Nashville State
Community College

D2L Quizzes Guide
Faculty guide on creating and managing quizzes in D2L.

Office of Online Learning

Contents

The Quizzes Tool

The **Quizzes** area is where both quizzes and exams can be created and administered inside D2L. D2L is able to auto-grade most quiz questions for you, with the exception of those with **Written Response** questions. You also have the option to enable **LockDown Browser** or **Respondus Monitor** proctoring with D2L quizzes, to protect the academic integrity of exams.

You can find the **Quizzes** tool under **Assessment** in the default Navbar:
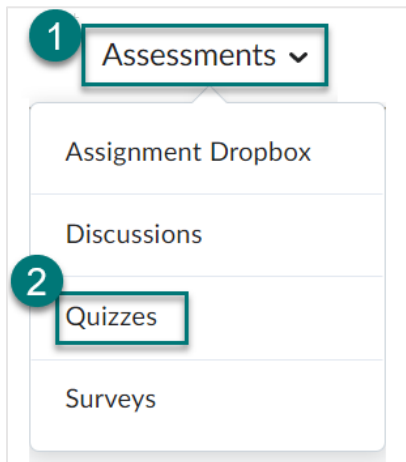
Add Questions to the Question Library

The easiest way to add questions to a quiz is to create them first in the **Question Library.**

1. Select the **Question Library** tab at the top of the main **Quiz List** page.
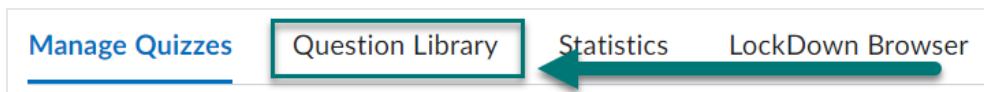
2. Questions in the Question Library are organized into folders and sub-folders called **"Sections."** Select the blue **"New"** button at the top of the screen, and then **Section.**

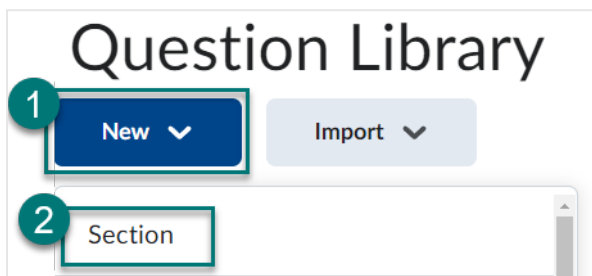3. Give your Section a **Title** (i.e. "Chapter 1 Quiz Questions"). Note that you can opt to have the title of your section hidden from students by checking the box. Optionally, you may add **Section Text** or check the "**Shuffle questions in this section**" box, if you want the questions to appear in a unique, random order for students. Click **Save** when done.

Use this **New > Section** process to create a structure for your question library. You may decide to have one section folder per chapter, per unit, per topic, etc. Once your structure is begun, you can begin adding questions to the section folders, which will later be imported to specific quizzes or assessments.
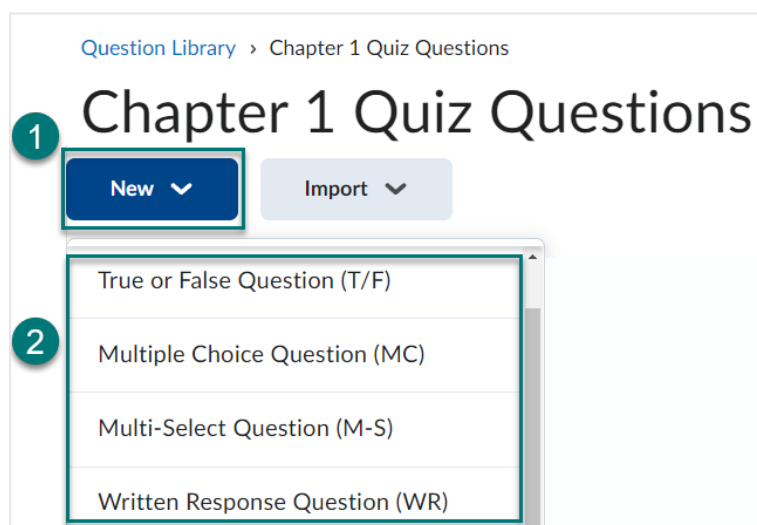
4. Once your section folder(s) exist, you may begin adding individual questions to them. To do this, click the section in which you will be adding questions from the list in the **Question Library**:

5. Click the **"New"** button, then select the question type you wish to add from the dropdown menu.

The most popular question type options are:

- **True or False**: Probably the easiest question type to create. Each question has two options, of which one is correct. Auto-graded.
- **Multiple Choice**: Each question can have anywhere from 2-20 answer choices, with one answer indicated as correct. Auto-graded.
- **Multi-Select:** Very similar to the Multiple Choice Question, but this type allows for the question to have more than one correct answer. Auto-graded.
- **Written Response**: Students write a short answer in response to a prompt. Written response questions can also be used for responses requiring a file upload. These questions cannot be auto-graded.

6. **The next step will depend on the question type you chose.** Most question types allow you to:

- type a quiz question and possible answers,
- select right answers,
- set **point values**,
- add **feedback** that will appear when students select a certain answer,
- **randomize answer order** between different attempts on the quiz,
- and view a student preview of the question in the side pane.

See the example of a **Multiple Choice** question below:

The major exception which lacks a lot of these options is, of course, **Written Response** questions, which simply present students with a blank text box, with which to answer an open-ended question.

Note: **D2L cannot auto-grade Written Response questions**. Any Written Response questions on a quiz in D2L will be marked as "0" until the instructor manually grades it.

7. After you are done drafting the question, select **Save** or **Save and New** to create another question of the same type.

8. After you **Save** the question, it will appear in the section folder in your **Question Library**. You can now add questions stored in your Question Library to your quizzes.

# Bulk Import Questions to the Question Library
Create and import your own CSV file

It is also possible to bulk import quiz questions into the Question Library, either from a pre-formatted CSV file, or a test bank supplied to you by a textbook publisher.

1. If you do not already have your questions formatted in a CSV file, create a Word document formatted according to these instructions.

2. Copy and paste the text of your document into this generator tool to convert the text to CSV.

3. Select **Import** at the top of the **Question Library** page, then **Upload a File** to import a CSV file that has been correctly formatted.
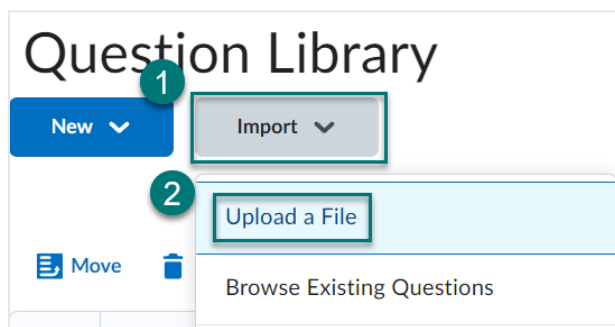
4. In the next window, choose the file you want to upload from your computer using **Browse**. **Only .csv or .zip files will be accepted.**

5. If the upload was successful, you will be given the opportunity to review the questions before importing them, using **Import All**.
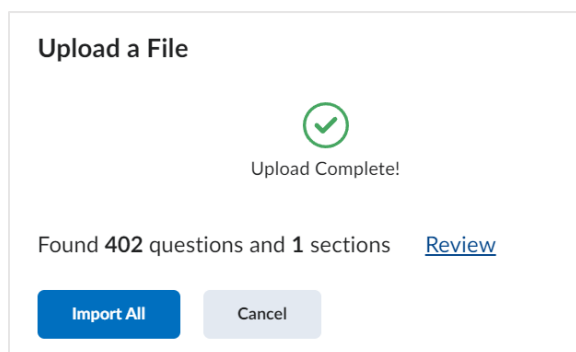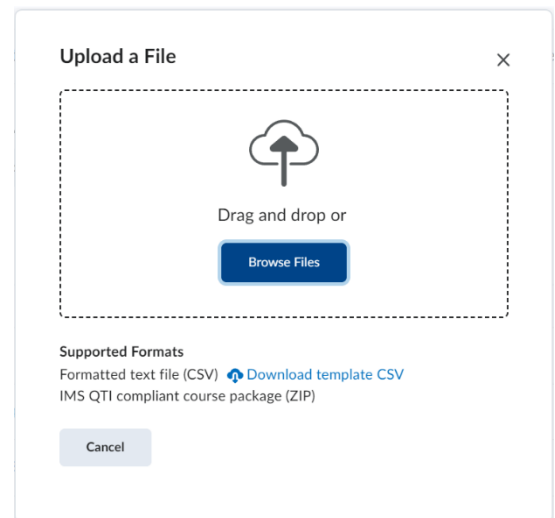
Import a Publisher Test Bank

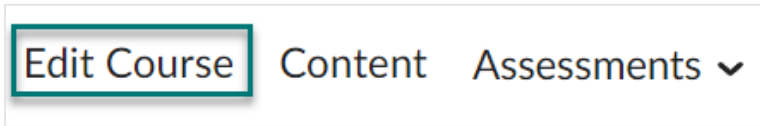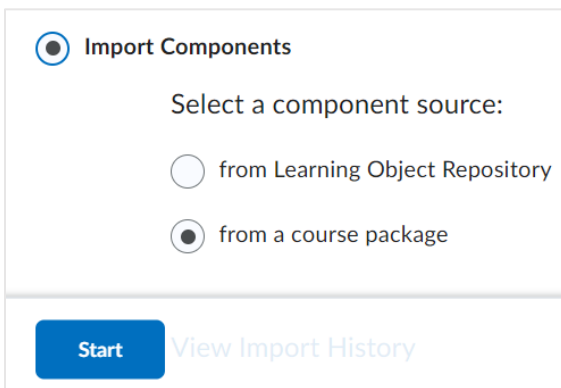1. If the above instructions do not work for importing the file, go to **Edit Course** in the Navbar.

Edit Course | Content | Assessments ∨

2. Select **Import/Export/Copy Components**, under **Site Resources**.

⇕ Import / Export / Copy Components

3. Select **Import Components** and choose **from a course package** as the source. Select **Start**.

⦿ Import Components

    Select a component source:

    ○ from Learning Object Repository

    ⦿ from a course package

Start | View Import History

4. Choose the test bank files to upload and select **Import All Components**.

If the upload was successful, the imported question files will now appear in your Question Library.

Import Course Package

Select File

You are about to import a course from a file.

Drag and drop your course package here or use the "Upload" button to browse to your file. The file should be a .zip or another archive format. To add individual content (.doc, .ppt, .jpg, etc.), add a module in Content and place your file there.

⬆ Upload

You can upload files up to a maximum of 2 GB.

Import All Components | Advanced Options... | Cancel

Create a New Quiz and Add Questions

1. From the **Quizzes** area, select **New Quiz** at the top.
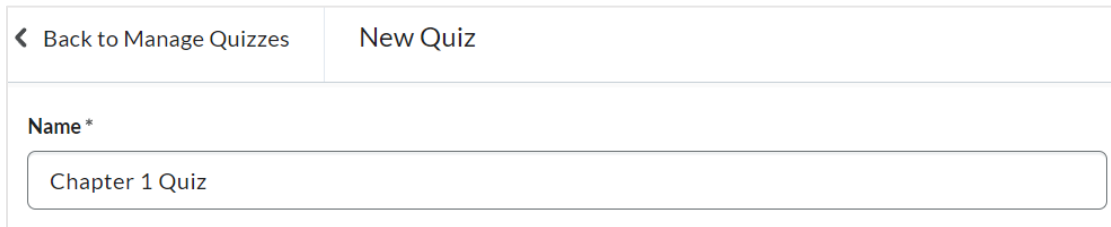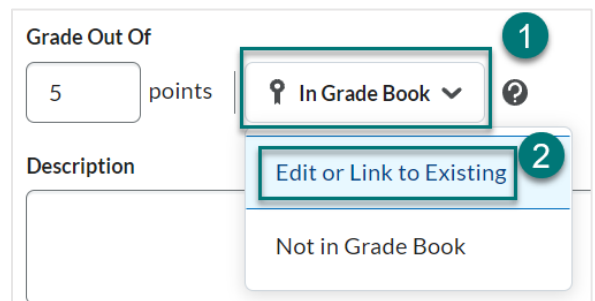

2. The next page that opens allows you to modify the settings for your new quiz. First, give the quiz a descriptive **Name**.

3. Next, choose how you want the quiz to be graded under **Grade Out Of.** Select the menu that says **Not in Grade Book** then **Edit or Link to Existing.**

4. In the window that opens, select **Create and link to a new grade item,** if one does not already exist for this quiz in the Grades area. This will add a grade item with the same name as the quiz to the grade book. Click **Ok.**
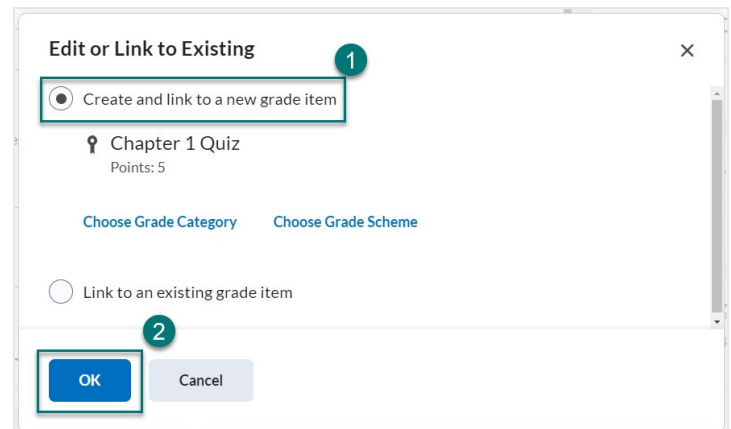
5. Enter the points the quiz is worth into the box under **Grade Out Of.**

Grade Out Of

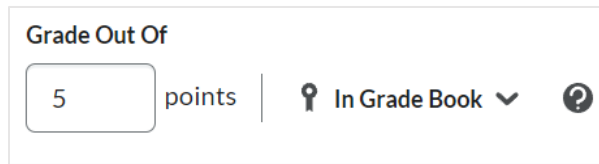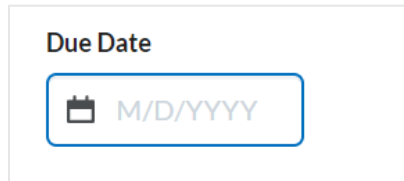| 5 | points | 🔑 In Grade Book ⌄ | ❔ |

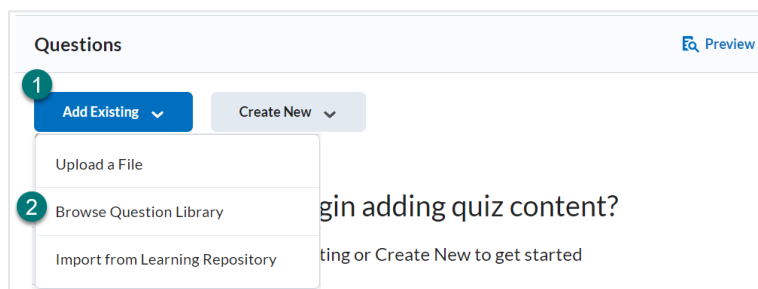6. Next, set the **Due Date** for the quiz, or leave this blank if there is no due date.

Due Date

📅 M/D/YYYY

Add Questions to the Quiz

1. Next, in the **Questions** area, select **Add Existing** and then **Browse Question Library** to add questions from the question library. Or, to create a new question or section and add it to the quiz, select **Create New.**

Questions 🔍 Preview

① **Add Existing** ⌄   Create New ⌄

Upload a File

② Browse Question Library   gin adding quiz content?
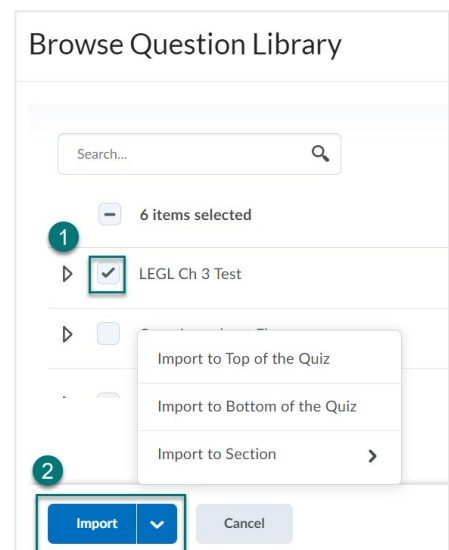
Import from Learning Repository   ting or Create New to get started

2. An expandable list of all sections and questions in the Question Library will appear, with search and filter options. Check the box next to the sections or individual questions you want to include and select **Import**. You can also choose to **Import to Top of the Quiz, Import to Bottom of the Quiz,** or **Import to a Section** of the quiz.

Browse Question Library

Search... 🔍

➖ 6 items selected

① ▷ ✓ LEGL Ch 3 Test

▷ ☐

Import to Top of the Quiz

Import to Bottom of the Quiz

Import to Section >

② **Import** ⌄   Cancel

3. The questions you imported will now appear in the question list. You can add more questions, drag and drop the questions into the order you want, or use **More Actions** to 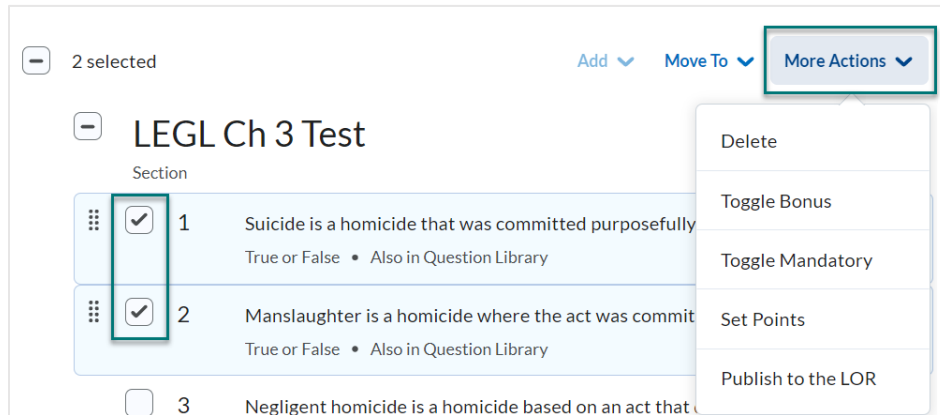move or delete questions from the list. You can also use **More Actions** to make some questions worth **bonus** points or to **Set Points** for individual questions (the default point value of each question is 1 point).

Add Randomized Question Pools

Using Question Pools is a way to randomize what questions each student will receive on a quiz, and can help to prevent cheating. A question pool will take a certain number of random questions out of a larger bank of possible questions for each student.

1. In the **Questions** area, select **Create New** then **Question Pool.**
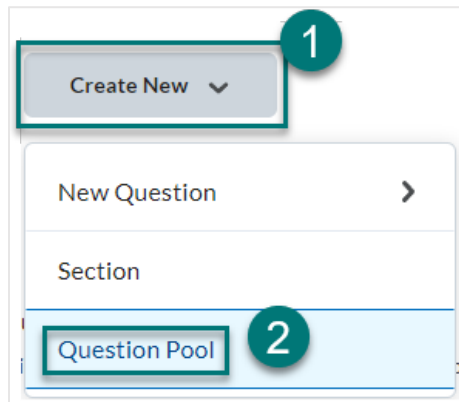
2. Give the Question Pool a descriptive Title. Then, select **Browse Question Library** to choose what questions you want to go into the pool. A sidebar will open showing all of your questions and sections in the Question Library to choose from. Select **Import.**
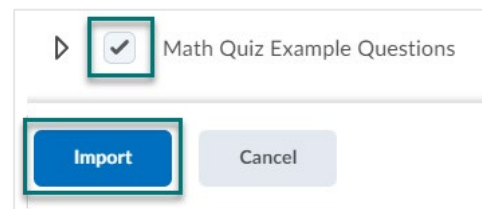
3. Next, enter in the **Number of Questions to Select** out of the number you chose. Then, specify how many **Points per Question** each is worth. A preview in the right side bar will show how this might appear to students.

4. Click **Save** when done. The Pool you created will be added to the list of questions in the quiz.

Number of Questions to Select *   Points per Question *

2   from 6   1

Browse Question Library

Find the trigonometric function value of angle θ.tan θ =
Multiple Choice • Also in Question Library

Solve the equation for the interval [0, 2π).cos2x + 2 cos
Multiple Choice • Also in Question Library

Availability Dates and Conditions

Under the **Availability Dates and Conditions** menu on the right, you can:

1. Choose a **Start Date:** This sets the date when the quiz becomes visible to students.

2. Choose an **End Date** (NOT recommended): This sets the date when the quiz is no longer visible to students. Students will not be able to see their scores or feedback after the End Date if you set one. **Note:** This is NOT the same as the **Due Date.**

3. Set **Release Conditions.**

4. Manage **Special Access** for individual students (see below).

5. Add a **Password** to the quiz students must enter before starting.

6. **Manage IP Restrictions** (do not use)

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.
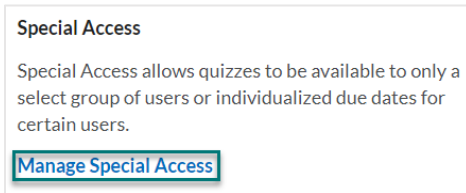
IP Restrictions

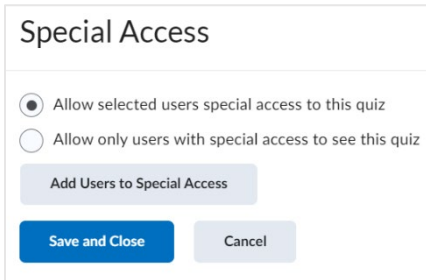**Manage IP Restrictions**

Add Students to Quiz Special Access

Students with testing accommodations can be added to quiz **Special Access** under **Availability Dates and Conditions > Special Access.** You can also use Special Access to give certain students extended deadlines on quizzes and assignments, by individually changing their due date for the assignment.

Note: you can set global Special Access for students with quiz accommodations from the Classlist, rather than setting it for each individual quiz.
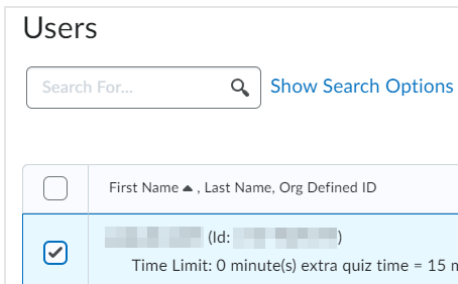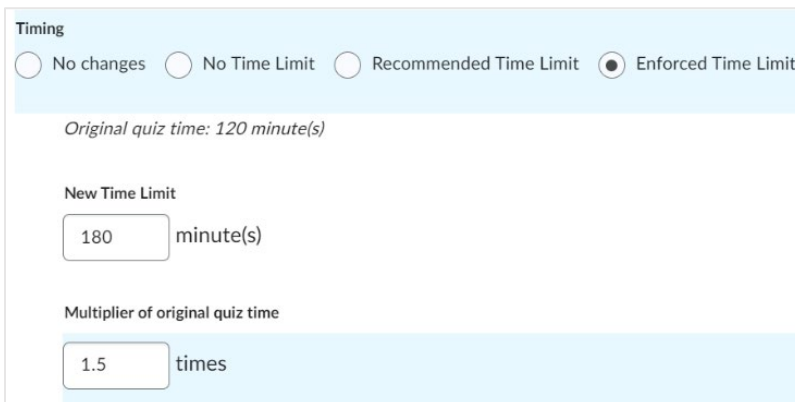
1. Open **Manage Special Access.**

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

2. Select **Add Users to Special Access.**

Special Access

◉ Allow selected users special access to this quiz

○ Allow only users with special access to see this quiz

Add Users to Special Access

Save and Close   Cancel

3. Scroll down and select a student or students from the **Users** list.

Users

Search For...   🔍   Show Search Options

☐   First Name ▲ , Last Name, Org Defined ID

☑   ▓▓▓▓▓ (Id: ▓▓▓▓▓)
Time Limit: 0 minute(s) extra quiz time = 15 m

4. Scroll back up to the top to edit what settings will apply to that student. You can customize the **Due Date, Start Date,** or **End Date** for that student only.

5. You can also change the **Timing** of the quiz. To add **time and a half** or additional time to a student's quiz, select **Enforced Time Limit.** Then, enter 1.5 into the box **Multiplier of original quiz time** (or any multiplier specified by the student's accommodation). This will automatically calculate the **New Time Limit** for the student.

Timing

○ No changes   ○ No Time Limit   ○ Recommended Time Limit   ◉ Enforced Time Limit

Original quiz time: 120 minute(s)

New Time Limit

180   minute(s)

Multiplier of original quiz time

1.5   times

6. Alternatively, you can add **Extra Time** on top of the regular time limit, **assign an alternative grace period,** or **assign an alternative behavior for exceeding the time limit.**

7. You may also **Override attempts allowed** to allow the student additional attempts on the quiz.

8. Click **Save** when finished. Any students with **Special Access** activated for the quiz will be listed, along with any changes to the quiz conditions, in the **Special Access** menu. Click the **pencil icon** next to a name to edit that student's Special Access conditions.
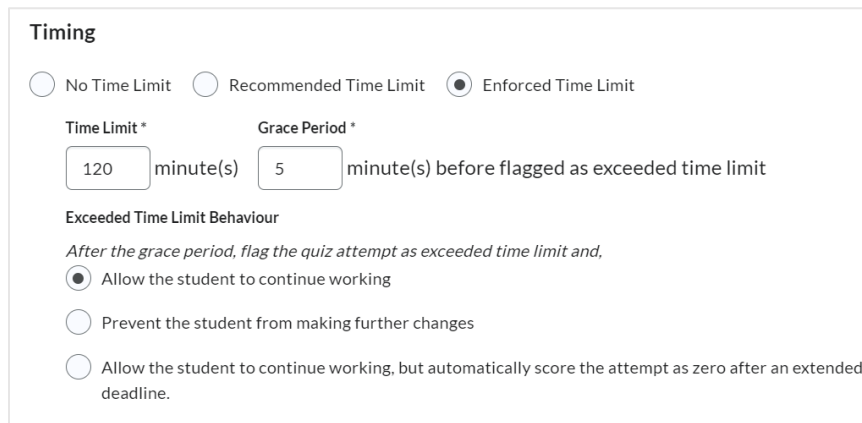
Timing and Display

Under the **Timing and Display** menu, you can **Manage Timing** for the quiz.
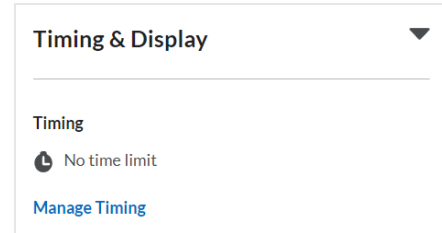
The options are **No Time Limit, Recommended Time Limit,** and **Enforced Time Limit.** If you choose **Enforced Time Limit,** you can set a **grace period** of time before the quiz is flagged as late. You can also choose what happens when students exceed their time: either they can continue working, be prevented from making any further changes, or have their quiz automatically scored as zero for exceeding the time limit.

The remaining settings in **Timing and Display** control how the quiz will appear to students.

1. **Paging:** controls whether questions will all be displayed on one page, on separate pages, or if each section will have its own page.

2. **Shuffle Quiz:** Shuffles questions in the quiz, so that they appear in random order for each student.

3. **Allow hints:** If you added hints to questions, this allows them to be viewed.

4. **Disable Email, Instant Messages, and Alerts within Brightspace:** If you turn on this option, students cannot access the Brightspace Email, Instant Messages, or their alerts if they have a quiz attempt in progress.

5. **Manage Header and Footer:** allows you to customize the header and footer of the quiz.
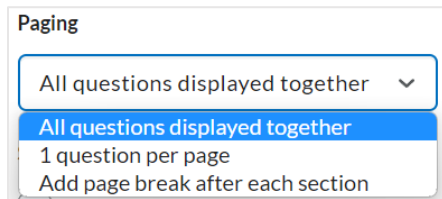
Attempts Settings

Under Attempts, you can **Manage Attempts**, or the number of times a student is allowed to take the quiz. The options range between **1 and Unlimited**. You can also choose whether the score counted is the **highest**, the **lowest**, or the **average** of all attempts. Or, you can choose to only keep the score of the First or Last Attempt.

Attempts

Attempts Allowed

| 1 | ⌄ |

Overall Grade Calculation

| Highest Attempt | ⌄ |

Highest Attempt
Lowest Attempt
Average of all Attempts
First Attempt
Last Attempt

If you do allow multiple attempts, you can also choose to have students **retake incorrect questions only**. Or, you can set **Attempt Conditions** such that students must meet certain criteria to qualify for another 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.

On Attempt 1:
learners must achieve between | Min: 0 % | and | Max: 0 % | to release Attempt 2

Evaluation and Feedback Settings

Under **Evaluation and Feedback,** you can choose to:

1. **Auto-publish attempt results immediately upon completion** (recommended)

2. **Synchronize to grade book on publish** (recommended)

3. Show students their **Attempt grade** once published. **Note:** this will only show students their auto-graded score. Any Written Response questions will be scored as 0 until the instructor provides a score.

   When published, display to learners:

   ☑ Attempt grade

   and

   | No questions | ⌄ |

   No questions
   Incorrect questions only, with correct answers
   Incorrect questions only, without correct answers
   All questions, with correct answers
   All questions, without correct answers

4. Show students select questions from the quiz. The options are: **No questions** (default), **Incorrect questions with correct answers, Incorrect questions without correct answers, All questions with correct answers,** or **All questions without correct answers.**

The **Customize Quiz Results Displays** option allow you to further customize what students see once they complete a quiz. Click **Edit View** and then you will be able to edit the quiz completion message, whether the grade is visible, and what questions will be shown to students, using a live preview.

Grading Quizzes

Note: Quizzes in D2L are auto graded unless the quiz contains any **Written Response** questions. Written Response questions **must** be graded manually by the instructor. They will be marked as "0" until they are graded.

If your entire quiz consists of auto-graded questions and you selected **Synchronize to grade book on publish** during quiz setup, no further action is needed to grade student quizzes.

1. From the main, **Manage Quizzes** tab, click the dropdown arrow next to the quiz you would like to grade, then select "Grade."
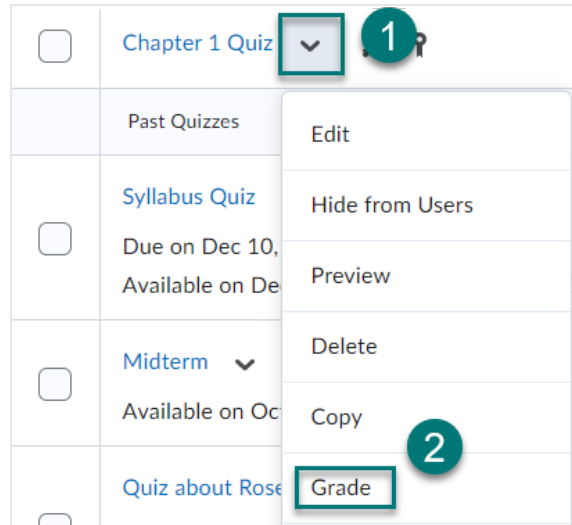
2. There are three tabs at the top of the **Grade Quiz** screen, which will allow you to grade by:
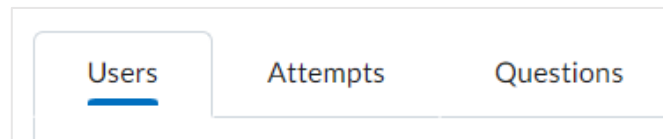
   a. **Users:** submissions are organized by individual students

   b. **Attempts:** submissions are organized in the order that students made attempts

   c. **Questions:** allows the instructor to grade individual questions on a quiz for many students at once. Grading by question is helpful because it allows instructors the option to hide learners' names.

3. When grading by **Users**, select the student's submission under the student's name (i.e. "**Attempt 1**"). A screen showing all quiz questions and the user's responses will open.

4. Verify that all auto-graded questions were graded appropriately. To change an auto-graded score, to for instance award partial credit, simply type in a different number into the **Score** field, under a question.

Question 7

Put these events in the correct order in which they happened chronologically

✗ __3__ **(4)** the rise of Hammurabi's empire

✓ __1__ the Neolithic Revolution

✗ __4__ **(3)** the rise of the Akkadian empire

✓ __2__ the emergence of Sumerian city-states

Save Time

2:48 PM

Score

[0.5|] / 1 (graded by ▓▓ ▓▓)

5. For any questions that were not auto graded, like **Written Response** questions, manually input the grades for those questions. To give feedback on how you scored a question, open the **Expand Question Feedback** underneath the **Score** field for the question.

Question 9

Explain how the development of agriculture transformed early human societies. Give at least 2 examples.

Agriculture was important because.....

Save Time

2:48 PM

Score

[0|] / 1 (graded by ▓▓▓▓)

▷ Expand question feedback

6. At the top of the quiz, you can add **Attempt Feedback** for the quiz overall.

Attempt Feedback

[   ]

7. The **Final Score** will auto-calculate at the top of the page, after all auto-graded and manually graded questions have been accounted for. You can also override this score, though, by typing in a different value.

Final Score *

10 / 13
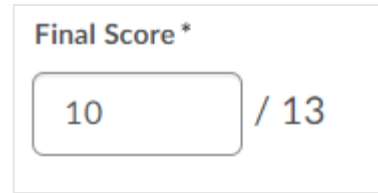
8. Select **Update** at the bottom when you are done scoring the quiz.

9. Use the arrows at the top of the page to quickly move between students while you are grading.

User 1 of 1
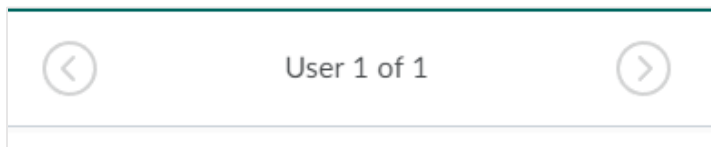
10. Graded quizzes will show a score under **Grade** in the grid, on the quiz grading page. If this score is visible to students, it will also say **Published:** followed by a time stamp. If you do not see this, students cannot see their score yet.

	First Name ▲ , Last Name	Completed	Score	Grade	Status
	attempt 1	Sep 24, 2021 2:48 PM	10 / 13	76.92 %	Published: Sep 29, 2021 3:47 PM

11. To make all scores visible to students, select the checkbox next to a student or select all students. Then, select **Publish Feedback**. All scores should now say "**Published**" next to them. To undo publishing scores, select **Retract Feedback**.

Reset | Publish Feedback | Retract Feedback
First Name ▲ , Last Name
attempt 1
overall grade (highest attempt)
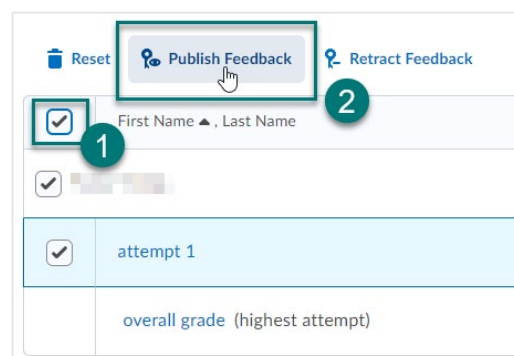
12. When you are done grading and have published all scores, select all student attempts. Then, select **Export to Grades.** Quiz scores will now appear in **Grades**.
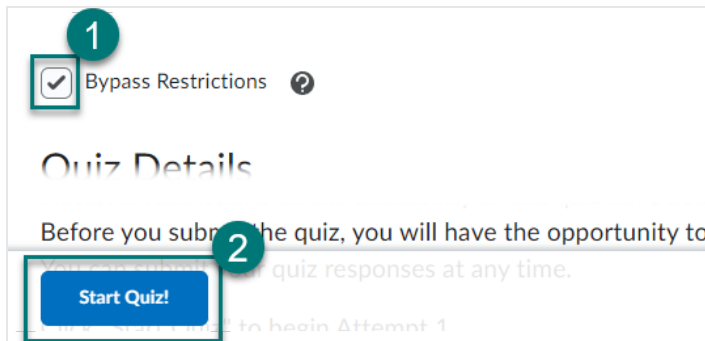
Export to Grades
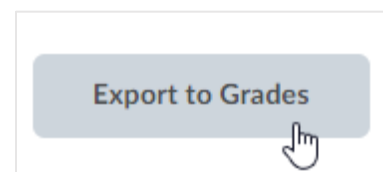
Other Quiz Options

Preview a Quiz

1. Go to **Quizzes.**
2. Select the dropdown arrow next to the quiz and then **Preview.**
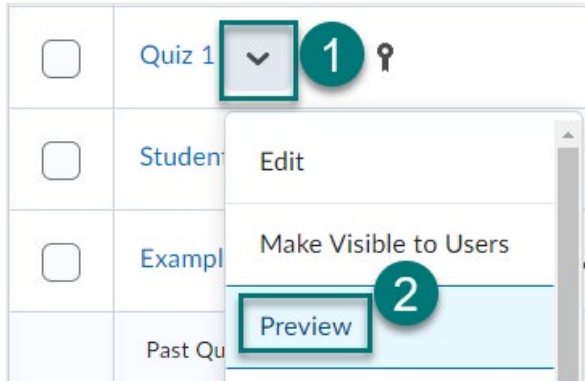
3. Keep the **Bypass Restrictions** box checked. This will override any attempts or time restrictions, and bypass LockDown Browser, if enabled. Click **Start Quiz.**


4. You will then be able to view the quiz and answer questions from a student perspective.

Give All Students Credit for One Quiz Question

Use these instructions if there is a mistake in an auto-graded question and you need to give all students credit.

1. From the main, **Manage Quizzes** tab, click the dropdown arrow next to the quiz, then select "**Grade**."

2. Click the "**Questions**" tab at the top, instead of **Users.**
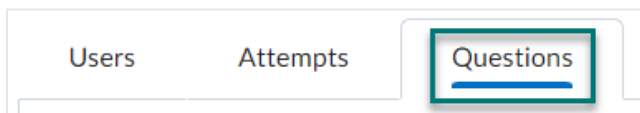
3. Select "**Update all attempts**" at the top, then select the question from the list.

4. Then, on the "**Update All Attempts**" page, put the number of points you want to award all students for this particular question in the box that says "**Give to all attempts __ points**." Then click **Save**.

Reset a Quiz Attempt

Sometimes, students might experience technical glitches or issues, in which case you might want to reset their attempts, to allow them to try again.

To reset a quiz,

1. From the main, **Manage Quizzes** tab, click the dropdown arrow next to the quiz, then select "**Grade**."

2. Under **Users,** check the box next to the student's attempt you would like to reset.

3. Click the "**Reset**" button at the top of the table. This will permanently delete the student's work on the quiz and allow them to take it again.

Submit Quizzes Stuck "In Progress"

Sometimes, a student will accidentally exit a quiz while it is still in progress without submitting it. You won't be able to grade it until it is submitted.

To fix this issue,

1. From the main, **Manage Quizzes** tab, click the dropdown arrow next to the quiz, then select "**Grade**."

2. Under **Users,** you will see the student's attempt says "in progress" in parentheses, with an icon with two people next to it. Click on the icon to **Enter Quiz as User.**
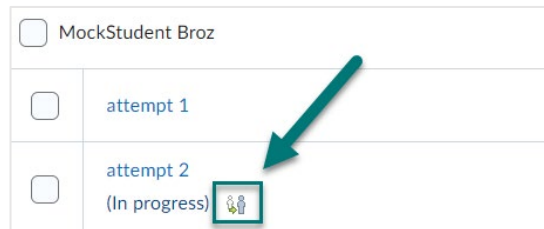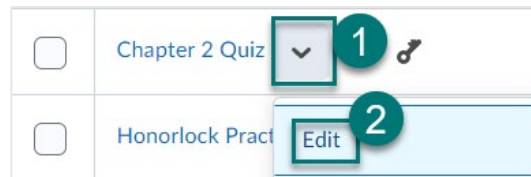
3. Scroll down to the bottom of the quiz and click **Submit Quiz**. The system will now show the quiz as submitted and allow you to grade it.


Print Out a Paper Copy of a Quiz or an Answer Key

There is no direct way to do this in D2L, but there is a workaround.

1. From the main, **Manage Quizzes** tab, click the dropdown arrow next to the quiz, then select "**Edit**."
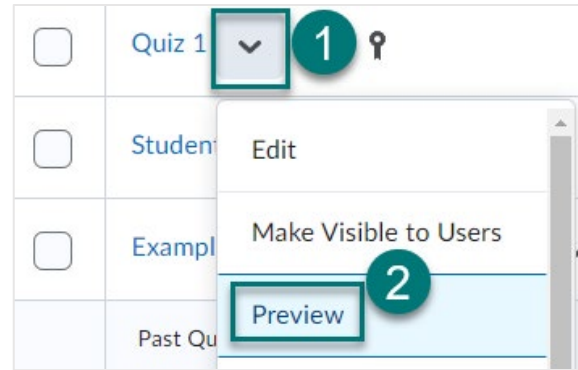
2. Open the **Evaluation and Feedback** menu and select **All questions, without correct answers** if you want to print out a blank copy of the quiz. Select **All questions, with correct answers** if you want to print an answer key.
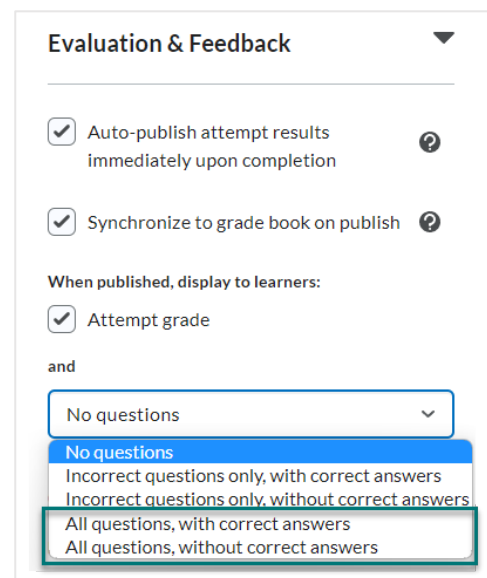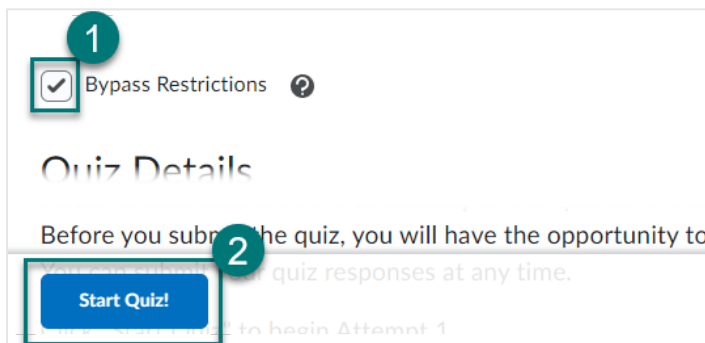
3. Click **Save and close.**

4. Go back to **Quizzes** and select the drop-down arrow next to the quiz, then select **Preview.**

5. Keep the box **Bypass restrictions** checked and click **Start Quiz.**

6. Don't answer any questions. Scroll all the way down and click **Submit quiz.** Ignore any warnings about unanswered questions.

7. Once you submit the quiz, you will be shown a **Submission View** page with all of the quiz questions and (if you chose) the correct answers. Highlight all of the questions with your mouse. Right click on the highlighted text and select **Copy** or use **Ctrl/Command + C** on your keyboard.
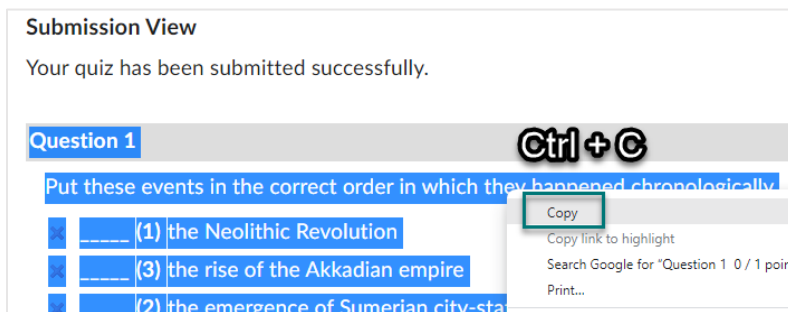
8. Open a Word document and **Paste (Ctrl/Command + V)** the text into the document.

9. Format the text as desired and then print the text from Word.

Deactivate the Built-In Spell Checker in Written Response Questions

Please contact online.learning@nscc.edu to have this feature disabled for your course.