



Viewing Quiz Preview Attempts – 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 in viewing the results from a quiz Preview attempt so you can double check if questions are grading properly, etc.

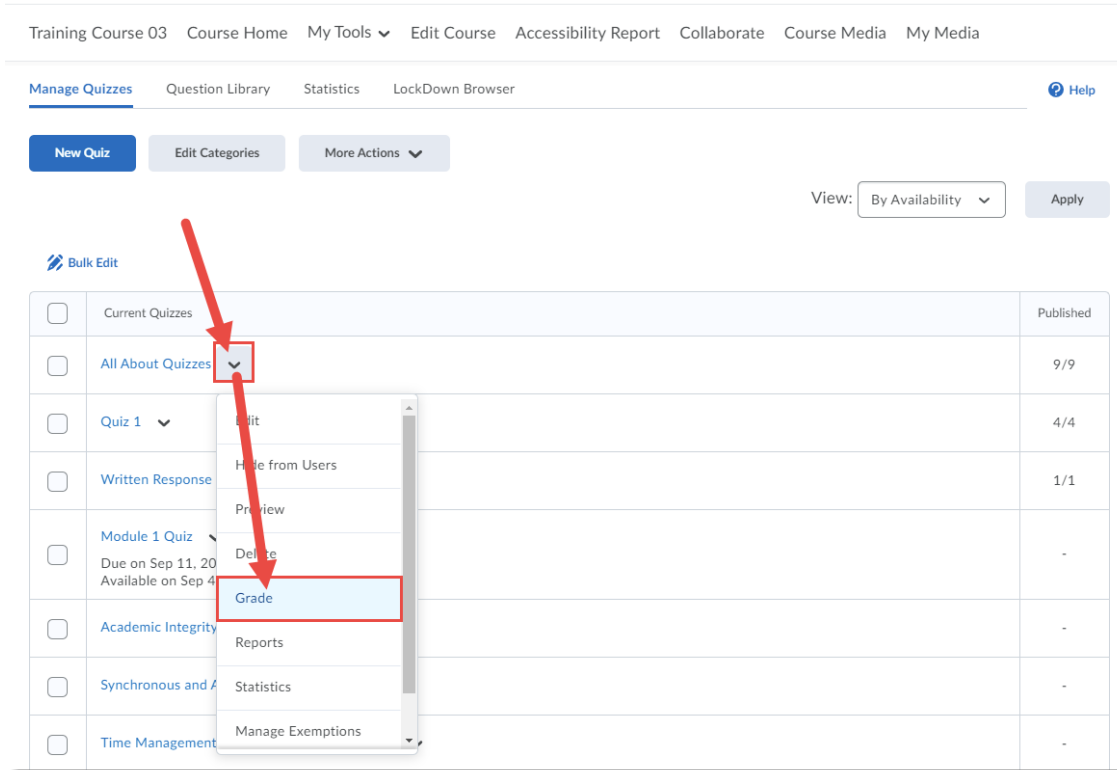
Steps

1. Go to the **Quizzes** tool in your course and **Preview** your quiz. See the tutorial *Previewing Quizzes* for more information (and note that **View as Student** will not allow you to complete (or even start) a quiz in D2L – you must use the **Preview** function in the Quizzes tool.)
2. At the end of the quiz, when you are on the final Submission screen, click the select box for “Allow this preview attempts to be graded in the Grade Quiz area”. Then click **Submit Quiz**.

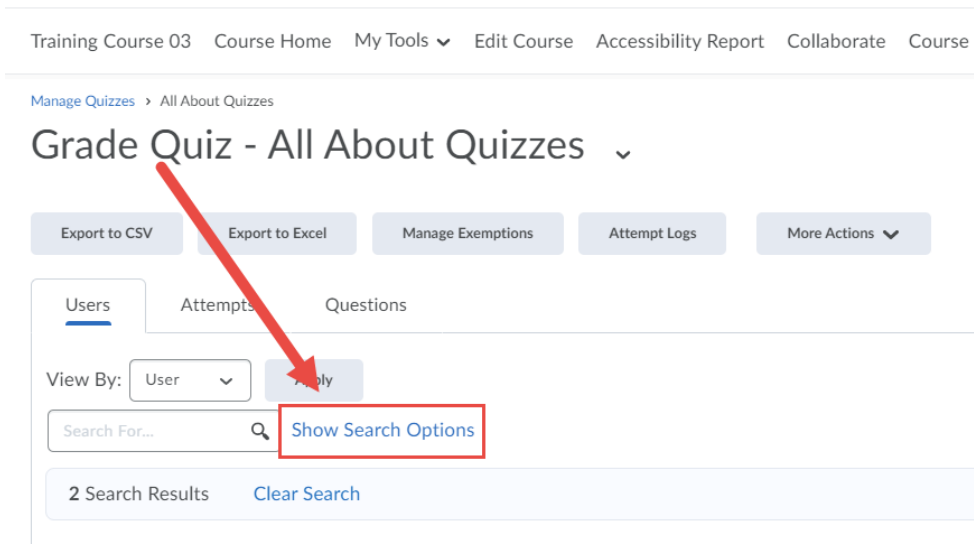
3. Click **Exit Preview**.



- Back in the main Quizzes area, click the down arrow next to the title of the quiz you just previewed, and select **Grade**.



- Click **Show Search Options** (if you have already opened this function in the past, the link will say **Hide Search Options**, in which case just leave it open as it).




6. In the **Restrict to** drop-down menu, select **Users who have previewed attempts**, then click the **magnifying glass in the Search for box above**. You will see a list of all your preview attempt.

The screenshot shows the 'Grade Quiz - All About Quizzes' interface. At the top, there are navigation links: 'Training Course 03', 'Course Home', 'My Tools', 'Edit Course', and 'Access'. Below this is a breadcrumb trail: 'Manage Quizzes > All About Quizzes'. The main heading is 'Grade Quiz - All About Quizzes'. There are four buttons: 'Export to CSV', 'Export to Excel', 'Manage Exemptions', and 'Attempts'. Below these are three tabs: 'Users', 'Attempts', and 'Questions'. The 'Users' tab is selected. Under 'View By:', there is a dropdown menu set to 'User' and an 'Apply' button. Below this is a 'Search For...' box with a magnifying glass icon. To the right of the search box is a link 'Hide Search Options'. Below the search box are three checkboxes: 'First Name', 'Last Name', and 'Org Defined ID', all of which are checked. A red box highlights the 'Restrict to' dropdown menu, which is open and shows a list of options: 'Users who have previewed attempts', 'All users', 'Users who have not taken an attempt', '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 from the magnifying glass icon to the 'Users who have previewed attempts' option in the dropdown menu.



- Click on the attempt you wish to view. You will then be able to review your attempt as if you were grading a student's quiz attempt.

2 Search Results [Clear Search](#)

 [Reset](#)

<input type="checkbox"/>	First Name ▲, Last Name	Completed	Score	Grade
<input type="checkbox"/>				
<input type="checkbox"/>	attempt 1	Jan 22, 2019 2:31 PM	0 / 8	0 %
<input type="checkbox"/>	attempt 2	Feb 5, 2021 8:29 AM	1 / 5	20 %
<input type="checkbox"/>	attempt 3	Feb 5, 2021 9:21 AM	1 / 5	20 %
<input type="checkbox"/>	Training03 Teacher			
<input type="checkbox"/>	attempt 1	Jan 22, 2019 2:00 PM	0 / 8	0 %

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Things to Remember

This is very handy if you do not have a **Submission View** set up for your quiz. If you have a Submission View, default or additional, you will be able to review those automatically when you complete a Preview attempt. See the tutorial *Creating an Additional Submission View for a Quiz* for more information on Submission Views.



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