(CAMOSUN @Learning

Tutorials



Reopening or Submitting Quizzes for Students who Forgot to Submit – 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 <u>Team Dynamix Support portal</u> and click the appropriate Category to submit a ticket.

Scenario

This tutorial will cover the steps involved with re-opening a quiz for a student who has lost access (e.g., due to technical issues) but where the quiz has closed (or the time limit has run out.) It will also cover the steps involved in submitting quizzes for students who have forgotten to submit them (but where they no longer have access to go back in themselves and submit them).

Steps for re-opening a quiz for a student after a quiz has closed

If a student's computer or browser crashes or shuts down while they are writing a quiz, as long as the time limit and the end date for the quiz have not passed, the student can return to the **Quizzes** tool and continue the quiz.

If, however, the student tries to log back into the quiz after the time limit or the due date have passed, you may want to re-open that quiz so the student can pick up where they left off and submit the quiz. For this scenario, you will need to edit the **Special Access** for this quiz. To do this:

- 1. Go to the Quizzes tool in your course.
- 2. Click the arrow next to the title of the quiz you wish to grade, and select Edit.

Training	; Course 01 Course Home My Tools 🗸 Edit Course	
Manage	Quizzes Question Library Statistics LockDown Browser	Help
New	Quiz Edit Categories More Actions 🗸	
	View: By Availability 🗸	Apply
🌮 Bu	k Edit	
	Current Quizz	Published
	All About Qui zes Availability: al way way the first the	0/3
	Special Acces test Availability: al ways	
	Delete Week 1 Quiz- Requ Availability: al ways Grade	3/3
	Respondus wilh Pa Reports ondus LockDown Browser V Availability: al ways Statistics	0/2
	Quick Quiz #1 Night Class- Requires Respondus LockDown Browser 🖌 🧯 Availability: always available	

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3. In the **Restrictions** tab, scroll down to **Special Access** (at the bottom of the page), and select **Allow only users with special access to see this quiz** to ensure only the selected student(s) can see the quiz. Click **Add Users to Special Access**.

Optional Advanced Restrictions				
Expand optional advanced restrictions				
Timing				
Recommended Time Limit Enforced Time Limit				
Time Limit Grace Period				
10 minute(s) before flagged as exceeded time limit				
Exceeded Time Limit chaviour				
After the grace griod, flag the quiz attempt as exceeded time limit, and				
Prevent the student form making further changes				
Allow the student to continue working, but automatically score the attempt as zero after an extended deadline.				
Special Access				
Type a Access				
Allow selected users special access to this quiz				
Allow only users with special access to see this quiz				
Add Users to Special Access				
Save and Close Save Cancel				

4. Set the desired **Due**, **Start**, and/or **End** dates as well as the **Access** limits for the student(s).

9-19-2018	5:24 PM	Now	
	Canada - Vancou	iver	
ailability			
Has Start Date			
9-12-2018	10:24 AM	Now	-
	Canada - Vancou	iver	
Has End Date			
9-19-2018	5:24 PM	Now	
	Canada - Vancou	iver	
No changes I	Recommended Time te(s)	Limit 💿 E	nforced time limit
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No changes I I Time Limit 10 minur Assign an altr Grace Period 1 n Assign an altr Exceeded Time After the grac Allow th	Recommended Time ernative grace perior ninute(s) before flag ernative behaviour f Limit Behaviour e period. flag the quiz a a	Limit E E	nforced time limit ed time limit the time limit ded time limit, and
No changes I I Time Limit 10 minut Assign an altr Grace Period 1 n Assign an altr Exceeded Time Alfore the grac Jion Prevent	Recommended Time te(s) annative grace perior annative grace perior annative before flagg errative behaviour f umit behaviour e period. Alig the quiz a the student from m	Limit Elimit Limit Limi	rforced time limit ed time limit the time limit <i>ded time limit, and</i> changes
No changes I I Time Limit 10 minu Assign an alto Grace Period 1 n Assign an alto Grace Period 1 n Assign an alto Assign an alto Assign an alto Assign an alto Prevent Allow th Allow th	Recommended Time te(s) ernative grace perior annute(s) before flagg ernative behaviour f umit Behaviour e period, flag the quiz a se student to contini the student from m es student from m	Llimit • E d ged as exceed or exceeding ttempt as excee ue working aking further ue working, b	Inforced time limit ed time limit the time limit ded time limit, and changes ut automatically score the attempt as zero after an extended deadline

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5. Scroll down to the **Users** area, and select the name(s) of the student(s) you want to re-open the quiz for. Click **Add Special Access**.

Users						
View By	: User	~	Apply			
		ρ	Show Search Options			
	First Name 🔺	, Last Na	me, ld			
	Demo A_Stu	dent (lo	: ADemo_Student)			
	Training01 S	tudent				
	Training02 S	tudent				
	Training03 S	tudent				
	Training04 S	tudent				
Add Sp	20 per page Add Special Access Cancel					

6. The selected student(s) will now be able to access the already active quiz for the set time periods (note that for this Special Access scenario, no other students will be able to access the quiz), and finish what they started earlier.

Steps for submitting a completed quiz for a student

If a student has forgotten to submit a quiz, but has saved all their answers, and cannot get back into the quiz because the time limit or due date has passed, you can go into the quiz and submit it on their behalf. To do this:

- 1. Go to the **Quizzes** tool in your course.
- 2. Click the arrow next to the title of the quiz you wish to grade, and select Grade.

Manage (Quizzes Question Library Statistics LockDown Browser	😢 Help
New	Quiz Edit Categories More Actions • View: By Availability •	Apply
	Current Quizzes	Published
	All About Quizzes	0/3
	Special Access test Availability: always	-
	Veek 1 Quiz-Reg Availability: always Grade	3/3
	Respondus with Pa Reports ondus LockDown Browser - Availability: always Statistics	0/2
	Quick Quiz • LNight Classe Requires Respondus LockDown Browser 🐱 🤱 Availability: always available	-

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3. First, click the **Restrict to** drop-down menu and select **All users**. Then click on the magnifying glass next to the **Search For:** box. You will now see a list of all students, those who have completed the quiz and those who have not.

Grade Quiz - All About Quizzes 🗸					
Export to CSV Export to Excel Export	Event Logs More Actions 🗸				
Users Attempts Questions					
View By: User Apply Search For First Name Trg Defineer D					
Restrict to Users when take completed an attempt All users Users who have not taken an attempt Users who have completed an attempt					
Users with attempts in progress Users with an overall score Users who have previewed attempts	Completed				
Save and Close Save Cancel					

4. Scroll down to your student list. Next to students who have started a quiz attempt, but NOT submitted it, you will see an (in progress) note. Click the icon next to this note to Enter Quiz as User.

Training03 Student				
attempt 1	Nov 8, 2017 1:41 PM	1/3	33.33 %	
overall grade		-	-	
Training04 Student				
attempt 1	Nov 8, 2017 12:10 PM	1/3	33.33 %	
attempt 2		-		-
(In progress)				
(In progress) [1]		-		
(In progress) (i		-	- 20 per j	page 🗸

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5. Click **Yes** in the **Confirmation** pop-up box.



6. To submit the quiz as completed by the students, scroll down and click **Submit Quiz**.

Master Quiz		Evit Importanting
Ime Limit: 0:05:00	Time Left:0:02:45 Training01 Student: Attempt 1	Exit Impersonating
Page 1:	Assuming you have already created your quiz questions, place the steps for creating a quiz in order (from start to finish):	
	1 V Click on Quizzes from the course home navigation bar.	
4 5 6 ✓ ✓ ✓	From the Layout/Questions tab, Import the Quiz Questions from the Question Library into the Quiz.	
7 8 9	3 v Set the Quiz status to Active.	
	4 v Enter a Name for the Quiz.	
10	5 Vertice Preview the Quiz to ensure it is set up properly.	
	6 v Select New to create a new Quiz.	
	Submit Quiz 10 of 10 questions saved	

7. Click Submit Quiz.



Things to Remember

Remember to publish the student's attempt to the **Grades** if that has not already been done automatically.



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