



Creating Written Response Questions in D2L – D2L Tutorial

This tutorial is for faculty who have previous experience using the Quizzes tool and Question Library in D2L. For further information, please contact elearning@camosun.ca for assistance.

Scenario

This tutorial will describe how to create a **Written Response** question for use in the Quizzes tool in D2L.

Steps

1. Go to the **Quizzes** tool in your course, then click **Question Library**.

The screenshot shows the D2L interface for 'Training Course 03'. The 'Manage Quizzes' section is active, and the 'Question Library' tab is highlighted with a red box and a red arrow. Below the tabs are buttons for 'New Quiz', 'Edit Categories', and 'More Actions'. A 'View:' dropdown is set to 'By Availability' with an 'Apply' button. Below this is a 'Bulk Edit' link and a table of quizzes.

		Published
<input type="checkbox"/>	Current Quizzes	
<input type="checkbox"/>	All About Quizzes ▼ Availability: always available	-
<input type="checkbox"/>	Master Quiz ▼ (inactive) Availability: always available	-



2. Create a **New** → **Section** or click on the title of an existing **Section** (folder) in which to save your Short answer question. For the purposes of this tutorial, we will click **Quizzes**, and then **Week 1**.

Training Course 03 Course Home My Tools ▾ Edit Course

Question Library > Quizzes > Week 1

Settings Help

Week 1

New ▾ Import ▾

Done Editing Questions

Move Delete Order Edit Values

<input type="checkbox"/>	Name (click question name to edit)	Type	Points	Difficulty	Mandatory	Last Modified
<input type="checkbox"/>	Case Study Week 1 Quiz ▾	Shuffling is on	-	-	-	Jan 7, 2019 10:05 AM

Total: 1 Section

20 per page ▾

3. Click **New** and select **Written Response Question (WR)**.

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

Question Library > Quizzes > Week 1

Settings Help

Week 1

New ▾ Import ▾

Done Editing Questions

Edit Values

<input type="checkbox"/>	Name (click question name to edit)	Type	Points	Difficulty	Mandatory	Last Modified
<input type="checkbox"/>	Case Study Week 1 Quiz ▾	Shuffling is on	-	-	-	Jan 7, 2019 10:05 AM

200 per page ▾



4. Type your question into the **Question Text** box. You will see a **Preview** of the question begin to appear in the right-hand panel.

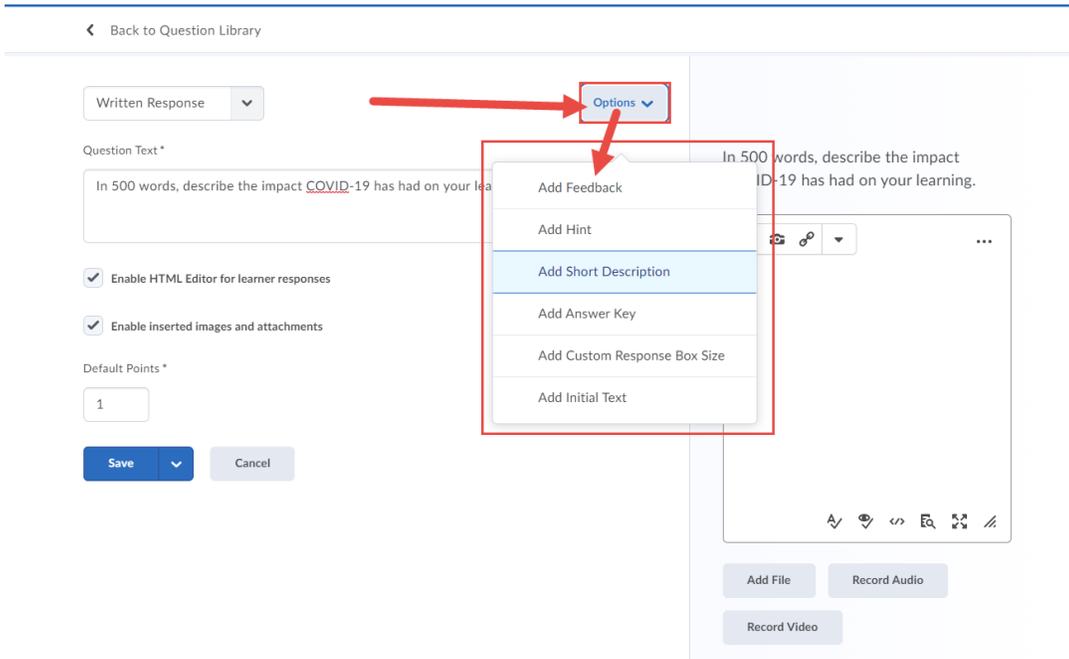
The screenshot shows the question editor interface. At the top left, there is a link to 'Back to Question Library'. Below it, a dropdown menu is set to 'Written Response' and an 'Options' dropdown is visible. The 'Question Text' field contains the text: 'In 500 words, describe the impact COVID-19 has had on your learning.' A rich text editor toolbar with icons for bold, italic, underline, link, unlink, list, and link is positioned above the text box. To the right, a preview panel shows the same text. Below the text box, there are two unchecked checkboxes: 'Enable HTML Editor for learner responses' and 'Enable inserted images and attachments'. A 'Default Points' field is set to '1'. At the bottom, there are 'Save' and 'Cancel' buttons.

5. Click **Enable HTML Editor** for learner responses if you would like students to be able to format any of their writing (e.g., headings, bold/italicize, bullets/numbering, etc.) Click **Enable inserted images and attachments** if you would like students to upload images or files from their devices, or record a short audio or video clip as part of their response.

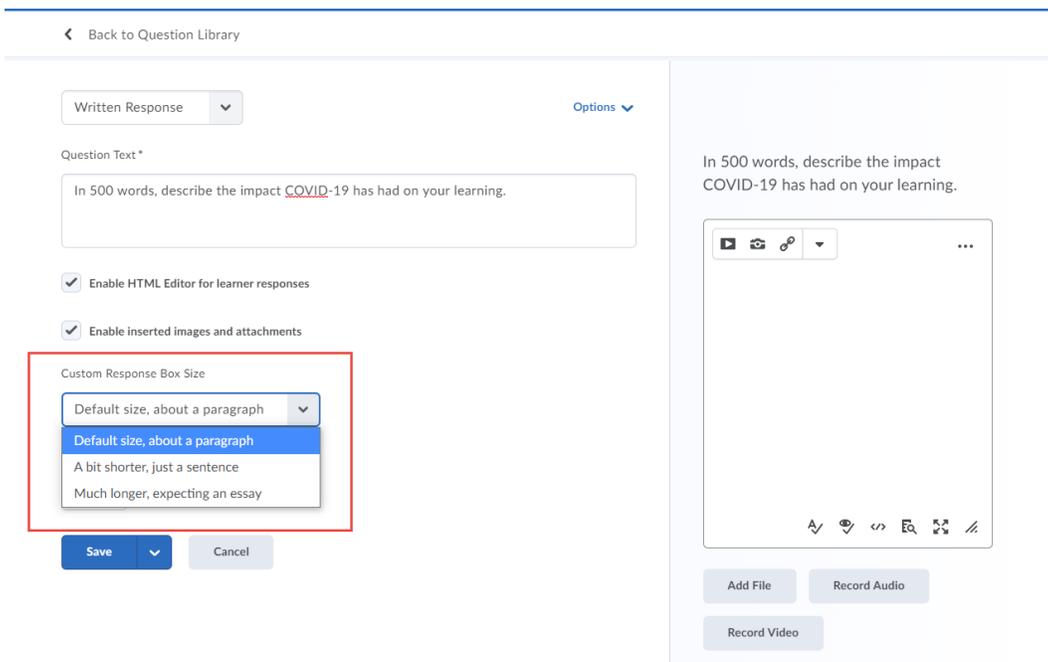
This screenshot shows the same question editor interface as the previous one, but with the 'Enable HTML Editor for learner responses' and 'Enable inserted images and attachments' checkboxes checked. The 'Question Text' field now shows the text with the word 'COVID-19' underlined. The preview panel on the right now includes a toolbar with icons for video, image, link, and other media. At the bottom of the preview panel, there are three buttons: 'Add File', 'Record Audio', and 'Record Video'. Red arrows point from the checked checkboxes to the media toolbar and the buttons in the preview panel.



6. Click **Options** to **Add Feedback**, **Add Hint**, **Add Short Description**, and/or **Add Answer Key** for your question.



7. If you select **Add Custom Response Box Size**, you can choose the default size of box you would like students to see. They will be able to type more, but this will guide them as to how much you want them to type.



8. If you select **Add initial Text**, this will pre-populate the answer box with additional instructions or prompts for students to follow. When you have finished creating your question, click **Save**.

Back to Question Library

Written Response Options

Question Text *

In 500 words, describe the impact COVID-19 has had on your learning.

Enable HTML Editor for learner responses

Enable inserted images and attachments

Initial Text (for learner responses)

Start with an introduction ...

Custom Response Box Size

Default size, about a paragraph

Default Points *

1

Save Cancel

In 500 words, describe the impact COVID-19 has had on your learning.

[Initial Text will appear here]

Add File Record Audio Record Video

Things to Remember

Written Response questions are NOT automatically marked by D2L. You will need to mark these questions manually. You can mark Quizzes by Question – see the tutorial *Grading by Question (and Blind Marking)* for more information.



This content is licensed under a [Creative Commons Attribution 4.0 International Licence](https://creativecommons.org/licenses/by/4.0/). Icons by the [Noun Project](https://nounproject.com/).