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.

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Tutorial Videos

Creating Quizzes and Questions
  • Create a New Quiz
  • Creating a New Quiz with New Questions
  • Creating a New Quiz with Imported Questions
  • Populate a Quiz with Questions from the Question Library
  • Create a Quiz with a Randomized Set of Questions (Question Pool)
  • Customize Question Delivery (Sections)
  • Create Bonus Quiz Questions
  • Shuffle Quiz Questions
  • Edit a Quiz Question
  • Edit a Question on an Active Quiz

Grade Quizzes
  • Associate a Quiz with a Grade Item
  • Manually Grade a Quiz
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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 quiz to a Category. Note: Associating a category with a quiz allows quizzes to be grouped by category in the quiz list page.
4. In the **Quiz Questions** area, click **Add/Edit Questions**.

![Quiz Questions](image)

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

![Add or Import Questions](image)
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 Add 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, click **Delete**.
5. Rearrange questions using the handles to drag and drop the question into a new location, or using keyboard only navigation (tab and arrow keys).

6. When you are satisfied with your questions, click **Back to Settings for “Quiz Title”**.

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**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 **Add** drop-down menu and select **Section**.
2. Enter the **Section Title** and **Section Text** and select the respective check boxes if you want to hide the section tile 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** or **Import** 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.

![Question Pool Example]

**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 **Add** drop-down menu and select **Question Pool**.

![Add drop-down menu](image1)

2. Enter a Question Pool **Title**.
3. Specify the **number of questions** 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**.

![Browse Question Library](image2)

5. Search for and select the questions or the entire section of questions you want to add. Click **Add**. Note: If you selected a section, all questions within the section appear in the question pool.

![Search and filter](image3)

![Add individual questions or entire sections](image4)
6. Review the added questions. Remove any unwanted questions by clicking the X. Finally, click **Save**.

![Quiz Questions](image)

### Import Existing Questions

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

#### Upload a File

1. When editing the quiz, click **Add/Edit Questions** in the Quiz Questions area.

![Add/Edit Questions](image)
2. Click **Import** and then select **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).

**Import from Question Library**
1. Click the **Import** drop-down menu and select **Browse Question Library**.
2. Search for and select the questions or an entire section of questions you want to add. Click **Add**.
Configure Quiz Properties

1. On the **Edit Quiz** page, in the **Properties** tab, you can choose to do any of the following:
   a. Specify the number of **Questions per page**.
   b. Select the **Prevent moving backwards through pages** check box.
   c. Select the **Shuffle questions at the quiz level** check box. To discourage cheating in quizzes, you can shuffle the order of all questions in quizzes or specific groups of questions (sections) in quizzes.
      - For example, you could shuffle questions 1-10 in a quiz, or shuffle questions 3-10 (grouping those questions into a section) and retain the order of questions 1-2 at the start of the quiz. When a quiz contains shuffled questions, each learner receives a quiz with a unique question order.
      - Note: Shuffling the order of questions at the quiz level also shuffles the order of all sections in the quiz.

![Edit Quiz - Exam 4_9-24-2020](image)
3. Configure additional (optional) settings for the quiz.
   a. Add a **Description/Introduction**. The description is shown before quiz availability. The introduction is shown at quiz commencement.
   b. Add a **Page Header** and/or **Page Footer** to be shown at the top or bottom of every page.
   c. In the **Optional Advanced Properties** area, do any of the following:
      - Select the **Allow hints** check box.
      - Select the **Disable right click** check box.
      - Select the **Disable Email, Instant Messages and alerts** check box.
   d. In the **Notification Email** field, enter an email where notifications will be sent.

4. 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.

Grading Quizzes

Connect a Quiz to the Gradebook

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 the **Assessment** tab, and configure any of the following settings:
   a. Select the **Automatic Grade** check box if you want users to see their score as soon as they submit their attempt.
   b. Associate an existing **Grade Item** to the quiz by clicking the drop down menu, or add a new grade item.
   c. Select **Allow automatic export to grades** to enable the system to send auto-graded attempt scores directly to the grade book.
   d. Preview how the quiz grade appears to learners in the **Student View Preview**.
4. In the **Attempts** area, set how many attempts a learner can make on a quiz, and how multiple attempts are calculated.

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

6. Click **Save and Close**.

![Image of the Attempts section](image-url)
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. Under the name of the student, select the **attempt** link.
3. Scroll down to the quiz questions. Enter a value in the **Score** field for questions that must be graded manually, or to change the score that D2L has automatically assigned.

4. Select the **Expand question feedback** link and enter text in the Feedback textbox to provide qualitative feedback for the specific question.

5. Optional: Enter text in the **Attempt Feedback** textbox to give the student feedback on the entire quiz attempt.

6. 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 response allows you to evaluate one question at a time.

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, select the Questions tab to view a list of all questions on the quiz.

3. Check Blind Marking to evaluate quiz questions anonymously. Check View Graded Responses to see questions that have already been evaluated.

4. Select the question title link. The first response will be displayed.
5. Enter a value in the **Score** field (or adjust the value automatically entered by D2L if you want to change it.)

6. Select **Expand question feedback** to open the **Feedback** field, and enter any qualitative feedback.

7. Select **Save and Continue** to go to the next student.

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**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.

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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.

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

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

4. 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.

5. To submit the quiz for a student, the instructor selects the **Enter Quiz as User** icon which displays to the right of “In progress”.
6. A pop-up confirmation dialogue box will appear. Select **Yes** to enter the quiz as the user.

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

8. 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.

9. 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.
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
1. From the navbar, click **Quizzes**.

2. On the **Manage Quizzes** page, click **Edit** from the drop-down menu of the quiz.

3. In the **Restrictions** tab, do any of the following:
   a. Check or uncheck the box to **Hide** the quiz from users. A new quiz is set to inactive by default.
   b. Set a **Due Date** to specify a time when a quiz is expected to be completed. A quiz is considered late if it is submitted after the due date is reached.
   c. Set a **Start Date** that determines when the quiz becomes available to learners and an **End Date** that determines when a quiz becomes unavailable to learners.
d. Add **Release Conditions** for the quiz if desired.

e. **Security Options**: To enable Respondus Lockdown Browser or Monitor for the quiz, please refer to the following guides for more information: [Respondus Lockdown Browser](#); [Respondus Monitor](#)

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4. In the **Optional Advanced Restrictions** area, you may choose to:

   a. Require a **Password** or set an **IP Restriction**.

   ![Optional Advanced Restrictions](image)

   b. In the **Timing** area, click on **Recommended Time Limit** to allow students unlimited time to complete the quiz. Enter a recommended number of minutes to give students an estimate of how long the quiz should take.

   ![Timing](image)
c. Click on **Enforced Time Limit** to enable a time limit for students to complete the quiz. Enter the number of minutes allowed. When enforcing a time limit, you can define specific outcomes for late submissions:

   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.

5. Click **Save and Close**.

**Set up Special Access for a Quiz**

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 **Restrictions**.

3. Scroll down to the **Special Access** section, 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 **Add Special Access**.

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**.
Customize the Submission View for a Quiz

By default, students only see their score 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 **Submission Views** tab, click the **Default View** link.
4. Choose to customize the **Message** that appears after submission. Select the **View Details** you would like users to see, and click **Save**.

5. Review the **Default View** details on the **Submission Views** screen. You may choose to **Add Additional Views** from here. Click **Save and Close**.
   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.