



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

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 for 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 for Manage Quizzes, Question Library, Statistics, and LockDown Browser. The main content area features a 'New Quiz' button, an 'Edit Categories' button, and a 'More Actions' dropdown menu. A red arrow points to the 'More Actions' dropdown, which is highlighted with a red box. The dropdown menu contains the following options: Copy, Reorder, Make Visible to Users, Hide from Users, and Delete. Below the dropdown is a 'View: By Availability' dropdown and an 'Apply' button. The main content area also includes a 'Bulk Edit' button and a table of quizzes. The table has columns for checkboxes, quiz names, due dates, and status. The quizzes listed are 'Current Quizzes' (Published), 'Master Quiz' (4/4), 'All About Quizzes' (4/4), and 'Quiz 1' (-).

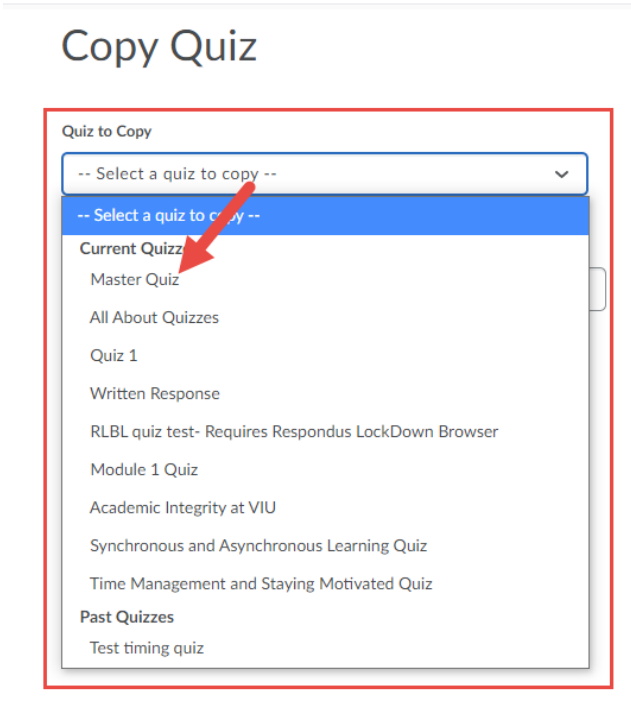
Checkbox	Quiz Name	Due Date	Status
<input type="checkbox"/>	Current Quizzes		Published
<input type="checkbox"/>	Master Quiz		4/4
<input type="checkbox"/>	All About Quizzes	Due on Jan 23, 2020 3:00 PM	4/4
<input type="checkbox"/>	Quiz 1	Due on Mar 20, 2020 10:50 PM	-



Copy

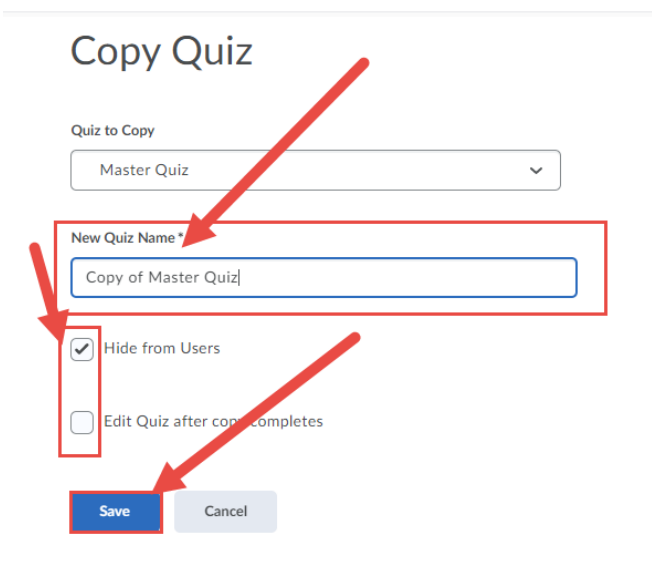
Copy allows you create a copy of an existing quiz, for example if you would like to create a quiz with the same settings as another (like a Master quiz). Once you click **Copy**:

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



The screenshot shows the 'Copy Quiz' dialog box. At the top, there is a dropdown menu labeled 'Quiz to Copy' with the text '-- Select a quiz to copy --'. A red arrow points to the dropdown menu. Below the dropdown, a list of quiz names is displayed, including 'Current Quiz', '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' dialog box. The 'Quiz to Copy' dropdown menu is set to 'Master Quiz'. Below it, the 'New Quiz Name' field contains the text 'Copy of Master Quiz'. There are two checkboxes: 'Hide from Users' (checked) and 'Edit Quiz after copy completes' (unchecked). A red arrow points to the 'Save' button at the bottom left of the dialog box.



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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 ▾

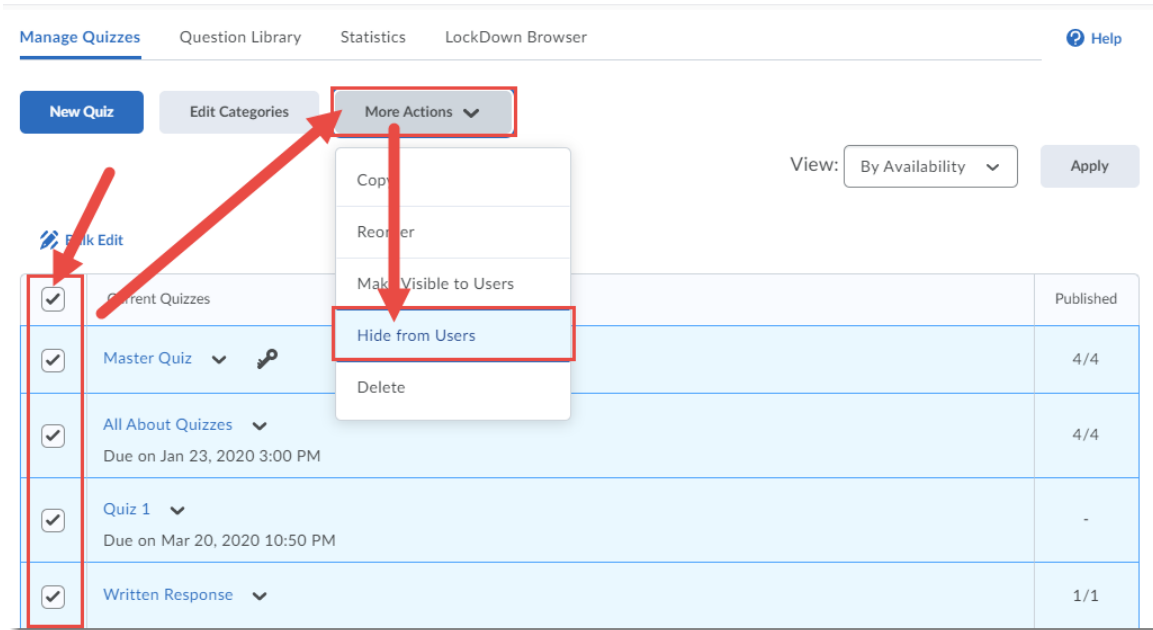
Save Cancel



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:

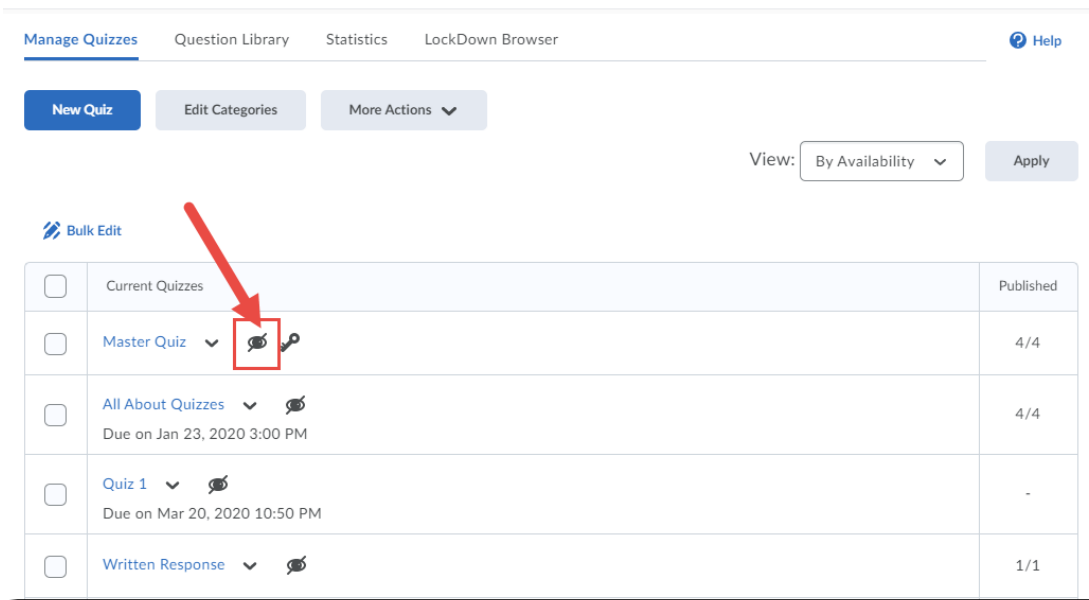
1. Select the Quiz(ze)s you want to **Make Visible** or **Hide**. Click **More Actions**, and select the function you want. Here we are selecting **Hide from Users**.



The screenshot shows the 'Manage Quizzes' interface. At the top, there are navigation tabs: 'Manage Quizzes' (active), 'Question Library', 'Statistics', and 'LockDown Browser'. Below these are buttons for 'New Quiz', 'Edit Categories', and 'More Actions'. A dropdown menu is open under 'More Actions', showing options: 'Copy', 'Reorder', 'Make Visible to Users', 'Hide from Users', and 'Delete'. The 'Hide from Users' option is highlighted with a red box. In the table below, the checkboxes for 'Current Quizzes', 'Master Quiz', 'All About Quizzes', 'Quiz 1', and 'Written Response' are all checked, with a red box around the first column. A red arrow points from the 'More Actions' button to the 'Hide from Users' option in the dropdown menu.

	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

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.



The screenshot shows the 'Manage Quizzes' interface after the 'Hide from Users' action. The checkboxes in the first column are now unchecked. Next to the 'Master Quiz', 'All About Quizzes', 'Quiz 1', and 'Written Response' rows, there is a closed eye icon, indicating they are hidden from users. A red arrow points to the closed eye icon for 'Master Quiz'.

	Current Quizzes	Published
<input type="checkbox"/>	Master Quiz	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	-
<input type="checkbox"/>	Written Response	1/1

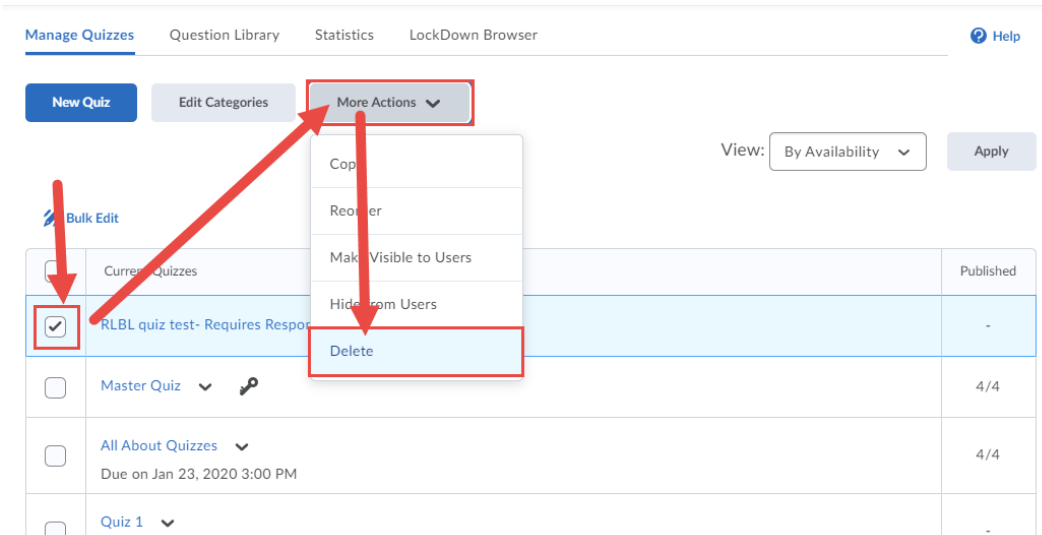


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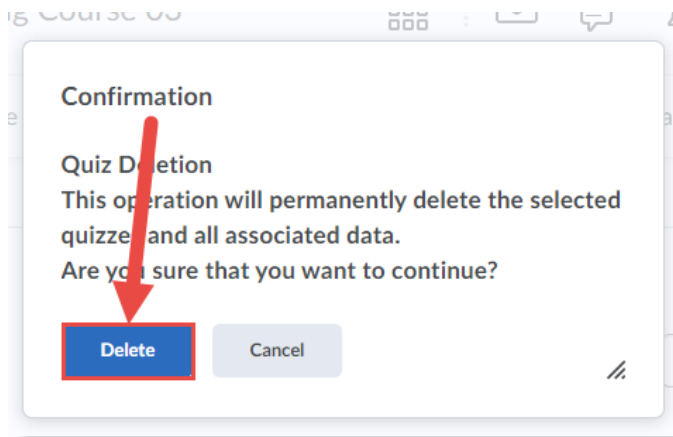
Delete

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!**



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