



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

Create Quizzes and Questions

- [Create a New Quiz](#)
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- [Populate a Quiz with Questions from the Question Library](#)
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- [Edit a Quiz Question](#)
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Grade Quizzes

- [Associate a Quiz with a Grade Item](#)
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- [Enter and Submit Quiz for Learner](#)

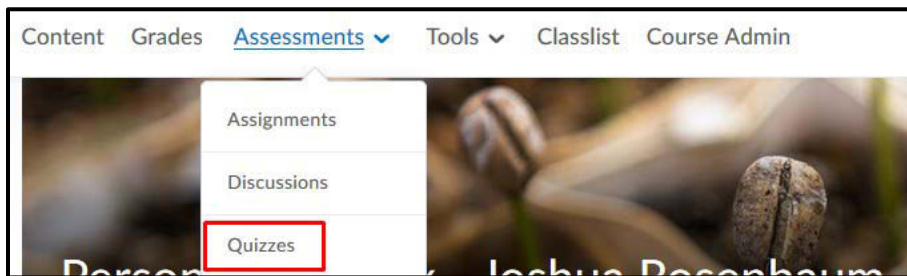
Manage Quizzes

- [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](#)
- [Set up Quiz Accommodations](#)
- [Grant Special Access for a Quiz](#)

Creating Quizzes

Create a Quiz

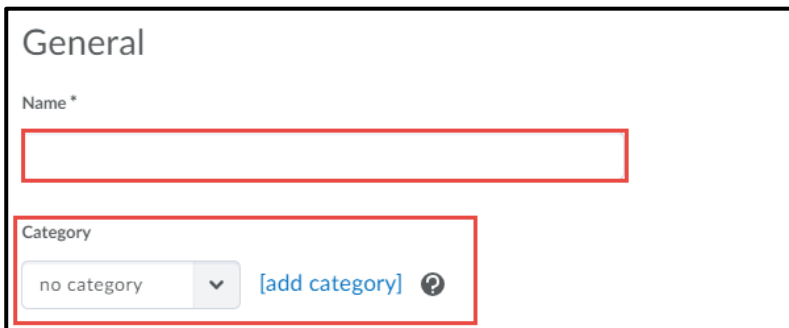
1. From the course navigation bar, click **Assessments**>**Quizzes**.



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



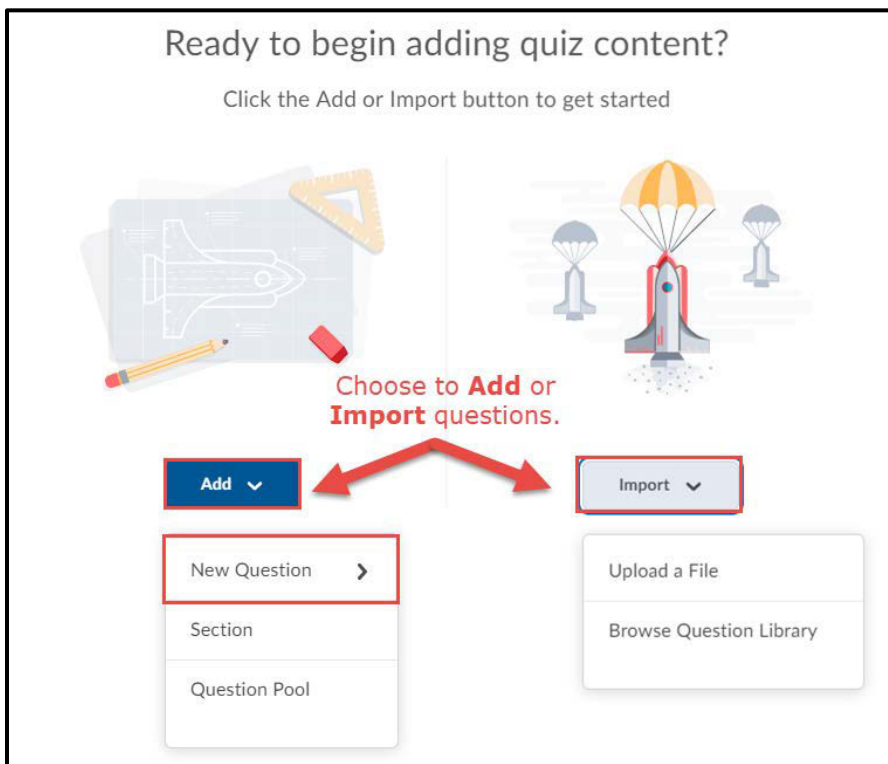
3. Give the quiz a **Name**. If desired, add the quiz to a **Category**. Note: Associating a category with a quiz allows quizzes to be grouped by category on the quiz list page.

A screenshot of the 'General' form for creating a quiz. The 'Name' field is a text input box, and the 'Category' field is a dropdown menu with 'no category' selected. Both the 'Name' field and the 'Category' dropdown are highlighted with red rectangular boxes.

4. In the **Quiz Questions** area, click **Add/Edit Questions**.



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

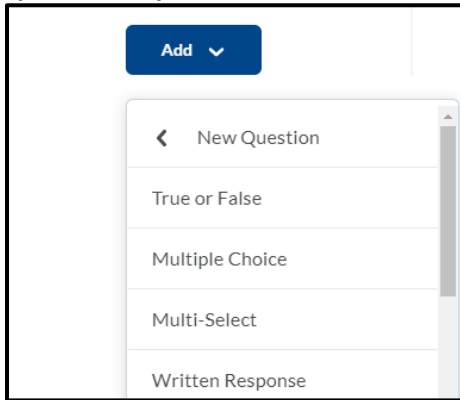


Create New Questions

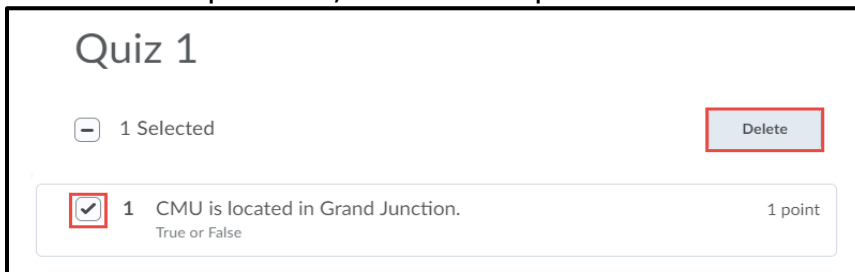
As a best practice for storage, organization, and easy access, we recommend that you create all your questions using the **Question Library**. To learn more about specific question types, or how to import questions from the Question Library, refer to the [Question Library Guide](#) (link opens in new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

Add a New Question

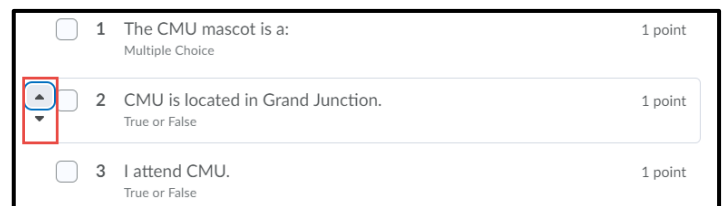
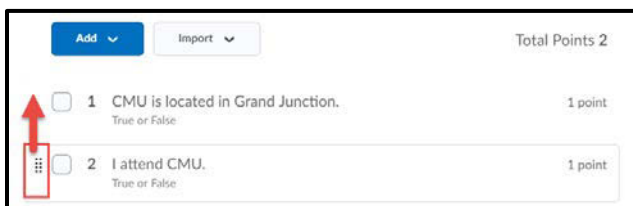
1. Click the **Add** drop-down menu and select **New Question** and select the type of question you want to add.



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).



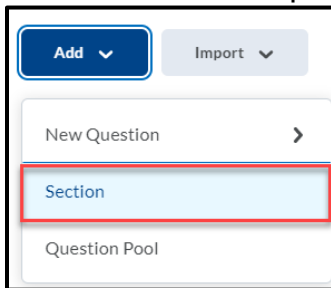
6. When you are satisfied with your questions, click **Back to Settings for "Quiz Title"**.



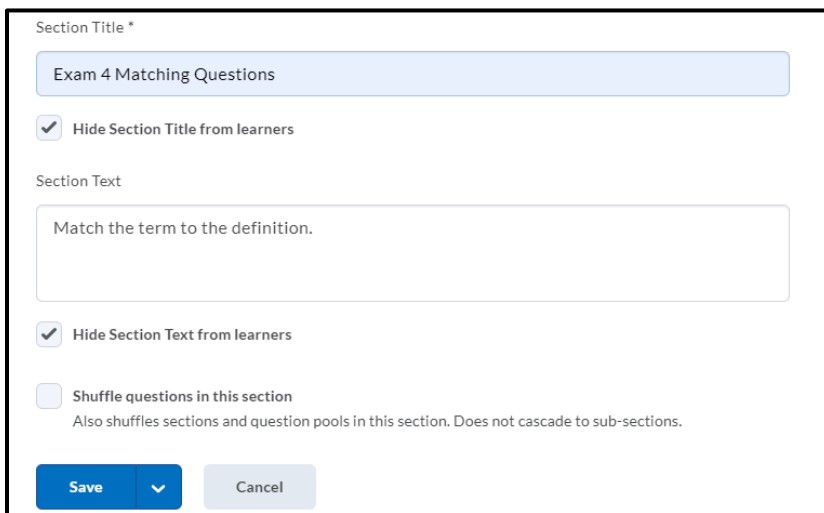
Add a Section

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**.

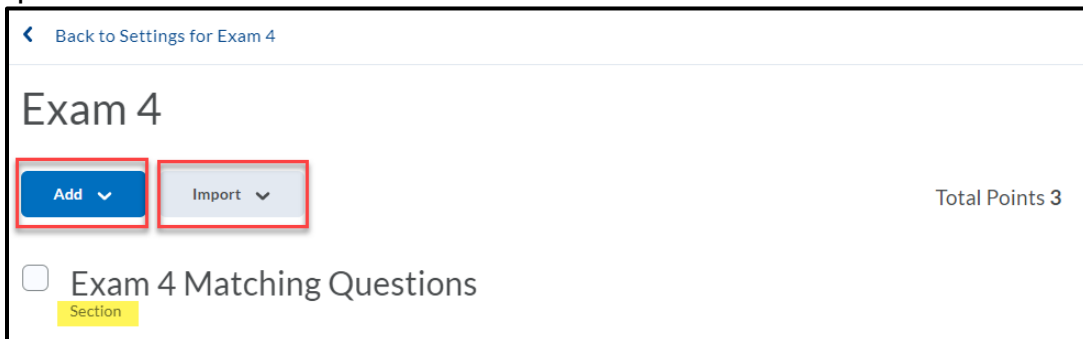


2. Enter the **Section Title** and **Section Text** and select the respective checkboxes if you want to hide the section title and/or section text from learners.
3. To shuffle the order of questions within a specific section, select the **Shuffle questions in this section** check box.
4. Click **Save**.

A screenshot of a form titled 'Section Settings'. It contains the following fields and options:

- Section Title ***: A text input field containing 'Exam 4 Matching Questions'.
- Hide Section Title from learners**
- Section Text**: A text input field containing 'Match the term to the definition.'
- 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.
- At the bottom, there are two buttons: 'Save' (highlighted in blue) and 'Cancel'.

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.

Sept 24, 2020

Total Points 3

Add **Import**

Exam 4 Matching Questions
Section

1 Match a with B
Matching • Also in Question Library

2 What are the two meals after breakfast?
Short Answer • Also in Question Library, Demo Quiz #2

1 point

1 point

Click and then drag and drop the question under the section heading.

Sept 24, 2020

Total Points 3

Add **Import**

Exam 4 Matching Questions
Section

1 Match a with B
Matching • Also in Question Library

2 What are the two meals after breakfast?
Short Answer • Also in Question Library, Demo Quiz #2

3 CMU
True or False • Also in Question Library, Quiz #1, Survey 1

1 point

1 point

1 point

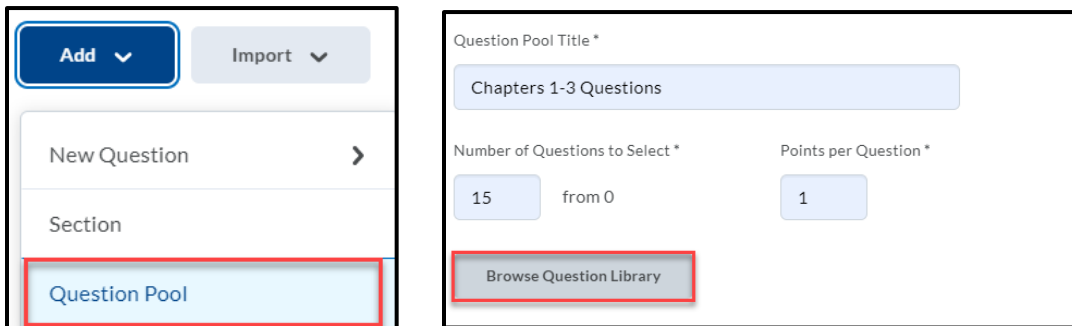
Question nested within a section.

Questions not nested within a section.

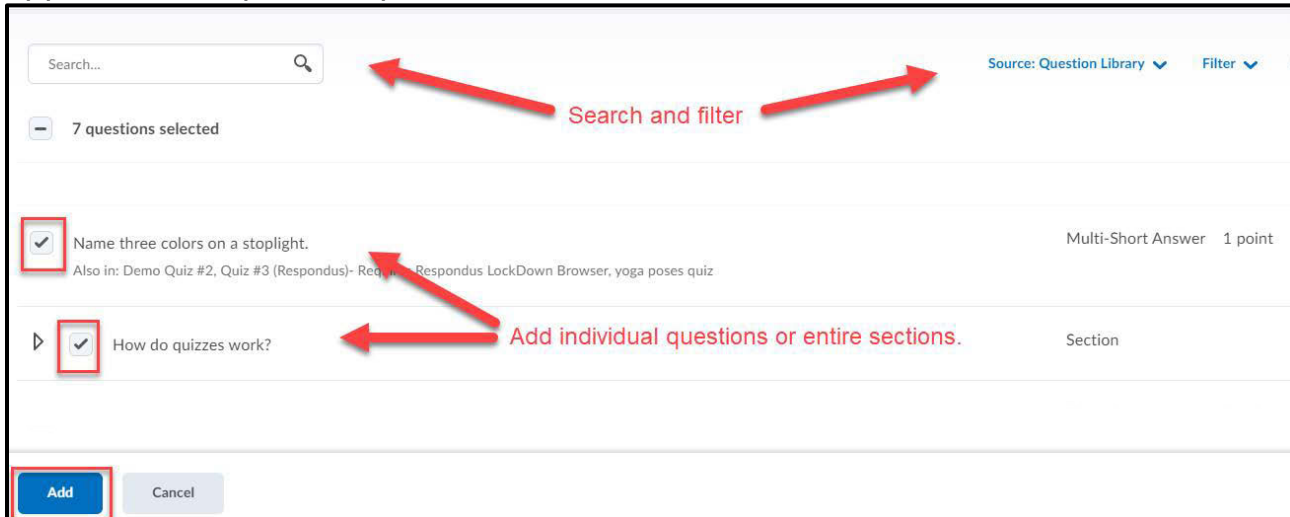
Create a Question Pool

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.

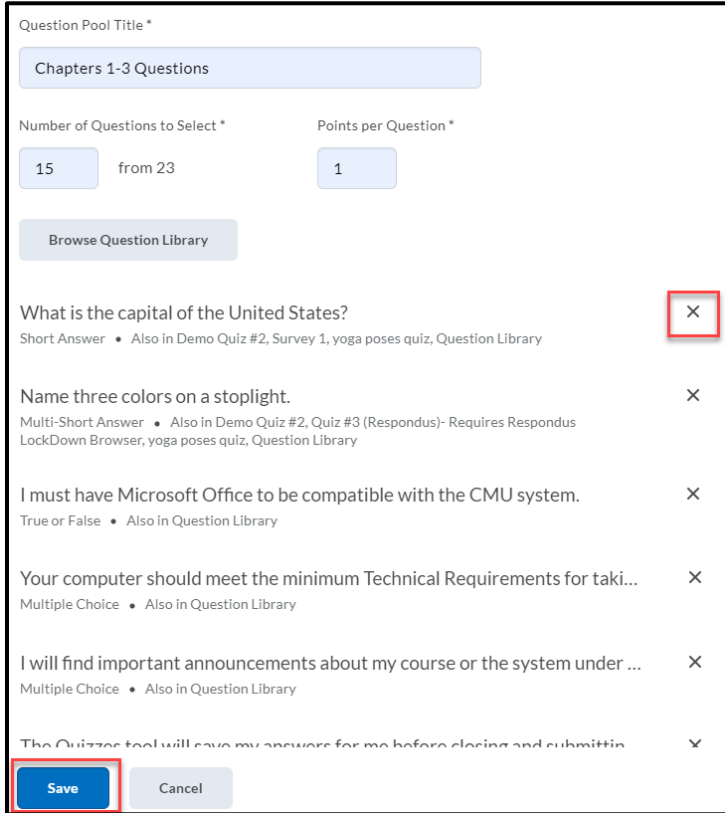
1. Click the **Add** drop-down menu and select **Question Pool**.
2. Enter a Question Pool **Title**.
3. Specify the **number of questions** from the pool that you want to appear to learners and how many **points** learners will receive for each question they answer correctly. The appropriate number of questions will be chosen randomly for each quiz attempt.
4. Click Browse **Question Library**.



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.



6. Review the added questions. Remove any unwanted questions by clicking the **X**. Finally, click **Save**.

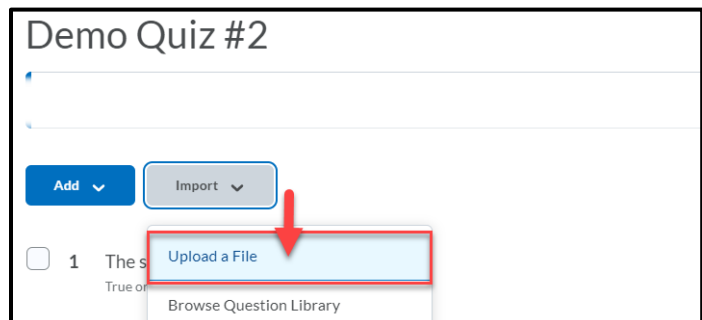
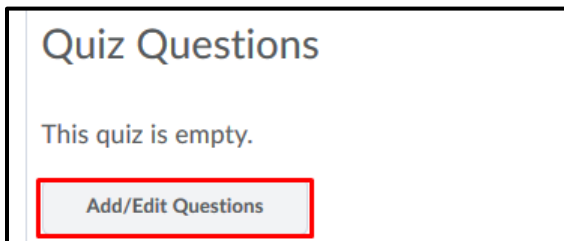


Import Existing Questions

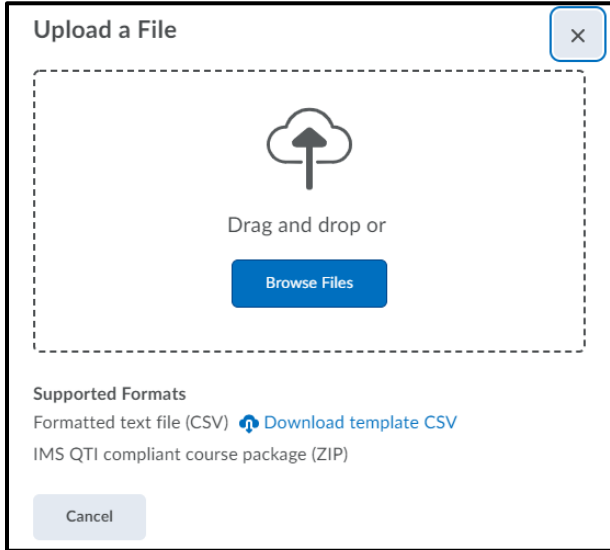
When creating a new quiz or editing an existing quiz, existing questions can be imported by Uploading a File or from the Question Library.

Upload a File

1. When editing the quiz, click **Add/Edit Questions** in the **Quiz Questions** area.
2. Click **Import** and then select **Upload a File** to import files from your computer.

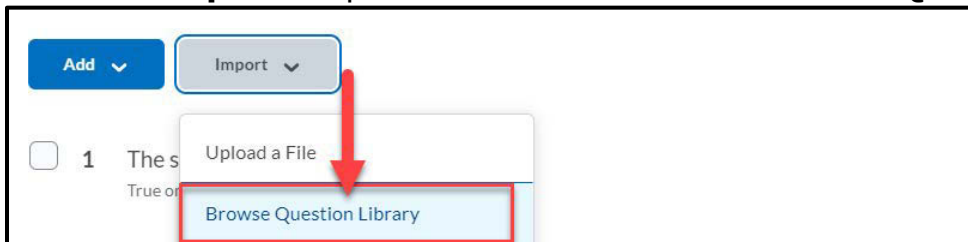


3. Click **Browse Files** or use the drag-and-drop tool (Note: only CSV and zip files can be uploaded).

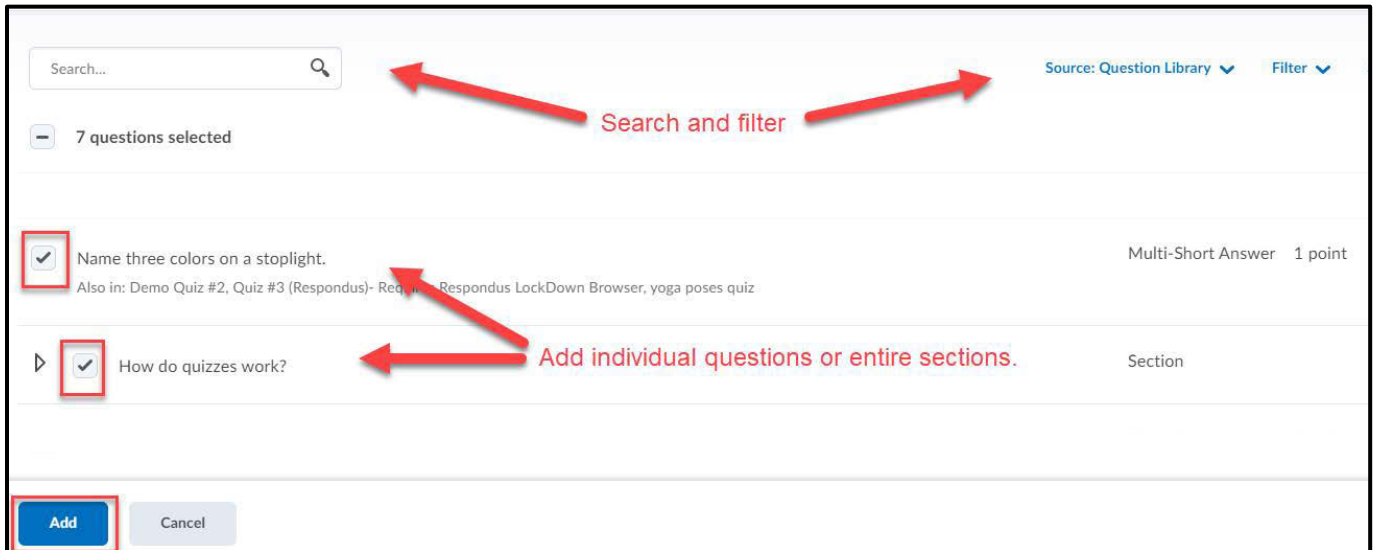


Import from Question Library

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 ▾

PropertiesRestrictionsAssessmentObjectivesSubmission ViewsReports Setup

General

Name *

Category
 ▾ [\[add category\]](#) ⓘ

Quiz Questions

Questions per page: a

Paging: Prevent moving backwards through pages b

Shuffle questions at the quiz level c
Also shuffles sections at the quiz level. Does not cascade to sub-sections.

3. Configure additional (optional) settings for the quiz.
 - a. Add a **Description** to be shown before users start the quiz.
 - 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**.

Description

▷ [Expand Description](#) a

Page Header / Footer

▷ [Expand page header / footer](#) b

Optional Advanced Properties

▼ [Collapse optional advanced properties](#)

Allow hints

Disable right click ? c

Disable Email, Instant Messages and alerts ?

Notification Email

? d

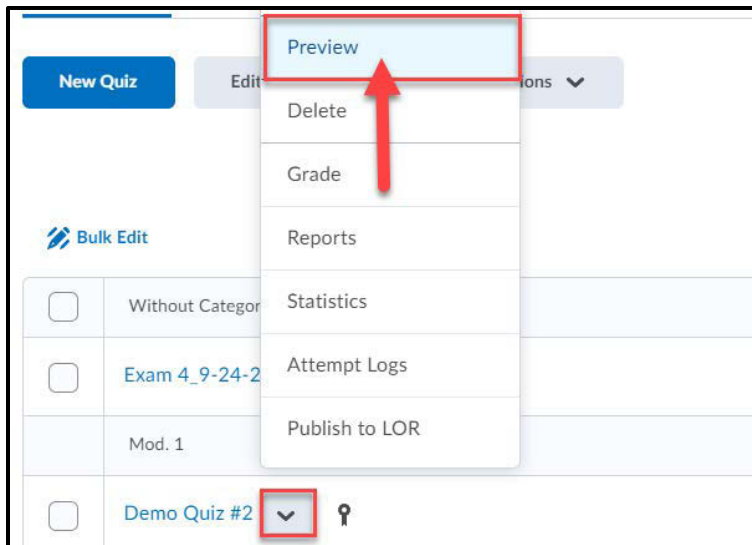
Save and Close

Save

Cancel

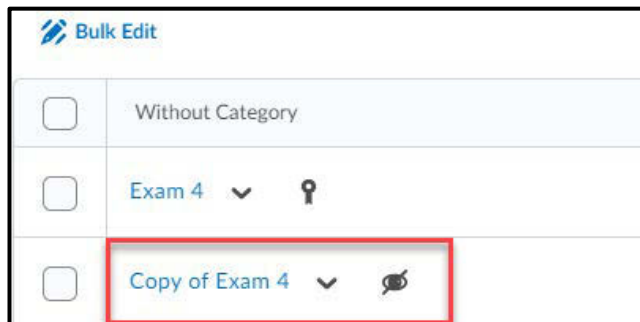
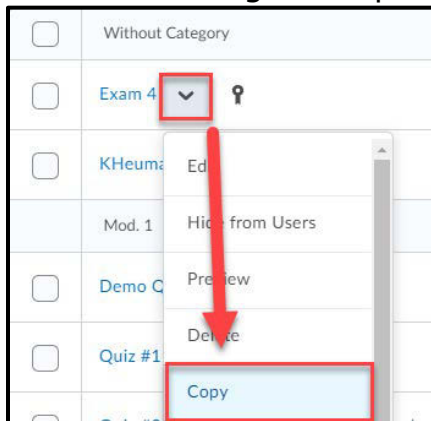
Quiz Preview

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.



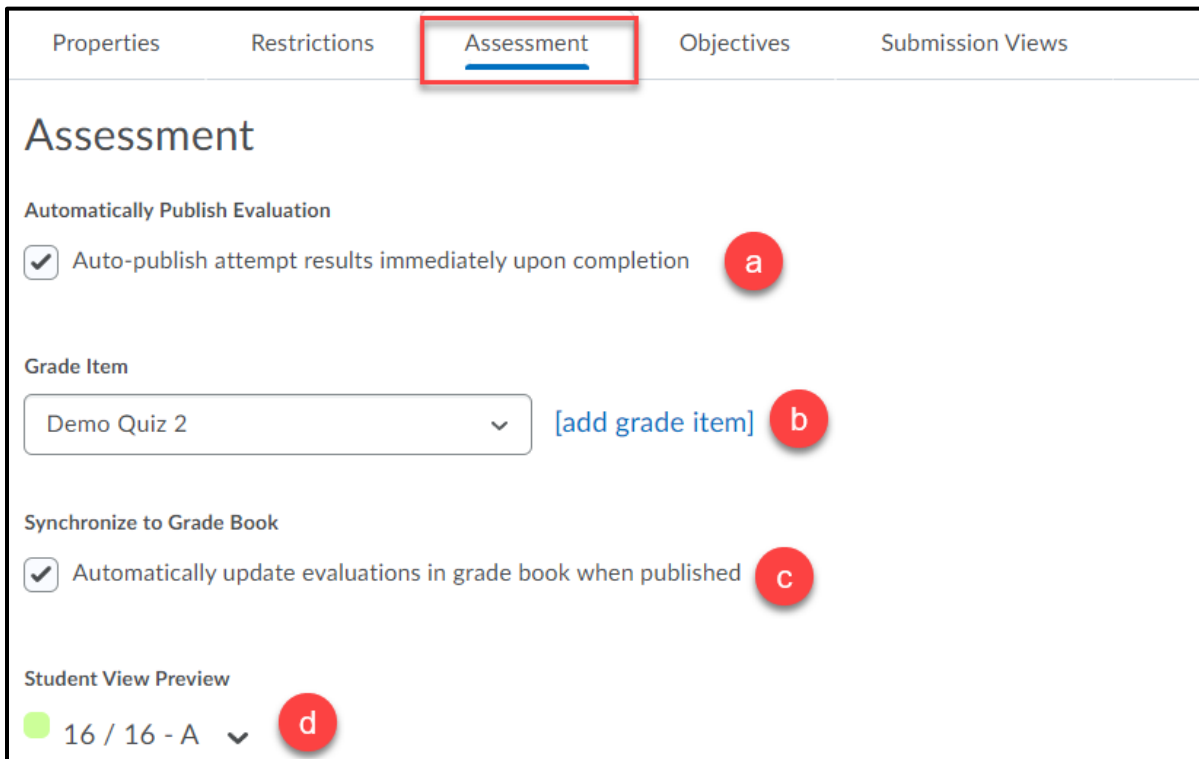
Grading Quizzes

Connect a Quiz to the Gradebook

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 **Auto-publish attempt results** check box if you want users to see their score as soon as they submit their attempt. This is not recommended if you need to manually grade questions.
 - b. Associate an existing **Grade Item** to the quiz by clicking the drop-down menu, or add a new grade item.
 - c. Synchronize the quiz scores to the grade book by selecting **Automatically update evaluations in grade book when published**.
 - 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 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**.

Attempts

Attempts Allowed ⓘ

2 ▾ Apply 

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

Retake Incorrect Questions Only

On new attempts, only allow answers for previously incorrect questions ⓘ

Overall Grade Calculation

Highest Attempt ▾

Advanced Attempt Conditions

To restrict access to attempts, enter a minimum and/or maximum percentage (0 - 100) that needs to be achieved on the previous attempt to qualify for another attempt.

If the minimum and/or maximum percentage is left blank, it will not apply. If both are left blank, then there is no restriction.

Attempt 2 - Min: % Max: % on Attempt 1

Save and Close Save Cancel

Manually Grade a Quiz

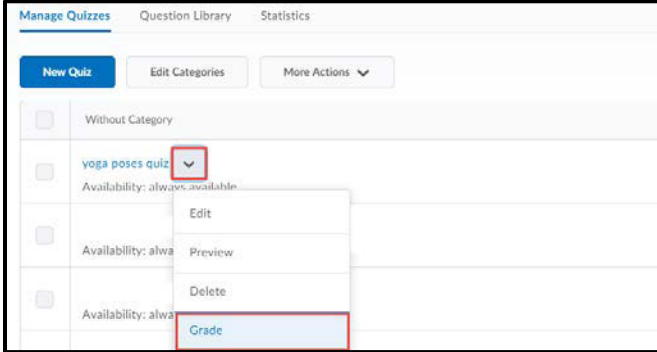
Some quiz questions are graded automatically by D2L, including multiple-choice, true/false, multi-select, and matching. More qualitative questions, like Written Response, must be graded manually.

There are two options for manually grading quizzes:

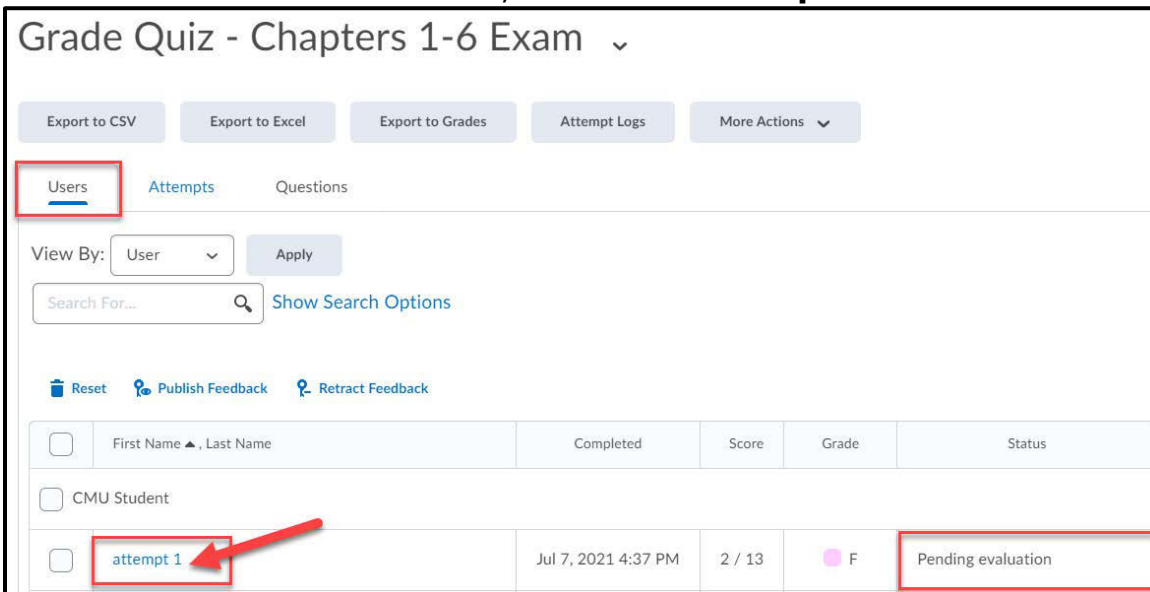
- **By student attempt:** To grade an entire quiz for one student at a time.
- **By question:** To grade all attempts of one question.

Grade Quizzes by Student Attempt

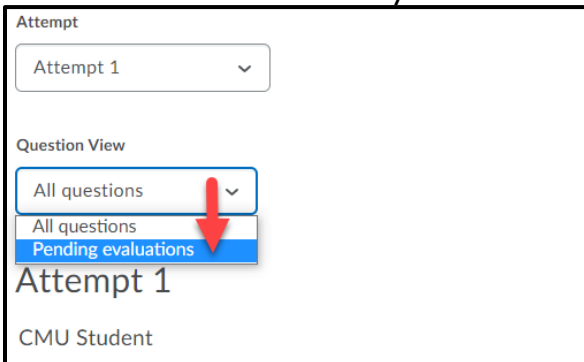
1. On the **Manage Quizzes** page, click **Grade**, from the quiz drop-down menu.



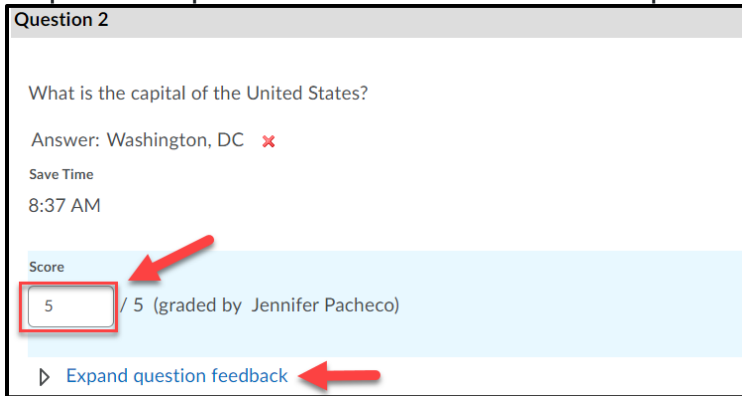
2. The Grade Quiz page will open to the **Users** tab. The **Status** column will show **Pending evaluation** for any quizzes that have not yet been graded. Note: The Assessment setting to "Allow attempt to be set as graded immediately upon completion" needs to be disabled to see Pending Evaluation in 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.



Question 2

What is the capital of the United States?

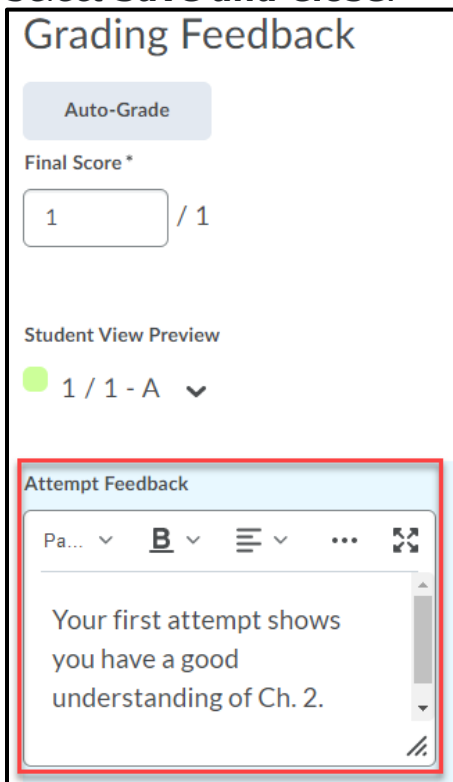
Answer: Washington, DC ✖

Save Time
8:37 AM

Score
5 / 5 (graded by Jennifer Pacheco)

▶ [Expand question feedback](#)

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



Grading Feedback

Auto-Grade

Final Score *

1 / 1

Student View Preview

1 / 1 - A

Attempt Feedback

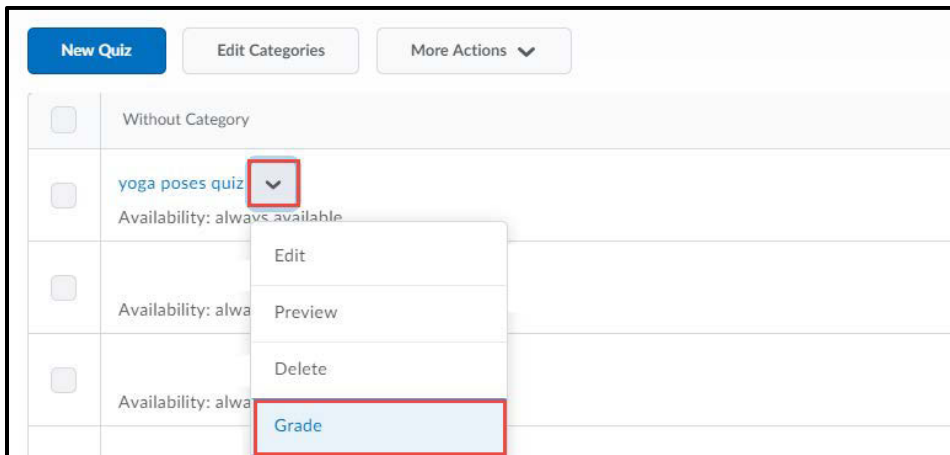
Pa... ▾ **B** ▾ ≡ ▾ ... ✕

Your first attempt shows you have a good understanding of Ch. 2.

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.



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 **Hide learners' names** to evaluate quiz questions anonymously. Check **View evaluated responses** to see questions that have already been evaluated.
4. Select the **question title** link. The first response will be displayed.

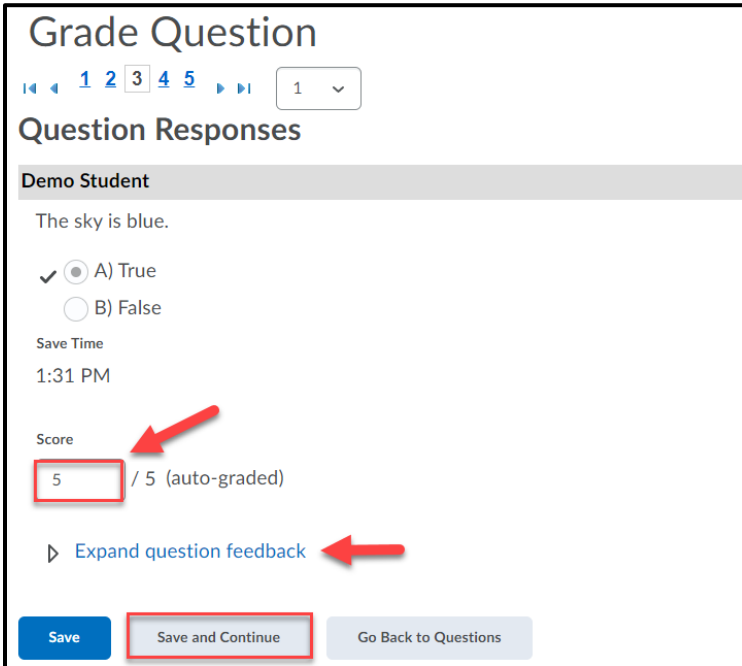
Grade Quiz - Demo Quiz #2 ▾

Users Attempts **Questions**

Grade individual responses
 Hide learners' names ?
 View evaluated responses ?
 Update all attempts

Name	Type	Points	Dif
Q1. The sky is blue.	T/F	5	1
Q2. What is the capital of the United States?	SA	5	1
Q3. Name three colors on a stoplight.	MSA	1	1

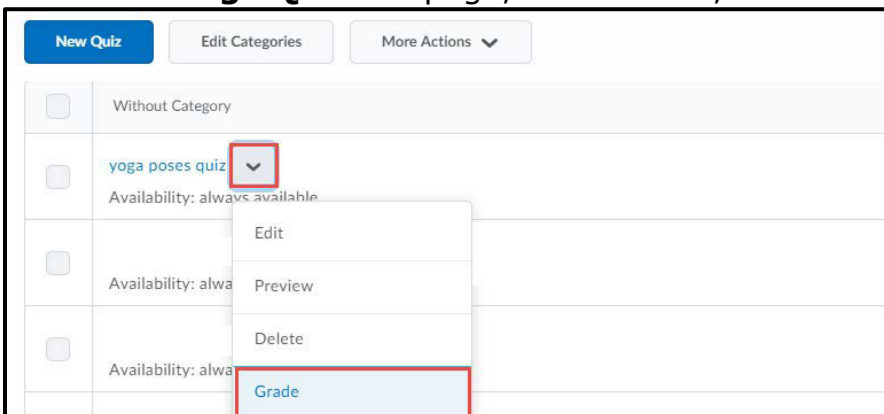
5. Enter a value in the **Score** field (or adjust the value automatically entered by D2L if you want to change it.)
6. Select **Expand question feedback** to open the **Feedback** field, and enter any qualitative feedback.
7. Select **Save and Continue** to go to the next student.



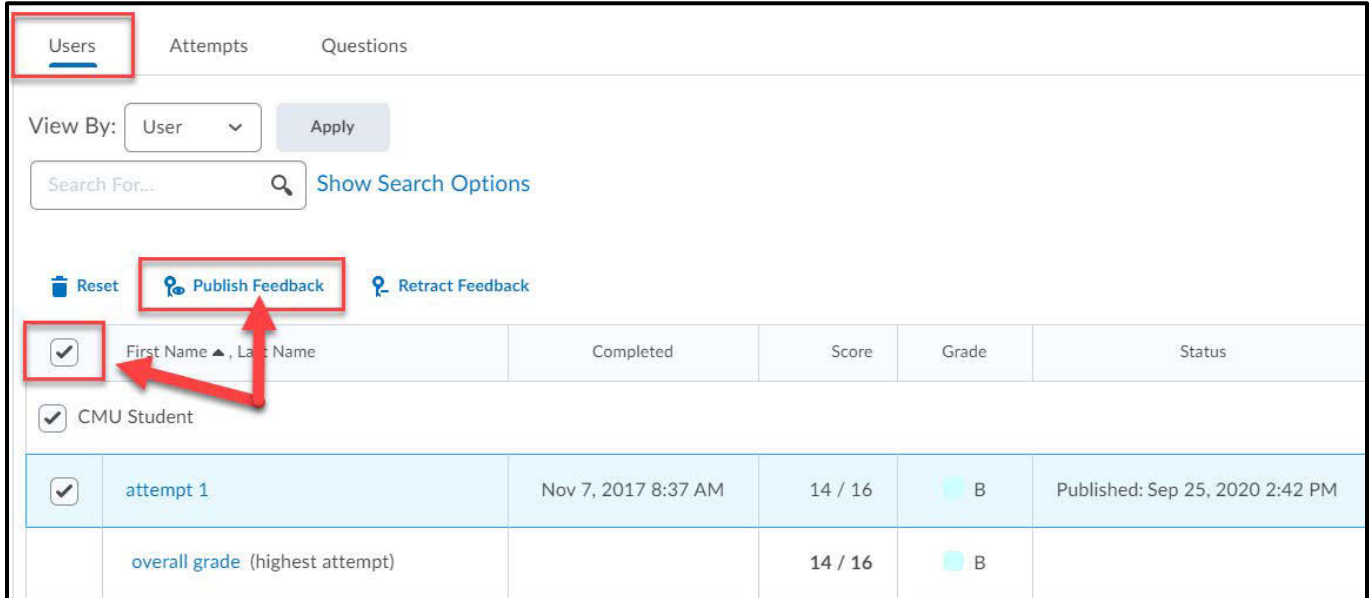
Publish Quiz Scores to the Gradebook Manually

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**.



Users Attempts Questions

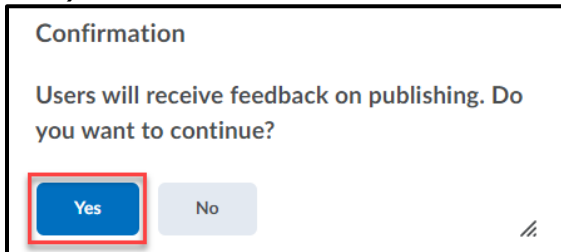
View By: User Apply

Search For... Show Search Options

Reset **Publish Feedback** Retract Feedback

<input checked="" type="checkbox"/>	First Name ▲, Last Name	Completed	Score	Grade	Status
<input checked="" type="checkbox"/>	CMU Student				
<input checked="" type="checkbox"/>	attempt 1	Nov 7, 2017 8:37 AM	14 / 16	B	Published: Sep 25, 2020 2:42 PM
	overall grade (highest attempt)		14 / 16	B	

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.



Confirmation

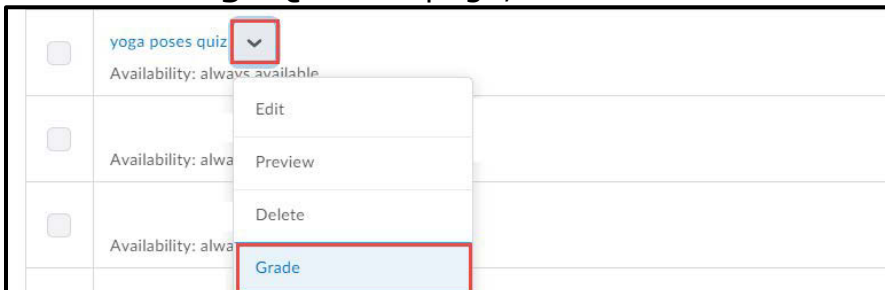
Users will receive feedback on publishing. Do you want to continue?

Yes No

Submit an Attempt for a Student

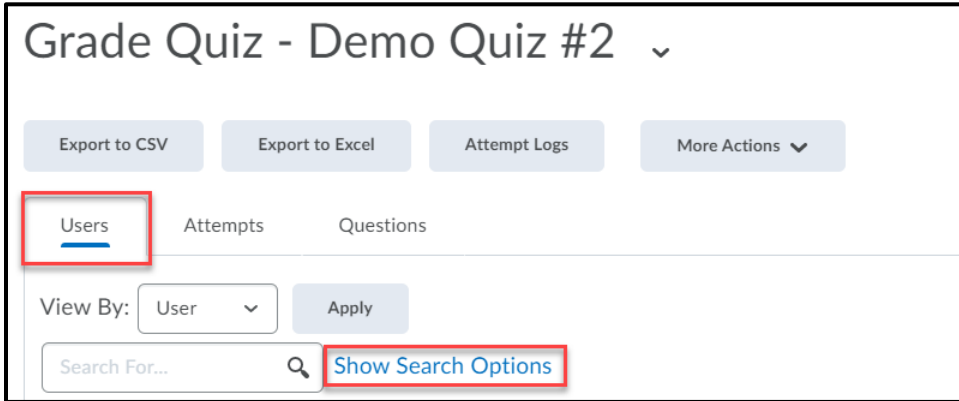
When a student fails to submit a quiz, the quiz remains an "attempt in progress" and the system shows no submission or grade. Instructors can search for "attempt in progress" quizzes and then submit the attempt for a user as necessary.

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

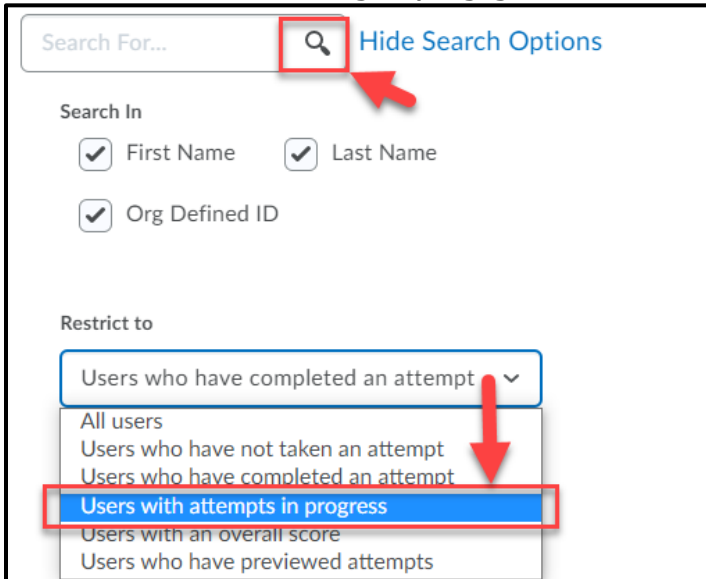


<input type="checkbox"/>	yoga poses quiz	▼	Availability: always available
<input type="checkbox"/>		Edit	
<input type="checkbox"/>		Preview	
<input type="checkbox"/>		Delete	
<input type="checkbox"/>		Grade	

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.

Confirmation

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

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.

Demo Quiz #2

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

Page 1: Question 1 (5 points) ✓ Saved

The sky is blue.

A) True

B) False

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.

2 of 8 questions saved

Confirmation

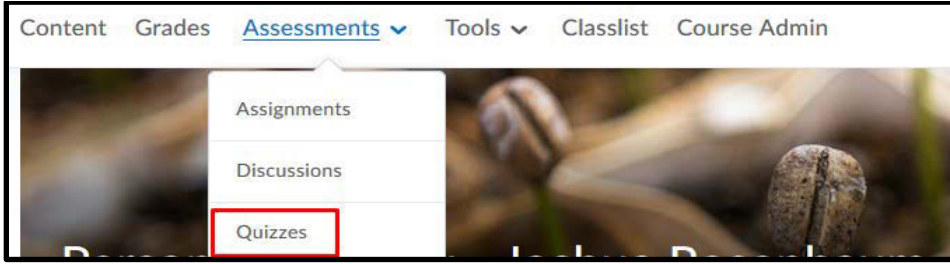
This will submit your quiz. Are you sure you want to continue?

Managing Quizzes

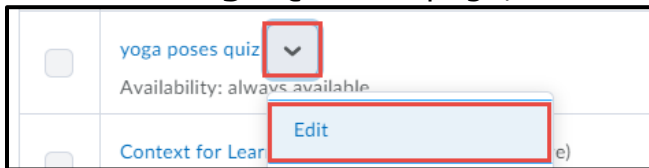
Once you've created a basic quiz, you can further customize it by adding restrictions, adding assessment options, and customizing the submission view.

Add Restrictions to a Quiz

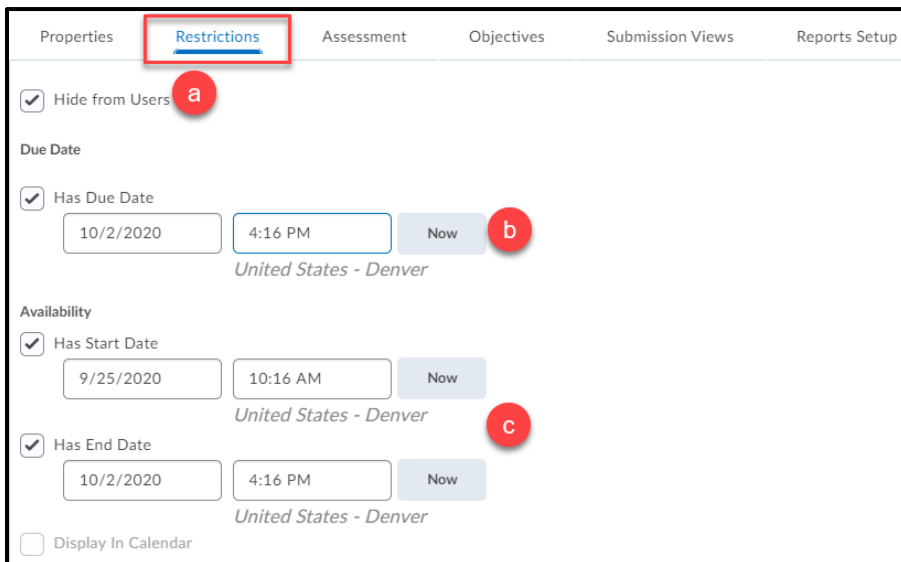
1. From the navbar, click **Quizzes**.



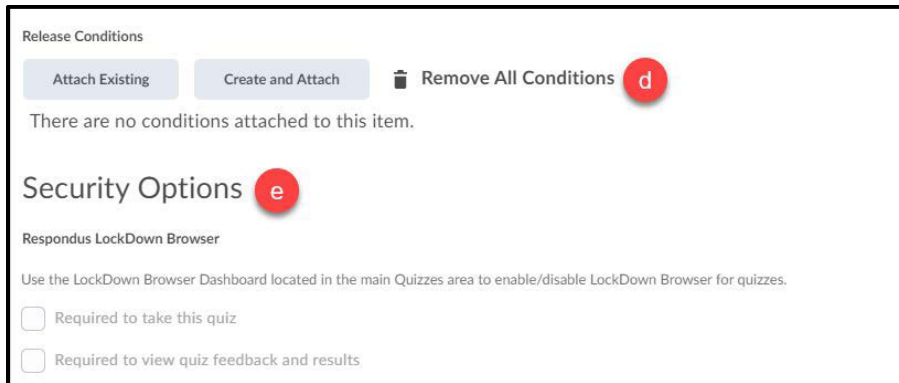
2. On the **Manage Quizzes** page, click **Edit** from the drop-down menu of the quiz.



3. In the **Restrictions** tab, do any of the following:
 - a. Check or uncheck the box to **Hide 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](#)



Release Conditions

d

There are no conditions attached to this item.

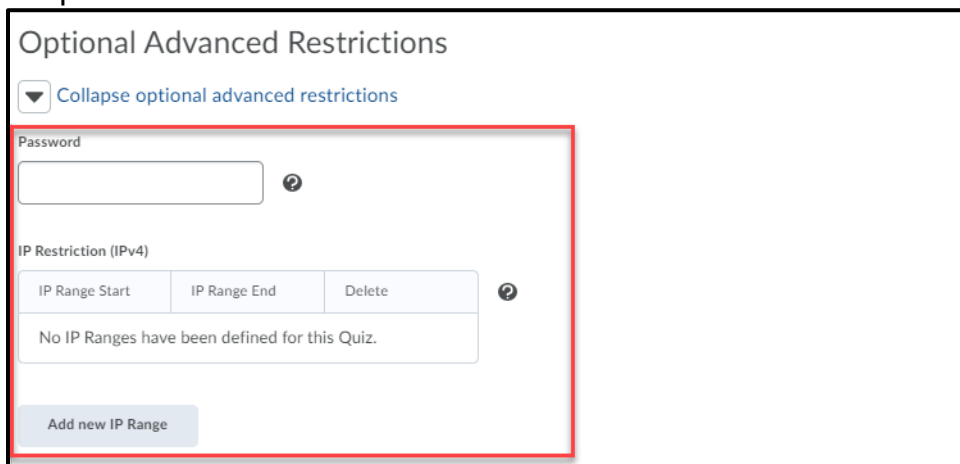
Security Options e

Respondus LockDown Browser

Use the LockDown Browser Dashboard located in the main Quizzes area to enable/disable LockDown Browser for quizzes.

Required to take this quiz
 Required to view quiz feedback and results

4. In the **Optional Advanced Restrictions** area, you may choose to:
- a. Require a **Password** or set an **IP Restriction**.



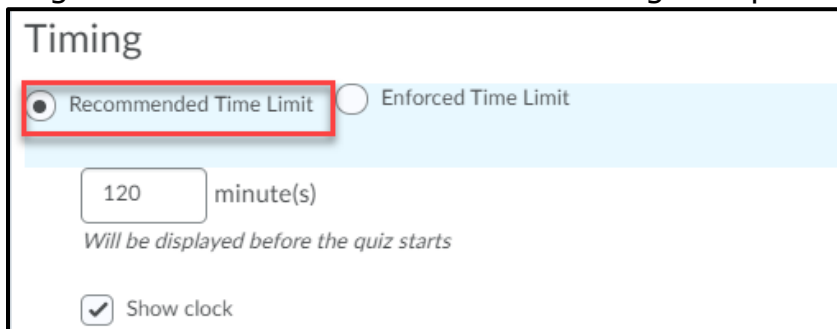
Optional Advanced Restrictions

Password

IP Restriction (IPv4)

IP Range Start	IP Range End	Delete
No IP Ranges have been defined for this Quiz.		

- 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

Recommended Time Limit
 Enforced Time Limit

minute(s)

Will be displayed before the quiz starts

Show clock

- 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.

Timing

Recommended Time Limit **Enforced Time Limit**

Time Limit Grace Period

minute(s) minute(s) before flagged as exceeded time limit

Exceeded Time Limit Behaviour

After the grace period, flag the quiz attempt as exceeded time limit, and

Allow the student to continue working

Prevent the student from making further changes

Allow the student to continue working, but automatically score the attempt as zero after an extended deadline.

5. Click **Save and Close**.

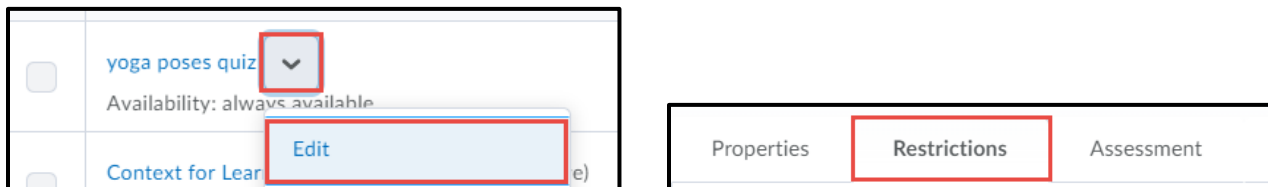
Special Access and Accommodations

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

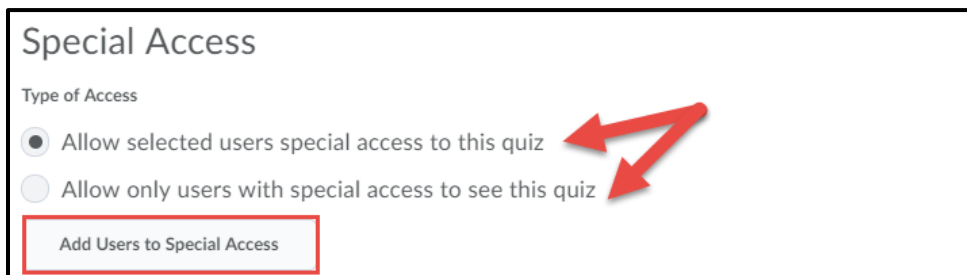
- **Special Access** tool in the Restrictions tab of the Quiz
 - Use the Special Access tool for instances in which **accommodations will be made only once**, instructors can give select students special access to a particular quiz. This special access can include different start/end dates and times, additional time on one quiz, or allowing multiple attempts.
- **Accommodations** tool in the Classlist
 - 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 **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**.

Special Access Properties

Due Date

Has Due Date

5/1/2019 5:23 PM Now
United States - Denver

Availability

Has Start Date

4/24/2019 3:23 PM Now
United States - Denver

Has End Date

5/1/2019 5:23 PM Now
United States - Denver

Timing

No changes
 Recommended Time Limit
 Enforced time limit

Attempts

Override attempts allowed

Attempts Allowed

1

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

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**.

Users

View By: User

Demo

1 Search Result

<input type="checkbox"/>	Last Name ▲, First Name, Id
<input checked="" type="checkbox"/>	Student, Demo

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**.


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](#)

Demo Student  X

Due May 1, 2019 5:59 PM

[Save and Close](#) [Save](#) [Cancel](#)

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**.

Classlist

[Add Participants](#) Enrollment

Search For... Show S

[Email](#) [Print](#) [Enrollment](#)

<input type="checkbox"/>	Image	Last Name ▲, F
<input type="checkbox"/>		Evans, Jes 1

Change account settings

Email password reset link

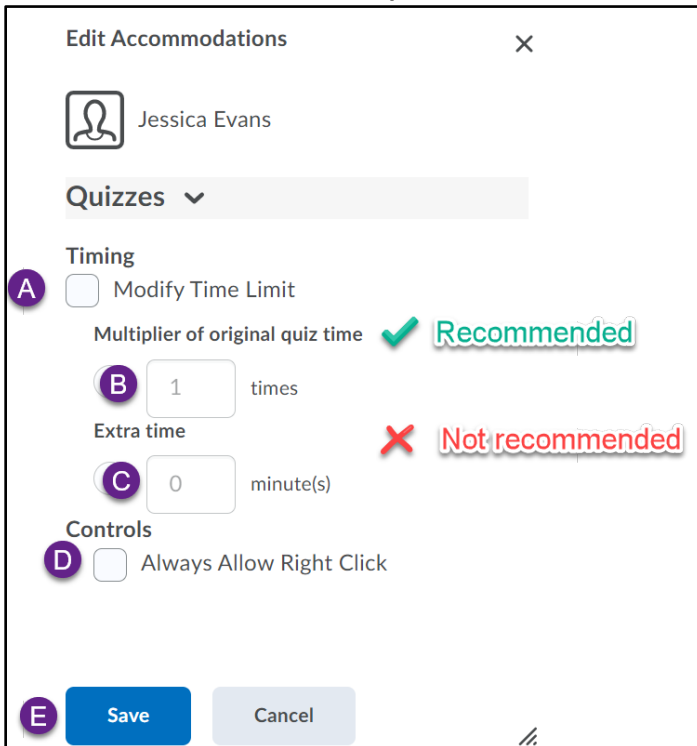
View progress

View group enrollments

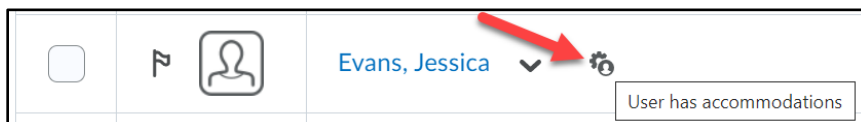
View blog

2 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. **Always Allow Right Click:** Check the box if the student needs this option based on the FAM. (For example, this is needed if the student uses a screen reader.)
 - e. **Save:** Click **Save** once you've finished editing the accommodations.



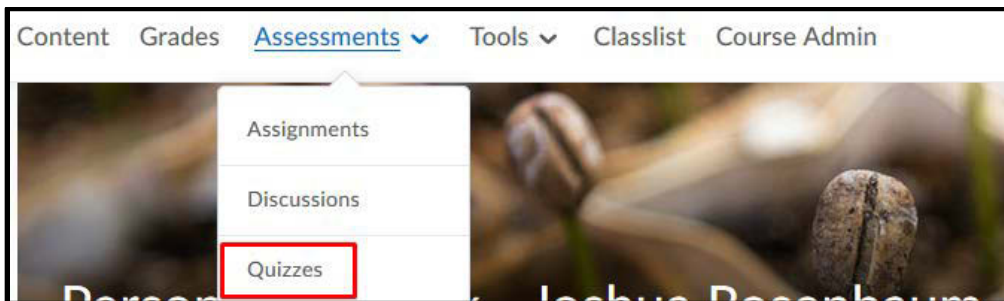
Note: If you want to double-check or edit the accommodation settings for a student, you can go back to **Classlist**. You will see the gear/person icon by the name indicating the **User has accommodations**. You may use the dropdown menu to select **Edit Accommodations**.



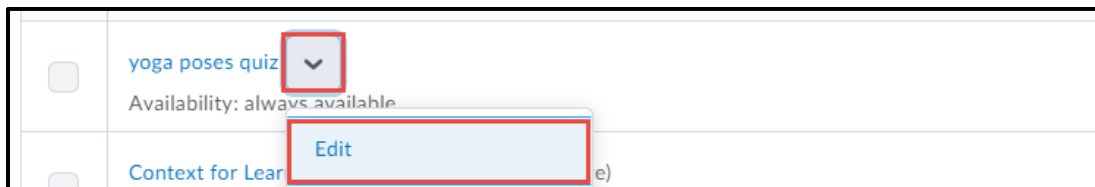
Customize the Submission View for a Quiz

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.

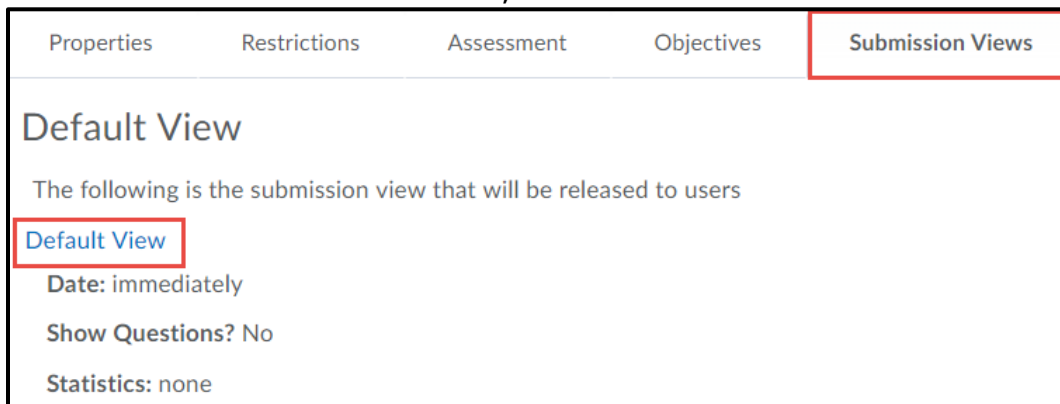
1. From the navbar, click **Quizzes**.



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 **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**.

Message

Paragraph B I U A ≡ ≡ ≡ ≡ Σ + Lato (Recom... 19px

Your quiz has been submitted successfully.

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 ?

Save Cancel

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.

Properties
Restrictions
Assessment
Objectives
Submission Views

Default View

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

Default View

Date: immediately

Show Questions? Show questions answered incorrectly

Show question answers: Yes

Statistics: none

Additional Views

Add Additional View

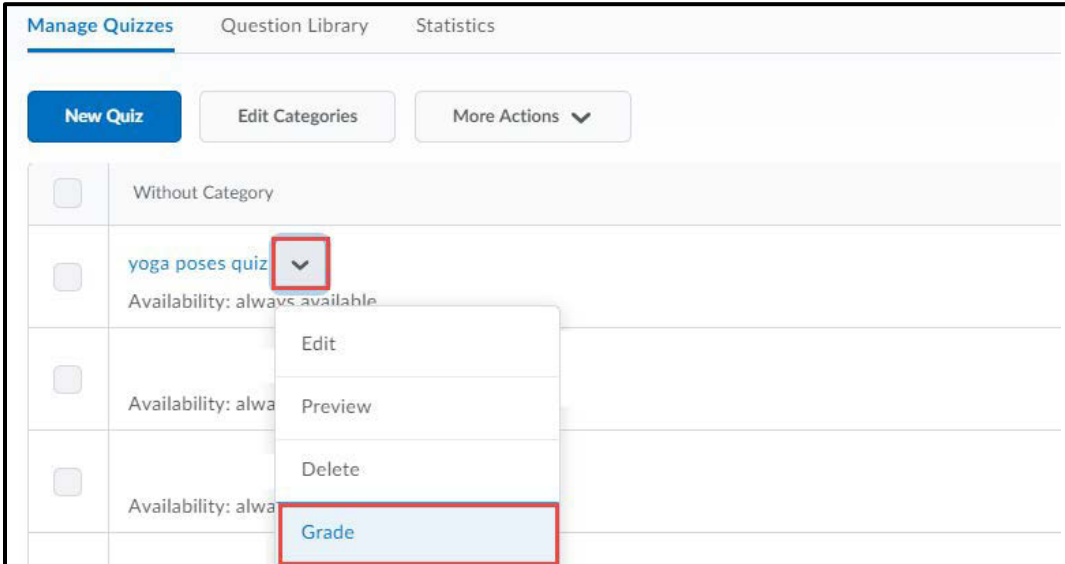
Save and Close

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.



The screenshot shows the 'Manage Quizzes' interface. At the top, there are tabs for 'Manage Quizzes', 'Question Library', and 'Statistics'. Below the tabs are buttons for 'New Quiz', 'Edit Categories', and 'More Actions'. A table lists quizzes, with the 'yoga poses quiz' selected. A dropdown menu is open for this quiz, showing options: 'Edit', 'Preview', 'Delete', and 'Grade'. The 'Grade' option is highlighted with a red box.

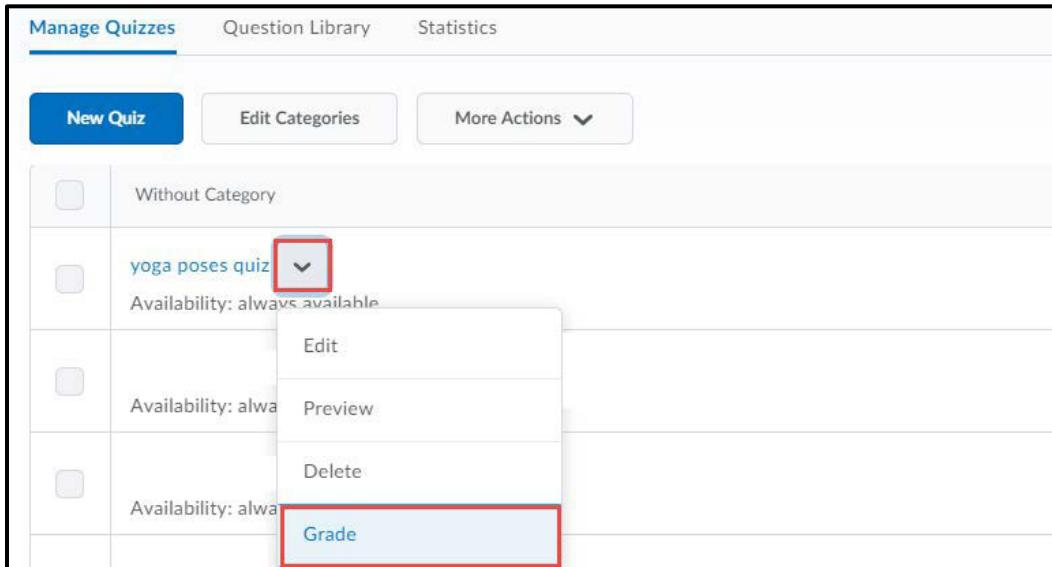
6. On the **Grade Quiz** page, in the user list, click **Attempt 1** to view quiz details.

<input type="checkbox"/>	First Name ▲, Last Name	Completed	Score	Grade
<input type="checkbox"/>	Demo Student			
<input type="checkbox"/>	attempt 1	Feb 26, 2019 10:41 AM	1 / 1	● A
	overall grade (highest attempt)		1 / 1	● A

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.

