



## The More Actions Menu 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](mailto:elearning@camosun.ca) for assistance.

### Scenario

This tutorial will discuss the various functions available in the **More Actions** menu in the Quizzes tool.

### Preamble

1. Go to the **Quizzes** tool in your course.
2. Click on the **More Actions** menu. The choices you have are **Copy**, **Reorder**, **Make Visible to Users**, **Hide from Users**, and **Delete**. We will look at each function in turn.

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. The 'Manage Quizzes' link is highlighted. On the left, there are buttons for 'New Quiz' and 'Edit Categories'. A red arrow points from the 'Edit Categories' button to the 'More Actions' dropdown menu. The 'More Actions' menu is open, showing options: Copy, Reorder, Make Visible to Users, Hide from Users, and Delete. On the right, there is a 'View:' dropdown set to 'By Availability' and an 'Apply' button. Below the menu, there is a table of quizzes. The table has columns for checkboxes, quiz names, due dates, and a 'Published' status column.

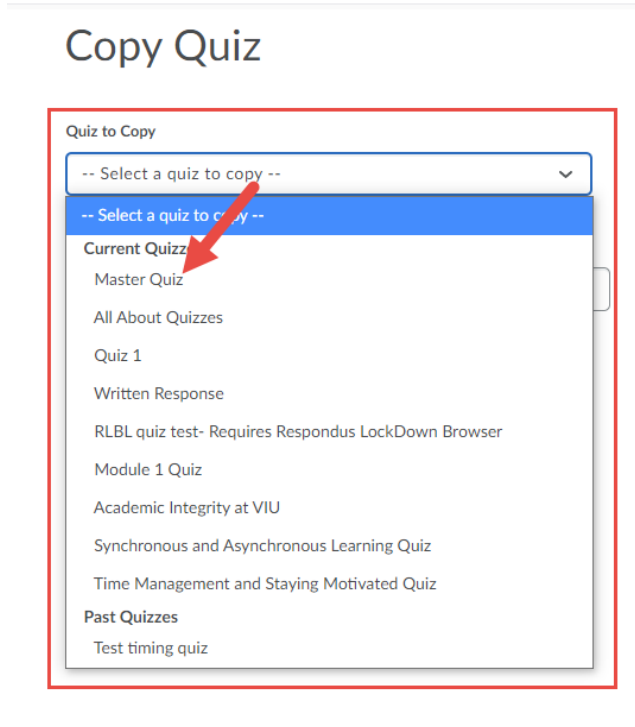
	Current Quizzes		Published
<input type="checkbox"/>	Master Quiz	4/4	4/4
<input type="checkbox"/>	All About Quizzes	Due on Jan 23, 2020 3:00 PM	4/4
<input type="checkbox"/>	Quiz 1	Due on Mar 20, 2020 10:50 PM	-



## Copy

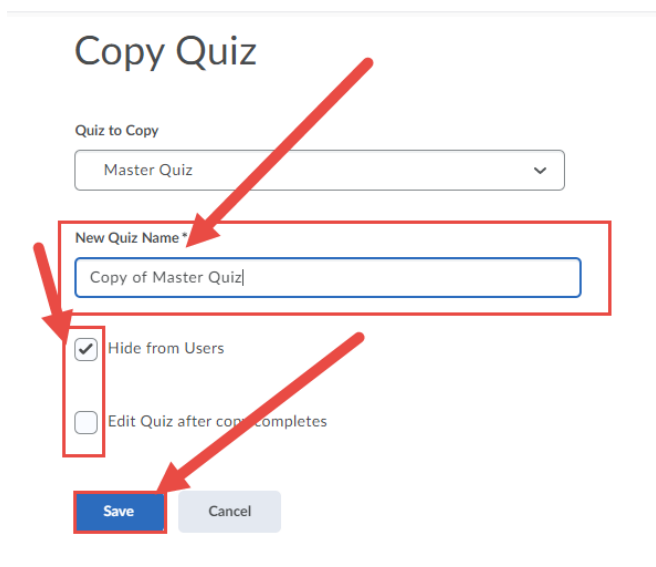
Copy allows you create a copy of an existing quiz, for example if you would like to create a quiz with the same settings as another (like a Master quiz). Once you click **Copy**:

1. Click the **Quiz to Copy** drop-down and select the quiz you wish to copy.



The screenshot shows the 'Copy Quiz' form. A red box highlights the 'Quiz to Copy' dropdown menu, which is open. A red arrow points to the 'Current Quizzes' section of the dropdown list. The list includes 'Master Quiz', 'All About Quizzes', 'Quiz 1', 'Written Response', 'RLBL quiz test- Requires Respondus LockDown Browser', 'Module 1 Quiz', 'Academic Integrity at VIU', 'Synchronous and Asynchronous Learning Quiz', 'Time Management and Staying Motivated Quiz', 'Past Quizzes', and 'Test timing quiz'.

2. Change the **New Quiz Name** as needed, select or deselect **Hide from Users** as needed, and select **Edit Quiz after copy completes** if you wish to edit your copy immediately. Click **Save**.



The screenshot shows the 'Copy Quiz' form. A red box highlights the 'New Quiz Name' field, which contains the text 'Copy of Master Quiz'. A red arrow points to the 'Hide from Users' checkbox, which is checked. Another red arrow points to the 'Edit Quiz after copy completes' checkbox, which is unchecked. A red box highlights the 'Save' button, and a red arrow points to it. The 'Cancel' button is also visible.

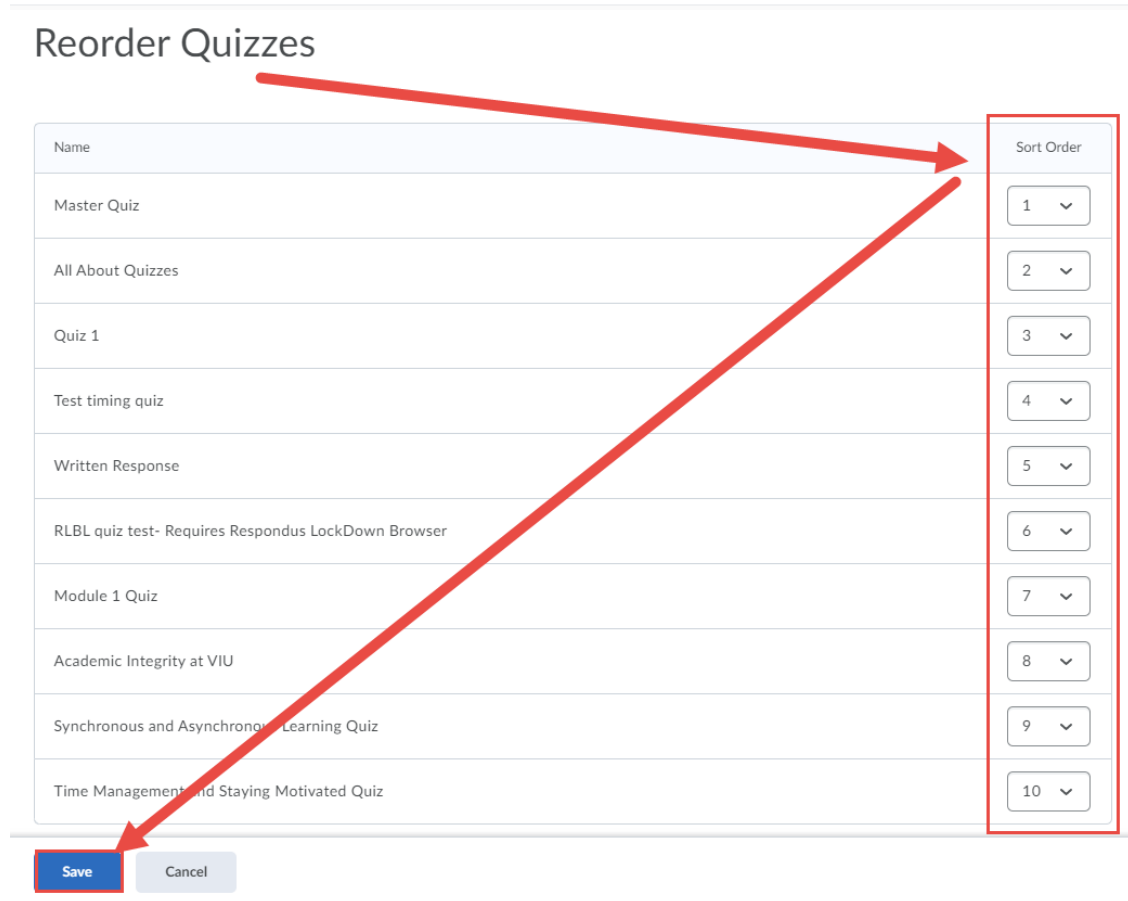


This content is licensed under a [Creative Commons Attribution 4.0 International Licence](https://creativecommons.org/licenses/by/4.0/). Icons by the [Noun Project](https://nounproject.com/).

## Reorder

Reorder allows you to change the order of the Assignments and Categories you have created. Once you click **Reorder**:

1. Use the **Sort Order** select boxes to reorder your folders. Click **Save**.



**Reorder Quizzes**

Name	Sort Order
Master Quiz	1 ▾
All About Quizzes	2 ▾
Quiz 1	3 ▾
Test timing quiz	4 ▾
Written Response	5 ▾
RLBL quiz test- Requires Respondus LockDown Browser	6 ▾
Module 1 Quiz	7 ▾
Academic Integrity at VIU	8 ▾
Synchronous and Asynchronous Learning Quiz	9 ▾
Time Management and Staying Motivated Quiz	10 ▾

**Save** Cancel

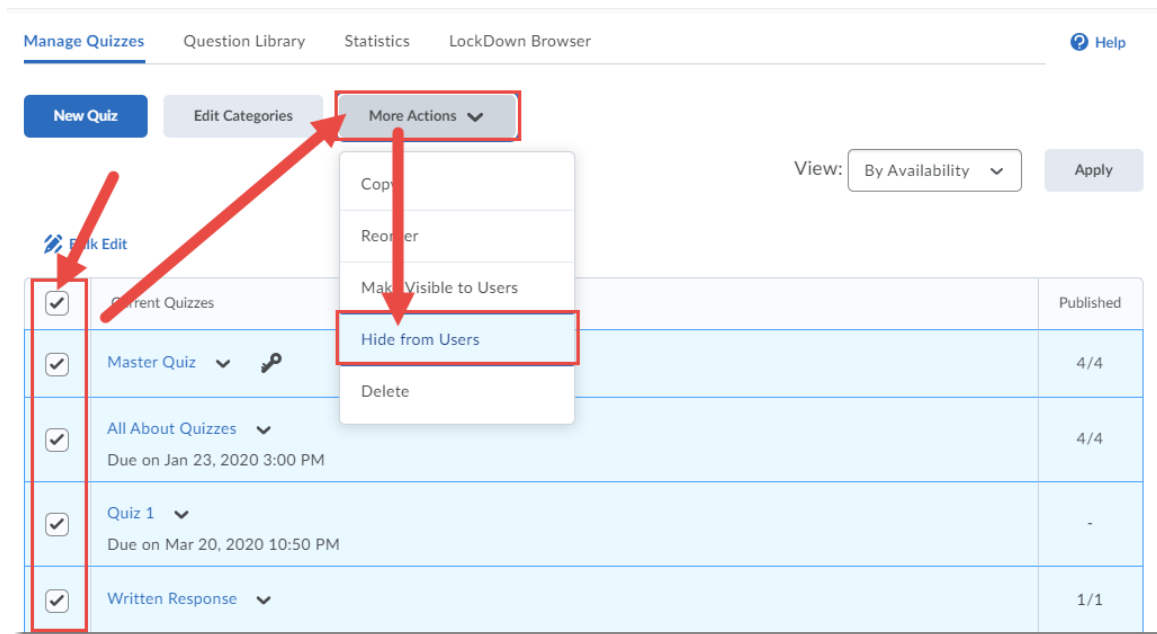


This content is licensed under a [Creative Commons Attribution 4.0 International Licence](https://creativecommons.org/licenses/by/4.0/). Icons by the [Noun Project](https://nounproject.com/).

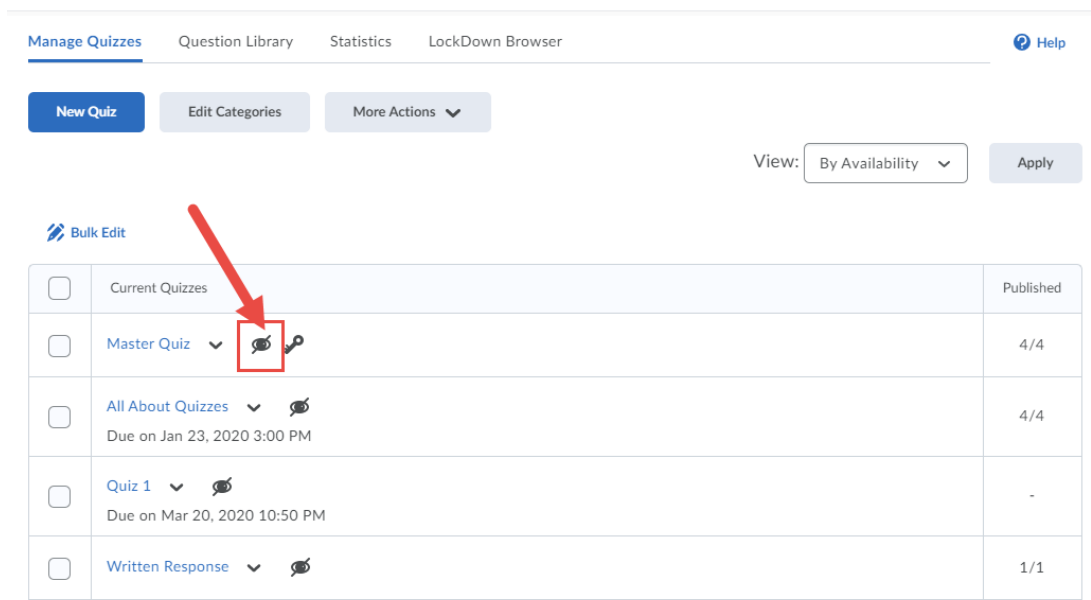
## Make Visible to Users/Hide from Users

Two sides of a coin, these functions allow you to hide and unhide Quizzes from students. To Make Visible or Hide Quizzes:

1. Select the Quiz(zes) you want to **Make Visible** or **Hide**. Click **More Actions**, and select the function you want. Here we are selecting **Hide from Users**.



2. The selected quizzes now have closed eye icons next to them. You can make them visible either through the **More Actions** function, or by clicking the individual Quiz's folder's menu.

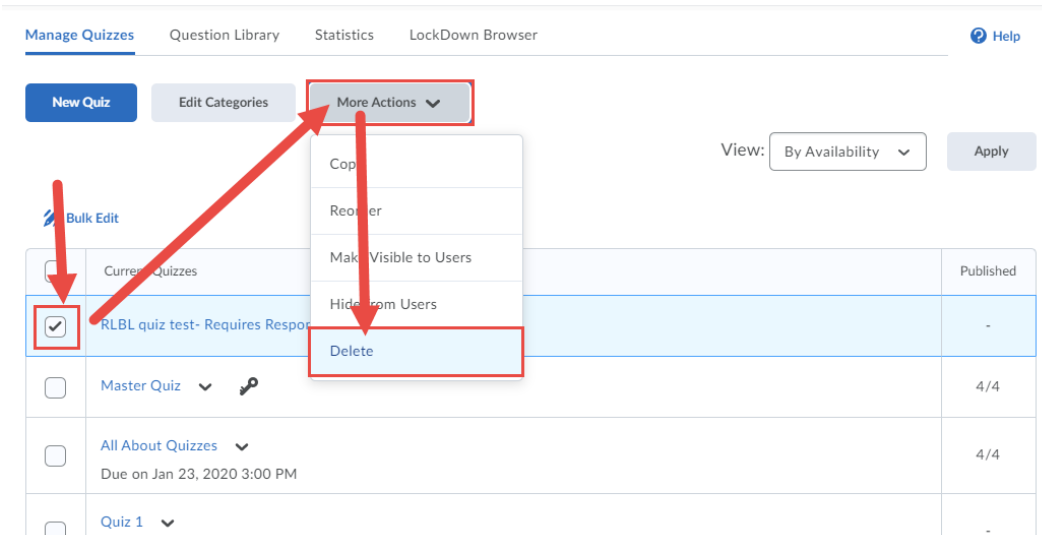


This content is licensed under a [Creative Commons Attribution 4.0 International Licence](https://creativecommons.org/licenses/by/4.0/). Icons by the [Noun Project](https://nounproject.com/).

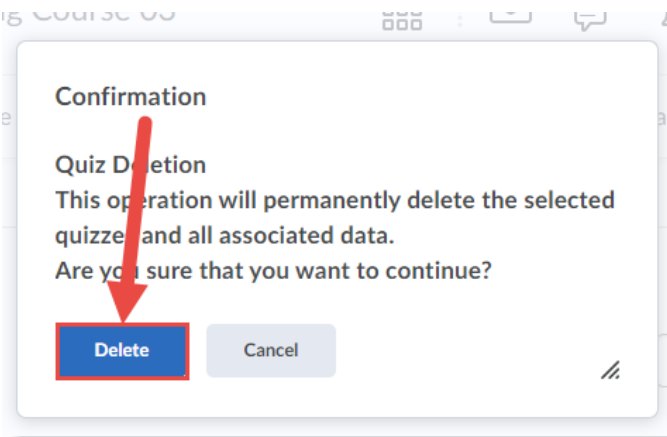
## Delete

And finally, this is how you can delete Quizzes:

1. Select the quiz(zes) you want to delete. Click **More Actions** and select **Delete**.



2. Click **Delete** in the pop-up box.



## Things to Remember

Deleting a Quiz is permanent – **there is no Restore function in the Quizzes tool!**



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/).