



Bulk Edit in the Quizzes Tool – 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 discuss the Bulk Edit option in the **Quizzes** tool.

Preamble

1. Go to the **Quizzes** tool in your course.
2. Select one or multiple (or all) Quizzes, then click **Bulk Edit**.

The screenshot shows the D2L Quizzes tool interface. At the top, there is a navigation bar with links: Training Course 03, Course Home, My Tools, Collaborate, Course Media, My Media, Edit Course, and More. Below this is a sub-navigation bar with links: Manage Quizzes, Question Library, Statistics, and LockDown Browser. A 'Help' icon is also present. Below the sub-navigation bar are three buttons: 'New Quiz', 'Edit Categories', and 'More Actions'. To the right of these buttons is a 'View:' dropdown menu set to 'By Availability' and an 'Apply' button. Below the buttons is a table of quizzes. The table has two columns: 'Current Quizzes' and 'Published'. The 'Current Quizzes' column contains a list of quizzes with checkboxes in the first column. A red box highlights the 'Bulk Edit' button above the table. A red arrow points from the 'Bulk Edit' button to the first checkbox in the 'Current Quizzes' column. The table contains the following quizzes:

Current Quizzes	Published
<input checked="" type="checkbox"/> Master Quiz	4/4
<input checked="" type="checkbox"/> All About Quizzes Due on Jan 23, 2020 3:00 PM	4/4
<input checked="" type="checkbox"/> Quiz 1 Due on Mar 20, 2020 10:50 PM	-
<input checked="" type="checkbox"/> Written Response	1/1
<input checked="" type="checkbox"/> RLBL quiz test- Requires Respondus LockDown Browser	-



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3. Bulk Edit allows you to make edits to multiple assignments at once. You can edit **Names**, **Quiz Category placement**, **Hide from Users**, or **Attempts Allowed**. Click **Save** once you have made all your changes.

Bulk Edit Quizzes

Name	Quiz Category ?	Hide from Users	Attempts Allowed
Master Quiz	-- no category -- add category	<input type="checkbox"/>	3 ▾
All About Quizzes	All assignments add category	<input type="checkbox"/>	Unlimited ▾
Quiz 1	-- no category -- add category	<input type="checkbox"/>	1 ▾
Written Response	-- no category -- add category	<input type="checkbox"/>	Unlimited ▾
RLBL quiz test- Requires Resp	-- no category -- add category	<input type="checkbox"/>	1 ▾
Module 1 Quiz	-- no category -- add category	<input type="checkbox"/>	4 ▾
Academic Integrity at VIU	-- no category -- add category	<input checked="" type="checkbox"/>	1 ▾
Synchronous and Asynchronous	-- no category -- add category	<input type="checkbox"/>	10 ▾
Management and Stayin	-- no category -- add category	<input type="checkbox"/>	10 ▾

[Save](#) [Cancel](#)

Things to Remember

You can also use **More Actions** to make changes to multiple folders at once (for example, **Make Visible**, **Delete**, etc.).



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