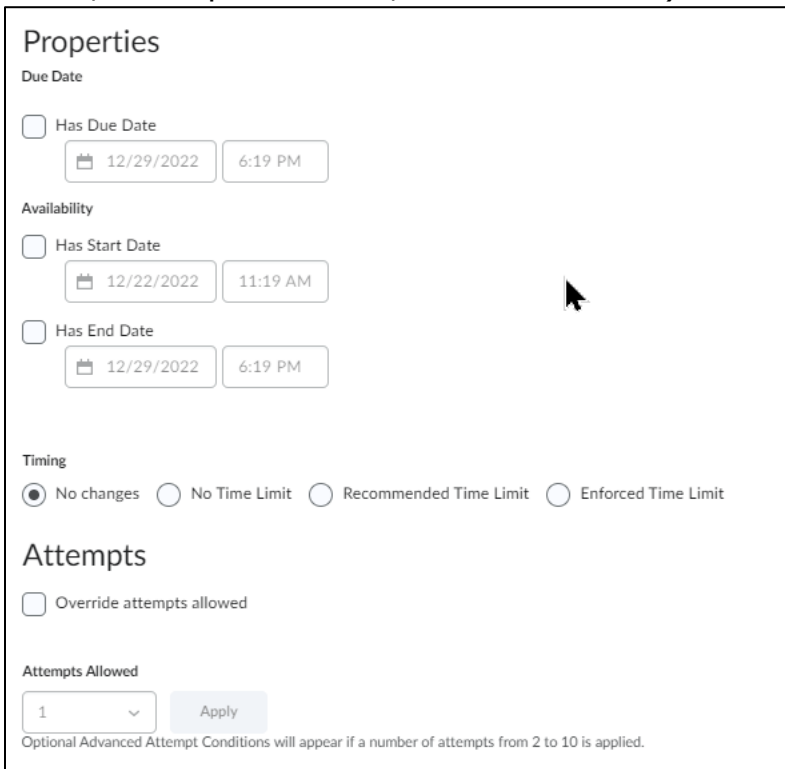- ( ) Allow only users with special access to see this quiz

[Add Users to Special Access]

[**Save and Close**]   [Cancel]

    c) Set the properties for the special access. (These include access dates and times, attempts allowed, and time limits.)

Properties

Due Date

☐ Has Due Date
    🗓 12/29/2022   6:19 PM

Availability

☐ Has Start Date
    🗓 12/22/2022   11:19 AM

☐ Has End Date
    🗓 12/29/2022   6:19 PM

Timing

(•) No changes   ( ) No Time Limit   ( ) Recommended Time Limit   ( ) Enforced Time Limit

Attempts

☐ Override attempts allowed

Attempts Allowed

[1   ∨]   [Apply]

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

    d) Select the user or users you want to grant special access (if they do not appear in the list you can search for them as well.)

    e) Click **Save**.

e. In the **Password** section you can set a password your student will have to enter to access the quiz.

f. In the **IP Restrictions** section, you can restrict IP addresses for your Quiz. (This option is not recommended as it can be hard to know which IP addresses to use.)

Special Access and Accommodations

Instructors can provide students with special access to quizzes in two ways:

- **Special Access** tool in the **Availability Dates & Conditions** Section of the Quiz
  - o Use the Special Access tool for instances in which **accommodations will be made only once**, instructors can give select students special access to a particular quiz. This special access can include different start/end dates and times, additional time on one quiz, or allowing multiple attempts.
- **Edit Accommodations** tool in the Classlist
  - o Use the Accommodations tool when students have **accommodations that will span for the entire term**, instructors can set Quiz Accommodations to provide extra time on all quizzes. The accommodations will automatically occur for the student for every quiz, but the quiz itself will not show a key icon to indicate that there is Special Access set up. Please review this guide to learn more about setting up [D2L Accommodations](#).

Set Special Access

1. On the **Manage Quizzes** page, click **Edit** from the drop-down menu of the quiz in which you want to add special access.
2. Go to **Availability Dates & Conditions section.**
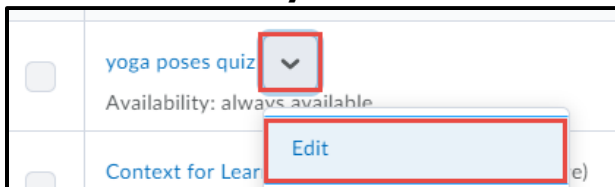
3. Scroll down to the **Special Access** section, Click Manage Special Access and then select the **Type of Access**:
   - **Allow selected users special access to this quiz** lets you assign alternative date restrictions and time limits for specific users.
   - **Allow only users with special access to see this quiz** restricts access for the quiz to specified users.

4. Click **Add Users to Special Access**.

5. Set the Special Access Properties for the quiz: **Due Date**, **Start Date**, **End Date**, **Timing**, and **Attempts Allowed**.
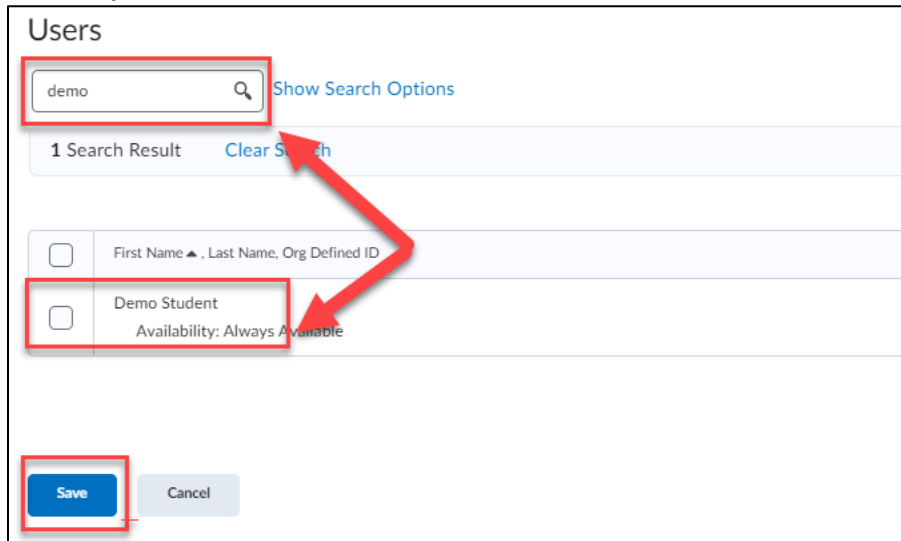
6. In the **Users** section, select the users who will receive special access. Find the user from the list, or search for specific users.
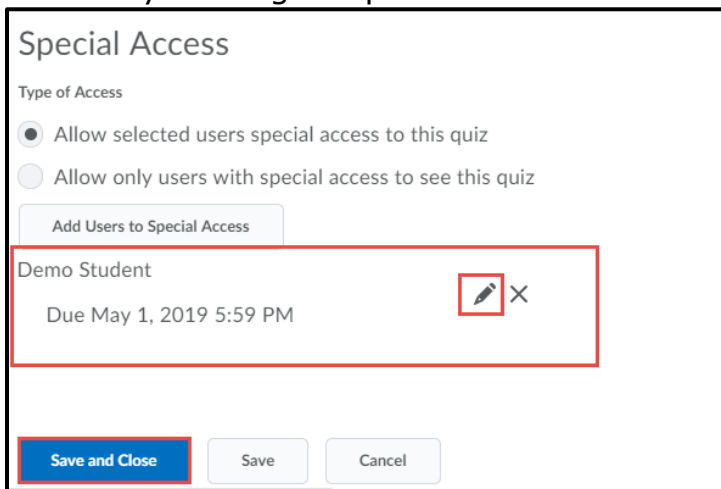7. When you are finished, click **Save**.

8. Users with special access are listed in the **Special Access** section. **Edit** special access by clicking the pencil icon. To save changes, click **Save and Close**.

Set Quiz Accommodations

1. Go to **Classlist**.
2. Navigate to the **student** needing accommodations for quizzes and use the dropdown menu to select **Edit Accommodations**.
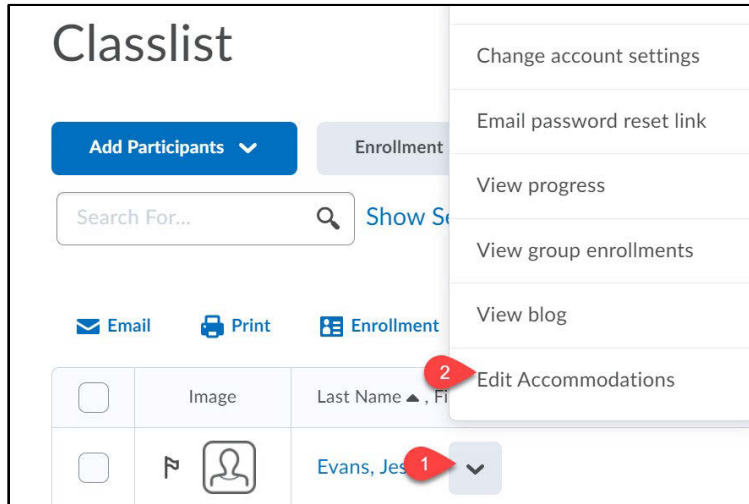
3. In **Edit Accommodations**, adjust **Timing** and **Controls** as needed based on the student's **Faculty Accommodation Memo (FAM)**.
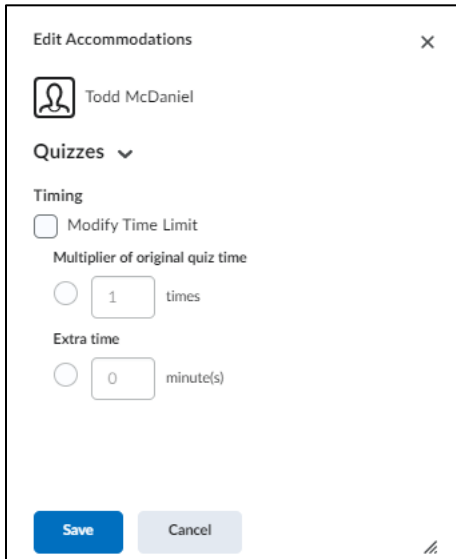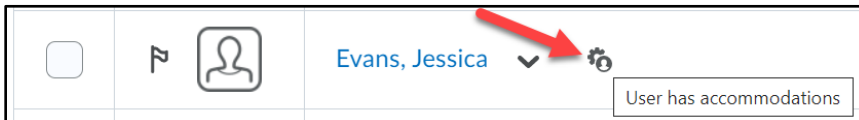   a. **Modify Time Limit**: Check the box if the student needs extended time. Once checked, you may use the multiplier (**recommended**) **OR** extra time option to adjust the time.
   b. **Multiplier of original quiz time**: Enter the number of times the student needs based on the FAM. Usually, this is 1.5 (150%) or 2 (200%). (This is the **recommended** option.)
   c. **Extra time**: Enter the number of extra minutes needed. This option is **NOT** recommended since this applies to **EVERY** quiz, and you may have quizzes/exams of varying times.

d. **Save**: Click **Save** once you've finished editing the accommodations.

Note: If you want to double-check or edit the accommodation settings for a student, you can go back to **Classlist**. You will see the gear/person icon by the name indicating the **User has accommodations**. You may use the dropdown menu to select **Edit Accommodations**.

Customize the Evaluation and Feedback Section of a Quiz

By default, students only see their scores when viewing a completed quiz. You can customize Submission Views to allow students to see additional information, such as correct answers or question feedback. Note that Submission Views do not take effect until the quiz scores have been published.
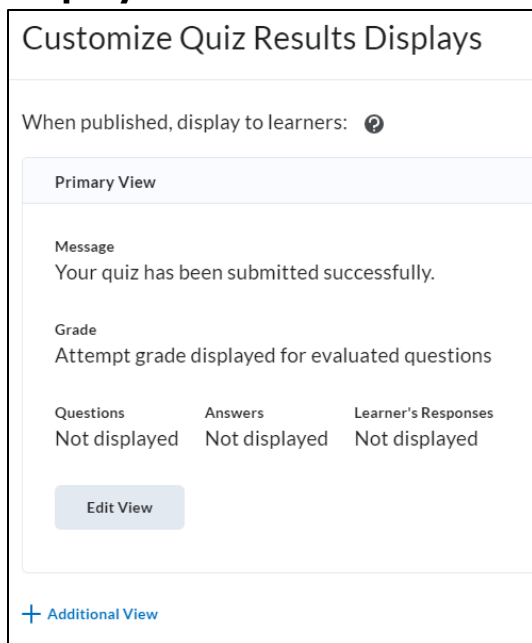
1. From the navbar, click **Quizzes**.
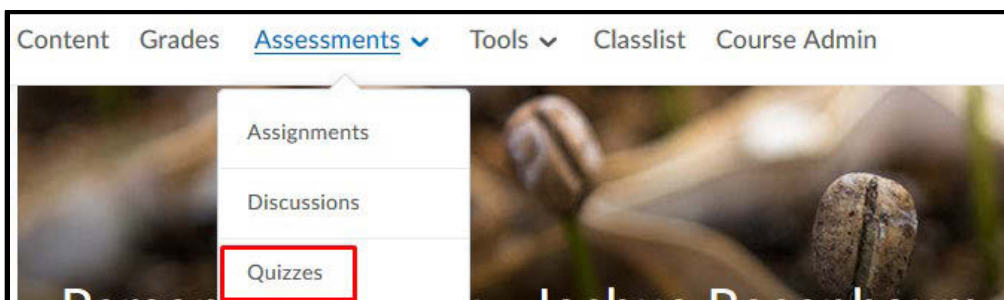
2. On the **Manage Quizzes** page, click **Edit**, from the drop-down menu of the quiz in which you want to customize the submission view.

3. In the **Evaluation and Feedback section,** click the **Customize Quiz Results Display** link.

This screen will show you your current view options and allow you to Edit them as needed.

1. Click on **Edit View** to customize the **View Details** you would like users to see. You can change the Message students se when they complete the Quiz, if their attempt grade appears, if they see the questions, and also if they see class statistics.
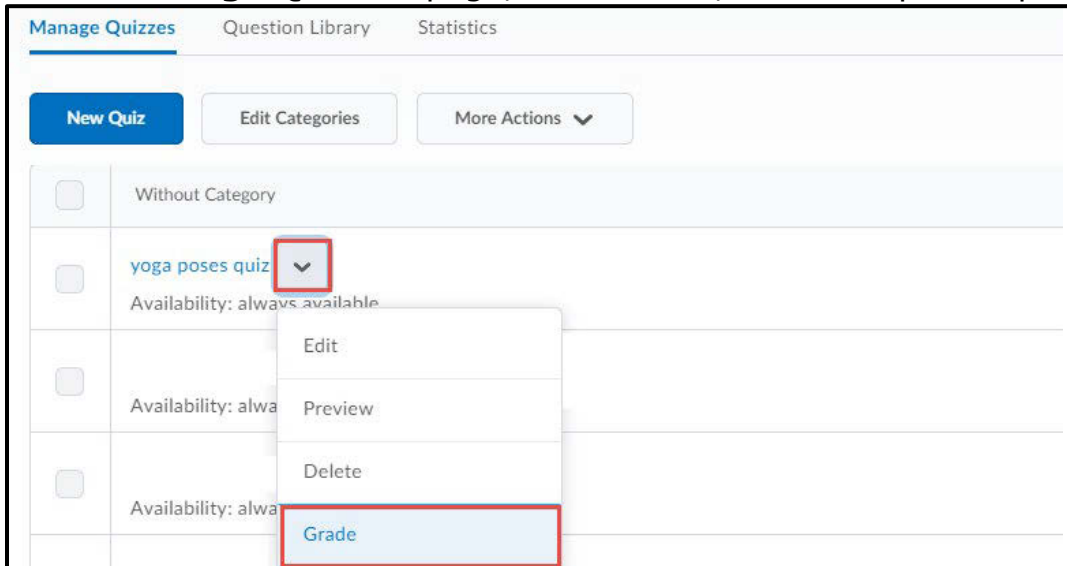

2. Click **Update**.
3. Click **OK**.
4. You may choose to **Add Additional Views** from here. Click **OK**.
   a. Additional Views should be added if a specific date for viewing access needs to be used.

View Quiz Event Logs

View a Single Attempt

You can view an event log of a single quiz attempt made by an individual learner.

5. On the **Manage Quizzes** page, click **Grade**, from the quiz drop-down menu.

6. On the **Grade Quiz** page, in the user list, click **Attempt 1** to view quiz details.

Export All Quiz Attempts

You can export an event log of all quiz attempts made by all learners in your course.

1. On the **Manage Quizzes** page, click **Grade**, from the quiz drop-down menu.
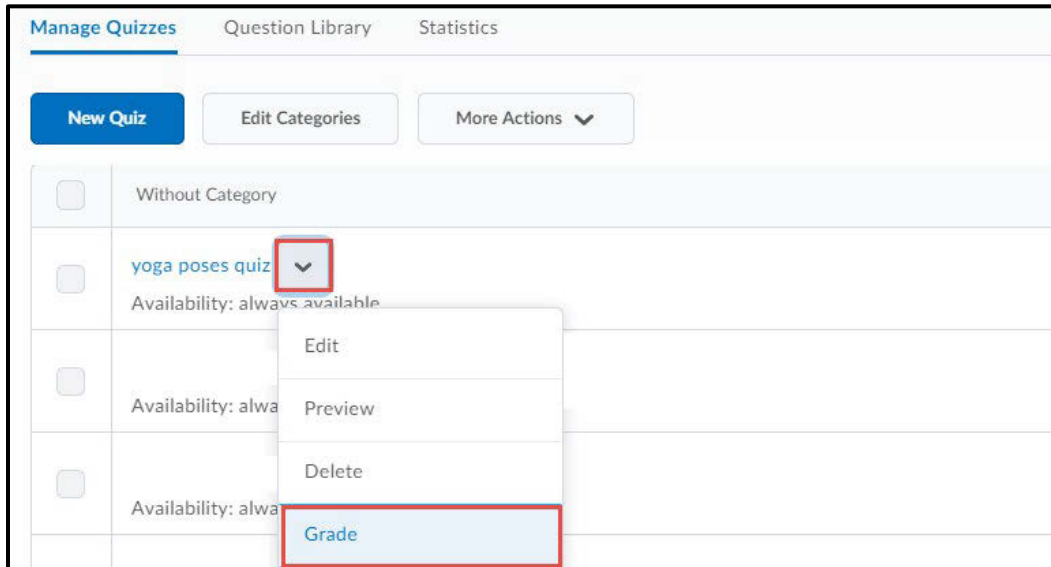
2. On the **Grade Quiz** page, click **Export Event Logs** to generate an Excel file with quiz details for all users.