Desire2Learn Quickguide: Setting Up Quizzes

Overview
The Quizzes tool allows you to create, manage, and grade online quizzes. Desire2Learn allows for quiz questions that can be graded automatically, like multiple-choice questions, and more qualitative questions, like long-answer questions.

How to Access Quizzes
Click the More dropdown on the course navigation bar, and then select Quizzes.

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For more information on Desire2Learn, go to http://teachingcommons.depaul.edu/technology/D2L/index.html.

Setting up a New Quiz

Create a New Quiz

Note: Quizzes will not be available to students until you set them as “Active” in the restrictions tab.

1. Click More on the course navigation bar. A list of options will be displayed (Figure 1).
2. Click Quizzes. The “Manage Quizzes” page will open.
3. Click New Quiz at the top of the page.
4. Enter a name for your quiz.
5. Click Add/Edit Questions. A new page that lists all your Quiz’s questions will open.
6. Click New to see a dropdown menu of available question types, as well as the options for creating Sections to organize your quiz (Figure 2).
   - To organize your quiz by section, select Section, provide a name for your section, then click Save.
   - To add questions to your quiz, select the applicable question type, fill out all required fields for the question type you selected, and click Save.
7. Click **Done Editing Questions** on the top-right side of the page when you have added all of the questions to your Quiz. You will return to the “Edit Quiz” page.

8. Click **Expand Description/Introduction** if you want to include either on your Quiz (optional; Figure 3).
   - The “Description” displays to students before entering the quiz and is visible before the start date. If you enter a description, select On to make it available to students.
   - The “Information” section displays to students when the quiz begins. If you enter information, select On to make it available to students.

9. Click **Expand page header/footer** if you want to display permanent text above (header) or below (footer) the Quiz while students are taking it (optional).
   - In the “Header” section, enter text for your Quiz’s header, and click On.
   - In the “Footer” Section, enter text for your Quiz’s footer, and click On.

10. Click **Save**.

**Set Quiz Restrictions**

Use the options located under the Restrictions tab to set up the availability and timing of your quiz.

1. Click on the name of the Quiz you want to set restrictions for.
2. Click the **Restrictions** tab (Figure 4).
3. Click the drop-down arrow on the “Status” menu to reset the status of your Quiz (Figure 5).

| Note: Students can only see quizzes that have been set to Active status. |

4. Set the start and end dates for the quiz (Figure 6):
   - Click **Has Start Date** to set a start date for your Quiz, and enter the appropriate date and time.
   - Click **Has End Date** to set an end date for your Quiz, and enter the appropriate date and time.
   - Click **Display in Calendar** if you would like the quiz’s start and/or end dates to display in your course calendar.

5. Enter the number of minutes students have to complete the Quiz in the “Time Limit” field. (The default time limit is 120 minutes.)

6. Enforce the time limit or show a clock by selecting the corresponding boxes (optional).
7. Enter the number of minutes you are allowing students to complete the Quiz beyond the time limit in the “Grace Period” field. This value determines how many minutes the student has after the time limit has expired to submit their quiz before it is flagged as late.

8. Select options for Late Submissions (Figure 7):
   - Select Allow normal submissions to let users submit quizzes after the time limit and grace period have expired. Submissions after the grace period are flagged as late.
   - Select Use Late Limit and enter an amount of time if you want students to be given a zero if they submit the quiz after the time limit, grace period, and late limit period.
   - Select Auto-Submit Attempt to if you want the quiz to not complete any action that students try to perform after the time limit and grace period; instead, it will prompt them to submit their quiz attempt.

9. Click Save and Close at the bottom of the page.

Set Assessment Options

Settings in the “Assessment” tab control how many times students can take the quiz and grading options.

1. Click on the name of the Quiz you want to change assessment settings on.

2. Click the Assessment tab (Figure 8).

3. If you want to associate this quiz with an item in the Grades area, select it from the “Grade Item” dropdown menu (Figure 9).

4. Select Allow automatic export to grades to allow scores to transfer to the gradebook automatically when a quiz attempt is marked as graded.

5. If your quiz has only objective questions and you want it to be graded automatically by D2L, select Allow attempt to be set as graded immediately upon completion.

6. Select the number of attempts students will have to complete the Quiz from the “Attempts Allowed” drop-down menu. (The default option is 1.)

7. Click Apply.

8. Select which attempt will be included in the grade calculation from the “Overall Grade Calculation” drop-down menu. The attempt graded can be the highest attempt, lowest attempt, average of all attempts, first attempt, or last attempt (Figure 10); the default option is “Highest Attempt.”

9. Click Save.
Set Special Access
Use the Special Access feature to override the availability and timing settings of a Quiz for specific students, like a student who needs more time to complete the Quiz, or use this feature to allow only certain students in the class access to the Quiz.

1. Click on the name of the Quiz you want to set restrictions for.
2. Click the Restrictions tab.
3. Choose a Special Access type in the “Advanced Availability” section (Figure 11):
   - Select *Allow selected users special access to this quiz* if you want to change the availability dates or time limits for some of the students in your class.
   - Select *Allow only users with special access to see this quiz* if you want to allow some but not all of the students in the class access to the quiz.
4. Click Add Users to Special Access.
5. Change information regarding access dates and time limits in the appropriate fields.
6. Select the checkboxes beside the names of the students to whom you want to give special access.
7. Click Add Special Access.

Importing Quiz Questions from the Question Library

1. Click on the name of the Quiz into which you want to import questions.
2. Click Add/Edit Questions (Figure 12).
3. Click Import on the top-left side of the page; this is the default option.
4. Select *From an existing collection* on the “Import Source” drop-down menu.
5. Select Question Library on the “Source Collection” drop-down menu.
6. Select Collection Root on the “Source Section” drop-down menu. The questions from your Question Library will appear below these selections.
7. Select the checkboxes next to the questions you want to import (Figure 13).
8. Click Save. The questions you selected will now be added to your Quiz.
Previewing Quizzes

D2L provides a preview option that allows you to view a quiz as your students will see it.

1. Go to the “Manage Quizzes” page.
2. Click the dropdown arrow next to the quiz you want to view, and select Preview (Figure 14). The “Preview Quiz” page will open.
3. Click Start Quiz at the bottom of the page. The Quiz will open, and you’ll be able to answer questions on the Quiz exactly as students will.
4. Click Exit Preview on the top-right side of the page when you are done previewing the Quiz.

**Note:** You will not be able to see your quizzes if you change your status to “View as Student”. You can only see a quiz as your students will see it by using the preview option.