



## 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 or assistance, go to our [Team Dynamix Support portal](#) and click the appropriate Category to submit a ticket.

### 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. The main area contains a 'New Quiz' button, 'Edit Categories', and 'More Actions' buttons. A 'View:' dropdown menu is set to 'By Availability' with an 'Apply' button. A table of quizzes is displayed with a 'Bulk Edit' button highlighted by a red box and a red arrow. The table has columns for quiz name and status. All checkboxes in the first column are checked.

Quiz Name	Status
Current Quiz	Published
Master Quiz	4/4
All About Quizzes Due on Jan 23, 2020 3:00 PM	4/4
Quiz 1 Due on Mar 20, 2020 10:50 PM	-
Written Response	1/1
RLBL quiz test- Requires Respondus LockDown Browser	-



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 -- <a href="#">add category</a>	<input type="checkbox"/>	3 <input type="button" value="v"/>
All About Quizzes	All assignments <a href="#">add category</a>	<input type="checkbox"/>	Unlimited <input type="button" value="v"/>
Quiz 1	-- no category -- <a href="#">add category</a>	<input type="checkbox"/>	1 <input type="button" value="v"/>
Written Response	-- no category -- <a href="#">add category</a>	<input type="checkbox"/>	Unlimited <input type="button" value="v"/>
RLBL quiz test- Requires Resp	-- no category -- <a href="#">add category</a>	<input type="checkbox"/>	1 <input type="button" value="v"/>
Module 1 Quiz	-- no category -- <a href="#">add category</a>	<input type="checkbox"/>	4 <input type="button" value="v"/>
Academic Integrity at VIU	-- no category -- <a href="#">add category</a>	<input checked="" type="checkbox"/>	1 <input type="button" value="v"/>
Synchronous and Asynchronous	-- no category -- <a href="#">add category</a>	<input type="checkbox"/>	10 <input type="button" value="v"/>
Management and Stayin	-- no category -- <a href="#">add category</a>	<input type="checkbox"/>	10 <input type="button" value="v"/>

## 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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