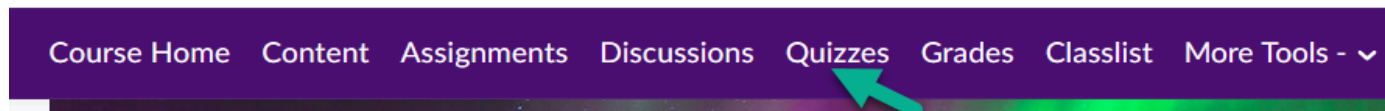


Creating Quizzes

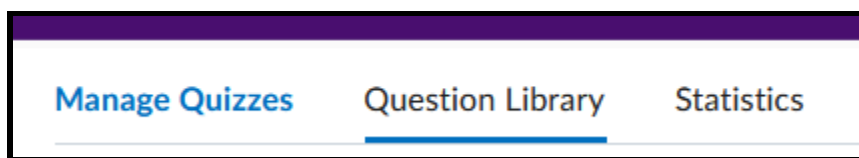
Creating a quiz involves a series of steps. From setting up questions to establishing time limits and due dates, and associating the quiz with the gradebook, this guide includes all of these and more.

Question Set-up

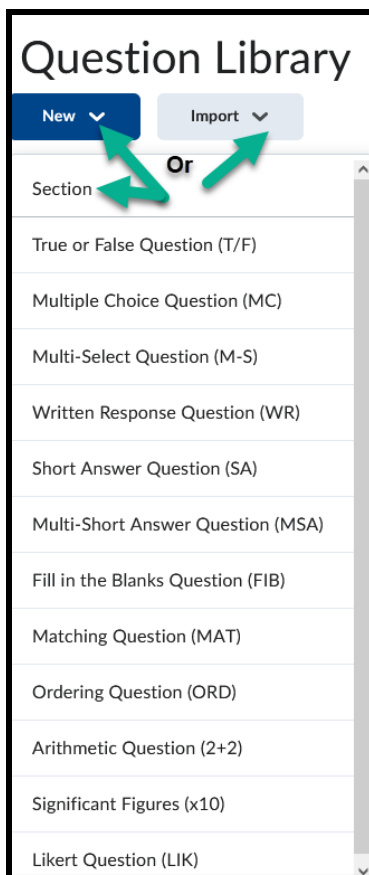
- 1) From the Navigation bar, select **Quizzes**.



- 1) Then, select Question Library.

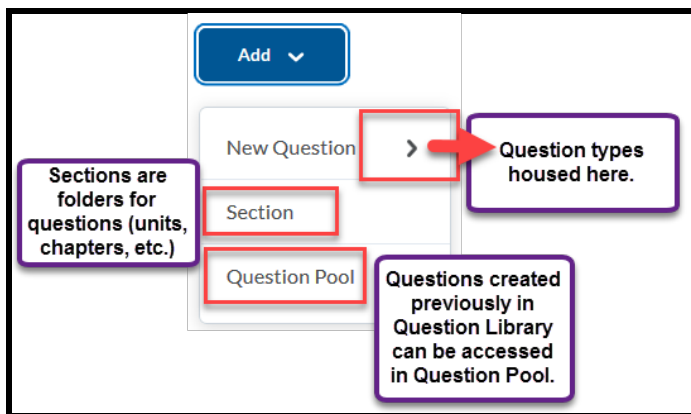


- a. Build all questions in Question Library to prevent broken links in Quizzes
- b. Either click on **New** or **Import**.
- c. **New** will allow you to set up a **Section/Folder** to easily build quizzes into chapters/units.
- d. **Import** allows you to bring in questions from a test bank.

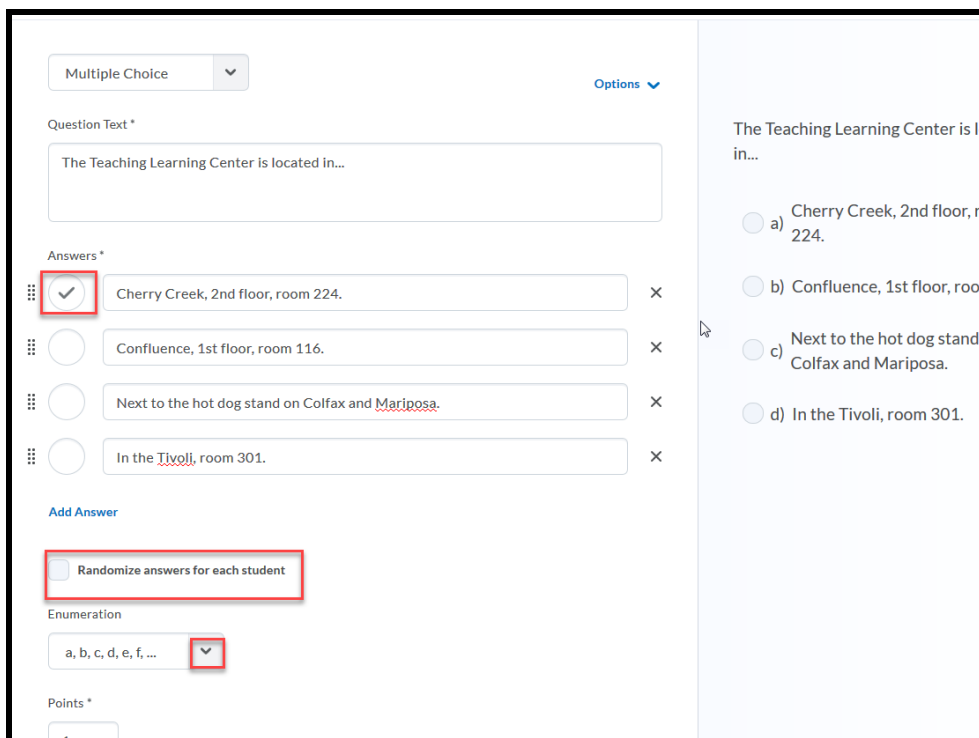




- 2) After setting up a section in which to house your questions, click on **New** once again, and this time, choose the type of question you would like to include in your quiz/exam.
 - a. Play around with a sample section/folder to get a sense of the different types of questions.
 - 3) If you have already created quizzes in the Quiz tool, moving them to the Question Library is simple.
 - a. Click on Quizzes, then click on **Question Library**
 - b. Import
 - c. Browse Existing Questions
- The options to Add or Import questions are seen at the bottom of the screen.
 - Add shows three options: New Questions, Section, or Question Pool.

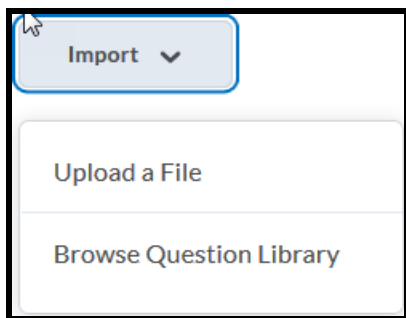


New Questions lists the possible question types e.g. multiple-choice, true/false, short answer, etc.

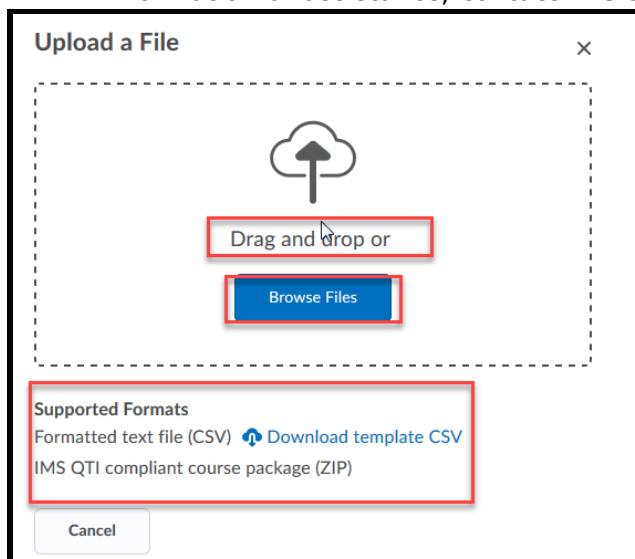




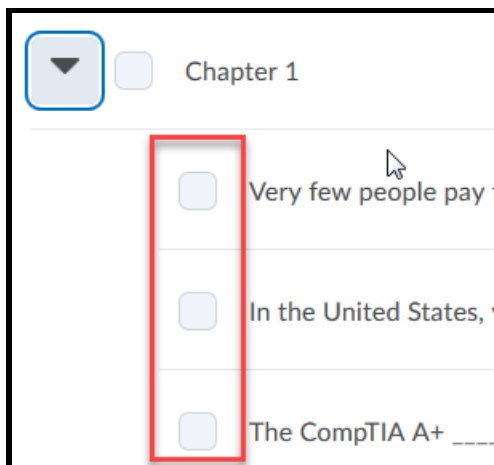
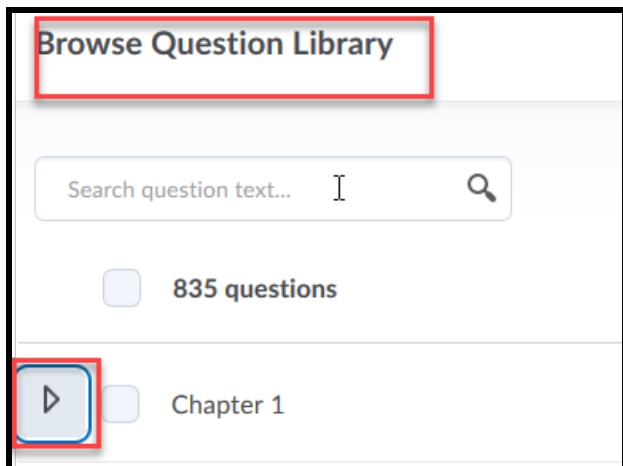
- The Question Pool allows for setting up a large list of questions from which an exam or quiz can be created. Questions pulled from a larger pool will automatically randomize a quiz or exam.
- Sections allow chapters or units of questions to be stored.
- Two options for importing questions:
 - **Upload a File** (from publisher course file, zip file, etc.)
 - Browse Question Library



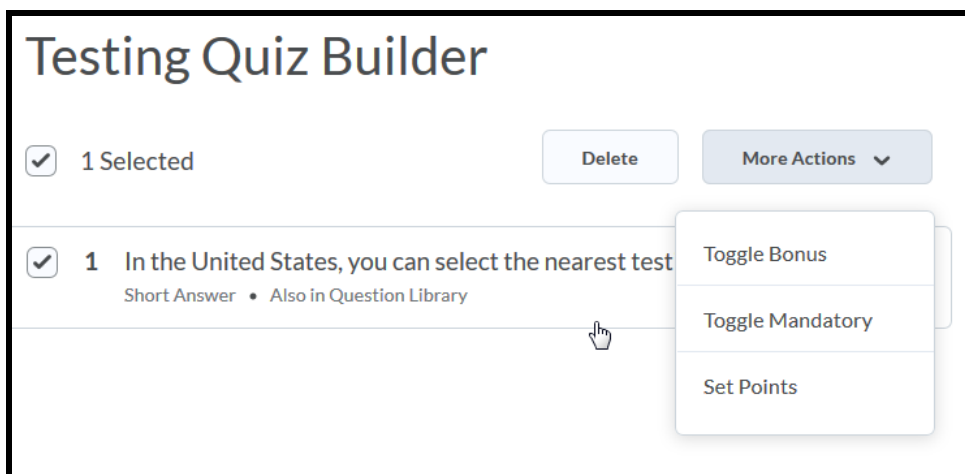
- Uploading a file requires obtaining it from the publisher or test bank.
 - Test banks from publishers need to be uploaded as a **D2L compatible zip file**. For more information or assistance, contact TLC at tlc@ccd.edu



- **Browse Question Library** takes you to what you have already created/loaded and allows selection by chapter and/or individual questions.



- More Actions includes Toggle Bonus, Toggle Mandatory, and Set Points if other than the default point setting of 1.



None of these need to be selected. Questions will still be transferred to the quiz with the default point value of 1.

When sections/folders and questions are set up, click on **Done Editing Questions** on the far right of the Question Library screen.



Quiz Settings –Link to Grades, Due Dates, Timing, Attempts, etc.

Click on the drop-down menu of any quiz to set up all of the other functions for a quiz.

The screenshot shows the 'New Quiz' configuration page. It includes a 'Name' field with 'Untitled' (callout 1), a 'Grade Out Of' section with '0 points' and 'Not in Grade Book' (callout 3), and a 'Due Date' field (callout 4). A 'Questions' section (callout 2) features 'Add Existing' and 'Create New' buttons. A 'Hidden' toggle switch is at the bottom (callout 8). On the right, a sidebar contains expandable sections: 'Availability Dates & Conditions' (callout 4), 'Timing & Display' (callout 5), 'Attempts & Completion' (callout 6), and 'Evaluation & Feedback' (callout 7). A dashed arrow points from the 'Name' field to the 'Availability Dates & Conditions' section.

- 1) **Name the Quiz** – highlight “Untitled” and retype over this.
- 2) **Add questions from Question Library** or create new questions. New questions will not autoload into the Question Library, however, and creating questions on the fly within the quiz may generate broken links in future semesters.



3) Link to Gradebook

- a. If the gradebook is **ALREADY SET UP**, click on the drop-down menu underneath **Grade Out Of** and select **Edit or Link to Existing**.

Grade Out Of
0 points | Not in Grade Book [v] ⓘ
Description
Edit or Link to Existing
Add to Grade Book

Edit or Link to Existing

Create and link to a new grade item
Untitled
Choose Grade Category Choose Grade Scheme
Click here to link to grade items already set up.
 Link to an existing grade item

Default is set to create New grade item.

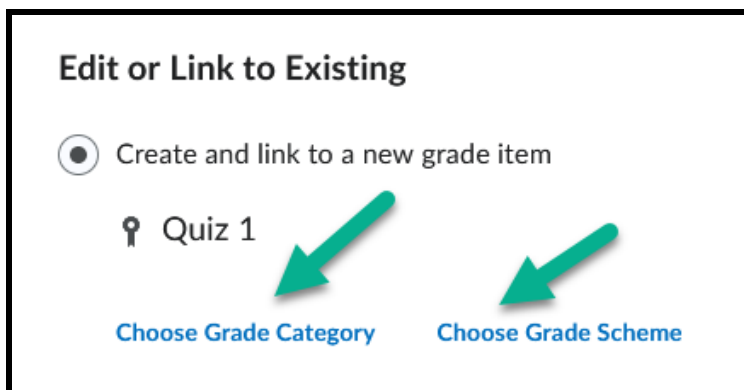
- b. The list of grade items appears. Choose the correct grade item with which to associate the quiz. Click **OK**.

Edit or Link to Existing

Create and link to a new grade item
 Link to an existing grade item
Disc - updated evaluation experien [v]
Points: 15



- c. **If you do NOT have grade items set up, leave the default as is** and set up the quiz to be associated with **the new grade item**.
- d. The grade item name will assume the same name typed in for the quiz. In the screenshot below, that name is **Quiz 1**.
- e. Choose **Grade Category (if you have categories set up in your gradebook already)** and **Grade Scheme**.
 - a. Setting up the category and the scheme are NOT NECESSARY, however.



- f. Make sure the points in the quiz set-up match what you have in your gradebook.

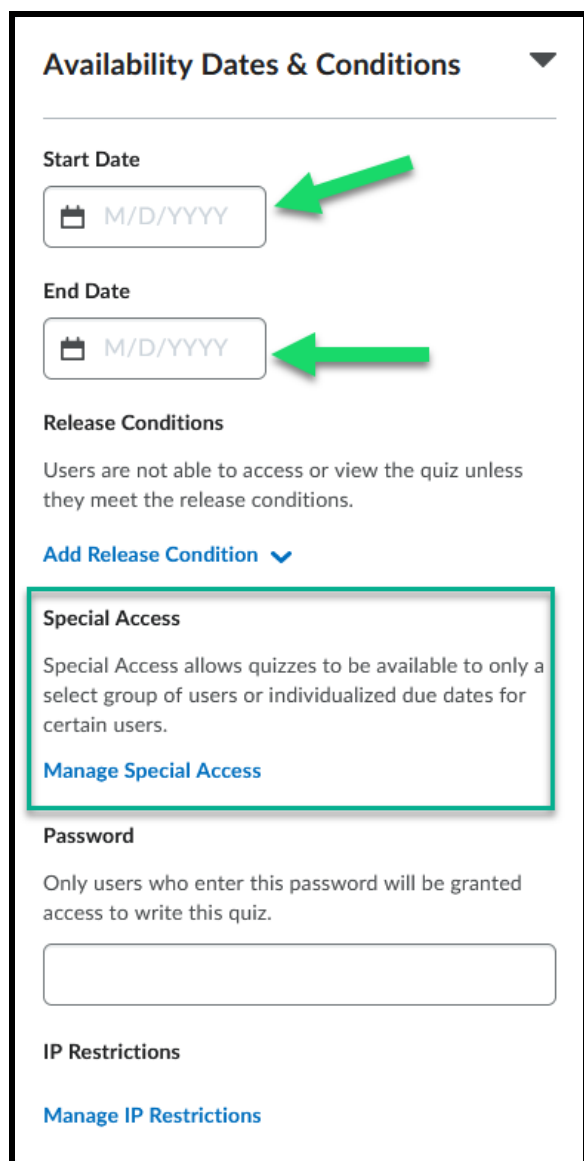
4) Availability Dates & Conditions

Click on the arrow to see the features within **Availability Dates & Conditions**.

Remember, students are restricted from entering the quiz based on the date range you set up. You can also add quizzes associated with a date to your course calendar.



End date allows for grace period after due date. They may be assigned the same date and time, however.

Special Access is for students who have an accommodation for more time on a quiz. See below screenshot for further instructions. Click on **Manage Special Access** to begin.





Availability Dates & Conditions ▼

Start Date

 M/D/YYYY 

End Date

 M/D/YYYY 

Release Conditions

Users are not able to access or view the quiz unless they meet the release conditions.

[Add Release Condition](#) ▼

Special Access

Special Access allows quizzes to be available to only a select group of users or individualized due dates for certain users.

[Manage Special Access](#)

Password

Only users who enter this password will be granted access to write this quiz.

IP Restrictions

[Manage IP Restrictions](#)



- Manage Special Access

Special Access

Type of Access

Allow selected users special access to this quiz

Allow only users with special access to see this quiz

Add Users to Special Access

- 1) **Click on the grey box**, Add Users to Special Access
- 2) **Scroll past** the already set up date restrictions down to your roster of students.
- 3) **Select student's name** for special access.

<input checked="" type="checkbox"/>	Student 001 (Id: S00000001)
<input type="checkbox"/>	Student Instructor (Id: Student.Instructor)

Add Special Access Cancel

- 4) Click on **pencil icon** to choose date and time restrictions for special access.
- 5) **Save**


Special Access

Type of Access

Allow selected users special access to this quiz

Allow only users with special access to see this quiz

Add Users to Special Access

Student 001 

Always Available

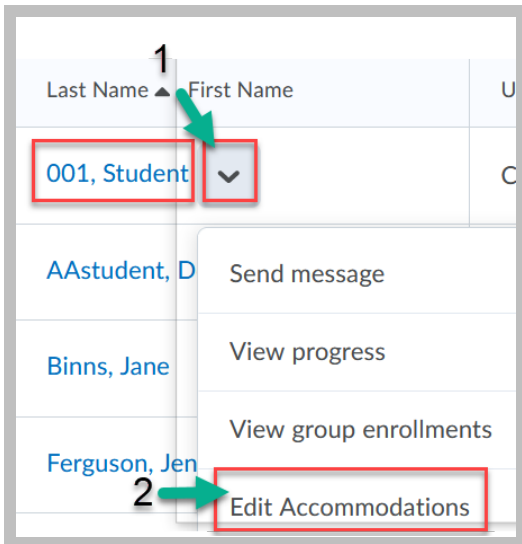
Save and Close **Save** Cancel



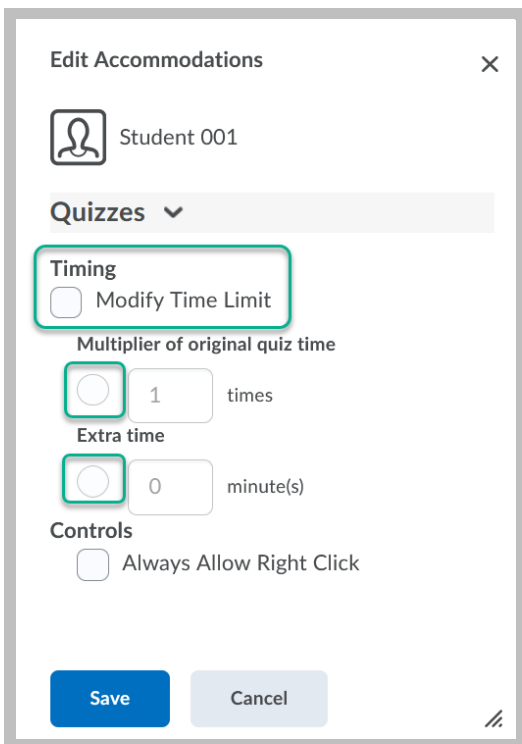
- Special Access/Accommodations throught Classlist Tool

Accommodations for a student can also be done easily through the **Classlist tool**.

- 1) Click on **Classlist**
- 2) Select **drop-down** for student name



- 3) Choose the **Timing** and the selection for **Right Click**.
 - a. These settings will apply to all items in Quizzes for this student
 - b. Right click allows for students to print questions – if you do not want students to print questions, leave this setting alone.





5) Timing and Display

- 1) Decide on **Time Limit**, (default is set at 30 minutes), **Paging** (how questions are displayed e.g. one question per page, or altogether), **Shuffle Quiz** (vary the order for each student), **Display** (allow hints and disable internal messaging), **Header and Footer** (text of quiz in header and footer)
- 2) Click on **Timer Settings** to set up how much time quiz is available.

Timing & Display

Set time limit Toggle off time limit or change default of 30 minutes.

Time Limit *
 minute(s)

Asynchronous
Flag attempts when time is up

[Timer Settings](#)

Paging

Prevent going back to previous pages

Shuffle Quiz

Shuffle questions and sections within the quiz. Does not cascade to sub-sections.

Display

Allow hints

Disable Internal Messaging, and Alerts within D2L ?

Header and Footer



Timer Settings

- 1) Asynchronous – determine start date; quiz is available and timer begins when students click on Start.
- 2) Synchronous – Timer starts on the start date.
- 3) Time Limit Expiration
 - a. Auto-submit quiz attempt
 - b. Flag as “exceeded time limit” and allow student to continue working
 - c. Do nothing; time limit is not enforced

Timing

Quiz Start

Asynchronous: Timer starts when the learner launches the quiz

Synchronous: Timer starts on the start date ← Can use this feature for in-class quizzes.

Start Date 12:01 AM, Jun 29 2022

Time's Up 12:31 AM, Jun 29 2022

When The Time Limit Expires

Automatically submit the quiz attempt

Flag as "exceeded time limit" and allow the learner to continue working

Do nothing: the time limit is not enforced



6) Attempts and Completion

1) The default setting is 1 attempt. If you would like more, click on **Manage Attempts**.

Attempts & Completion

Attempts

1 attempt allowed

Need more attempts?
Click on **Manage Attempts**.

Category

No category

Notification Email

To receive notifications when a quiz is attempted, enter an email address or multiple email addresses separated by a comma.

- Retaking Quiz for Wrong Answers Only

1) Quiz allows instructors to set up **retaking only the questions answered wrong on a quiz**. Only for quizzes with more than one attempt.

Attempts

Attempts Allowed

2

Changing the number of attempts reveals more options such as Retake Incorrect Questions Only, and Attempt Conditions.

Overall Grade Calculation

Highest Attempt

Retake Incorrect Questions Only

On new attempts, only allow answers for previously incorrect questions

Attempt Conditions

For a learner to qualify for another attempt, set a minimum and/or maximum percentage value between 0 to 100 that must be achieved on the previous attempt.

If a minimum or maximum field is blank, there won't be a limit applied to that portion of the attempt range.

**Information: Retake Incorrect Questions
Only**

When this setting is selected, learners who attempt a quiz more than once can only answer questions that were incorrect on the previous attempt.

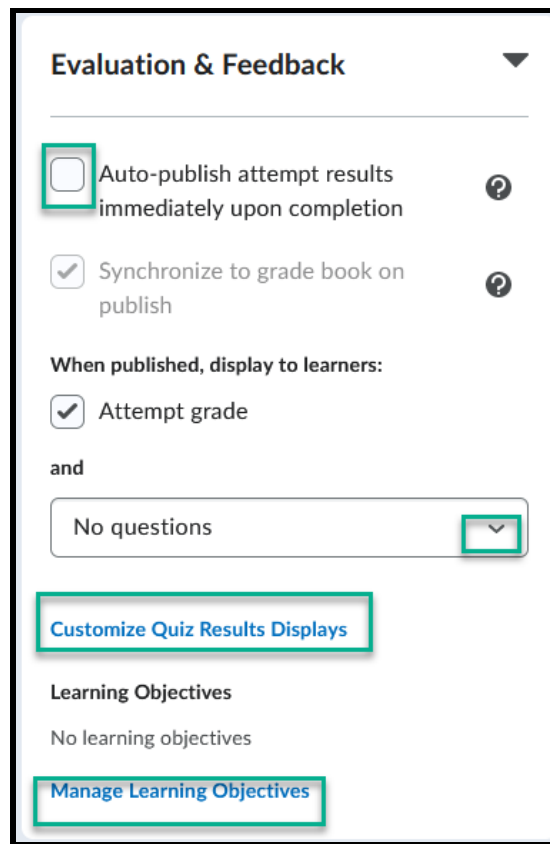
If you are using Automatic grading, Written Response questions will be marked as 0 and included in future attempts until they are graded manually.

OK



7) Evaluation and Feedback

- 1) Determine when the attempt should be published to the gradebook by clicking on whether or not you would like the attempt to: **auto-published upon completion, show student view of no questions or all questions, or only questions they got wrong, customize quiz results, and show learning objectives.**



Evaluation & Feedback ▼

Auto-publish attempt results immediately upon completion ?

Synchronize to grade book on publish ?

When published, display to learners:

Attempt grade

and

No questions ▼

[Customize Quiz Results Displays](#)

Learning Objectives

No learning objectives

[Manage Learning Objectives](#)

Setting up quizzes and tests in D2L can vary widely. There are many options available. Contact **TLC at 303-352-3201** or tlc@ccd.edu for further assistance.