



Printing Quizzes – 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 cover the steps involved with printing quizzes.

Note that there is no “print quiz” function in D2L, nor can you directly print a Quiz preview. You will need to select, copy, and paste questions into WORD in order to print them.

The following steps are for printing a quiz on a Windows computer from within the Firefox browser (of course, while Chrome is better for more things in D2L, Firefox is easier to copy and paste the Quiz questions from).

Steps

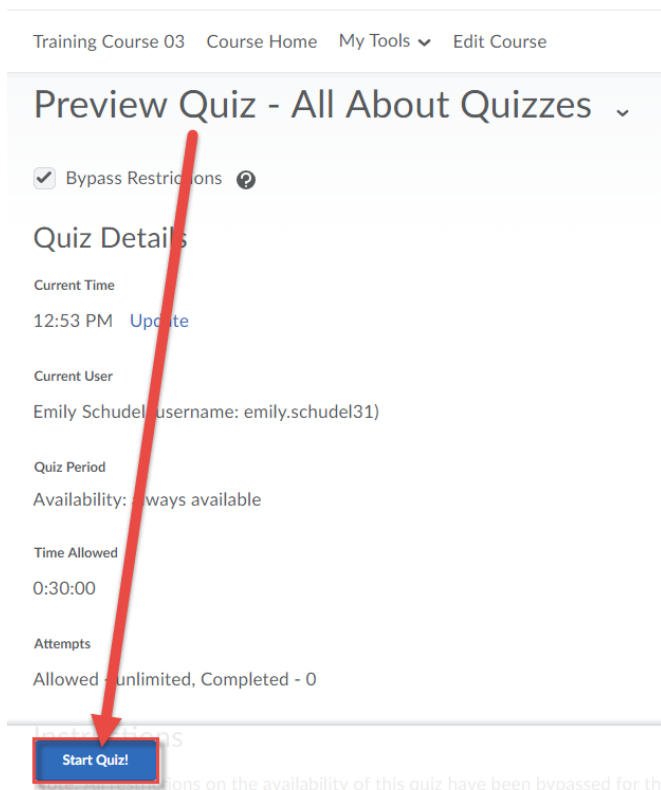
1. Go to the **Quizzes** tool in your course.
2. Click the arrow next to the title of the quiz you want to print, and click **Preview**.

The screenshot shows the D2L Quizzes tool interface. At the top, there are navigation links: Training Course 03, Course Home, My Tools, My Media, and Edit Course. Below this is a sub-navigation bar with Manage Quizzes (selected), Question Library, Statistics, and LockDown Browser. A Help icon is in the top right. The main area contains buttons for New Quiz, Edit Categories, and More Actions. A View dropdown is set to 'By Availability' with an Apply button. A 'Bulk Edit' link is visible. The main table lists quizzes with columns for selection, quiz name, availability, and published status. The 'All About Quizzes' row is selected, and its dropdown menu is open, showing options: Edit, Preview (highlighted with a red box and arrow), Delete, Grade, Reports, and Statistics.

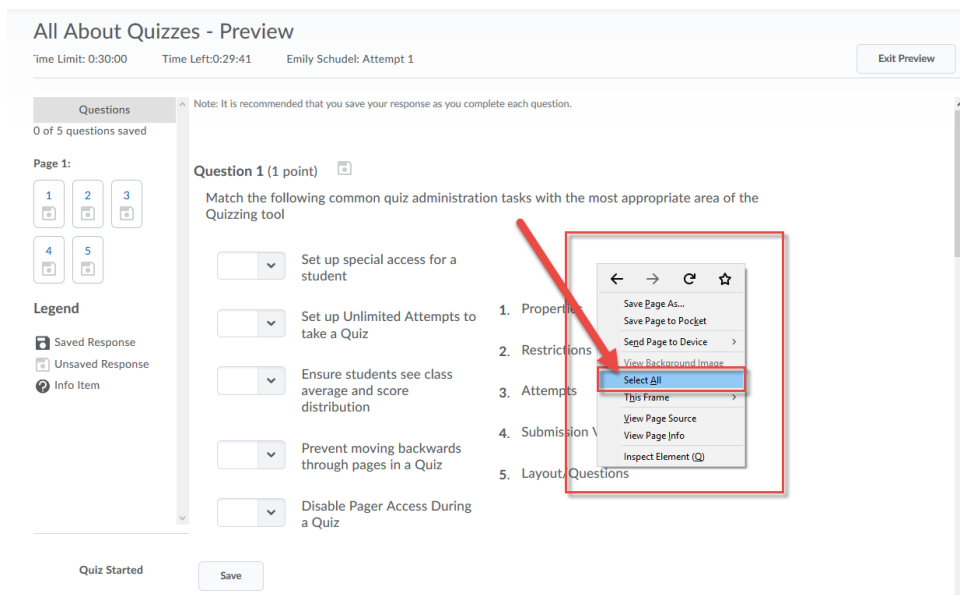
	Current Quizzes	Published
<input type="checkbox"/>	All About Quizzes Availability: always available	-
<input type="checkbox"/>	Master Quiz Availability: always available	-



3. Click **Start Quiz**.



4. When the quiz opens, place your mouse on the main quiz area, click your right mouse button, and click on **Select All**. OR drag your mouse to highlight all the questions you want to copy.



5. To copy the highlighted questions, click your right mouse button and select **Copy** (or hold down the **Ctrl** key and press the **C** key).

The screenshot shows a quiz preview interface titled "All About Quizzes - Preview". At the top, it displays "Time Limit: 0:30:00", "Time Left: 0:28:10", and "Emily Schudel: Attempt 1". There is an "Exit Preview" button in the top right corner. Below the header, a note states: "Note: It is recommended that you save your response as you complete each question".

The main content area is titled "Questions" and shows "0 of 5 questions saved". Under "Page 1:", there are five question cards numbered 1 through 5. A legend on the left side includes "Saved Response", "Unsaved Response", and "Info Item".

The question list contains the following items:

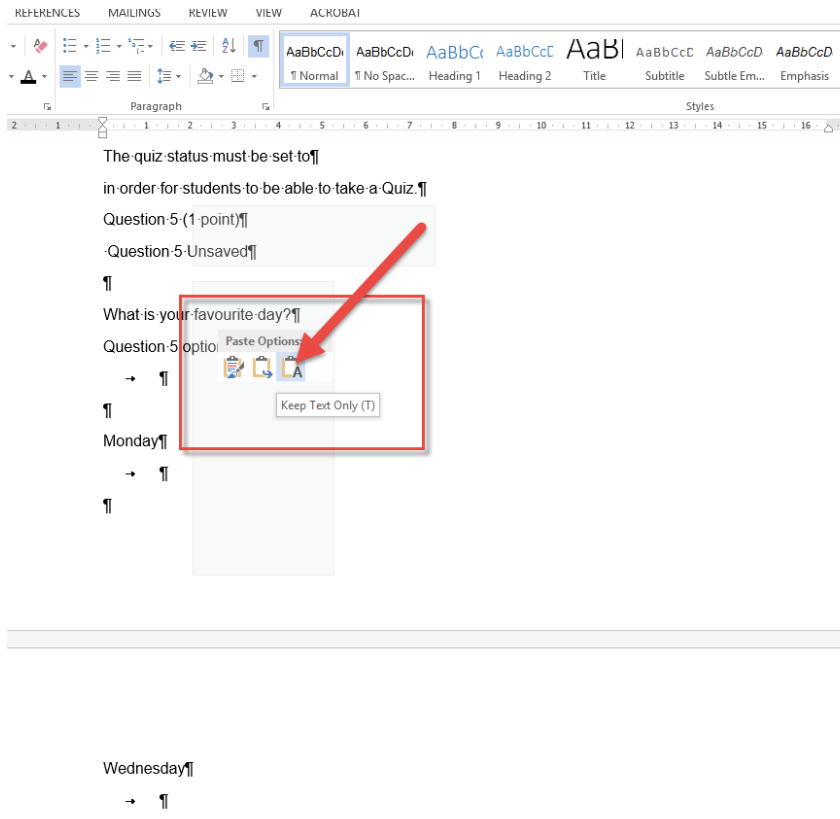
- Question 1 (1 point): Match the following common quiz administration tasks with the most appropriate area of the Quizzing tool.
- Set up special access for a student
- Set up Unlimited Attempts to take a Quiz
- Ensure students see class average and score distribution
- Prevent moving backwards through pages in a Quiz
- Disable Pager Access During a Quiz

A red arrow points to a context menu that is open over the first question. The menu options are: Copy, Select All, Search Google for "Quiz Note: It i...", This Frame, View Selection Source, and Inspect Element (Q). The "Copy" option is highlighted.

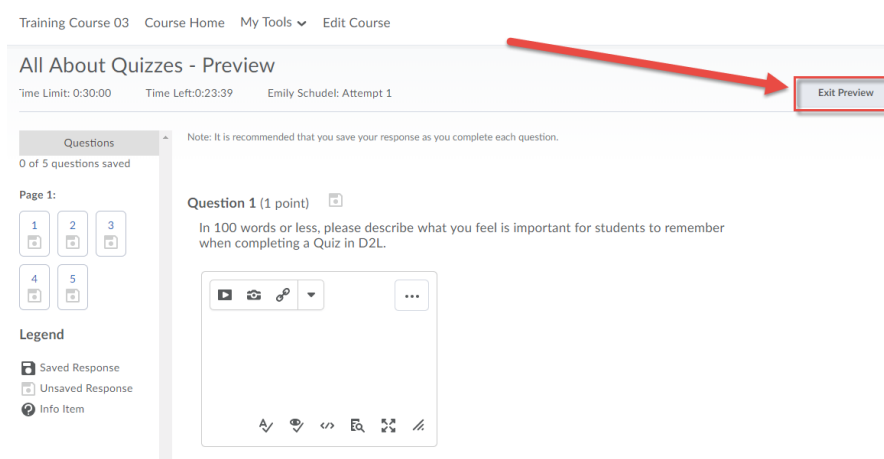
At the bottom of the interface, there is a "Quiz Started" indicator and a "Save" button.



6. Open WORD and paste your questions into a WORD document (right mouse → Paste, or Ctrl-V).



7. When you are finished, go back to D2L and click **Exit Preview** to return to the main Quizzes area.



Things to Remember

The above steps work best in Firefox. Note that in Chrome, you can **Copy** your quiz questions using the right mouse button, but you have to highlight the questions in the quiz you wish to copy first (i.e., **Select All** is not an option in Chrome).



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