



Viewing Students Who have Not Attempted a Quiz – D2L Tutorial

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

Scenario

This tutorial will cover the steps involved when you wish to see a list of students who have not yet attempted a Quiz yet.

Steps

1. Go to the **Quizzes** tool in your course.
2. Click on the down arrow next to the Quiz you wish to see attempts for, and select **Grade**.

The screenshot shows the D2L Quizzes tool interface. At the top, there are navigation links: Training Course 03, Course Home, My Tools, Kaltura My media, Course Media gallery, and Edit Course. Below these, there are tabs for Manage Quizzes, Questions, and a Download Browser. A 'New Quiz' button is visible. A dropdown menu is open for the 'All About Quizzes' quiz, showing options: Edit, Preview, Delete, Grade (highlighted with a red box), Reports, and Statistics. A red arrow points from the dropdown arrow icon in the quiz list to the 'Grade' option in the menu. The quiz list includes 'Current Quizzes', 'All About Quizzes' (Availability: always available), and 'Master Quiz' (inactive, Availability: always available). A 'View: By Availability' dropdown and an 'Apply' button are also present.



3. In the **Restrict to** drop-down menu, select **Users who have not taken an attempt**.

The screenshot shows the 'Grade Quiz - All About Quizzes' interface. At the top, there are buttons for 'Export to CSV', 'Export to Excel', 'Export Event Logs', and 'More Actions'. Below these are tabs for 'Users', 'Attempts', and 'Questions'. The 'Users' tab is selected. Under 'View By:', there is a dropdown set to 'User' and an 'Apply' button. A search bar labeled 'Search For...' is present, with a magnifying glass icon and a link to 'Hide Search Options'. Below the search bar, there are checkboxes for 'Search In' with options 'First Name', 'Last Name', and 'Org Defined ID', all of which are checked. The 'Restrict to' dropdown menu is open, showing options: 'All users', 'Users who have not taken an attempt' (highlighted in blue), 'Users who have completed an attempt', 'Users with attempts in progress', 'Users with an overall score', and 'Users who have previewed attempts'. A red arrow points to the 'Restrict to' dropdown, and another red arrow points to the 'Users who have not taken an attempt' option. At the bottom, there are buttons for 'Save and Close', 'Save', and 'Cancel'.

4. Click the magnifying glass in the **Search for** box near the top of the Grade Quiz area.

This screenshot shows the same 'Grade Quiz - All About Quizzes' interface. The 'Search For...' box is highlighted with a red rectangle, and a red arrow points to the magnifying glass icon. The 'Restrict to' dropdown menu is also highlighted with a red rectangle, and a red arrow points to the 'Users who have not taken an attempt' option. The 'Save and Close' button is visible at the bottom.



5. Scroll down, and you will now see a list of the students who have not yet attempted the quiz.

The screenshot shows a web interface for quiz management. At the top, there is a 'Restrict to' section with a dropdown menu set to 'Users who have not taken an attempt' and an unchecked checkbox for 'Users who are exempt'. Below this, a search bar shows '5 Search results' and a 'Clear Search' link. A red arrow points from the dropdown menu to a red-bordered box that highlights a table of student results. The table has columns for 'First Name ▲, Last Name', 'overall grade', and a student identifier. The visible rows are for 'Training01 Student', 'Training02 Student', and 'Training03 Student', each with an 'overall grade' link. At the bottom left of the interface is a 'Cancel' button.

First Name ▲, Last Name	overall grade	
[Redacted]		
Training01 Student	overall grade	
Training02 Student	overall grade	
Training03 Student	overall grade	

Things to Remember

When you go back to the **Grade Quiz** area, the **Restrict to** drop-down should retain the last option you selected, meaning if you want to see a list of students who **HAVE** attempted a quiz, you will need to select that option (**Users who have completed an attempt**) from the drop-down.



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