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.
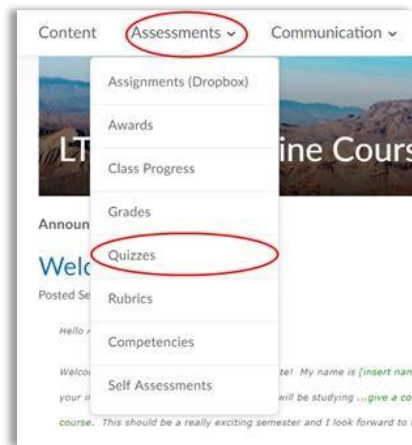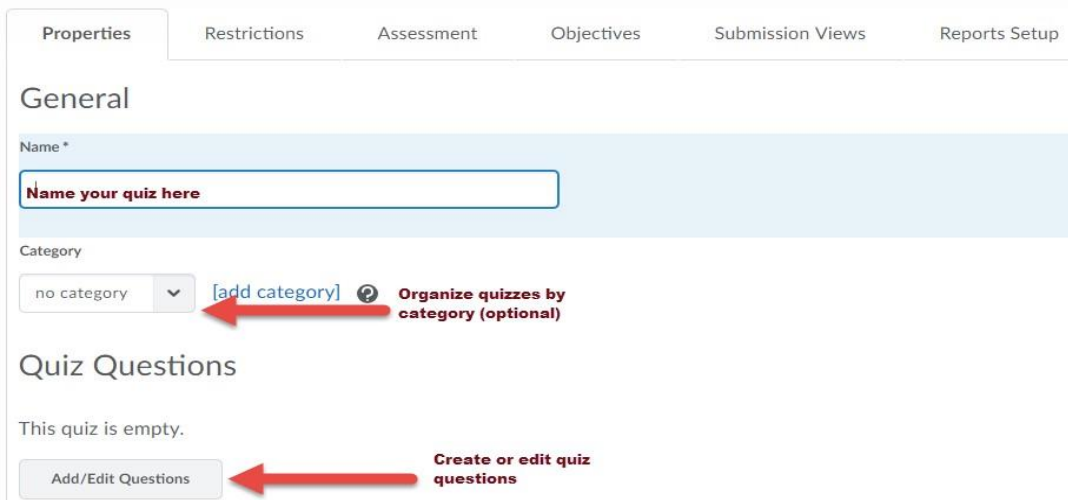

2. On the Manage Quizzes page, click the **New Quiz** button at the top of the page.
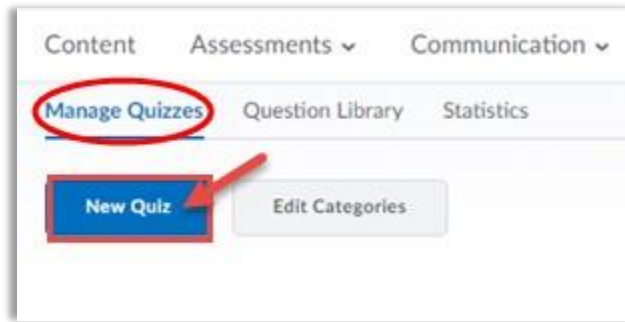
3. **Properties** tab:

- 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)

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.

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.

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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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.)
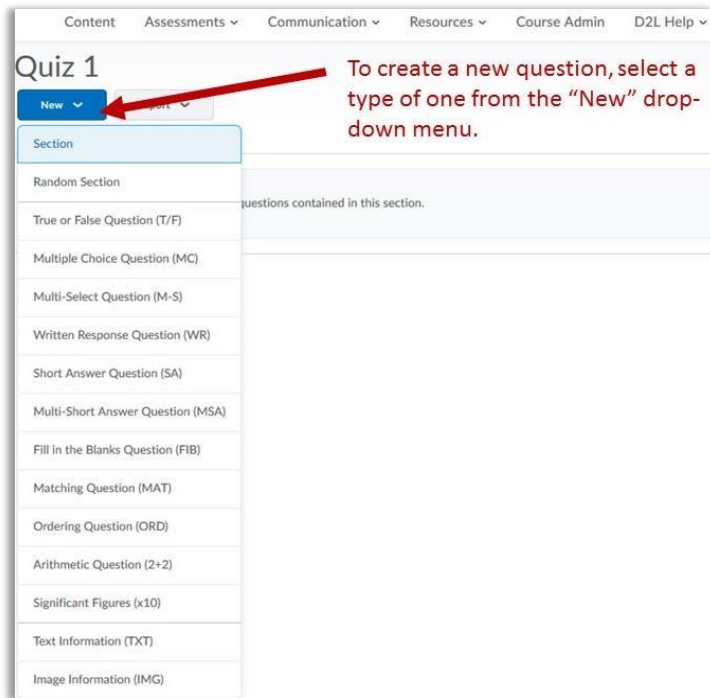

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Add/Edit Questions

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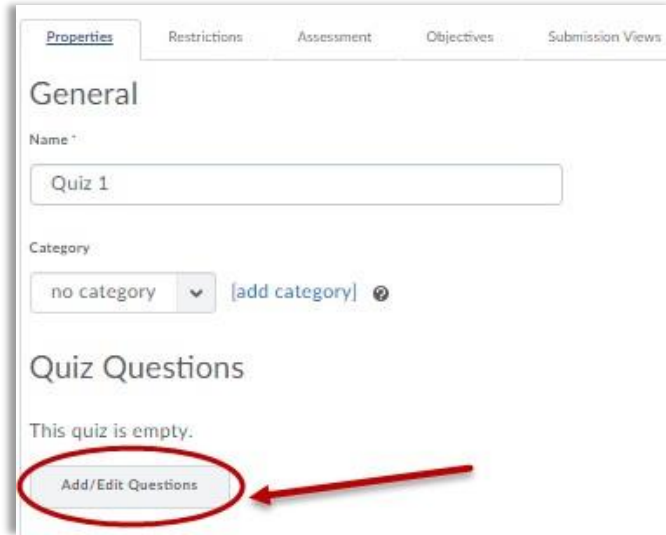
2. You will be directed to your quiz question list. To create a new question, **select the type of question** you want (multiple choice, true/false, etc.) from the drop-down menu.

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.

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.

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.

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.

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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

      [2] / 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."

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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**.

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."**

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:

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

2   / 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."**

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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.

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
+, -, *, /, \, ^	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.

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.**

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.

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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.
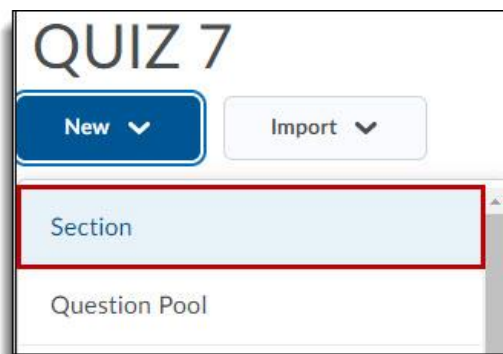
    2. Add a section title and choose to hide the title from students or not.
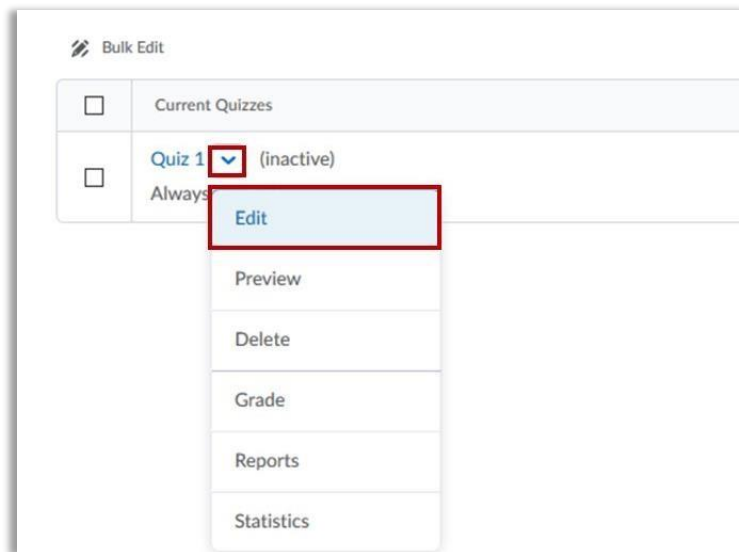   3. Enter the **Section Text or Image** in the designated area
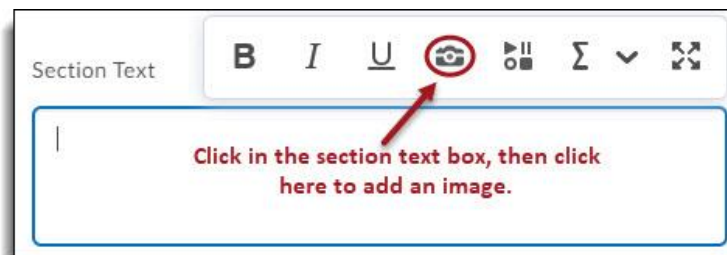
    4. Decide whether to hide section text from students and if you want the questions within the section to be randomized for each student.
   5. Click Save, Save and Copy, or Save and New.

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.
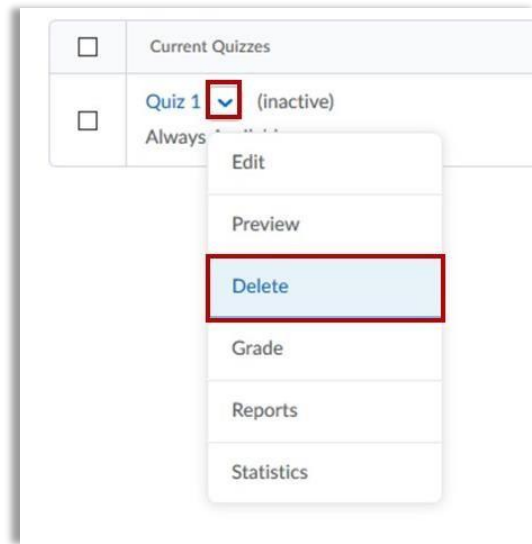

Deleting Quizzes

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.**
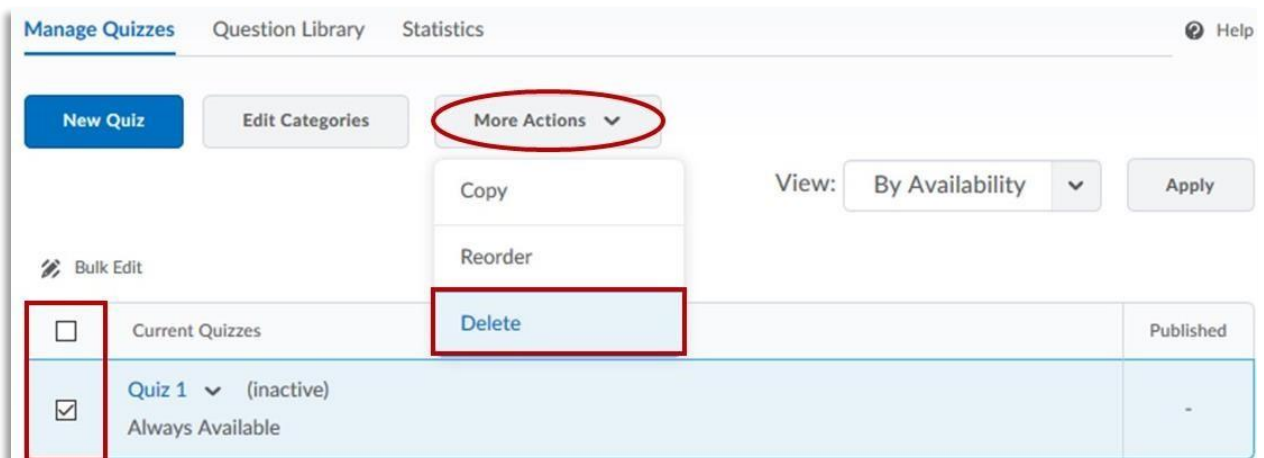

   b. Select the drop down arrow beside the quiz you would like to delete. Click the **Delete** button.

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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.*
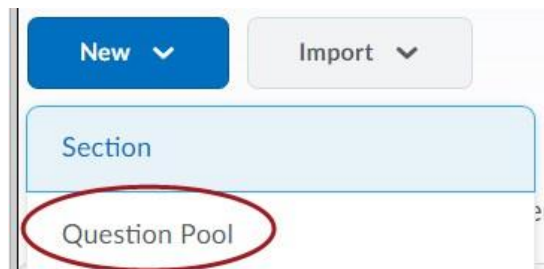
1. From the list of quizzes, click on the quiz that you want to add the random question pool to.

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.
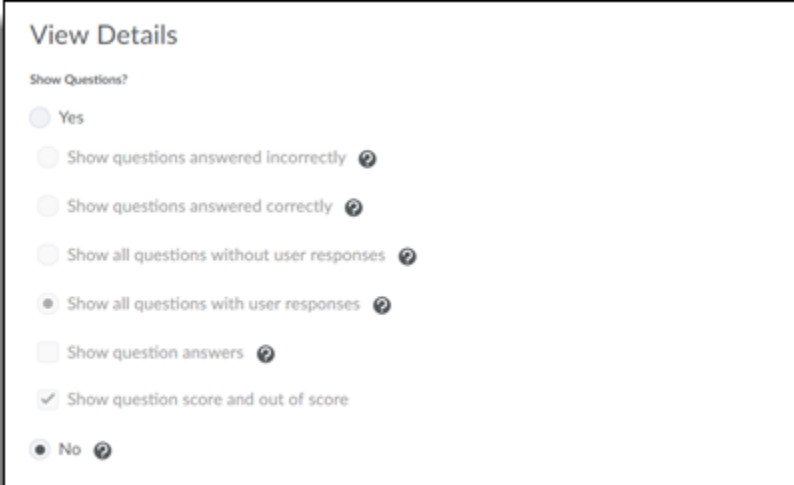
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5. Afterwards click the blue **Add** button at the bottom of the page.

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:

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

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

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

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

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

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

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

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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).

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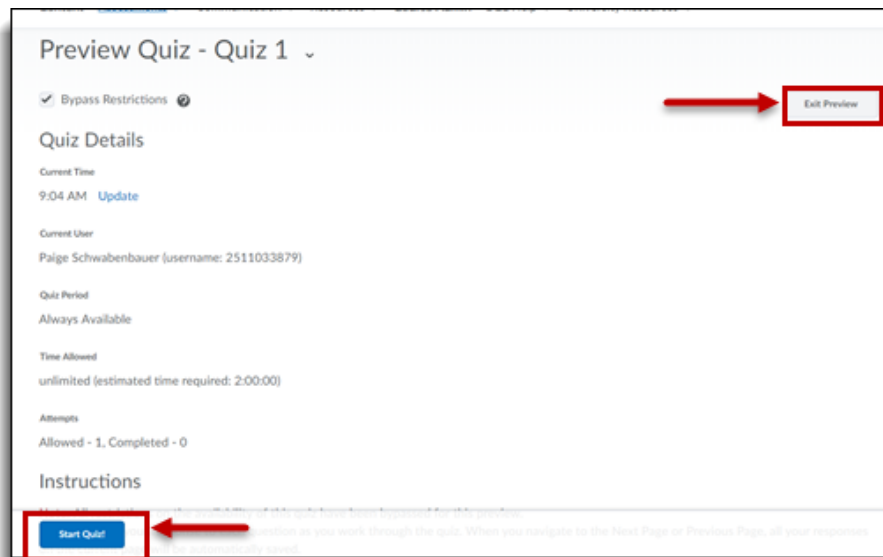
Grading Quizzes

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.

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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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 students 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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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.

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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.

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 call 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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