CLAYTON STATE UNIVERSITY
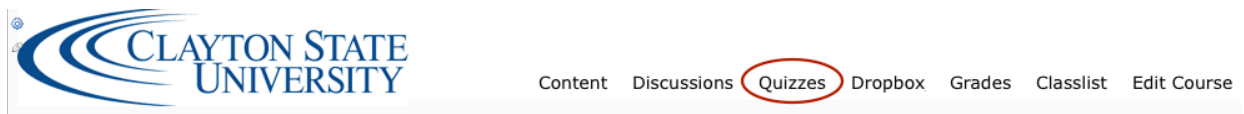### Center for Excellence in Learning and Teaching

Desire2Learn: Quizzes

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 paragraph questions.

Create a New Quiz or Edit the Properties for a Quiz

1. From within your course, click the Quizzes link in the course navbar.

CLAYTON STATE UNIVERSITY   Content   Discussions   Quizzes   Dropbox   Grades   Classlist   Edit Course

2. Click New Quiz to create a new quiz or select the name of the quiz you want to edit from the Quiz list.

Set Quiz Properties

If you are creating a new quiz, you will need to set all the properties. If you are working on an existing quiz, you may still need to set or edit some of the properties.

1. If you are creating a new quiz, enter a name for your quiz in the Name field.

2. Create categories to group quizzes together by adding categories and then selecting them from the Category drop down list.

3. Add or edit quiz questions by clicking the Add/Edit Questions tab and then creating a new question or importing an existing question by clicking the corresponding tabs.

4. Expand the Description/Introduction section if necessary. Provide a description for the quiz in the Description field (optional).

5. Enter text in the Introduction Message field to display any information students need to know. This is displayed to students before they start the quiz.

6. Use the Page Header and Page Footer fields to display permanent text above (header) or below (footer) questions while students are taking the quiz. The same text appears above or below all questions. (optional)

Note: You must also select that the Description and Introduction messages be "on" for students to see them.

7. Select from these Optional Advanced Properties:

- Select the checkbox next to Allow hints to allow the quiz questions to contain   hints
- Disable right click (or control-click on a Mac) prohibits users from printing quiz questions by right-clicking on a question when taking a quiz.
  Note: This option is not compatible with Macs when using Internet Explorer or Safari.
- Select the checkbox next to Disable pager and alerts to turn off the notifications.
- Enter a notification email in the text field under the heading Notification Email for alerts to be sent.

8. 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 the Restrictions tab.

2. In the Dates and Restrictions section, set the Status and quiz start and end dates

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

3. Under the Additional Release Conditions section, click either Attach Existing, or Create and Attach for a condition to attach to the quiz. (optional).

4. In the security options section click the two checkboxes to require Respondus Lockdown Browser to be used for the quiz, and allow the quiz's feedback and results to be viewed.

5. In the Optional Advanced Restrictions, enter a password to allow only students with the correct password access to take the quiz. Also, only students using certain IP addresses will be

permitted to take the quiz by entering a partial or whole IP address in the IP Restriction (IPv4) fields.

Note: A partial IP address allows a range of IP addresses permission to take the quiz, where as a complete IP address allows single specific IP address permission.

6.   In the Timing section, set a time limit for your quiz by entering the number of minutes in the Time Limit field. The default time limit is 120 minutes.

7.   Choose to enforce the time limit or show a clock by selecting the corresponding boxes.

Note: you must select Enforce if you want any of your selections to work.

8.   Enter a Grace Period. This value determines how many minutes the user has after the time limit has expired to submit their quiz before it is flagged as late.

9.   Select options for Late Submissions:

- Select "Allow normal submissions" to let users submit quizzes even if the time limit and grace period have expired. Submissions after the grace period are flagged as late.
- If you select "Use Late Limit: and an amount of time, students are given a zero if they submit the quiz after the time limit, grace period, and late limit period.
- Select "Auto-Submit Attempt" to have the system automatically submit a quiz after the specified time limit and grace period have expired.

Note: When the Auto-Submit Attempt option is active, the system submits all questions saved before the time limit and grace period has expired. Any questions that have not been saved before this time limit has expired, even if they have been answered, will not be submitted. Students should save their answers before the time limit expires.

10. 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. Special access is set up in the "Restrictions" tab of a quiz.

1. Click the Restrictions tab.

2. Under Advanced Availability, click Add Users to Special Access.

3. Select the checkboxes beside any of the special access types, and enter information in the appropriate fields.

4. Select the checkboxes beside the names of the students you want to give special access to.

Note: In the Advanced Availabilities section, you can choose whether to allow special access in this quiz or whether to restrict this quiz to be available only to students with special access. This radio button can only be selected for one option, so if you just want this quiz to be available to your class, leave "Allow selected users special access to this quiz" selected.

5. Click Add Selected under Add Special Access.

Set up Quiz Attempts and Assessment

If you want the quiz to be graded, you must link the quiz to a grade item.

Assessing the Quiz

1. Where do you want the quiz grade to go in the grade book? Select a grade item from the drop down list or, if you have not created a grade item for this quiz yet, click on "add grade item." This will temporarily take you to the New Grade Item screen so that you can create the grade item.

2. Once you select the grade item, you must select BOTH of these selections:
Allow automatic export to grades.
Allow attempt to be graded immediately upon completion.

3. Click Save at the bottom of the window.

Assessment

Grade Item

None ▼ [add grade item] ⍰

Auto Export to Grades

☐ Allow automatic export to grades ⍰

Student View Preview

- / - ▼

Rubrics

[Add Rubric]

No rubrics selected.

[Create Rubric in New Window]

Automatic Grade

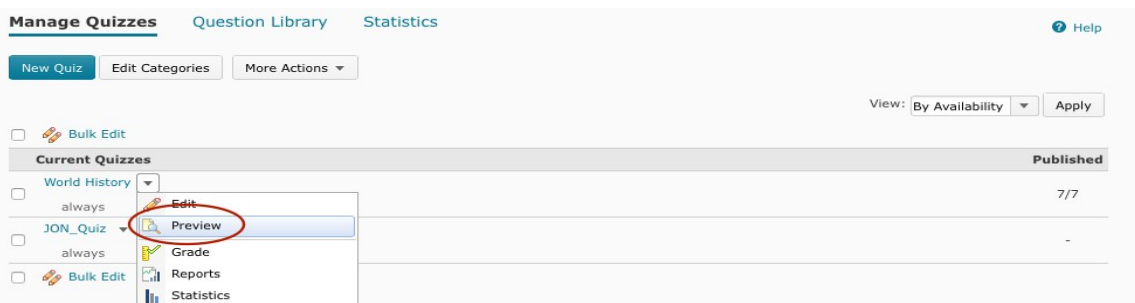☐ Allow attempt to be set as graded immediately upon completion ⍰

Setting the Attempts

You can also control how many times students can take the quiz and what percentages of the attempt or attempts are used in grading on the Assessment tab

1. Click the Assessment tab.

2. Under the Attempts section, Choose the number of attempts allowed from the drop down list.

3. After the number of attempts is applied an Advanced Attempt Conditions will appear. Choose which attempt is included in the grade calculation from the Overall Grade Calculation drop down list. The attempt graded can be the highest, lowest, first, last, or an average of all attempts.

4. Click Save.

Taking the Quiz

click on the Preview icon for the quiz in the Manage Quizzes view. This will allow you to preview the quiz as if you were a student.

Grading Quizzes

If you selected to allow the attempt to be set as graded immediately upon completion and to allow automatic export to grades, you will not need to manually grade the quiz. There may be times, however, when you need to adjust a grade or to grade questions in which D2L could not assign a grade, such as paragraph questions. In that case, you will need to grade the question manually.

From the quiz list, click on the arrow to the right of the quiz and select Grade. You have two options for grading quizzes: attempts and questions. You can also view all attempts for a particular user on the User tab.

- Grade by Attempts – grade the entire quiz attempt for one student at a time
- Grade by Questions – grade one question for all students at the same time

Select the appropriate tab to grade by attempt or by question.

Grade a Quiz by Attempt

1. Click the quiz attempt you want to grade. The student's entire quiz is displayed, including question data, the student's answers, and the correct answers. If a student's answer is correct, it appears with a check mark, and if it is wrong, and X is displayed.

2. Some quiz questions must be graded manually, such as the long and short answer questions. You can manually grade those questions here.

3. Overall quiz feedback can be left for the student by entering comments in the Attempt feedback field.

    Note: You can give students feedback on any individual question by clicking Add Feedback below the question.

4. If you want to override an existing autograde, enter a new value in the Score field.

5. After you have finished manually grading the quiz, click Recalculate.

6. Click Save Results.

Grading by Question

Grading by Question is helpful if you discover that an answer to a question is incorrect. You can grade the question for particular students or for the whole class.

Select Grade Individual Responses and click on a question in the list below.

You can move from student to student looking at that specific question in each assessment.

You can re-score the question for each student, then save and continue to the next student. You can also select Update All Attempts and select a question.

Then you will get an overall analysis of how students answered the question as a group.

At this point you can either give points to all attempts or give points to those who selected a certain answer. Don't forget to save at the bottom of the window.

Controlling What Students See After They Take a Quiz

You can control what students see after they take a quiz through submissions. Some examples include allowing them to see their overall score, their score on each question, the question itself, and the correct answer.

1. To get to submissions, click on the quiz in the quiz list then click on the submission views tab.

2. You can either edit the default view or click on Add Additional View. If you select Add Additional View, give the new view a name. You must create an additional view if you want to control the visibility dates.

3. Make your selections and click on Save View

4. If you created a new view, when you return to the Submission Views tab click the check box in front of your newly created view. If you edited the default view it is not necessary to select it