



Creating a Quiz (the basics) – D2L Tutorial

This tutorial is for faculty who have previous experience using 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 cover the basic steps involved when you wish to create a Quiz in D2L. Note that in order to create a quiz in D2L, you first need to create questions in the **Question Library**.

NOTE: The quiz tool can be complicated, so please don't hesitate to contact [eLearning Support](#) to make an appointment with an instructional designer. We can also help you consider how best to use the Quizzes tool for a different assessments, or recommend other tools to support you as needed.

Steps

1. Go to the **Quizzes** tool in your course (e.g., through the **My Tools** drop-down).
2. Click **New Quiz**.

Training Course 03 Course Home My Tools ePortfolio My Media Course Media Edit Course

Manage Quizzes Question Library Statistics LockDown Browser Help

New Quiz Edit Categories More Actions

View: By Availability Apply

Bulk Edit

<input type="checkbox"/>	Current Quizzes	Published
<input type="checkbox"/>	All About Quizzes Due on Jan 23, 2020 3:00 PM	2/2



3. Give your Quiz a **Name**, then click **Add/Edit Questions** (note that you need to first create your questions in the Question Library so please see the **Creating Questions in the Question Library** tutorial).

New Quiz ▾

Properties Restrictions Assessment Objectives Submission Views Reports Setup

General

Name*

Category [add category] ⓘ

Quiz Questions

This quiz is empty.

Description / Introduction

▼ Collapse description / introduction

4. Click **Import** and select **Browse Question Library**.

< Back to Settings for Quiz 1

Quiz 1

Total Points 3

<input type="checkbox"/>	1	What is the first time to create in D2L?	1 point
<input type="checkbox"/>	2	Match the following common quiz administration tasks with the most appropriate area of the Quizzing tool	1 point
<input type="checkbox"/>	3	Creating questions in the Question Library will enable you to reuse your questions on various Quizzes or exams.	1 point



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5. Use the arrows to open the folders (Sections) in your Question Library, select the questions you want to add to the quiz, and click **Add**. You can add more questions at a later date as well.

Browse Question Library

Search question text...

Source: Question Library Filter Sort

1 questions selected

Self-assessments Section

Quizzes Section

What 3 question types take the least time to create in D2L? Multi-Short Answer 1 point

Match the following common quiz administration tasks with the most appropriate area of the Quiz... Matching 1 point

Creating questions in the Question Library will enable you to reuse your questions on various Qui... True or False 1 point

In 100 words or less, please describe what you feel is important for students to remember when c... Written Response 1 point

Add Cancel

6. Click **Back to Settings for Quiz 1** (or the title of your quiz).

< Back to Settings for Quiz 1

Quiz 1

Add Import Total Points 4

1 What 3 question types take the least time to create in D2L? 1 point

2 Match the following common quiz administration tasks with the most appropriate area of the Quizzing tool 1 point

3 Creating questions in the Question Library will enable you to reuse your questions on various Quizzes or exams. 1 point

4 In 100 words or less, please describe what you feel is important for students to remember when completing a Qui... 1 point



7. Scroll back up and click the **Restrictions** tab.

Training Course 03 Course Home My Tools ePortfolio My Media Course Media Edit Course

Edit Quiz - Quiz 1

Properties **Restrictions** Assessment Objectives Submission Views Reports Setup

Hide from Users

Due Date

Has Due Date
3-20-2020 10:50 PM Now
Canada - Vancouver

Availability

Has Start Date
3-13-2020 3:50 PM Now
Canada - Vancouver

Has End Date
3-20-2020 10:50 PM Now
Canada - Vancouver

Display In Calendar

Release Conditions

Save and Close Save Cancel Remove All Conditions

8. Give your Quiz a Due Date by selecting **Has Due Date** and click the calendar and time boxes to specify the date and time the quiz is due. You could also give the quiz a Start or End Dates – the **Start Date** “opens” the quiz, and the **End Date** “closes” the quiz.

Edit Quiz - Quiz 1

Properties **Restrictions** Assessment Objectives Submission Views Reports Setup

Hide from Users

Due Date

Has Due Date
3-20-2020 10:50 PM Now
Canada - Vancouver

Availability

Has Start Date
3-13-2020 3:50 PM Now
Canada - Vancouver

Has End Date
3-20-2020 10:50 PM Now
Canada - Vancouver

Display In Calendar

Release Conditions

Attach Existing Create and Attach Remove All Conditions

Save and Close Save Cancel



9. Scroll down to the **Timing** section. If you want your quiz timed, select **Enforced Time Limit**, add a time to the **minute(s)** box, add a **Grace Period** (and select **Show clock**). We recommend selecting the second select option for **Exceeded Time Limit Behaviour** (**Prevent the student from making further changes**) as that will force students to submit their quizzes once the time limit is up.

10. Scroll back up and click the **Assessment** tab. Select **Automatic Grade** if you want students to see their grades in the quiz right away (NOT in the gradebook). Select a **Grade Item** if you want the quiz grade to go to the Grades, and select **Auto Export to Grades** if you want the quiz grade to go there immediately (for example, if the quiz is strictly multiple choice). Under **Attempts Allowed**, select how many times you want students to be able to complete the quiz, and under **Overall Grade Calculation**, select which attempt should be graded (if there is only 1 Attempt, leave this at Highest Attempt). Click **Save and Close**.

Things to Remember

Review the other tutorials for the **Quizzes** tool to find out how to preview a quiz, add an **Additional Submission View**, **Special Access** for students who need accommodations, how to grade quizzes, etc.



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