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

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- Set up Quiz Accommodations
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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.
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.

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**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**.

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.
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).

![Upload a File](image)

**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**.

![Import from Question Library](image)
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.
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**.
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 Automatic Grade 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. 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 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**
  - Choose the number of attempts allowed.
  - Click **Apply**.

**Retake Incorrect Questions Only**

- Option to retake only incorrect questions.

**Overall Grade Calculation**

- Select the grade calculation method.

**Advanced Attempt Conditions**

- Restrict access to attempts by setting minimum and/or maximum percentages.

**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.

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.

![Confirmation](image)

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](image)

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.

![Submit Quiz](image)
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](#)

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

   ![Optional Advanced Restrictions](#)

   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](#)
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.

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<table>
<thead>
<tr>
<th>Timing</th>
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<tbody>
<tr>
<td>☐ Recommended Time Limit</td>
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- **Time Limit**: 120 minutes
- **Grace Period**: 5 minutes 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.

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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.**

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**.

[Diagram of Special Access section]

**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**.

[Diagram of Classlist interface]
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 customization screenshot]

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.

![Submission Views screenshot]
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.

![Manage Quizzes](image)

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

![Grade Quiz](image)
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.