



Creating a Quiz (the basics) – D2L Tutorial

This tutorial is for faculty who have previous experience using D2L. For further information, please contact elearning@camosun.ca for assistance.

Scenario

This tutorial will cover the basic steps involved when you wish to create a Quiz in D2L. Note that in order to create a quiz in D2L, you first need to create questions in the **Question Library**.

NOTE: The quiz tool can be complicated, so please don't hesitate to contact [eLearning Support](#) to make an appointment with an instructional designer. We can also help you consider how best to use the Quizzes tool for a different assessments, or recommend other tools to support you as needed.

Steps

1. Go to the **Quizzes** tool in your course (e.g., through the **My Tools** drop-down).
2. Click **New Quiz**.

Training Course 03		Course Home	My Tools	ePortfolio	My Media	Course Media	Edit Course	
Manage Quizzes		Question Library	Statistics	LockDown Browser	Help			
<input type="button" value="New Quiz"/>	<input type="button" value="Edit Categories"/>	<input type="button" value="More Actions"/>					<input type="button" value="View: By Availability"/>	<input type="button" value="Apply"/>
Bulk Edit								
<input type="checkbox"/>	Current Quizzes						Published	
<input type="checkbox"/>	All About Quizzes						2/2	
	Due on Jan 23, 2020 3:00 PM							



3. Give your Quiz a **Name**, then click **Add/Edit Questions** (note that you need to first create your questions in the Question Library so please see the **Creating Questions in the Question Library** tutorial).

New Quiz ▾

Properties Restrictions Assessment Objectives Submission Views Reports Setup

General

Name*

Category [add category] ⓘ

Quiz Questions

This quiz is empty.

Description / Introduction

▼ Collapse description / introduction

4. Click **Import** and select **Browse Question Library**.

< Back to Settings for Quiz 1

Quiz 1

Total Points 3

<input type="checkbox"/>	1	What is the first time to create in D2L?	1 point
<input type="checkbox"/>	2	Match the following common quiz administration tasks with the most appropriate area of the Quizzing tool	1 point
<input type="checkbox"/>	3	Creating questions in the Question Library will enable you to reuse your questions on various Quizzes or exams.	1 point



- Use the arrows to open the folders (Sections) in your Question Library, select the questions you want to add to the quiz, and click **Add**. You can add more questions at a later date as well.

Browse Question Library

Search question text...

Source: Question Library Filter Sort

1 questions selected

Self-assessments Section

Quizzes Section

What 3 question types take the least time to create in D2L? Multi-Short Answer 1 point **EQ**
Already Imported • Also in: All About Quizzes, Master Quiz

Match the following common quiz administration tasks with the most appropriate area of the Quiz... Matching 1 point **EQ**
Already Imported • Also in: All About Quizzes

Creating questions in the Question Library will enable you to reuse your questions on various Qui... True or False 1 point **EQ**
Already Imported • Also in: All About Quizzes

In 100 words or less, please describe what you feel is important for students to remember when c... Written Response 1 point **EQ**
Also in: All About Quizzes

Add Cancel

- Click **Back to Settings for Quiz 1** (or the title of your quiz).

< Back to Settings for Quiz 1

Quiz 1

Add Import Total Points 4

1 What 3 question types take the least time to create in D2L? Multi-Short Answer • Also in Question Library, All About Quizzes, Master Quiz 1 point

2 Match the following common quiz administration tasks with the most appropriate area of the Quizzing tool Matching • Also in Question Library, All About Quizzes 1 point

3 Creating questions in the Question Library will enable you to reuse your questions on various Quizzes or exams. True or False • Also in Question Library, All About Quizzes 1 point

4 In 100 words or less, please describe what you feel is important for students to remember when completing a Qui... Written Response • Also in Question Library, All About Quizzes 1 point



7. Scroll back up and click the **Restrictions** tab.

Training Course 03 Course Home My Tools ePortfolio My Media Course Media Edit Course

Edit Quiz - Quiz 1

Properties **Restrictions** Assessment Objectives Submission Views Reports Setup

Hide from Users

Due Date

Has Due Date
3-20-2020 10:50 PM Now
Canada - Vancouver

Availability

Has Start Date
3-13-2020 3:50 PM Now
Canada - Vancouver

Has End Date
3-20-2020 10:50 PM Now
Canada - Vancouver

Display In Calendar

Release Conditions

Save and Close Save Cancel Remove All Conditions

8. Give your Quiz a Due Date by selecting **Has Due Date** and click the calendar and time boxes to specify the date and time the quiz is due. You could also give the quiz a Start or End Dates – the **Start Date** “opens” the quiz, and the **End Date** “closes” the quiz.

Edit Quiz - Quiz 1

Properties **Restrictions** Assessment Objectives Submission Views Reports Setup

Hide from Users

Due Date

Has Due Date
3-20-2020 10:50 PM Now
Canada - Vancouver

Availability

Has Start Date
3-13-2020 3:50 PM Now
Canada - Vancouver

Has End Date
3-20-2020 10:50 PM Now
Canada - Vancouver

Display In Calendar

Release Conditions

Attach Existing Create and Attach Remove All Conditions

Save and Close Save Cancel



- Scroll down to the **Timing** section. If you want your quiz timed, select **Enforced Time Limit**, add a time to the **minute(s)** box, add a **Grace Period** (and select **Show clock**). We recommend selecting the second select option for **Exceeded Time Limit Behaviour** (**Prevent the student from making further changes**) as that will force students to submit their quizzes once the time limit is up.

Timing

Recommended Time Limit Enforced Time Limit

Time Limit: 30 minute(s) Grace Period: 2 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

Type of Access

Allow selected users special access to this quiz

Allow only users with special access to see this quiz

- Scroll back up and click the **Assessment** tab. Select **Automatic Grade** if you want students to see their grades in the quiz right away (NOT in the gradebook). Select a **Grade Item** if you want the quiz grade to go to the Grades, and select **Auto Export to Grades** if you want the quiz grade to go there immediately (for example, if the quiz is strictly multiple choice). Under **Attempts Allowed**, select how many times you want students to be able to complete the quiz, and under **Overall Grade Calculation**, select which attempt should be graded (if there is only 1 Attempt, leave this at Highest Attempt). Click **Save and Close**.

Properties Restrictions **Assessment** Objectives Submission Views Reports Setup

Assessment

Automatic Grade

Allow attempt to be set as graded immediately upon completion

Grade Item

Video Quiz 1 [add grade item]

Auto Export to Grades

Allow automatic export to grades

Student View Preview

4 / 4

ePortfolio Artifacts

Allow users to add the result of this quiz to their ePortfolio

Attempts

Attempts Allowed

1 Apply

Optional Advanced Attempt Conditions will appear if a number of attempts from 2 to 10 is applied.

Overall Grade Calculation

Highest Attempt

Things to Remember

Review the other tutorials for the **Quizzes** tool to find out how to preview a quiz, add an **Additional Submission View**, **Special Access** for students who need accommodations, how to grade quizzes, etc.



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