

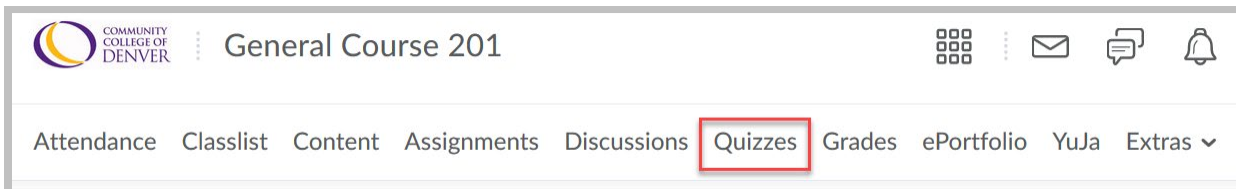


Creating Quizzes

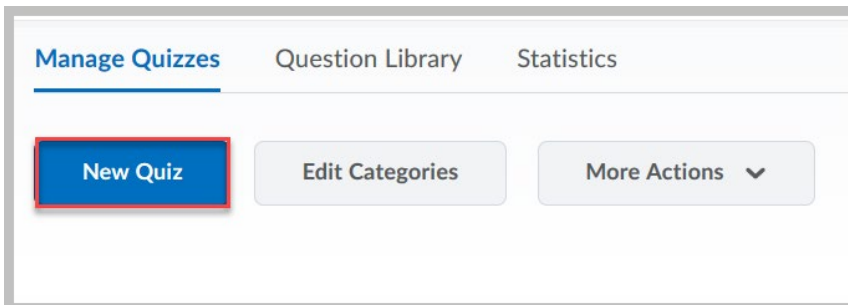
Creating a quiz involves a series of steps. After you name a quiz, you can access its tab menus to define general properties, restrictions, assessment, learning objectives, submission views and reports.

Create a quiz

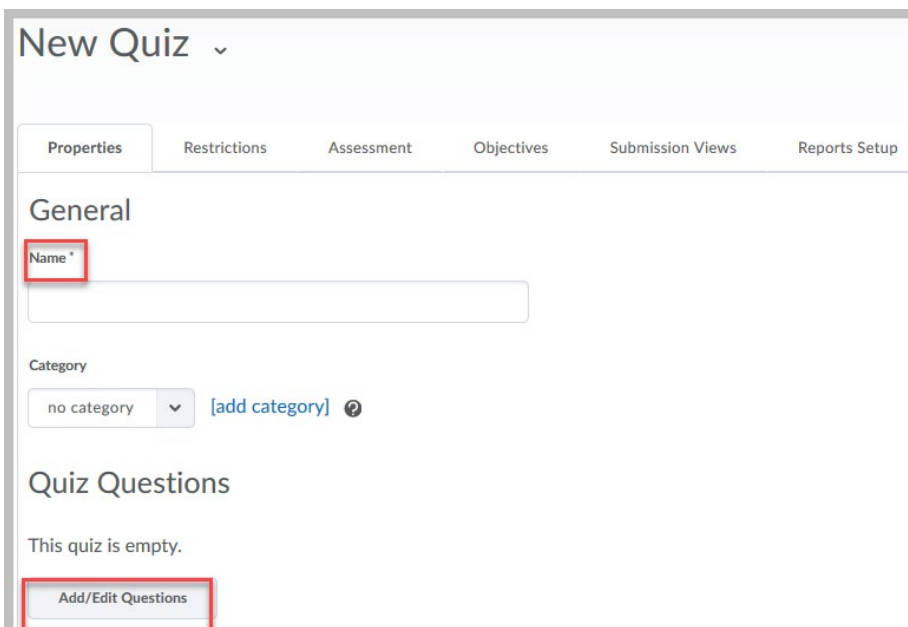
- 1) From the Navigation bar, select Quizzes.



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

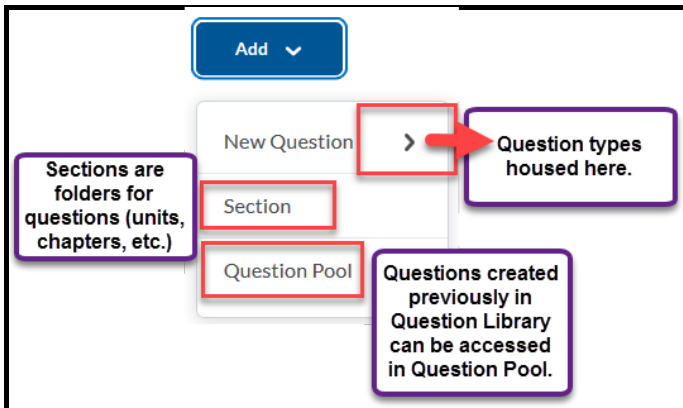


- 1) Enter a Name for the quiz. Category is optional.
- 2) Select Add/Edit Questions to start adding your questions. You can now create New questions using the appropriate options (question type) from the dropdown menu.





- 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
- 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.

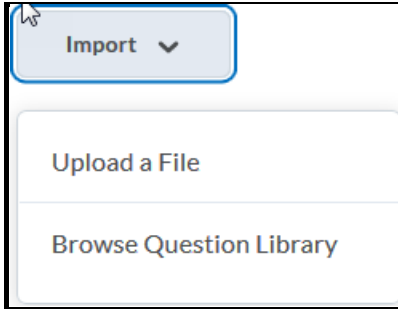


- 1) New Questions lists the possible question types e.g. multiple-choice, true/false, short answer, etc.

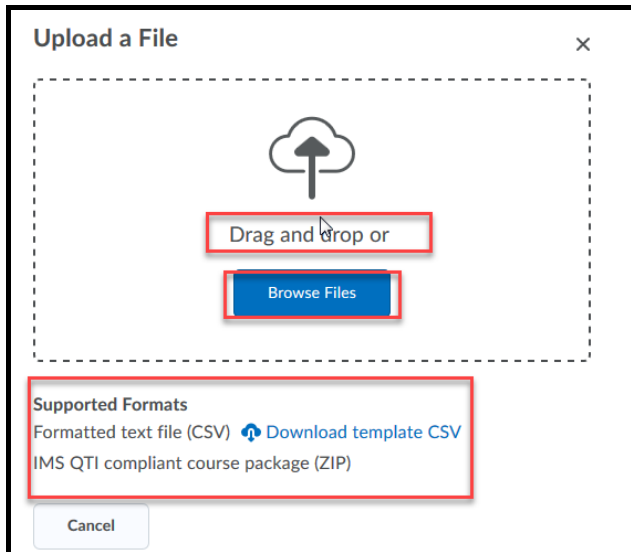
The screenshot shows the 'New Question' form. At the top, the question type is set to 'Multiple Choice'. The question text is 'The Teaching Learning Center is located in...'. Below this, there are four answer options, each with a radio button. The first option, 'Cherry Creek, 2nd floor, room 224.', is selected. Below the answers, there is a checkbox for 'Randomize answers for each student' which is currently unchecked. At the bottom, there is a dropdown menu for 'Enumeration' set to 'a, b, c, d, e, f, ...'. On the right side of the form, a preview of the question is shown with the selected answer highlighted.

- 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

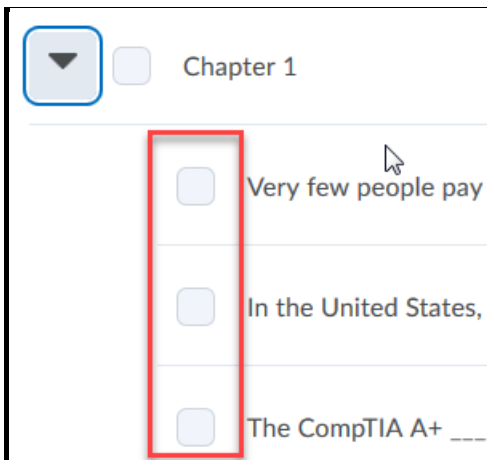
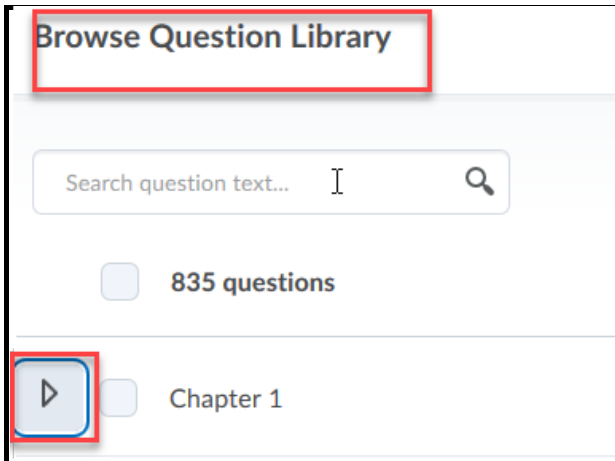


- Uploading a file is a straightforward download.
 - Test banks from publishers need to be uploaded as a zip file. For more information or assistance, contact TLC at tlc@ccd.edu

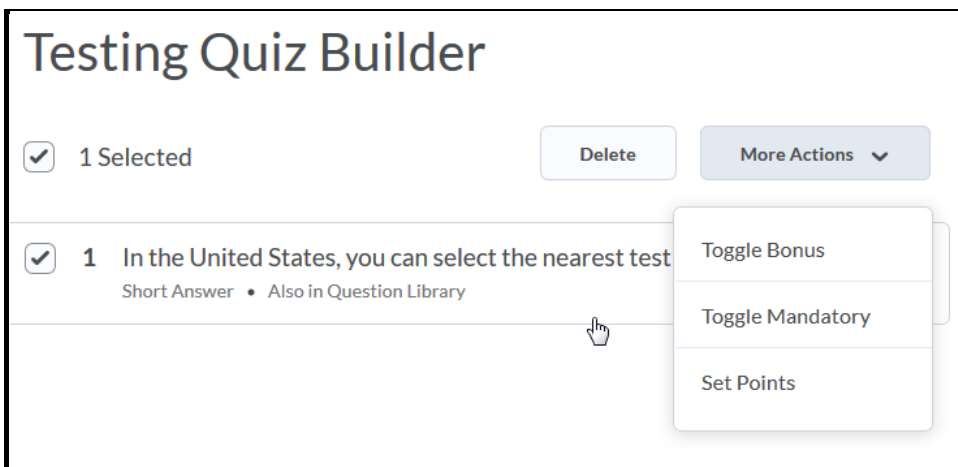


2)

- 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 be selected. Question will still be transferred to the quiz with the default point value of 1.

- When done creating/importing questions, select Back to Settings to return to the other options for setting up your quiz or exam.



[← Back to Settings for Testing Quiz Builder](#)

Testing Quiz Builder

[Add](#) [Import](#) Total Points 1

1 In the United States, you can select the nearest testing center an... 1 point
Short Answer • Also in Question Library



Understanding Restrictions Dates and Restrictions

A new quiz has the default setting of **Hide from Users**. Deselect this box so that students can view the quiz. **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.

The screenshot shows the 'Restrictions' tab of a quiz configuration interface. It includes three sections: 'Due Date', 'Availability', and 'Assessment'. The 'Hide from Users' checkbox is checked. The 'Has Due Date' checkbox is unchecked. The 'Has Start Date' and 'Has End Date' checkboxes are also unchecked. Green arrows point to the 'Has Due Date', 'Has Start Date', and 'Has End Date' checkboxes. A text box explains that clicking on these boxes activates the date and time functions. The interface also shows date and time input fields for each date type, along with a 'Now' button and the location 'United States - Denver'.

Section	Option	Value	Time	Button	Location
Due Date	Has Due Date	10/29/2019	6:06 PM	Now	United States - Denver
	Has Start Date	10/22/2019	12:06 PM	Now	United States - Denver
Availability	Has End Date	10/29/2019	6:06 PM	Now	



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

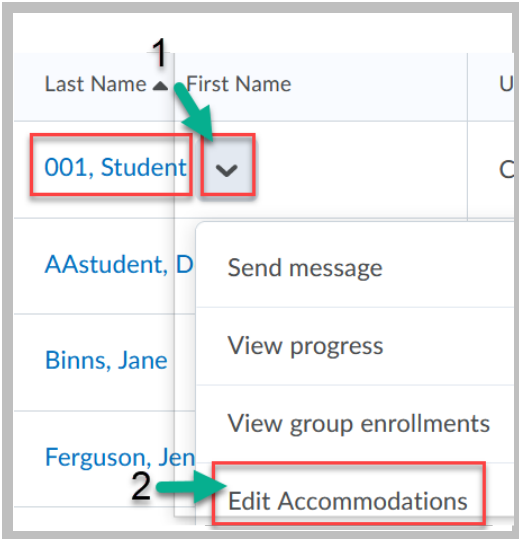
Allow the student to continue working
 Prevent the student from making further changes
 Allow the student to continue working, but automatically score the attempt as zero after an extended deadline.



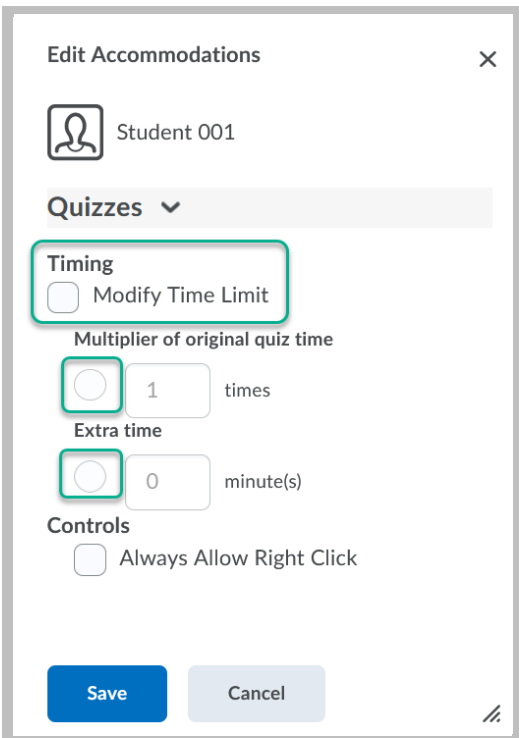
Special Access/Accommodations

Accommodations for a student can 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.





- 3) The other way to add Special Access is to select Restrictions tab and then click on rectangle for Add Users to 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

- 4) Scroll past the already set up date restrictions down to your roster of students.
- 5) 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

- 6) Click on **pencil icon** to choose date and time restrictions for special access.
- 7) 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

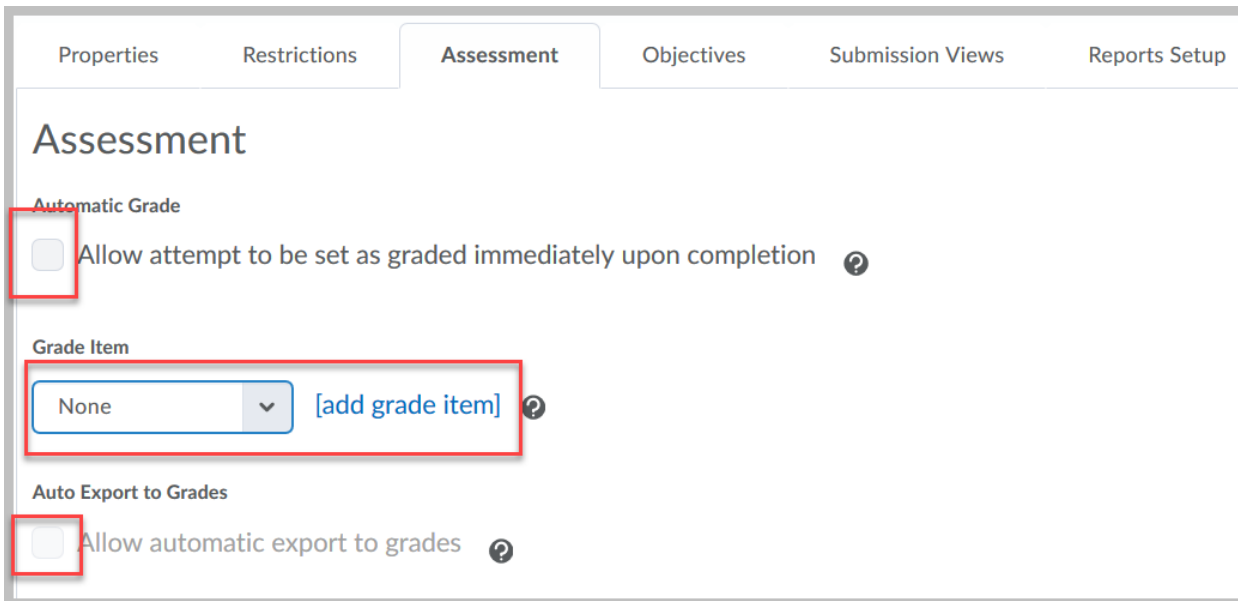
Save and Close Save Cancel



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

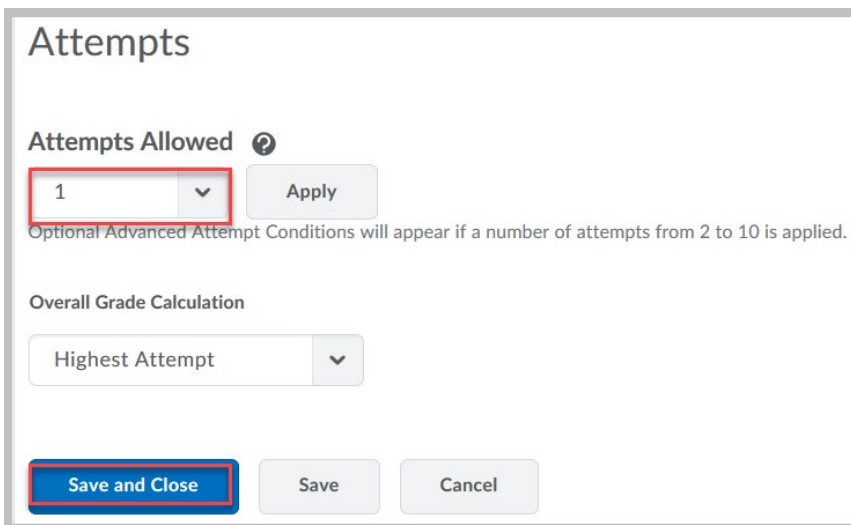


The screenshot shows the "Assessment" configuration page with several tabs: Properties, Restrictions, Assessment (selected), Objectives, Submission Views, and Reports Setup. The "Assessment" section contains three main areas:

- Automatic Grade:** A checkbox labeled "Allow attempt to be set as graded immediately upon completion" is checked and highlighted with a red box.
- Grade Item:** A dropdown menu currently shows "None" and is highlighted with a red box. Next to it is a blue link that says "[add grade item]".
- Auto Export to Grades:** A checkbox labeled "Allow automatic export to grades" is checked and highlighted with a red box.

Attempts

- 1) Choose number of attempts allowed.

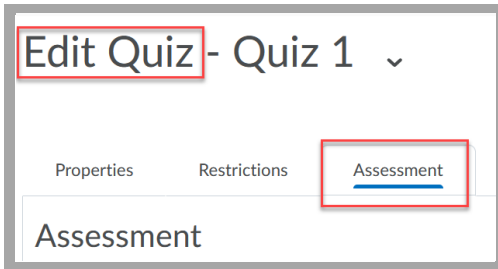


The screenshot shows the "Attempts" configuration page. The "Attempts Allowed" section has a dropdown menu set to "1", which is highlighted with a red box. An "Apply" button is located to the right of the dropdown. Below this, a note states: "Optional Advanced Attempt Conditions will appear if a number of attempts from 2 to 10 is applied." The "Overall Grade Calculation" section has a dropdown menu set to "Highest Attempt". At the bottom, there are three buttons: "Save and Close" (highlighted with a red box), "Save", and "Cancel".

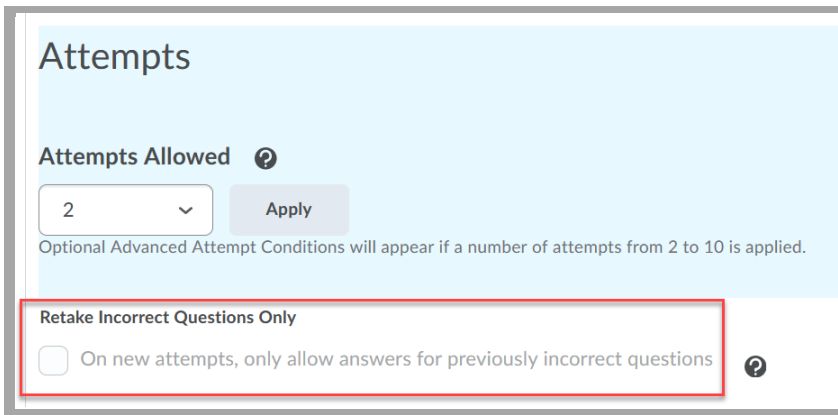


Retaking Quiz for Wrong Answers Only

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



- 2) Only for quizzes with more than one attempt:



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



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: Properties, Restrictions, Assessment, Objectives, Submission Views (highlighted with a red box), and Reports Setup. Below the navigation bar, the title 'Default View' is displayed. A sub-header reads: 'The following is the submission view that will be released to users'. Below this, the 'Default View' option is selected and highlighted with a red box. The configuration shows: 'Date: immediately', 'Show Questions? No', and 'Statistics: none'. Underneath, the section 'Additional Views' is visible with an 'Add Additional View' button. At the bottom left, there is a blue '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 title 'View Details' is at the top. Below it, the section 'Show Questions?' is visible. There are two main radio button options: 'Yes' and 'No'. Under the 'Yes' option, there are several sub-options, each with a question mark icon: 'Show questions answered incorrectly', 'Show questions answered correctly', 'Show all questions without user responses', 'Show all questions with user responses' (which is selected), 'Show question answers', and 'Show question score and out of score' (which is checked). Under the 'No' option, there is a question mark icon.

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.