



Viewing Quiz Preview Attempts – 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 in viewing the results from a quiz Preview attempt so you can double check if questions are grading properly, etc.

Steps

1. Go to the **Quizzes** tool in your course and **Preview** your quiz. See the tutorial *Previewing Quizzes* for more information (and note that **View as Student** will not allow you to complete (or even start) a quiz in D2L – you must use the **Preview** function in the Quizzes tool.)
2. At the end of the quiz, when you are on the final Submission screen, click the select box for “Allow this preview attempts to be graded in the Grade Quiz area”. Then click **Submit Quiz**.

All About Quizzes - Preview

Time Limit: 0:30:00 Time Left:0:29:34 Emily Schudel: Attempt 3 Exit Preview

Page 1:

1 2 3
4 5

Quiz Submission Confirmation

You are about to submit your quiz...

Once you press the Submit Quiz button you cannot return to your quiz.

Allow this preview attempt to be graded in the Grade Quiz area. ?

Submit Quiz Back to Questions

3. Click **Exit Preview**.

Quiz Submissions - All About Quizzes

Emily Schudel (username: emily.schudel31)

Attempt 3

Written: Feb 5, 2021 9:19 AM - Feb 5, 2021 9:21 AM

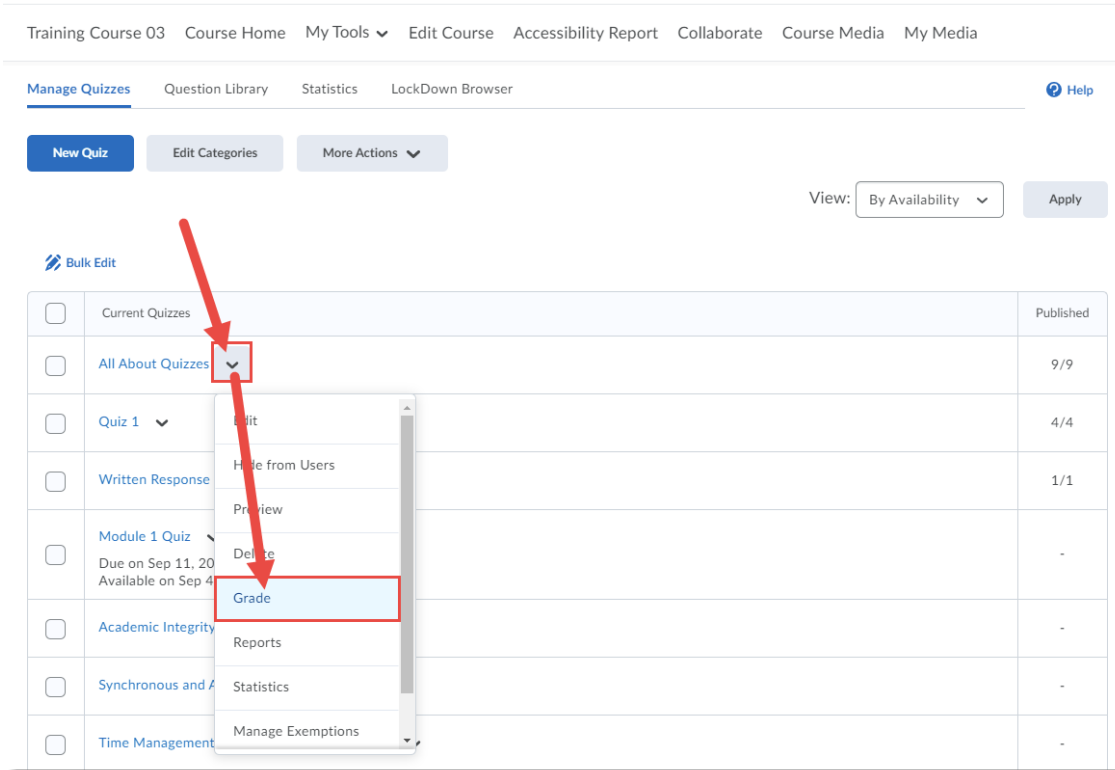
[Submission View](#)

Your quiz has been submitted successfully. Please check back for your grades and feedback on November 17th.

Exit Preview



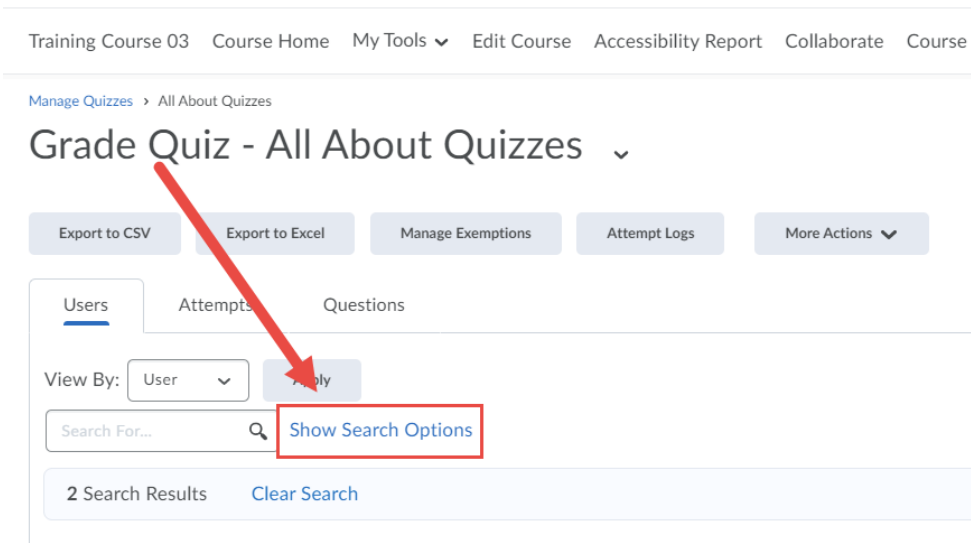
- Back in the main Quizzes area, click the down arrow next to the title of the quiz you just previewed, and select **Grade**.



The screenshot shows the 'Manage Quizzes' interface. At the top, there are navigation links: 'Training Course 03', 'Course Home', 'My Tools', 'Edit Course', 'Accessibility Report', 'Collaborate', 'Course Media', and 'My Media'. Below this is a sub-navigation bar with 'Manage Quizzes', 'Question Library', 'Statistics', and 'LockDown Browser'. There 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 'All About Quizzes' row is selected, and its dropdown menu is open, showing options: 'Edit', 'Hide from Users', 'Preview', 'Delete', 'Grade', 'Reports', 'Statistics', and 'Manage Exemptions'. A red arrow points to the 'Grade' option.

Quiz Title	Status
Current Quizzes	Published
All About Quizzes	9/9
Quiz 1	4/4
Written Response	1/1
Module 1 Quiz	-
Academic Integrity	-
Synchronous and Asynchronous	-
Time Management	-

- Click **Show Search Options** (if you have already opened this function in the past, the link will say **Hide Search Options**, in which case just leave it open as it).



The screenshot shows the 'Grade Quiz - All About Quizzes' interface. At the top, there are navigation links: 'Training Course 03', 'Course Home', 'My Tools', 'Edit Course', 'Accessibility Report', 'Collaborate', and 'Course Media'. Below this is a sub-navigation bar with 'Manage Quizzes' and 'All About Quizzes'. The main heading is 'Grade Quiz - All About Quizzes'. There are buttons for 'Export to CSV', 'Export to Excel', 'Manage Exemptions', 'Attempt Logs', and 'More Actions'. Below this are tabs for 'Users', 'Attempts', and 'Questions'. The 'Users' tab is selected. There is a 'View By:' dropdown set to 'User' with an 'Apply' button. Below this is a search bar with a search icon and a 'Show Search Options' button. Below the search bar, it says '2 Search Results' and 'Clear Search'. A red arrow points to the 'Show Search Options' button.



6. In the **Restrict to** drop-down menu, select **Users who have previewed attempts**, then click the **magnifying glass in the Search for box above**. You will see a list of all your preview attempt.

The screenshot displays the 'Grade Quiz - All About Quizzes' interface. At the top, there are navigation links: 'Training Course 03', 'Course Home', 'My Tools', 'Edit Course', and 'Acces...'. Below this is a breadcrumb trail: 'Manage Quizzes > All About Quizzes'. The main title is 'Grade Quiz - All About Quizzes'. There are four buttons: 'Export to CSV', 'Export to Excel', 'Manage Exemptions', and 'Atte...'. Below the buttons are three tabs: 'Users', 'Attempts', and 'Questions'. The 'Users' tab is selected. Under 'View By:', there is a dropdown menu set to 'User' and an 'Apply' button. A search bar labeled 'Search For...' contains a magnifying glass icon, which is highlighted with a red box and a red arrow. To the right of the search bar is a link 'Hide Search Options'. Below the search bar is a 'Search In' section with three checked checkboxes: 'First Name', 'Last Name', and 'Org Defined ID'. At the bottom, a 'Restrict to' dropdown menu is open, showing a list of options. The option 'Users who have previewed attempts' is highlighted in blue, with a red arrow pointing to it from the search bar.



- Click on the attempt you wish to view. You will then be able to review your attempt as if you were grading a student's quiz attempt.

2 Search Results [Clear Search](#)

[Reset](#)

<input type="checkbox"/>	First Name ▲, Last Name	Completed	Score	Grade
<input type="checkbox"/>	[Redacted]			
<input type="checkbox"/>	attempt 1	Jan 22, 2019 2:31 PM	0 / 8	0 %
<input type="checkbox"/>	attempt 2	Feb 5, 2021 8:29 AM	1 / 5	20 %
<input type="checkbox"/>	attempt 3	Feb 5, 2021 9:21 AM	1 / 5	20 %
<input type="checkbox"/>	Training03 Teacher			
<input type="checkbox"/>	attempt 1	Jan 22, 2019 2:00 PM	0 / 8	0 %

20 per page

Things to Remember

This is very handy if you do not have a **Submission View** set up for your quiz. If you have a Submission View, default or additional, you will be able to review those automatically when you complete a Preview attempt. See the tutorial *Creating an Additional Submission View for a Quiz* for more information on Submission Views.



This content is licensed under a [Creative Commons Attribution 4.0 International Licence](https://creativecommons.org/licenses/by/4.0/). Icons by the [Noun Project](https://nounproject.com/).