



The Quizzes Action Menu – 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 individual Quiz's "action menu" (the drop-down menu that appears when you click the down arrow next to the Quiz's title).

Preamble

1. Go to the **Quizzes** tool in your course.
2. Click the down arrow next to a Quiz title. The choices you have are **Edit, Hide from Users, Preview, Delete, Grade, Reports, Statistics, Manage Exemptions, and Attempt Logs**. We will look at each function in turn.

The screenshot displays the D2L Quizzes tool interface. At the top, there are navigation tabs: "Manage Quizzes" (selected), "Question Library", "Statistics", and "LockDown Browser". Below these are 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 area is a table of quizzes. The second row, "Master Quiz", has a red box around its dropdown arrow, with a red arrow pointing to it. The dropdown menu is open, showing the following options: Edit, Hide from Users, Preview, Delete, Grade, Reports, Statistics, Manage Exemptions, and Attempt Logs. The table also shows columns for quiz status (e.g., "Published", "4/4") and due dates.

Quiz Title	Status
Current Quizzes	Published
Master Quiz	4/4
All About Quizzes	4/4
Quiz 1	-
Written Response	1/1
Module 1 Quiz	-
Academic Integrity	-
Synchronous	-



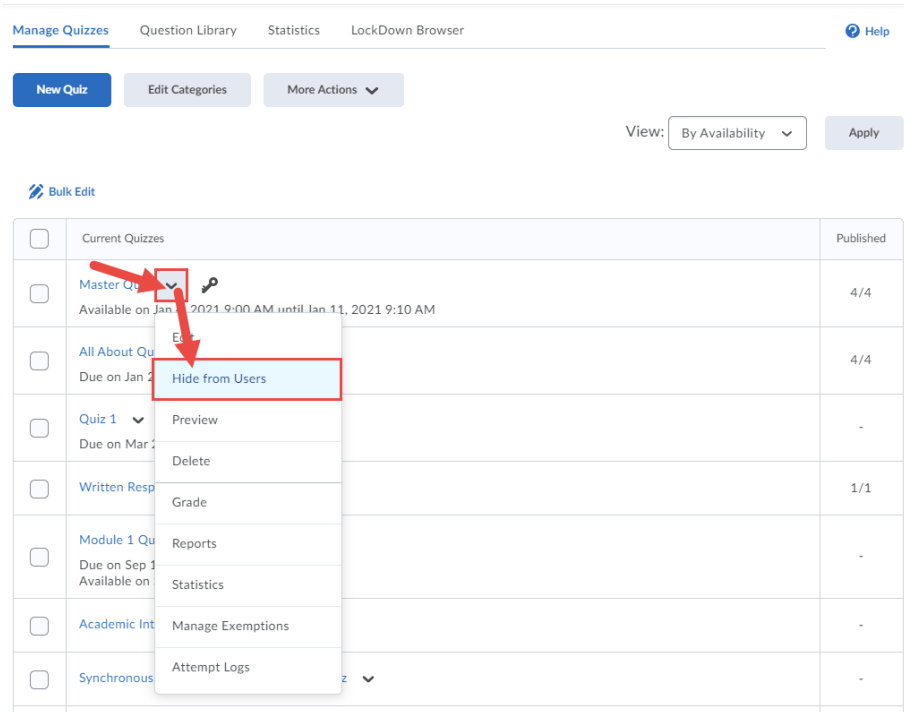
Edit

Edit allows you to edit the Quiz settings. See the tutorial *Creating a Quiz: The Basics* for more information.

Make Visible to Users/Hide from Users

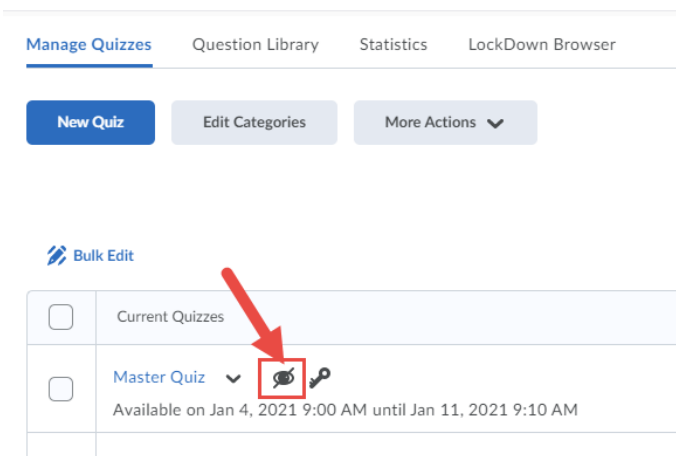
Two sides of a coin, these functions allow you to hide and unhide Quizzes from students. To **Make Visible** or **Hide** individual Quizzes:

1. From the action menu, select **Hide from Users**.



The screenshot shows the 'Manage Quizzes' interface. At the top, there are tabs for 'Manage Quizzes', 'Question Library', 'Statistics', and 'LockDown Browser'. Below the tabs are buttons for 'New Quiz', 'Edit Categories', and 'More Actions'. A 'View:' dropdown is set to 'By Availability' with an 'Apply' button. A 'Bulk Edit' section is visible. The main table lists quizzes with columns for checkboxes, quiz names, availability dates, and published status. A red box highlights the 'Hide from Users' option in the action menu for the 'Master Quiz' row. The 'Master Quiz' row shows a closed eye icon next to its title.

2. The Quiz now has a closed eye icons next to its title. You can make it visible using the **Make Visible to Users** function.



The screenshot shows the 'Manage Quizzes' interface. The 'Master Quiz' row now has an open eye icon next to its title, indicating it is visible to users. A red arrow points to the open eye icon.



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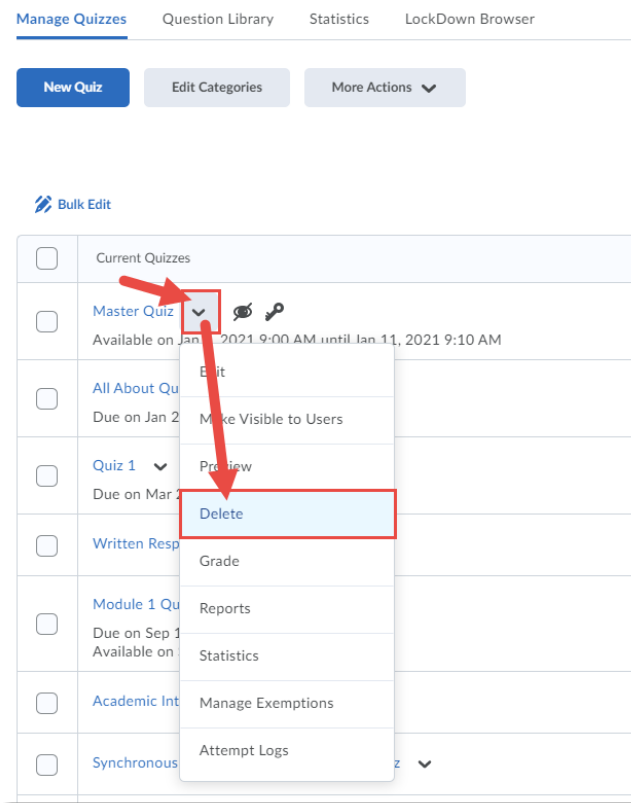
Preview

Use **Preview** to view and complete the quiz as a student would (note, **View As Student** will NOT work to preview a quiz). See the tutorial *Previewing Quizzes* for more information.

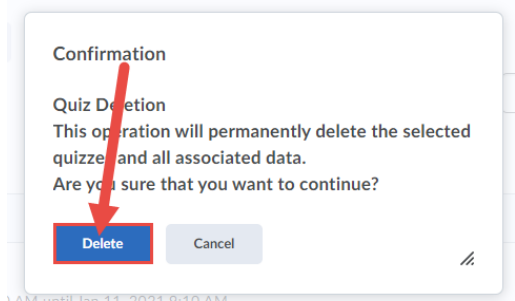
Delete

This is how you can delete individual Quizzes (use **More Actions** to delete multiple Quizzes at once). To Delete a Quiz:

1. Select **Delete**.



2. Select **Delete** in the **Confirmation** pop-up box. NOTE: Once a quiz is deleted, you can **NOT** restore it.



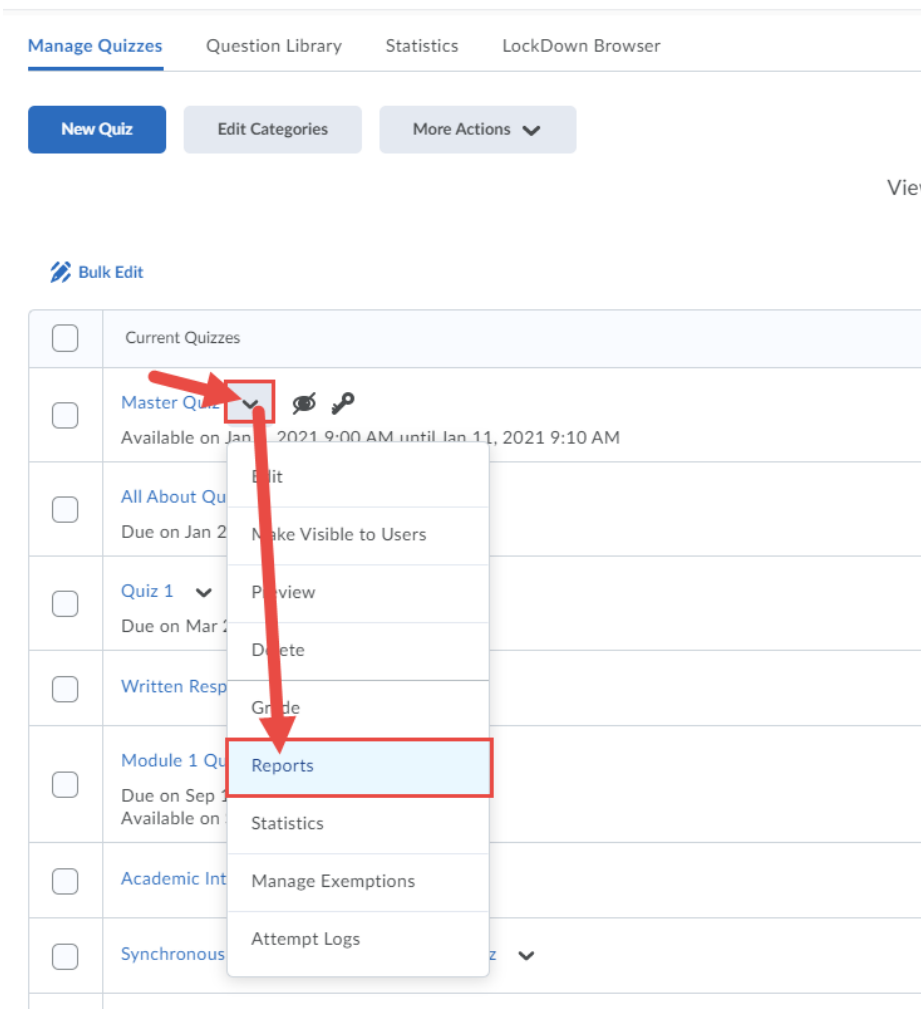
Grade

Grade allows you to grade your Quizzes. See the tutorial *Grading or Re-grading a Quiz* for more information.

Reports

Use **Reports** to view specific information about a Quiz, for example, Question Statistics, and Question and Attempt Details, User Statistics, and User Attempts. **NOTE:** You will first need to create a Report in the Editing area for the Quiz. See the tutorial *Creating Reports for a Quiz* for more information. To view a Report:

1. Select **Reports**.



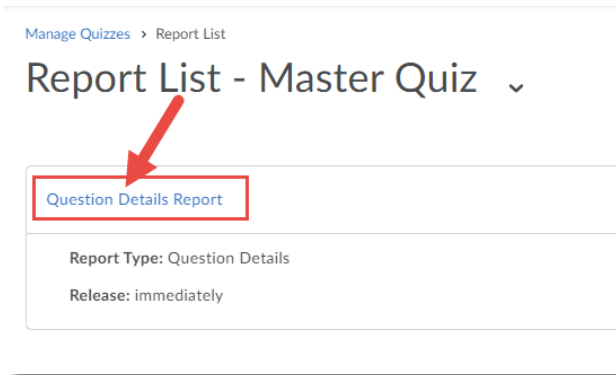
The screenshot shows the 'Manage Quizzes' interface. At the top, there are tabs for 'Manage Quizzes', 'Question Library', 'Statistics', and 'LockDown Browser'. Below the tabs are buttons for 'New Quiz', 'Edit Categories', and 'More Actions'. A 'Bulk Edit' link is also visible. The main area displays a list of quizzes. A red arrow points to the dropdown menu of the 'Master Quiz' row, which is open, showing options: 'Edit', 'Make Visible to Users', 'Preview', 'Delete', 'Grade', 'Reports', 'Statistics', 'Manage Exemptions', and 'Attempt Logs'. The 'Reports' option is highlighted with a red box.

Quiz Name	Due Date	Available On	Actions
Current Quizzes			
Master Quiz		Available on Jan 11, 2021 9:00 AM until Jan 11, 2021 9:10 AM	Edit, Make Visible to Users, Preview, Delete, Grade, Reports, Statistics, Manage Exemptions, Attempt Logs
All About Quiz	Due on Jan 2		
Quiz 1	Due on Mar 2		
Written Response			
Module 1 Quiz	Due on Sep 2	Available on	
Academic Integrity			
Synchronous			

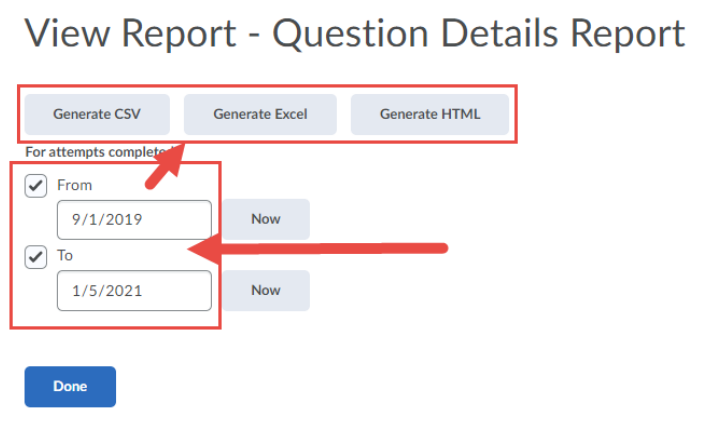


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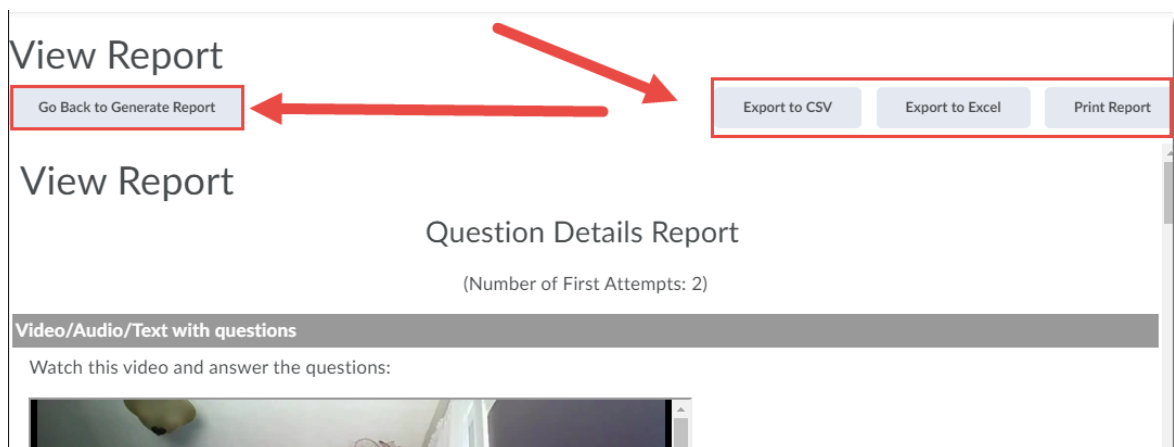
2. Click on the title of the Report you wish to review.



3. Select the date range for which you wish to view Report details, then click either **Generate CSV**, **Generate Excel**, or **Generate HTML**, depending on the Report format you require (CSV and Excel will generate a download, while HTML can be viewed from within D2L).



4. If you view the HTML, you can **Export** or **Print** the Report, and then click **Go Back to Generate Report** to return to the Reports area.



5. Click **Done**.

View Report - Question Details Report

Generate CSV Generate Excel Generate HTML

For attempts completed

From

To

6. Click **Manage Quizzes** in the bread crumb links to return to the main **Quizzes** area.

Manage Quizzes > Report List

Report List - Master Quiz ▾

Question Details Report

Report Type: Question Details

Release: immediately



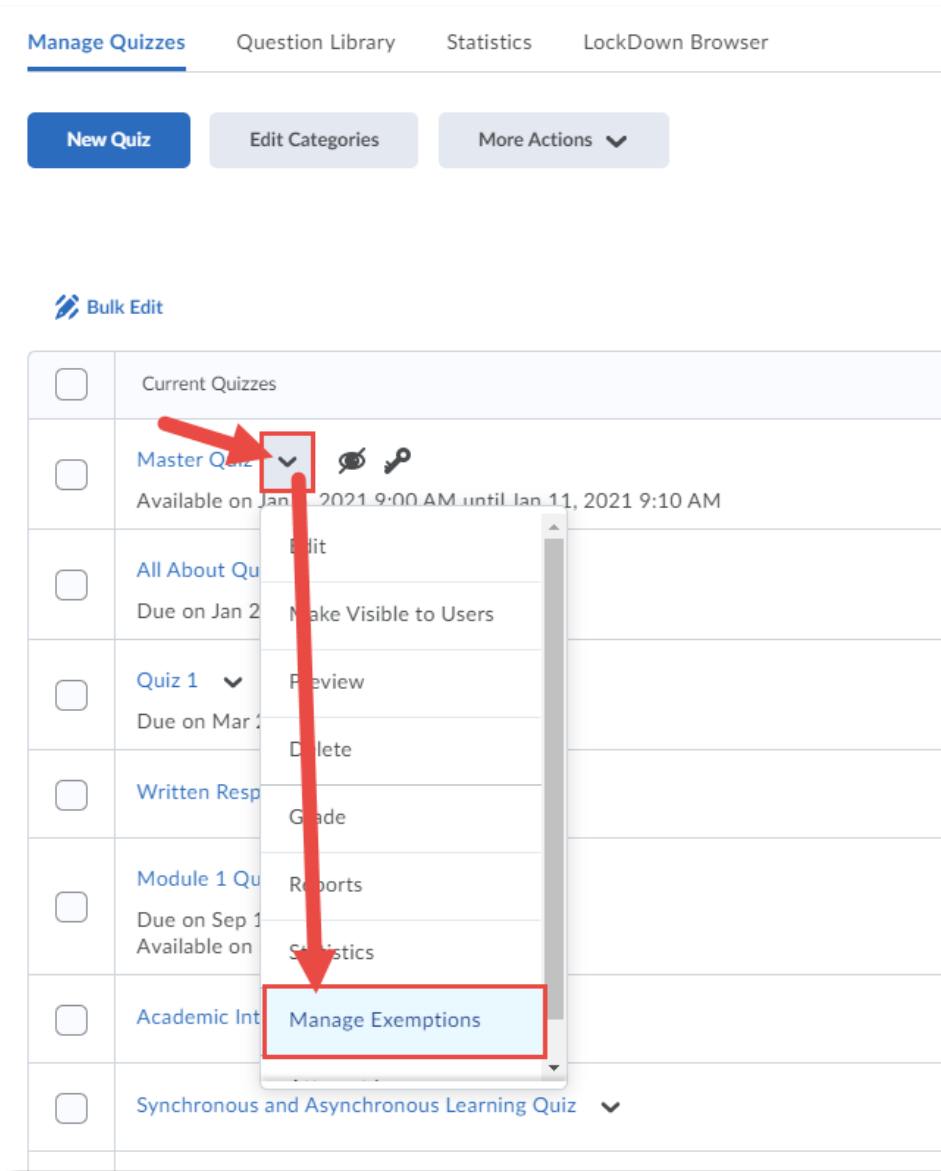
Statistics

Use **Statistics** to view **User Stats** (student average grades), **Question Stats** (individual question's average grades), or **Question Details** (details of how each question was answered). See the tutorial *Viewing Quiz Statistics* for more information.

Manage Exemptions

Manage Exemptions allows you to exempt specific students from a Quiz. This will mean the student's overall grade (assuming the Quiz is connected to a grade item) will be redistributed across the course's grade, or across a Category if the Quiz's grade is part of a Category in the Grades tool.

1. Select **Manage Exemptions**.



The screenshot shows the 'Manage Quizzes' interface. At the top, there are tabs for 'Manage Quizzes', 'Question Library', 'Statistics', and 'LockDown Browser'. Below the tabs are buttons for 'New Quiz', 'Edit Categories', and 'More Actions'. A 'Bulk Edit' section is visible. The main area contains a table of quizzes. The 'Master Quiz' row is selected, and its dropdown menu is open, showing options like 'Edit', 'Make Visible to Users', 'Preview', 'Delete', 'Grade', 'Reports', 'Statistics', and 'Manage Exemptions'. A red arrow points to the dropdown arrow of the 'Master Quiz' row, and another red arrow points to the 'Manage Exemptions' option in the dropdown menu.

Current Quizzes
<input type="checkbox"/> Master Quiz ▼ 👁 🔑 Available on Jan 11, 2021 9:00 AM until Jan 11, 2021 9:10 AM
<input type="checkbox"/> All About Quiz Due on Jan 21, 2021 9:00 AM
<input type="checkbox"/> Quiz 1 ▼ Due on Mar 1, 2021 9:00 AM
<input type="checkbox"/> Written Response Quiz Due on Mar 1, 2021 9:00 AM
<input type="checkbox"/> Module 1 Quiz Due on Sep 1, 2021 9:00 AM Available on Sep 1, 2021 9:00 AM until Sep 1, 2021 9:10 AM
<input type="checkbox"/> Academic Integrity Quiz
<input type="checkbox"/> Synchronous and Asynchronous Learning Quiz ▼



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2. Select the student(s) you wish to be exempted from the Quiz and click **Exempt**.

Exempt from Master Quiz X

Exempt Unexempt Search For... 🔍

Exemptions: 0

<input type="checkbox"/>	Display Name	Org Defined Id	Exempt Status
<input checked="" type="checkbox"/>	Student, Training01	training.student01	
<input type="checkbox"/>	Student, Training02	training.student02	
<input type="checkbox"/>	Student, Training03	training.student03	
<input type="checkbox"/>	Student, Training04	training_four	

Exempt Unexempt

3. The student(s) will now see that they are **Exempted** from the Quiz. They will also show as **Exempt** in the related Grade Item in the Grades tool (in Enter Grades). And if you delete their exemption from the Grades tool, that “unexemption” will also show up in the Quizzes tool (in other words, the Grades tool and Quizzes tool talk to each other with regards to exemptions!)

Student View:

Quiz List Help

Current Quizzes	Evaluation Status	Attempts
Master Quiz (exempted) ▼ 🔑		2 / 3
All About Quizzes ▼ Due on Jan 23, 2020 3:00 PM	Feedback: On Attempt	4 / unlimited
Quiz 1 ▼ Due on Mar 20, 2020 10:50 PM		0 / 1



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4. Instructors view of the **Enter Grades** area:

The screenshot shows the 'Enter Grades' interface with tabs for 'Enter Grades', 'Manage Grades', and 'Schemes'. Below the tabs are buttons for 'Import', 'Export', 'Switch to Spreadsheet View', and 'More Actions'. A 'Note' section contains two bullet points. Below the note is a 'View By' dropdown set to 'User' and a search bar. An 'Email' icon is visible. The main table has columns for 'Last Name, First Name', 'Exams', 'Presentations', and 'Grade'. The 'Exams' column for the first student is highlighted in grey and labeled 'Exempt'. The 'Presentations' column for the first student shows '80 %'. The 'Grade' column for the first student shows '80 %'. The second student's 'Exams' column is also highlighted in grey and labeled 'Exempt', and the 'Grade' column shows '-%'. A red arrow points from the 'Import' button to the 'Exempt' label in the 'Exams' column.

Attempt Logs

Use the **Attempt Logs** to view Quiz Entry, Quiz Completion, Quiz Attempt Deleted, and Quiz Attempt Restored. This function is especially useful if you need to check when a student started or completed a quiz. To do this:

1. Select **Attempt Logs**.

The screenshot shows the 'Manage Quizzes' interface with tabs for 'Manage Quizzes', 'Question Library', 'Statistics', and 'LockDown Browser'. Below the tabs are buttons for 'New Quiz', 'Edit Categories', and 'More Actions'. A 'Bulk Edit' icon is visible. The main table lists quizzes with columns for 'Quiz Name', 'Due Date', and 'Actions'. The 'Master Quiz' row is selected, and its dropdown menu is open, showing options like 'Edit', 'Preview', 'Delete', 'Grade', 'Reports', 'Statistics', 'Message Exemptions', and 'Attempt Logs'. A red arrow points from the 'Master Quiz' dropdown to the 'Attempt Logs' option.



- The **Overview** tab shows a list of Quiz Entry, Quiz Completion, Quiz Attempt Deleted, and Quiz Attempt Restored. You can sort by each of these by clicking on the relevant tabs.

Quizzes > Master Quiz > Attempt Logs

Attempt Logs

Overview Detailed

Quiz Entry Quiz Completion Quiz Attempt Deleted Quiz Attempt Restored

5 items in the list.

Attempt	Event	Modified by	Date ▲
Training04 Student (Attempt: 1)	Quiz Entry	Unavailable	Jun 14, 2019 12:32 PM
Training02 Student (Attempt: 1)	Quiz Entry	Training02 Student	Jan 23, 2020 3:38 PM
Emily Schudel (Attempt: 1)	Quiz Entry	Emily Schudel	Sep 4, 2020 1:51 PM
Training01 Student (Attempt: 1)	Quiz Entry	Training01 Student	Sep 4, 2020 4:20 PM
Training01 Student (Attempt: 2)	Quiz Entry	Training01 Student	Oct 1, 2020 2:04 PM

< 1 / 1 > 10 per page

- The **Detailed** tab shows a complete accounting of all individual activity (not just entry and completion, but when answers to questions were saved, etc.) within a quiz, as well as the IP addresses for the students' devices.

Quizzes > Master Quiz > Attempt Logs

Attempt Logs

Overview Detailed

94 items in the list.

Attempt	Event	Modified by	IP Address	Date ▲
Training04 Student (Attempt: 1)	Quiz Entry	Unavailable	204.174.58.166	Jun 14, 2019 12:32 PM
Training04 Student (Attempt: 1)	Response to Question 1 Saved	Unavailable	204.174.58.166	Jun 14, 2019 12:32 PM
Training04 Student (Attempt: 1)	Response to Question 2 Saved	Unavailable	204.174.58.166	Jun 14, 2019 12:32 PM
Training04 Student (Attempt: 1)	Response to Question 3, Saved 1 Characters	Unavailable	204.174.58.166	Jun 14, 2019 12:32 PM

Things to Remember

Use the **More Actions** menu to make changes to multiple Quizzes at once (for example, Make Visible, Delete, etc.) See the tutorial *The More Actions Menu for Quizzes* for more information.



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