

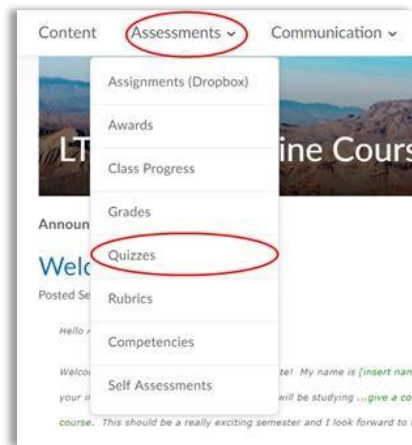
Quizzes

The *Quizzes* tool enables you to create and manage points-measured assessments. Create and manage quiz questions from the *Question Library* or the *Quizzes* tool, and organize quizzes into categories to make it easier to find assessments with similar or related content. Use the *quiz preview* option to test the accuracy of content and grading before you release a quiz. In *quiz preview*, you can answer the questions, view allowed hints, submit the quiz, auto-grade answers, read feedback, and view report results. Once you receive completed quizzes from learners, you can view quiz statistics such as grade distribution, grade average, question statistics, and user statistics on the *Statistics* page.

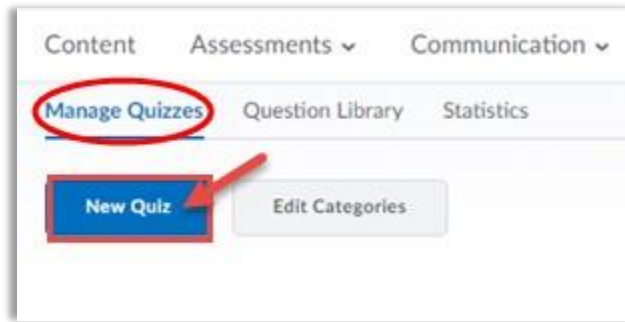
[Creating Quizzes](#) | [Add/Edit Questions](#) | [Quiz Question Types](#) | [Additional Question Settings](#) | [Editing Quizzes](#) | [Deleting Quizzes](#) | [Question Pools](#) | [Creating Submission Views](#) | [Previewing](#) | [Grading](#) | [FAQs](#)

Creating a Quiz

1. In the navigation bar, click **Assessments** and choose **Quizzes** from the drop-down menu.

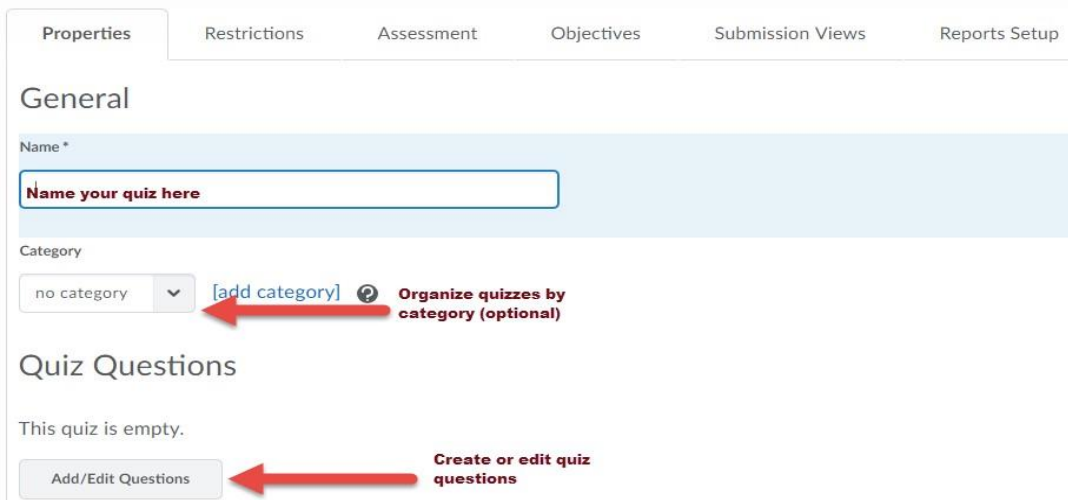


2. On the Manage Quizzes page, click the **New Quiz** button at the top of the page.



3. Properties tab:

- Create **Quiz** name
- (*optional*) Create or choose a category – this is helpful if you want to group quizzes by unit or category.
- Create/Edit quiz questions ([more info](#))



Properties Restrictions Assessment Objectives Submission Views Reports Setup

General

Name *

Name your quiz here

Category

no category [add category] Organize quizzes by category (optional)

Quiz Questions

This quiz is empty.

Add/Edit Questions Create or edit quiz questions

4. Restrictions tab:

- Make quiz active/inactive
- Set date and time restrictions
- Create/attach release conditions based on specific criteria

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- Select “Enforce a time limit” to create a timed quiz (time in minutes); enable clock so students can see a timer during the quiz.

The screenshot shows the 'Restrictions' tab in a D2L quiz configuration interface. The 'Dates and Restrictions' section includes a 'Status' dropdown menu set to 'Inactive', a 'Due Date' section with 'Has Due Date' checked and date/time set to 7/4/2019 at 5:40 PM, and an 'Availability' section with 'Has Start Date' and 'Has End Date' checked, setting a start time of 1:40 PM and an end time of 5:40 PM on 6/27/2019. The 'Additional Release Conditions' section shows 'Attach Existing', 'Create and Attach', and 'Remove All Conditions' buttons. Red arrows point to the 'Inactive' dropdown, the 'Due Date' fields, the 'Has Start Date' and 'Has End Date' fields, and the 'Remove All Conditions' button. Red text annotations provide instructions: 'Set the quiz status as active or inactive using this drop-down menu', 'Set a due date for the quiz', 'Set a start and end date for the quiz', and 'Attach release conditions to the quiz'.

5. Assessments tab:

- (optional) Enable Automatic Grade

TIP: Consider checking this box every time you create a new quiz, even if you are not planning to export quiz grades to your D2L gradebook. This option controls whether or not participants are able to see their grade in the default submission view (score/out of score) when using quiz questions that are automatically graded (M/C, T/F, M-S, FIB, MAT, ORD)

- (optional) Create or select a grade item from your D2L gradebook. (See [Grades](#))
- (optional) Select Auto Export to automatically push quiz scores to the grade item selected above. (You must also select “Automatic Grade” to use “Auto Export”)

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- Set how many times students may take the quiz and which of those attempts will be included in their overall quiz grade.

The screenshot shows the 'Assessment' configuration page with the following elements:

- Automatic Grade:** A checked checkbox labeled 'Allow attempt to be set as graded immediately upon completion'.
- Grade Item:** A dropdown menu currently set to 'None', with a red arrow pointing to it and the text 'Use an existing or create a new Grade Item'.
- Auto Export to Grades:** An unchecked checkbox labeled 'Allow automatic export to grades'.
- Student View Preview:** A dropdown menu showing '- / -'.
- Attempts Allowed:** A dropdown menu set to '1', an 'Apply' button, and a red arrow pointing to both with the text 'Set number of attempts allowed and how you would like attempts to be graded'.
- Overall Grade Calculation:** A dropdown menu set to 'Highest Attempt', with a red arrow pointing to it.

6. Objectives tab:

- Allows you to associate learning objectives with the quiz

7. Submission Views tab:

- Controls what quiz results are displayed to students
- Default View – set to enable students to see their score as soon as they submit their attempt. The displayed score is only what the system can auto-grade. To disable the ability to view scores, click on “Default View” and clear the selected box under Score.

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The screenshot shows the 'Submission Views' tab selected in a navigation bar. Below the navigation bar, the 'Default View' section is highlighted. A red arrow points to the 'Default View' text. To the right of the arrow, a red text box contains the following text: **By default, student's scores are displayed as soon as they submit their attempt. Click to edit the default settings, or add an additional view for more**. The 'Default View' section lists the following settings: Date: immediately, Show Questions? No, and Statistics: none. Below this, the 'Additional Views' section contains an 'Add Additional View' button and a 'Save and Close' button.

Properties Restrictions Assessment Objectives **Submission Views** Reports Setup

Default View

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

Default View ← **By default, student's scores are displayed as soon as they submit their attempt. Click to edit the default settings, or add an additional view for more**

Date: immediately

Show Questions? No

Statistics: none

Additional Views

Add Additional View

Save and Close

[Click here for more information on submission views.](#)

8. Reports Setup tab:

- Generate a variety of reports containing statistics and details about Questions, Users and Attempts
- Specify which roles can view the report (Instructor, Teaching Assistant, etc.)

The screenshot shows the 'Reports Setup' tab selected in a navigation bar. Below the navigation bar, the 'Reports' section is highlighted. A red arrow points to the 'Add Report' button. To the right of the arrow, a red text box contains the following text: **You can add reports, if desired. This will provide detailed statistics of your students' quiz attempts.** The 'Reports' section contains the text 'There are no reports available.' and a 'Save and Close' button.

Properties Restrictions Assessment Objectives Submission Views **Reports Setup**

Reports

Add Report ← **You can add reports, if desired. This will provide detailed statistics of your students' quiz attempts.**

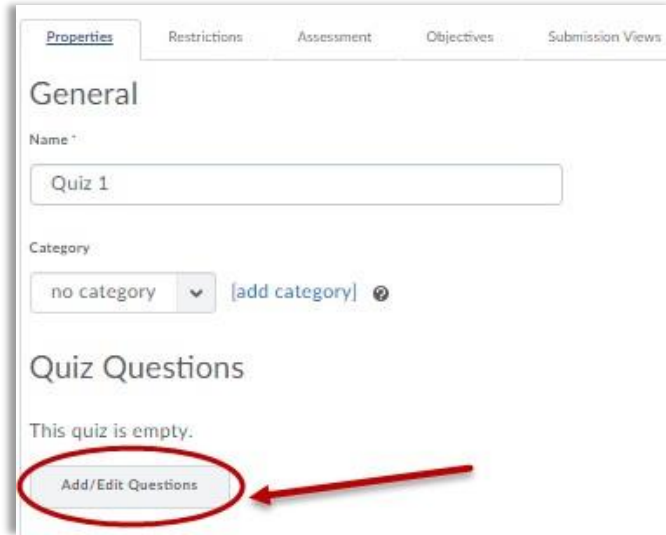
There are no reports available.

Save and Close

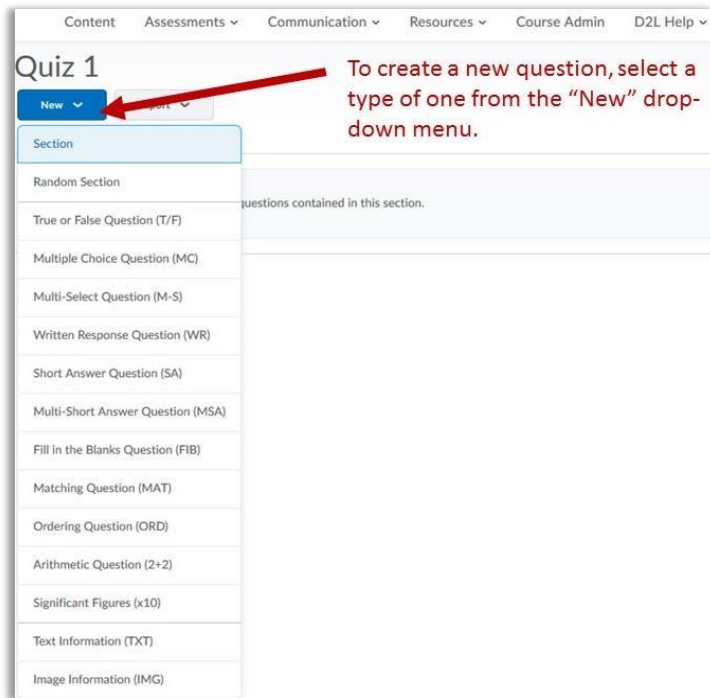
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Add/Edit Questions

1. Under the Properties tab, click the **Add/Edit Questions** button.



2. You will be directed to your quiz question list. To create a new question, **select the type of question** you want (multiple choice, true/false, etc.) from the drop-down menu.



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Quiz Questions Types

Adding and Editing quiz questions is now easier than ever. The new question interface makes it much easier to add question text, assign correct answers, allot a point value, leave feedback, and randomize student selections.

Common Features of all Question Types

1. All question types have an optional **Title** field. If you do not enter a title, the system will take the full question text and enter it as the title. The title is only displayed in the quiz tool and not to users taking the quiz.
2. Many question types give you the option of inserting an image. Click the **Add an Image (camera icon)** button within the text field to insert an image.
3. If you want question feedback displayed to the users, enter your feedback in the **Question Feedback** area.
 - **Please Note:** You need to allow students to view the feedback that you provide.
4. To display hints, enter the text in the **Question Hint** field.
5. You have access to the preview and spell-check features in each question text field. Click **Preview** to view your question as it will appear during use and grading. Click **Save** to save the question and return to the main page, **Save and Copy** to save the question and create a new question of the same type with the same properties, or **Save and New** to save the question and create a new, blank question of the same type.

True/False

1. Write your question text in the **Question Text** box.
2. Indicate the correct answer by selecting either **True** or **False**.
3. Assign the number of points the question is worth by typing the number in the box labeled **Points**.
4. Set the **Style** for the choices – vertical, horizontal, or drop-down.

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5. To select enumeration preferences, choose the drop down **Options** menu.

True or False

Options

Question Text *

Type question here

Answers *

True

False

Points *

1

Save

Cancel

Add Feedback

Add Hint

Add Short Description

Add Enumeration

Indicate correct answer

Assign point value

Multiple Choice

1. Write your question text in the **Question Text** box.
2. Write the choices for answers in the boxes labeled **Answers**. Chose the correct response by clicking the circle next to it.
3. Assign the question a points value by entering the number in the box labeled **Points**.
4. To change enumeration, add weight to responses, add hints, or add feedback, select the option from the drop-down **Options** menu at the top of the page.

Multiple Choice

Options

Question Text *

Type question here

Answers *

Type answer options here

Add Answer

Indicate correct answer by checking the corresponding box

Points *

1

Save

Cancel

Add Feedback

Add Hint

Add Short Description

Add Custom Weights

Add Enumeration

Randomize answers for each student

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Short Answer

1. Add the question text in the **Question Text** box.
2. To add accepted answers, type them in the **Answers for Blank 1** box. Press enter if you would like to add additional accepted answers for the same blank.
3. To add a different blank, select **Add Blank**.
4. Choose the points value for the question by typing it in the **Points** box.

The screenshot shows the 'Short Answer' question editor. At the top left, there is a dropdown menu set to 'Short Answer'. To the right is an 'Options' dropdown menu. Below these is the 'Question Text' field, which is currently empty. A context menu is open over the 'Question Text' field, showing three options: 'Add Feedback', 'Add Hint', and 'Add Short Description'. Below the 'Question Text' field is the 'Answers for Blank 1' section, which includes a dropdown menu with 'abc' selected and a text input field containing the placeholder text 'Enter an answer for this blank...'. Below this is an 'Add Blank' button. At the bottom left is the 'Points' field, which contains the number '1'. At the bottom are 'Save' and 'Cancel' buttons.

Written Response

1. Add the question in the **Question Text** box.
2. If desired, enable the HTML Editor if you would like students to use it to construct their responses.
3. Choose the desired points value of the question by inputting the number of points in the **Points** box.
4. If desired, add an answer key from the drop-down **Options** menu to help with evaluation. From this same menu, you can change the size of the response box depending on how long you require the answer to be.

The screenshot shows the 'Written Response' question editor. At the top left, there is a dropdown menu set to 'Written Response'. To the right is an 'Options' dropdown menu. Below these is the 'Question Text' field, which contains the text 'Type question here' in a large, bold, red font. Below the 'Question Text' field is a checkbox labeled 'Enable HTML Editor for student responses', which is currently unchecked. Below this is the 'Points' field, which contains the number '1'. At the bottom are 'Save' and 'Cancel' buttons. A context menu is open over the 'Options' dropdown menu, showing several options: 'Add Feedback', 'Add Hint', 'Add Short Description', 'Add Answer Key', 'Add Custom Response Box Size', and 'Add Initial Text'.

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Multi-Select Questions

1. Add an optional title
2. Assign the number of points the question is worth by entering the value in the **Points** box.
3. Assign difficulty level by selecting a value (1-5) on the drop down menu.
4. Enter the **Question Text** in the designated box.
5. To add an image, click **“Insert Image”** and enter a description.
6. Under **Options**, you can select your enumeration preference, set the style for choices, and determine how D2L will grade your questions.
 - a. **All or Nothing** - Users receive full points for the question if they select all of the correct answers and none of the incorrect answers. Users receive zero points if they miss any correct answers or select any incorrect answers.
 - b. **Right Minus Wrong** - The Right Minus Wrong option can be a bit confusing. D2L takes the total number of points that the question is worth and divides it by the number of answers. Users receive points equal to the number of right answers they choose minus the number of incorrect answers they choose. To determine how much each answer is worth, the system takes the total number of points assigned to the question and divides it by the total number of answer choices. **NOTE:** Users can receive a minimum of zero on a question: they cannot receive a negative mark. **EXAMPLE:** If a question is worth 4 points and has 4 answer choices, each correct answer is worth 2 points, and each incorrect answer is worth 2 points ($4/2 = 2$). If a user gives 1 correct answer and 0 incorrect answers, 2 is the total number of points received for the question.

Question 5

D2L is also known as?

Desire2Learn

Smart

BrightSpace

Sandbox

Save Time

12:07 PM

Score

/ 4 (auto-graded)

- c. **Correct answers** Users receive points for each correct answer they select and for each incorrect answer they leave blank. Incorrect answers selected and correct answers left blank are ignored.

EXAMPLE: Consider a question with a total of four potential answers, two answers being correct (in this case, choices a) and c) are the correct choices). The total points available for this question is 4.

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Question 5

D2L is also known as?

 Desire2Learn

 Smart

 BrightSpace

 Sandbox

Save Time

12:22 PM

Score

2 / 4 (auto-graded)

7. Determine if you want to **randomize options**. This setting will only randomize the answer options, not the quiz questions.
8. Enter the **answer options** and check the correct answers. You must select at least one correct option in order for the question to be auto-graded. To add additional options, enter the number of options and then click "Add Option."

Note: You must select at least one option as correct in order for this question to be auto-graded.

+ Add Option 1

#	Value	Correct	Feedback	Remove
1	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="button" value="Remove"/>
2	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="button" value="Remove"/>

▶ Expand question hint

▶ Expand question feedback

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Multi-Short Answer Questions

1. Under **General**, you can add an optional title, assign point values and difficulty level, and enter the **Question Text** by typing in the designated box.
2. Determine the number and size of the input boxes by adjusting the **“Rows”** and **“Columns.”** **The number of input boxes should match the number of responses you are requesting.**

Input Boxes

3 Rows: 1 Columns: 40

Answers

+ Add Answer 1 Check Answers

#	Answer	Weight (%)	Evaluation	Remove
1	<input type="text"/>	33.33	<input checked="" type="radio"/> Case Insensitive <input type="radio"/> Case Sensitive <input type="radio"/> Regular Expression	
2	<input type="text"/>	33.33	<input checked="" type="radio"/> Case Insensitive <input type="radio"/> Case Sensitive <input type="radio"/> Regular Expression	
3	<input type="text"/>	33.33	<input checked="" type="radio"/> Case Insensitive <input type="radio"/> Case Sensitive <input type="radio"/> Regular Expression	

Expand question hint

Expand question feedback

3. Enter the possible answers in the **“Answer”** fields. Each possible answer should be entered into its own field. To add additional possible answers, click **“Add Answer.”**
4. Set the weight for each answer. The question value is reflected by a 100% weight. It is recommended that each possible answer’s weight calculation equals 100% of the answers required by the question. For example, in the “Name 3 states” question, each response is worth 33.3% to total a 100%

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Fill in the Blank Questions

1. Under **General**, you can add a title, assign the point value, and insert an image.
2. Enter the first part of your question statement in the **“Text #1”** field.
3. Enter the answer that ‘fills in the blank’ in the **“Answer”** field. Assign the appropriate weight and evaluation method.
4. Then, enter the remainder of the question statement in the **“Text #2”** field.
5. You can add additional blanks or text by clicking **“Add Blank”** or **“Add Text.”**

The screenshot displays a quiz editor interface for a fill-in-the-blank question. At the top, there are two buttons: "+ Add Blank 1" and "+ Add Text 1". The main area is divided into three sections:

- Text # 1:** A text input field containing "Questions text before the blank". It includes a rich text editor toolbar with icons for bold, italic, link, unlink, list, and image.
- Blank # 1:** A section for configuring the blank. It includes a "Size" dropdown set to "30", a "+ Add Answer 1" button, and a "Check Answers" button. Below this is a table with columns for "Answer", "Weight (%)", "Evaluation", and "Remove".

Answer	Weight (%)	Evaluation	Remove
Answer	0	<input checked="" type="radio"/> Case Insensitive <input type="radio"/> Case Sensitive <input type="radio"/> Regular Expression	
- Text # 2:** A text input field containing "Question text after the blank". It also includes a rich text editor toolbar.

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Matching Questions

1. Enter the **Question Text** in the designated box.
2. Enter the **“Choices.”** The choices are the words or phrases that will appear on the screen. To add additional choices, click **“Add Choices.”**
3. Enter the **“Matches.”** The matches are the words that will appear in the drop-down menu for students to choose. To add additional matches, click **“Add Matches.”**
 - a. You must also specify the correct choice from the previous section. **Tip:** Matches are randomized during a quiz by default. So, if you enter the matches in the same order that you entered the choices, you will not have to adjust the correct choice menus.

NOTE: There are three possible grading options for matching and ordering questions:

The screenshot shows the 'Grading' options at the top: 'Equally weighted', 'All or nothing' (selected), and 'Right minus wrong'. Below this is the 'Add Choice' section with a table:

#	Value	Remove
1	Add Choice	[Remove]

Below that is the 'Matches' section with a table:

#	Value	Correct Choice	Remove
1	Add Match	1	[Remove]

A red box highlights the 'Correct Choice' dropdown menu in the 'Add Match' section, which is currently set to '1'.

1. **Equally weighted** - The total point value is divided equally among all possible correct matches. Users receive equally weighted points for each correct answer.
2. **All or nothing** - Users receive full points for the question if they select all of the correct answers and none of the incorrect answers. Users receive zero points if they miss any correct answers or select any incorrect answers.
3. **Right minus wrong** - Users receive points equal to the number of right answers they choose minus the number of incorrect answers they choose. To determine how much each answer is worth, the system takes the total number of points assigned to the question and divides it by the total number of answer choices.

Example: If a question is worth 10 points and has 5 answer choices, each correct answer is worth 2 points, and each incorrect answer is worth - 2 points ($10/5 = 2$). If a user gives 3 correct answers and 2 incorrect answers, 2 is the total number of points received for the question $[(3*2)+(2*-2)]$. Users can receive a minimum of zero on a question; they cannot receive a negative mark.

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Question 5

D2L is also known as?

 Desire2Learn Smart BrightSpace Sandbox

Save Time

12:07 PM

Score

 / 4 (auto-graded)

Ordering Questions

1. Enter the **Question Text** in the designated area and assign a point value in the **Points** box.
2. Enter the list of items and specify the correct order. **Note:** items are automatically randomized during a quiz. To add additional items, click **"Add Item."**

Grading

Equally weighted All or nothing Right minus wrong

Items are randomized when taking the question

+ Add Item

#	Value	Correct Order	Feedback	Remove
1	<input type="text"/>	<input type="text" value="1"/>	<input type="text"/>	<input type="button" value="Remove"/>
2	<input type="text"/>	<input type="text" value="2"/>	<input type="text"/>	<input type="button" value="Remove"/>

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3. Select desired grading option.

1. **Equally weighted**- The total points value is divided equally among all possible correct order items. Users receive equally weighted points for each correct answer.
2. **Right minus wrong** The Right minus Wrong option can be a bit confusing. D2L takes the total number of points that the question is worth and divides it by the number of answers. Users receive points equal to the number of right answers they choose minus the number of incorrect answers they choose. To determine how much each answer is worth, the system takes the total number of points assigned to the question and divides it by the total number of answer choices.

NOTE: Users can receive a minimum of zero on a question: they cannot receive a negative mark.

Example: If a question is worth 1 points and has 4 answer choices, each correct answer is worth 0.5 points, and each incorrect answer is worth 0.5 points. If a user gives 2 correct answers and 2 incorrect answers, 0 is the total number of points received for the question.

Question 9

The color of the rainbow goes?

✓ 1 Red

✗ 3 (2) Orange

✗ 2 (4) Green

✓ 4 Purple

Save Time

12:22 PM

Score

/ 1 (auto-graded)

3. **Correct answers** Users receive points for each correct answer they select and for each incorrect answer they leave blank. Incorrect answers selected and correct answers left blank are ignored.

Arithmetic Questions

1. Enter a **point value** and then enter the arithmetic question in the **“Question Text”** field. Enclose all variables in curly braces.

Example: If you set variables x , y , and z with a Min 1 to Max 5 number range in 1-step increments, the question “You have $\{x\}$ green marbles, $\{y\}$ red marbles, and $\{z\}$ blue marbles. How many marbles do you have in total?” will randomly generate a rational number (1, 2, 3, 4, 5) for $\{x\}$, $\{y\}$, and $\{z\}$.

2. Enter the solution’s formula in the **“Formula”** field. Enclose all variables in curly braces.

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The formula field supports the following operations, functions, and constants:

Enumerations	Description
$+$, $-$, $*$, $/$, \backslash , $^$	Basic arithmetic operators
$\%$	Modulo (remainder) operator
$\{x\}^{\{y\}}$	X to the power of y
abs ($\{n\}$)	Absolute value of n
cos ($\{n\}$)	Cosine of n (in radians)
sin ($\{n\}$)	Since of n (in radians)
sqr ($\{n\}$)	Square root of n
tan ($\{n\}$)	Tangent of n (in radians)
log ($\{n\}$)	Log base 10 of n
ln ($\{n\}$)	Log base e of n
atan ($\{n\}$)	Inverse tangent of n
sec ($\{n\}$)	Secant of n
cosec ($\{n\}$)	Cosecant of n
cotan ($\{n\}$)	Cotangent of n
Factorial ($\{n\}$)	Factorial of n, or (n!)
exp	The power of natural log (e)
pi	Pi 3.14159 (accurate up to 50 decimal places)
e	E 2.71828 (accurate up to 50 decimal places)

3. Set an “**Answer Precision**” from the drop-down menu to define the number of acceptable decimal places. Select “**enforce precision**” if correct answers must contain a specific number of decimal places.

The screenshot shows a quiz interface with the following elements:

- A text input field labeled "Formula *" with a "Test" button and a help icon to its right.
- Below the input field, the label "Answer Precision" is followed by a dropdown menu currently set to "0" and a checkbox labeled "enforce precision" which is currently unchecked.

4. Select and enter a tolerance level in the “**units +/-**” or “**percent +/-**” fields to accept near-accurate, estimated, and rounded answers. For example, a percent tolerance +/- of 3 would allow answers to be off by 3%. A units +/- tolerance of 0.5 would allow answers to be off by 0.5 units.

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5. Enter a unit type (mm, cm, grams, inches, etc.) in the **“Units”** field to assess if answers include correct units of measurement. Select a percentage for **“Worth % of Points”** to assign a weighted points value to the measurement unit.
6. Define your **“Variables”** by entering a **“Name”**, **“Min”** value, and **“Max”** value for each variable. You can set the number of decimal places in the **“Decimal Places”** drop down list.

#	Name	Min	Max	Decimal Places	Step	Remove
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	0 <input type="text"/>	<input type="text"/>	
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	0 <input type="text"/>	<input type="text"/>	

7. It's recommended that you test your formula by clicking **“Test”** next to the formula

Understanding Arithmetic and Significant Figures

In arithmetic questions, use **Answer Precision** to limit the number of acceptable decimal places allowed in a response. You can require that correct answers contain a specific number of decimal places.

In significant figure questions, you can select a percentage of the answer's score to deduct for including incorrect significant figures in a response. Use tolerance levels to accept near-accurate, estimated, or rounded answers.

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Significant Figures Question

1. Enter a **Point Value** and then enter the significant figure question in the **“Question Text”** field. Enclose all variables in curly braces.
2. Enter the solution’s formula in the **“Formula”** field, enclosing variables in curly braces.
3. Select how many **“Significant Figures”** answers must contain. Select a percentage from the **“Deduct % of points for incorrect significant figures”** drop down list to assign a weighted point value to the correct number of significant figures.
4. Select a **“Tolerance”** option to accept near accurate, estimated, and rounded answers.
5. Enter a unit type (mm, cm, grams, inches, etc.) in the **“Units”** field to assess if answers include correct units of measurement. Select a percentage from the **“Worth % of Points”** drop-down list to assign a weighted point value to the measurement unit.
6. Setup your **“Variables.”** To add additional variables, click **“Add Variables.”**
7. Enter a **“Name”**, **“Max”** value, and **“Min”** value for each variable.
8. Enter a number in the **“Step”** field to set the system’s increment steps as it generates numbers from the range set by the Min and Max fields.

Formula *

Test

Significant Figures

2 Deduct: 0 % of points for incorrect significant figures

Tolerance

+/- 0.5 from the least significant figure

units +/- x10

percent +/-

Units

Worth: 0 % of Points

Variables

Note: The system assumes that the values entered are reduced to the highest power possible.

+ Add Variable 1

#	Name	Min	Max	Step
1		x10	x10	x10
2		x10	x10	x10

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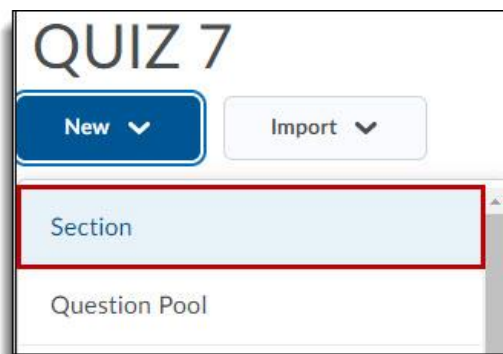
Additional Question Settings

Sections

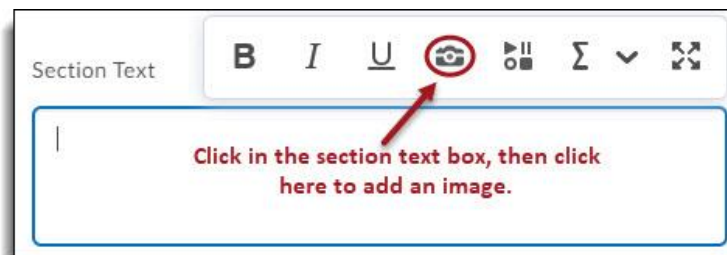
You can add text information or images into a section if several questions relate to the same object.

Example: You may have a case study or chart/graph that you want to use as the basis for several questions. Instead of inserting the case study into each question, you can create information and have related questions appear directly in the section.

1. In the Add button, click Section.



2. Add a section title and choose to hide the title from students or not.
3. Enter the **Section Text or Image** in the designated area

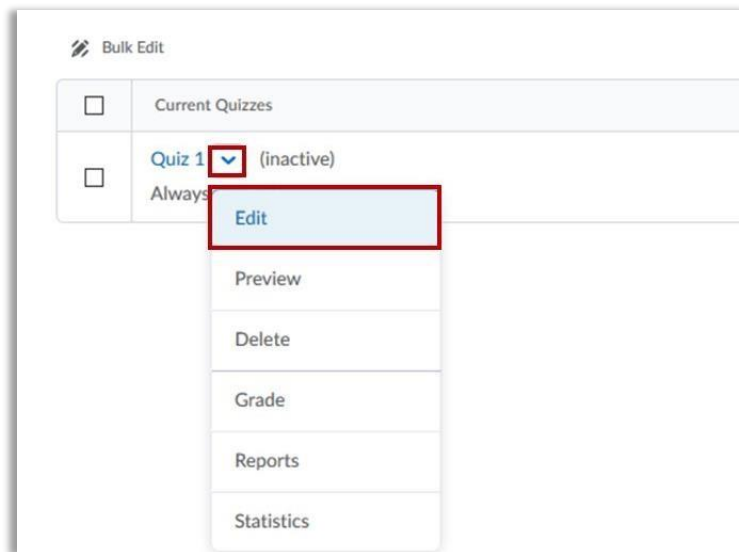


4. Decide whether to hide section text from students and if you want the questions within the section to be randomized for each student.
5. Click Save, Save and Copy, or Save and New.

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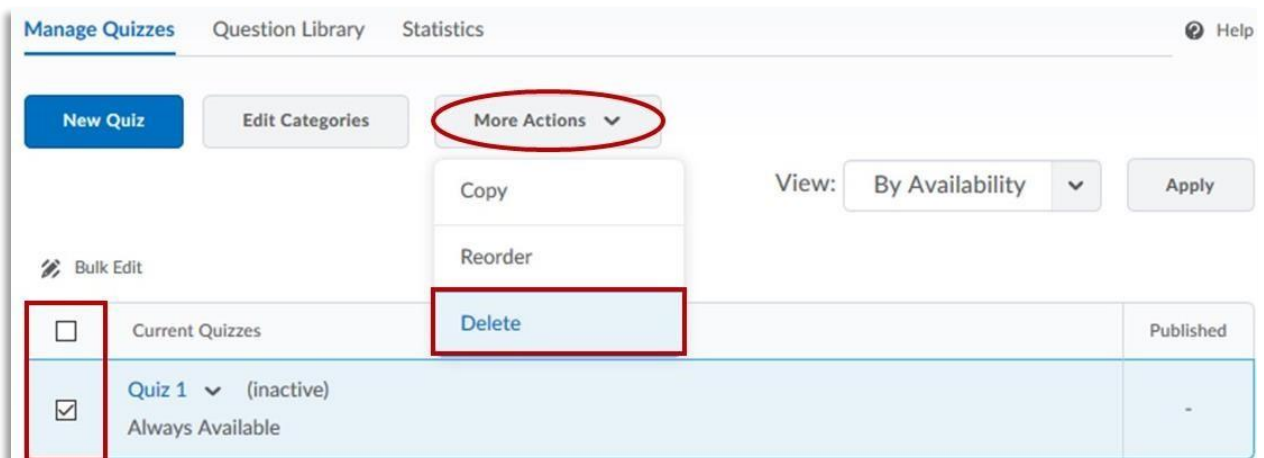
Editing Quizzes

1. On the Manage Quizzes page, click the **name of the quiz** you want to edit. You can edit the settings on any tab.



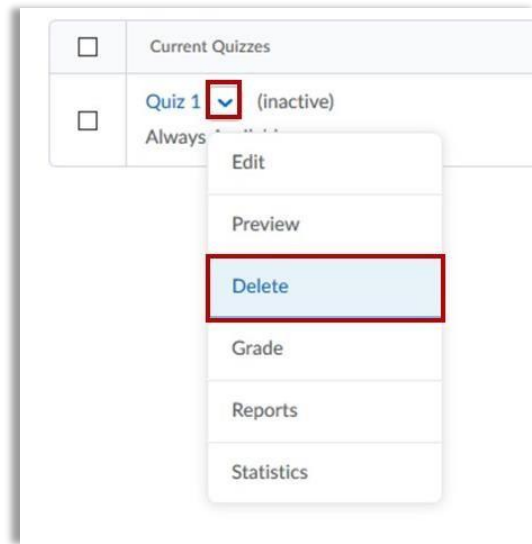
Deleting Quizzes

1. On the Manage Quizzes page, there are 2 ways to delete quizzes:
 - a. **Select the checkbox(es)** next to the quiz or quizzes you want to permanently remove from your course. Then click **More Actions > Delete**.



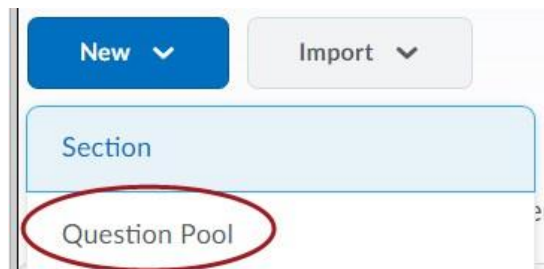
- b. Select the drop down arrow beside the quiz you would like to delete. Click the **Delete** button.

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Creating a Question Pool

*Question Pools are used when you want to select a random subset of questions from a larger pool of questions (such as a publisher test bank) for a quiz. In order to let D2L randomly select quiz questions, questions must be in a section in the **Question Library**. You can also present different combinations of questions in random order. In other words, if you were to import 25 questions but only wanted a 20-question quiz, the random section would select 20 random questions from the pool of 25 that you import to a quiz. No two of these randomly generated quizzes would put the same 20 questions in the same order, so your students would not have identical tests.*



1. From the list of quizzes, click on the quiz that you want to add the random question pool to.
2. Click **Add/Edit Questions**. From the **New** drop-down menu, select **Question Pool**.
3. In the **Question Pool title** text box, type a name for the section of random questions.
4. Next, click on the **Browse Question Library** button and select the section of questions that you are going to be using.

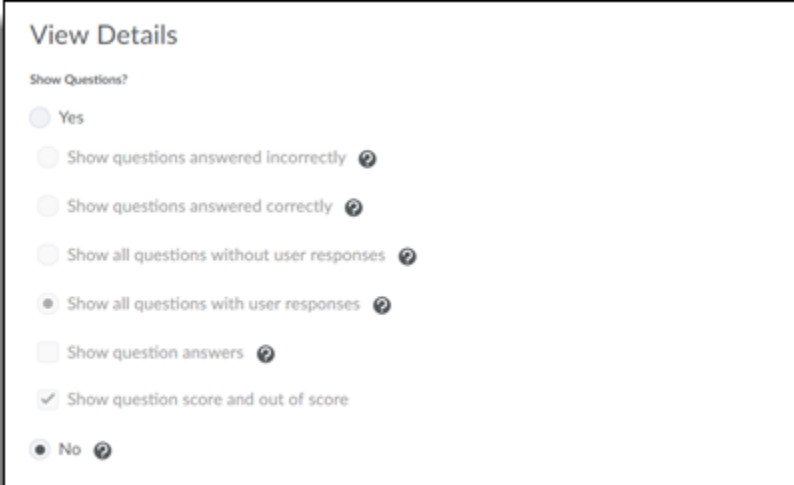
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5. Afterwards click the blue **Add** button at the bottom of the page.
6. From there, in the box labeled **Number of Questions to Select**, input the number of questions that you want for this quiz.
7. If you want to change the points per question, you can do so in the box labeled **Points per Question**.
8. Finally, after all of this is done, click on the blue **Save** button at the bottom of the page.

Creating Submissions Views

Use the options in the Submission Views tabs to enable users to see quiz results after they submit a quiz attempt.

1. Click on the **Submission Views** tab from within a quiz.
2. The details of the default submission view are displayed.
3. To change the default view, click the **Default View** link. The Edit Submission Views page displays.
4. Type a Message to display to users once they have submitted a quiz. (Optional)
5. Use the **Show Question? Options** to determine what elements of answered questions users see upon completion of their quiz. Click **Yes** to activate the **Show Question?** Option and choose one of the option from the Show Questions list. You have the following choices:



The screenshot shows a form titled "View Details" with a section for "Show Questions?". It contains several radio button options, each with a help icon (question mark in a circle). The options are:

- 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

- Show questions answered incorrectly- Only shows users questions that the user answered incorrectly.

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Quiz Submissions - Quiz Question Set Up 1- Show question answered incorrectly

LTC1 Student (username: ltc1)

Attempt 1
Written: Sep 21, 2018 1:27 PM - Sep 21, 2018 1:28 PM
Submission View
Released: Sep 20, 2018 3:41 PM

Question 1 0 / 1 point

Today is Thurs

True
 False

Hide Feedback

Yes today is Thursdaay 9/20

- Show questions answered correctly- Only shows users questions that the user answered correctly.

Quiz Submissions - Quiz 2 Setup- Show question answered correctly

LTC1 Student (username: ltc1)

Attempt 1
Written: Sep 21, 2018 1:28 PM - Sep 21, 2018 1:28 PM
Submission View
Released: Sep 20, 2018 3:42 PM

Question 1 1 / 1 point

Today is Thursday

True
 False

Hide Feedback

Yes its Thursday 9/20

Attempt Score: 1 / 1 - 100 %
Overall Grade (highest attempt): 1 / 1 - 100 %

- Show all questions without user responses- Shows all of the quiz questions.

Submission View

Your quiz has been submitted successfully.

Section Test

Question 1

You can only add text to a SmartArt graphic in the text pane.

True
 False

Question 2

The Microsoft Office application used to create visual presenations is,

Word

- Show all questions with user responses- Shows all of the quiz questions to the user that the user answered.

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Submission View

Your quiz has been submitted successfully.

Section Test

Question 1

You can only add text to a SmartArt graphic in the text pane.

True

False

Question 2

The Microsoft Office application used to create visual presentations is,

Word

Outlook

- Show question answers- Displays a check mark beside all correct answers.

Question 5

Match the following items.

<input checked="" type="checkbox"/> <u>1</u> Operating System	<input type="checkbox"/> 1. The program that runs your computer.
<input checked="" type="checkbox"/> <u>2</u> Background Removal tool	<input type="checkbox"/> 2. Powerpoint tool that allows you to remove parts of a picture.

Question 6

- Show question score and out of score- Shows the score achieved and out of values for each question that appears.

Submission View

Your quiz has been submitted successfully.

Section Test

Question 1 0 / 1 point

You can only add text to a SmartArt graphic in the text pane.

True

False

Question 2 0 / 1 point

The Microsoft Office application used to create visual presentations is,

- Show question answers- show what the correct answer is (blue arrow) vs the wrong response (red x)

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Question 7

According to the Dietary Guidelines, which of the f

sodium

alcohol

refined grains

protein containing foods, like seafood

Save Time

1:56 PM

Score

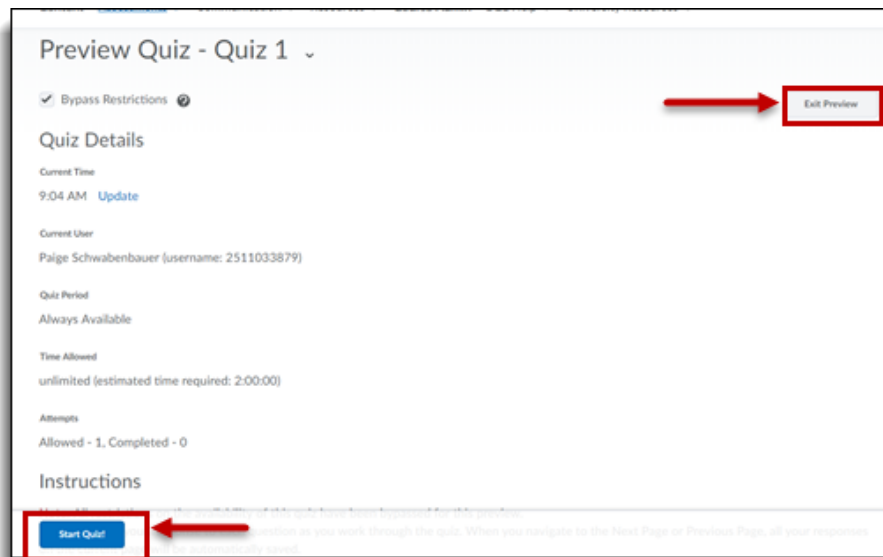
/ 1 (auto-graded)

6. Or, click **No** to not show questions or answers to users after they submit their quiz.
7. **Show attempt scores and overall attempt score.** When this option is set, users are able to see their score as soon as they submit their attempt. The score displayed is reliant on what the system can auto-grade.
8. Check '**Show Class average**' or '**Show score distribution**' to display the respective statistics to users after they submit their quiz.

Previewing Quizzes

You can preview your quizzes in order to see how it will appear for your students.

1. On the Manage Quizzes page, click the drop down menu next to the name of the quiz and choose Preview. Your quiz will now be displayed in Preview mode. You can then click **Start Quiz** to take a preview version of the quiz (exactly as it would be presented to your students).



Grading Quizzes

1. Click the drop down menu next to the quiz name and choose “Grade”.
2. If you did not have D2L automatically grade the quiz attempt, you can choose to grade manually by **attempt** or by **question** by selecting the appropriate tab at the top of the form.

To grade by attempt:

1. Click the **Attempt** tab at the top of the form then click the quiz attempt you want to grade.

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Attempt	Student Name	Completed	Score	Grade	Published
attempt 1	LTC1 Student	Sep 28, 2015 11:44 AM	2 / 40	5 %	<input checked="" type="checkbox"/>
attempt 2	LTC1 Student	Feb 10, 2016 9:29 AM	7 / 40	17.5 %	<input checked="" type="checkbox"/>

2. The student's entire quiz is displayed including question data, the user's answers, and the correct answers. Questions answered correctly are notated with a check mark; questions answered incorrectly will be notated with an **X**.

Overall quiz feedback can be left for the user by typing in the **Attempt Feedback** textbox. You can give the student feedback on any individual question by clicking **Expand Question Feedback** below the question. You must customize the submission view so students can see question feedback.

If you wish to **override** an existing auto-grade, enter a new value in the **Score** textbox. After you have finished manually grading the quiz, click the **Re-Calculate** button to update the student's grade. Then click the **Save** button.

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Auto-Grade

Final Score *
2 / 40 (manually-entered score)

Student View Preview
2 / 40 - 5 %

Graded (G)

Attempt Feedback

Quiz Results

Question 1 (Mandatory)

Note: This question is an old version as it was modified after the quiz was taken.

Which option is best

Option 1
 Option 2
 Option 3
 Option 4

Save Time
11:43 AM

Score
2 / 2 (graded by Paige Schwabenbauer)

Expand question feedback

The score was automatically calculated, but it can be changed manually for any corrections.

Attempt Feedback can be entered here

Individual Multiple Choice scores may be altered manually

To grade by question:

1. Click the **Questions** tab at the top of the form.
2. To grade each student individually, make sure **"Grade Individual Responses"** is checked. Then, click on the question you wish to grade. You can choose how many responses to view per page and switch pages at the top, under **Grade Question**. For each response, you will see the question with the student's answer, the correct answer, the save time, and the score. You can manually alter the score by typing in the score box. When finished grading, click **Save**.

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Users Attempts **Questions** ← Click the **Questions** tab

Grade Individual Responses
 Blind Marking
 View Graded Responses
 Update All Attempts

Name	Type	Points	Diff	Bonus	Mandatory
Q1. What state is Clarion University located?	MC	1	1		
Q2. Who is the head of the Clarion University IT depart...	MC	1	1		
Q3. What program does Clarion NOT use?	MC	1	1		

Close

← Click the **questions** you want to grade

3. To award points to all students at one time for the question, make sure the **Update All Attempts** option is checked before clicking on the question you wish to grade. Under **Grading Type**, you can award points to all students regardless of their submitted answer, or you can award points to all students who answered a specific answer. These options are helpful if there was a mistake in the question creation and you want to rectify it quickly.

Update All Attempts

9 attempts have been completed

Question Responses Last Updated: May 2, 2013

is the sky blue? explain your reason

Answers

Yes, if it is a sunny day	0	(0 %)
Other	7	(100 %)

Grade

Question Worth
1 points

Difficulty
1

Grading Type

Give to all attempts points

Give to attempts with the following answer points

Case Insensitive
 Case Sensitive
 Regular Expression

← Award to all students at once with this option

← Award a specific answer the same points with this option

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Delete a Quiz Attempt

Sometimes an instructor will need to remove a quiz attempt that has become stuck "in progress". There is a variety of reasons this could have occurred, but if only one quiz attempt was allowed, the "in progress" attempt must be removed before the student can complete the quiz.

1. Click on the **Attempts** tab and change the "restrict to" option to show either "all attempts" or "attempts in progress". Find the student's attempt in the list.
2. **Checkmark** the Quiz attempt that needs reset and then click on the **trash can** to reset the attempt.

The screenshot shows the 'Attempts' tab in a quiz management system. A search bar at the top is circled in red with the annotation 'Enter student's name with an attempt in progress'. Below the search bar, the 'Restrict to' dropdown menu is set to 'Attempts that have been completed', with a red arrow pointing to it and the annotation 'Restrict search results to "in progress"'. The 'Restrict to' dropdown is currently open, showing options: 'Graded and Ungraded attempts' (selected), 'Graded Attempts', and 'Ungraded Attempts'. Below this, there are several filter options: 'Attempts with score: <= [] %', 'Attempts submitted after: 7/10/2019 - Now', 'Attempts submitted before: 7/17/2019 - Now', and 'Attempts from users who are exempt'. At the bottom, a table lists quiz attempts. The first row is 'Attempt' with columns 'Attempt' and 'First Name ▲, Last Name'. The second row is 'attempt 1' with columns 'attempt 1' and 'LTC1 Student'. A red circle highlights a trash can icon in the left margin, with a red arrow pointing to the checkbox in the first row of the table and the annotation 'Check the box of the attempt you want to delete'.

Attempt	First Name ▲, Last Name
<input type="checkbox"/>	
<input type="checkbox"/>	LTC1 Student

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FAQ's

Question: Students have taken the quiz, but the grades for this quiz are not showing up in the gradebook.

Answer: It could be one of two things: a) that you did not link it to the gradebook or b) you do not have the auto grade check box marked. You will need to manually link the quiz to the gradebook in the quizzes area:

1. Edit the quiz that you would like to link to the gradebook by clicking on the name of the quiz.
2. On the Properties tab, you will find a drop down menu beside "Grade Item". If you have already created the grade item in your gradebook, the quiz name will be listed in this menu.
3. If you have not created a gradebook item in the manage grades area, you will need to click on the blue "add grade item" link to create your gradebook item.
4. Auto Grade: Make sure there is a check mark in both boxes below this menu box: "Auto Export to Grades" and "Automatic Grade." Click Save.
5. Check your gradebook, if the grades are still not showing, you will need to go into the quiz grade page and force the existing attempt grades into the gradebook. Click the "publish" icon at the top of column to the far right next to the attempt score. Click "Save". Repeat: click the "publish" icon > "save" and close.

Question: What are some anti-cheating options? Answer:

1. Disable the ability to right click.
2. Disable the use of the pager tool to prevent students from emailing each other.
3. Password- protect the quiz. (Please note that this creates one password for the quiz and not different passwords for each student.)
4. Restrict access to your quiz to certain IP addresses. (This could be used to restrict it to a particular computer or computer lab.)
5. Prevent the students from moving backwards through the pages so that once they answer a question, they cannot go back and give another student their answer.
6. Randomize the answer options so that two students answering the same question potentially won't have the same letter option. (Please note that you would have to do this for every multiple choice question you create. It is not a one click for all questions feature.)

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Question: I can see all but one student's grade in the gradebook; the student took their quiz, but said that they couldn't see their quiz grade either, what happened?

A: Chances are the student went over the time limit; you will need to view their attempt and click "submit" in order for the grade to be sent to the gradebook. Alternatively, depending on quiz submission options, the quiz may still be set as "in progress." To view attempts in progress, go back into the quiz and select the dropdown by the quiz name, select 'Grade.' In restrict to section, in the dropdown, select, "Users with attempt in progress."

Question: What are the "Recalculate and "auto-grade" buttons?

A: The "**Recalculate**" button comes into play when the instructor accesses the students' attempts and changes the grades on particular questions. For example, if the correct answer was option C. A and B, and the student selected A, the professor can elect to go in and give the student partial credit for that question. After changing the points on that particular question, click recalculate and the final score at the top of the attempt will be changed. The grade in the grade book will not change until you click save at the top of the page. The "**Auto-Grade**" button resets the points on the questions to what was calculated by D2L based on the correct answer the instructor provided. Note that if you change the grade on a question and hit auto-grade instead of recalculate, the grade will revert to the score originally calculated. With any changes, remember to click save.

Question: How do I randomize my test questions? Answer:

1. When setting up a quiz in the layout/questions tab and in the add/edit questions area, use the Create New drop-down menu to create a Question Pool.
2. After clicking Go, you will need to name the section and add any necessary messages. Click Save.
3. You will then be brought back to the add/edit page where you should select Import. This will bring you to the question library.
4. Use the drop-down menu to select the question folder you desire the questions to come from. Select the box in front of the folder to select all questions. Select Save.
5. At the top of the page, you can determine how many questions from this folder you would like randomly pulled. (You can also determine how many points each question is worth). Click Save.
6. You can now return to the layout/questions area to preview the quiz.
7. Be sure to ALWAYS select Save when making changes.

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