

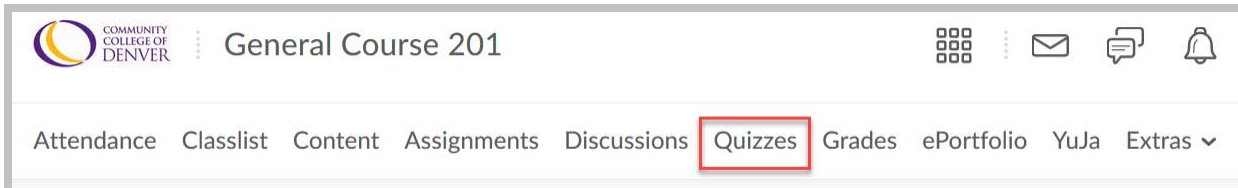


## Creating Quizzes

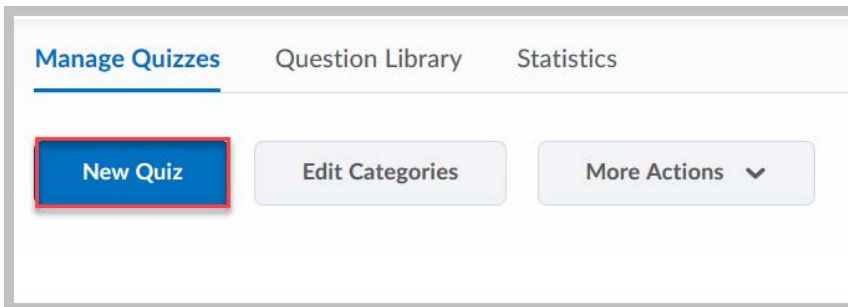
Creating a quiz involves a series of steps. After you name a quiz, you can access its tab menus to define general properties, restrictions, assessment, learning objectives, submission views and reports.

### Create a quiz

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



- 1) On the Manage Quizzes page, **select New Quiz**.



- 1) **Enter a Name for the quiz**. Category is optional.
- 2) **Select Add/Edit Questions** to start adding your questions. You can now create New questions using the appropriate options (question type) from the dropdown menu.

**New Quiz** ▾

Properties Restrictions Assessment Objectives Submission Views Reports Setup

**General**

Name \*

Category

no category ▾ [add category] ⓘ

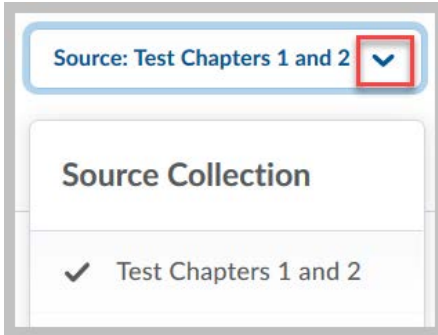
**Quiz Questions**

This quiz is empty.

Add/Edit Questions



- 3) Best practice is to **create questions for all quizzes and tests in the Question Library first.**
- 4) 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**
  - d. Select **Source drop-down menu** to select quizzes and specific questions there



- 5) If you have existing questions in the Question Library that you would like to import, select the Import button. Test banks from publishers need to be uploaded as a zip file. For more information or assistance, contact TLC at [tlc@ccd.edu](mailto:tlc@ccd.edu)
- 6) When done creating/importing questions, **select Done Editing Questions**



## Understanding Restrictions Dates and Restrictions

Changing your quiz status to **Active** allows users to see and take a quiz. You can specify a date range for which the quiz is available to users. 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.

The screenshot shows the 'Dates and Restrictions' configuration page. At the top, there are tabs for 'Properties', 'Restrictions', 'Assessment', 'Objectives', 'Submission Views', and 'Reports Setup'. The 'Restrictions' tab is active. The main heading is 'Dates and Restrictions'. Below this, there are several sections:

- Status:** A dropdown menu currently set to 'Inactive'. A red box highlights this dropdown, and a red text box next to it says 'Default is inactive. Must change to active.'
- Due Date:** A section with a 'Has Due Date' checkbox (unchecked). Below it are input fields for '5/17/2018' and '12:12 PM', and a 'Now' button. The location is 'United States - Denver'. A red arrow points to the 'Due Date' label.
- Availability:** A section with two checkboxes: 'Has Start Date' (unchecked) and 'Has End Date' (checked).
  - Under 'Has Start Date': input fields for '5/10/2018' and '10:12 AM', and a 'Now' button. Location: 'United States - Denver'. A red arrow points to the 'Availability' label.
  - Under 'Has End Date': input fields for '5/17/2018' and '12:12 PM', and a 'Now' button. Location: 'United States - Denver'. A red arrow points to the 'Has End Date' checkbox.
- Display In Calendar:** A checkbox (unchecked).



## Timing

**Time Limit:** Enter a time limit for your quiz and select to enforce time limit.

**Grace Period:** Enter a grace period to allow users to submit their quiz without a late flag after the quiz time limit expires.

**Late Behavior:** Select a penalty type for late submissions. You can choose from the following options:  
Quiz is flagged as late, but student can continue working.

Quiz is flagged as late, and student is prevented from making further changes.

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

**NOTE:** You must set an **enforced** time limit to apply either **Late Limit minutes or Auto-Submit Attempt**.

### Timing

Recommended Time Limit  Enforced Time Limit

Time Limit:  minute(s)      Grace Period:  minute(s) before flagged as exceeded time limit

Exceeded Time Limit Behaviour

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

Allow the student to continue working  
 Prevent the student from making further changes  
 Allow the student to continue working, but automatically score the attempt as zero after an extended deadline.



## Special Access

This feature is for students who need extended time or a different due date and time.

- 1) **Click on rectangle** for Add Users to Special Access

A screenshot of the "Special Access" dialog box. The title "Special Access" is at the top. Below it, the section "Type of Access" contains two radio button options: "Allow selected users special access to this quiz" (which is selected) and "Allow only users with special access to see this quiz". At the bottom of the dialog, a button labeled "Add Users to Special Access" is highlighted with a red rectangle.

- 2) **Scroll past the already set up date restrictions** down to your roster of students.
- 3) **Select student's name** for special access.

A screenshot of a student selection list. The list has two rows: "Student 001 (Id: S00000001)" and "Student Instructor (Id: Student.Instructor)". The first row has a checked checkbox, which is highlighted with a red rectangle. At the bottom of the list, there are two buttons: "Add Special Access" (highlighted with a red rectangle) and "Cancel".

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

A screenshot of the "Special Access" dialog box showing the details for "Student 001". The "Type of Access" section is the same as in the previous screenshot. Below the "Add Users to Special Access" button, the text "Student 001" is displayed, followed by "Always Available". To the right of this text is a pencil icon inside a red circle with an 'X' next to it. At the bottom of the dialog, there are three buttons: "Save and Close", "Save" (highlighted with a red rectangle), and "Cancel".



## Assessment – Associating the quiz/test with the Gradebook

To associate the quiz or test with the gradebook, three items must be selected.

- 1) **Click on the box**, Allow attempt to be set as graded upon completion
- 2) **Add grade item** if one has not already been set up in the gradebook from which to select in the drop-down menu
- 3) **Select Allow automatic export to grades**

A screenshot of the "Assessment" configuration page. The page has tabs for "Properties", "Restrictions", "Assessment", "Objectives", "Submission Views", and "Reports Setup". The "Assessment" tab is active. Under the "Automatic Grade" section, the checkbox "Allow attempt to be set as graded immediately upon completion" is highlighted with a red box. Under the "Grade Item" section, the dropdown menu showing "None" and the "[add grade item]" button are highlighted with a red box. Under the "Auto Export to Grades" section, the checkbox "Allow automatic export to grades" is highlighted with a red box.

## Attempts

- 1) **Choose number of attempts allowed.**

A screenshot of the "Attempts" configuration page. The "Attempts Allowed" dropdown menu is set to "1" and is highlighted with a red box. An "Apply" button is next to it. Below this, there is a note: "Optional Advanced Attempt Conditions will appear if a number of attempts from 2 to 10 is applied." Under the "Overall Grade Calculation" section, the dropdown menu is set to "Highest Attempt". At the bottom, the "Save and Close" button is highlighted with a red box, along with "Save" and "Cancel" buttons.



## Submission Views

Submission views allows for what the students can see after completing the quiz. The **default is set for students not to be able to see question answers**. To change this, click on **Default view**.

A screenshot of the "Submission Views" configuration page in D2L. The page has a navigation bar with tabs for "Properties", "Restrictions", "Assessment", "Objectives", "Submission Views" (highlighted with a red box), and "Reports Setup". Below the navigation bar, the "Default View" section is visible. It contains the text "The following is the submission view that will be released to users" and a list of options: "Date: immediately", "Show Questions? No", and "Statistics: none". Below this is the "Additional Views" section with an "Add Additional View" button. At the bottom, there is a "Save and Close" button.

Once **Default View** is selected, several options appear. A brief explanation of what each option shows is available when clicking on the question mark to the right of each option underneath **Yes**.

A screenshot of the "View Details" configuration page in D2L. The page shows a "Show Questions?" section with a list of radio button options: "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", and "No". Each option has a question mark icon to its right. The "Show question score and out of score" option is checked, and the "No" option is selected.

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](mailto:tlc@ccd.edu)** for further assistance.