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Creating a Quiz

With a D2L quiz, instructors can create several types of quiz questions including long answer, fill in the blank, matching, and multiple choice. Instructors can also customize quiz options to allow special access, permit multiple attempts, and create a report.

Basics of Creating a Quiz

1. Creating quizzes for a course involves a series of steps. The basic procedures can be broken down into the following parts:
 - o Create your quiz questions: you can create questions in either (A) the Question Library, or (B) by importing them from a text file, Respondus, or other quiz software.
 - o Create a quiz by: (A) Defining a quiz name and general properties, (B) populating your quiz with questions, (C) setting up the quiz layout, (D) establishing the quiz restrictions, (E) establishing the quiz assessment and attempts, and (F) establishing the quiz reports.
 - o Preview and release the quiz

Instructors can create quiz questions in two ways. The first, recommended by D2L, is to create questions using the Question Library. The Question Library acts as a repository for questions and is the only way to create random sections in quizzes. Once questions are created, they are imported into a specific quiz.

Other Important Information

1. If possible, set up the grade items in the gradebook before creating a quiz. This is especially important if using a weighted gradebook, since in a weighted grading system the percentages all relate to each other.
2. It is recommended that quizzes are not edited after students have begun taking the quiz. Doing so may result in students not being able to complete the quiz if they are caught between old and new quiz versions. Quiz statistics will also be inaccurate.
3. Creating a quiz does not automatically create an entry in the Grades area. In order for an entry to appear in the Grades area instructors **MUST** fill in the appropriate information in the Assessment section of the Assessment tab shown below.



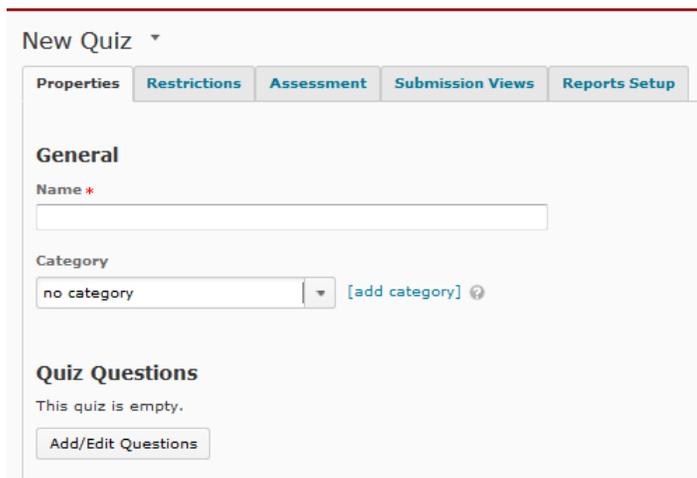
The screenshot shows the 'Assessment' tab of a quiz configuration interface. The tabs are 'Properties', 'Restrictions', 'Assessment', 'Submission Views', and 'Reports Setup'. The 'Assessment' section includes:

- Grade Item:** A dropdown menu showing 'Test Grade Item: Name' and a link '[add grade item]' with a help icon.
- Auto Export to Grades:** A checked checkbox labeled 'Allow automatic export to grades' with a help icon.
- Student View Preview:** A dropdown menu showing '4 / 4 - 100 %'.
- Rubrics:** A section stating 'No rubrics selected.' with a link '[Create Rubric in New Window]'.
- Automatic Grade:** A checked checkbox labeled 'Allow attempt to be set as graded immediately upon completion' with a help icon.

Properties Tab

Name:

1. From the Course Home page on the Navigation bar click, click on the **Quizzes** link from the **Course Elements** drop-down menu. The Manage Quizzes page appears.
2. Click on the **New Quiz** button . The "New Quiz" page appears.



The screenshot shows the 'New Quiz' page with the 'Properties' tab selected. The 'General' section includes:

- Name ***: A text input field.
- Category:** A dropdown menu showing 'no category' and a link '[add category]' with a help icon.
- Quiz Questions:** A section stating 'This quiz is empty.' with a button 'Add/Edit Questions'.

3. On the **Properties** tab, go to the **General** section.

4. In the **Name** text box, type the desired quiz name.

Category:

The Category option allows instructors to choose an already-existing category from the drop-down menu, choose "no category", or add a new category for the quiz. This step is optional.

To add a new category for the quiz:

1. Click the **Add Category** link. The "Add New Category" dialog box appears.
2. In the **Name** text box, type the desired category name.
3. Click on the **Save** button.

Quiz Questions:

Although instructors can create quiz questions here, we recommend first creating them in the Question Library and then importing them into your quiz. Questions created in the Question library can be used in multiple quizzes.

To help organize questions, instructors can create sections relating to each quiz or create quiz questions "from scratch."

Creating Sections:

Sections provide a way to organize quiz questions and can be created based on the types of questions in the quiz. For example, the true/false questions could have their own section while multiple choice questions make up a different section. A midterm or final exam could also have sections dividing the quiz into major units or chapters.

1. From the Course Home page on the Navigation bar click, click on the **Quizzes** link from the **Course Elements** drop-down menu. The Manage Quizzes page appears.
2. In the **Current Quizzes** section, select the desired quiz. The "Edit Quiz" page appears.
3. Click the **Add/Edit Questions** button.

Edit Quiz - Example Quiz ▾

Properties **Restrictions** **Assessment** **Submission Views** **Reports Setup**

General

Name *
Example Quiz

Category
no category ▾ [add category] ?

Quiz Questions

Questions per page: **Apply** ?

Paging: Prevent moving backwards through pages ?

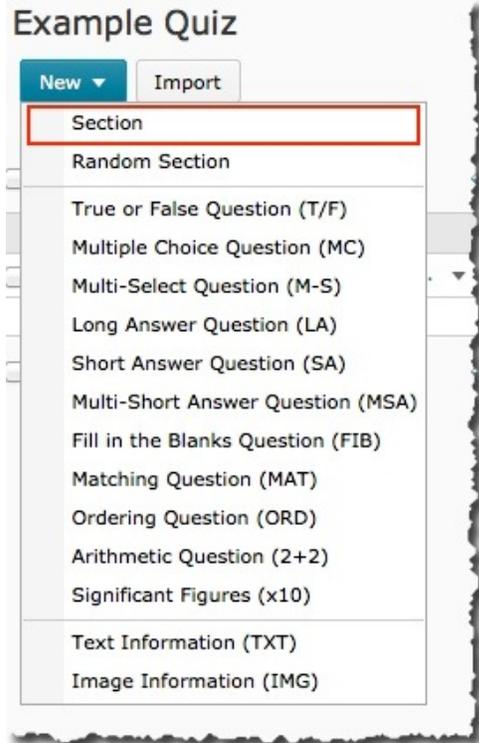
Add/Edit Questions **Edit Values**

Page Name

1 **Q1.** This is the only question in the quiz.

Description / Introduction

4. The "Quiz Layout" page appears. From the **New** drop-down menu , select **Section**.



5. The "New Section" page appears.

The image shows a screenshot of the "General" section of the "New Section" page. It features a heading "General" in bold. Below the heading is a text input field labeled "Section Name *". Underneath this field is another section labeled "Parent Section" with a sub-label "Question Library".

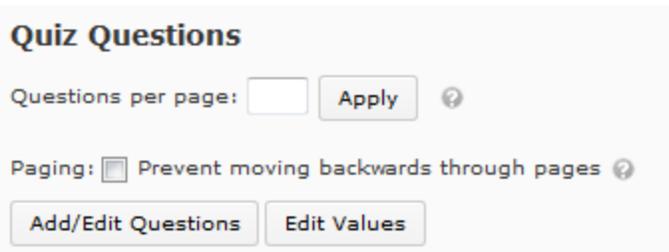
6. Under **General**, go to the **Section Name** text box and type a name for the section.
7. If desired, in the **Message** text box type section message. This will appear under the section name during the quiz.
8. To specify how the section will appear, go to the **Display Options** section and select the desired options.

NOTE: If choosing to display message and image, select "**display section message and image once**" or "**repeat section message and image before each question.**"

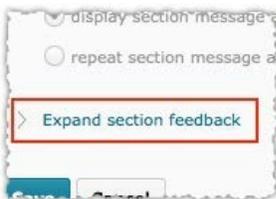
Display Options

- show section name
- insert a line break after section name
- display message and image
 - display section message and image once
 - repeat section message and image before each question

9. Click the **Save** button. The new section is created and added to the "Quiz Layout" page.
10. Return to the Quizzes and Layout page by clicking on the **Done Editing Questions** link at the top of the "Question Library" page that you are redirected to.
11. To limit the number of questions per page place a number in the text box after the word "Place" and then click on the **Apply** button.
12. To prevent students from moving backwards, click on the checkbox next to the words "Prevent moving backwards through pages."



13. You can choose to display feedback when a student completes a section. Click **Expand section feedback**.



14. Type the content in the box. When you're finished, click **Save**.



Creating Questions:

After creating the quiz sections, instructors can create several different types of questions for the quiz.

1. From the Course Home page on the Navigation bar click, click on the **Quizzes** link from the **Course Elements** drop-down menu. The Manage Quizzes page appears.
2. In the **Current Quizzes** section, select the desired quiz. The "Edit Quiz" page appears.
3. Select the **Properties** tab.
4. Click **Add/Edit Questions**. The Quiz Layout page appears.
5. From the list, click on the section that you want to create a new question in.
6. From the **New** drop-down menu, select the question type.

Quizzes & Surveys: Understanding Question Types

The following table explains the different types of questions available for Desire2Learn quizzes and/or surveys. All question types include the option of providing custom feedback. Some questions include the feature of automatic grading, but some such as Long Answer cannot be automatically graded.

Question	Quizzes/	Brief Description	Automatic
----------	----------	-------------------	-----------

Type	Surveys		Grading for Quizzes
True or False	Both	Students select whether a question is true or false	Yes
Multiple Choice	Both	Multiple choice questions have two or more options. Students select only one answer.	yes
Multi-Select	Both	Multi-select questions use checkboxes, allowing students to make more than one selection.	yes
Long Answer	Both	Long answer questions are also known as essay questions. Students type their responses into a text box.	
Short Answer	Both	Students type their answers into a text box. Responses 3-6 words long are appropriate for short answer questions.	
Multi-Short Answer	Both	Students type their answer to a multi-part question (e.g., Name three attributes of...).	
Fill in the Blanks	Both	This question type evokes a one-word answer from students.	
Matching	Both	Two columns of information are displayed and students must indicate the matching sets of information.	yes
Ordering	Both	The students place answers in the correct order by typing a number next to each answer.	yes
Arithmetic	Quizzes	This type of question requires mathematical calculation.	
Significant Figures	Quizzes	This question allows for an additional type of mathematical calculation.	
Text Information	Both	Allows instructor to present information (e.g. a case, problem, situation)	N/A
Image Information	Both	Allows instructor to present an image (e.g. diagram, model) for questions.	N/A
Likert	Surveys	This question allows students to answer on a scale, including 1-5, 1-8, Agreement, Satisfaction, Frequency, Importance, and Opposition.	

7. New True or False Question

General

Title

Points *

Difficulty

Question Text *

🔍 🖼️ 🔗 Parag... ⋮

8. Fill in the information as appropriate. Options will vary depending on the type of quiz question.

Option	Description
Title	Including a title for the question is optional, but it may help in organizing questions in the Question Library. The title of the question appears in the Question Library rather than the entire question text.
Points	This is the number of points the question is worth.
Difficulty	Assigning a difficulty can be helpful if weighting questions. Difficulty settings are from 1-5.
Question Text	This is the actual text of the question to be answered by the student. It is written in HTML.
Image	Instructors may upload image files to be included in the question.
Enumeration	Indicates how the answers will be labeled. EXAMPLE: For a multiple choice question label each answer option a,b,c,d.
Style	Indicates how the answers will appear (e.g., horizontal, vertical).
Randomize options	Selecting this option will randomize the answers; the answers will not be in the same order for each student.
Value	Indicates the possible answers for that question.
Weight	Specifies how much that answer is worth. For example, all answers except the right one can be 0 or partial credit for certain answers.
Feedback	Can be used to inform student why this answer is perhaps right or wrong. This will appear when the student reviews their answers.
Hint	Displays hints for questions. NOTE: This is found by clicking EXPAND QUESTION HINT.
Question Feedback	Creating question feedback (comments) is optional and can be written in plain text or HTML. This will be seen when the student reviews their answers. NOTE: This is found by clicking EXPAND QUESTION FEEDBACK.

9. To preview the question click the **Preview** button.
To save the question click the **Save** button.
To save the question and create another click **Save and New**.
To save the question and create another of the same type click **Save and Copy**.
10. Clicking **Save** will redirect you to the section view.

Importing Questions from the Question Library

The Question Library serves as a test bank of quiz/exam questions. Its features and flexibility make it a valuable tool when creating quizzes. For more information, refer to the Understanding the Question Library document.

1. From the Course Home page on the Navigation bar click, click on the **Quizzes** link from the **Course Elements** drop-down menu. The Manage Quizzes page appears.
2. In the **Current Quizzes** section, select the desired quiz. The "Edit Quiz" page appears.
3. Select the **Properties** tab.
4. Click the **Add/Edit Questions** button.
5. Click the **Import** button at the top next to the **New** drop-down menu. The "Import Into [Quiz Name]" page appears.
6. From the **Source Collection** drop-down menu, select **Question Library**.
7. From the **Source Section** drop-down menu select the desired section. The screen refreshes showing the questions in that section.

Import Into Test Module 1 Quiz 1: Name

Import Source
From an Existing Collection ▼

Source Collection
Question Library ▼

Source Section
-- Choose a section from which to import --

Destination Collection
Test Module 1 Quiz 1: Name

Destination Section
Test Module 1 Quiz 1: Name (root)

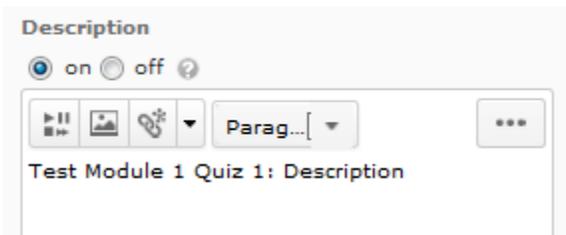
Save **Cancel**

8. In the **Source Collection** section, select the questions desired questions. To select all questions in the section select the section name. A question is selected if a checkmark appears before it.
9. Click the **Save** button. The questions are added to the quiz and you will be redirected to the Question Library page for your quiz.

Add a Description and/or Introduction:

The Messages Property allows instructors to add additional written content to the quiz, as a Description or Introduction or both. If it is not already expanded, click the down arrow next to the blue text that says "Expand description / introduction."

Descriptions are visible before the quiz is available and can be used to remind students what topics a quiz will cover. To add a description, select the "on" button next to Description and type the description in the box. Instructors may type a description in the box without selecting "on" to make the description invisible to students.



Introductions are visible only once a student begins the quiz. To add an introduction to the quiz that is visible to students, select "on" next to Introduction. Type the introduction in the box.



Page Header/Footer:

Page Headers and Footers will be shown at the top and bottom of the quiz page, respectively. If the section is not already expanded, click the arrow next to "Expand page header/footer."

To add a page header, select the "on" button next to "Page Header" and type the header in the box.

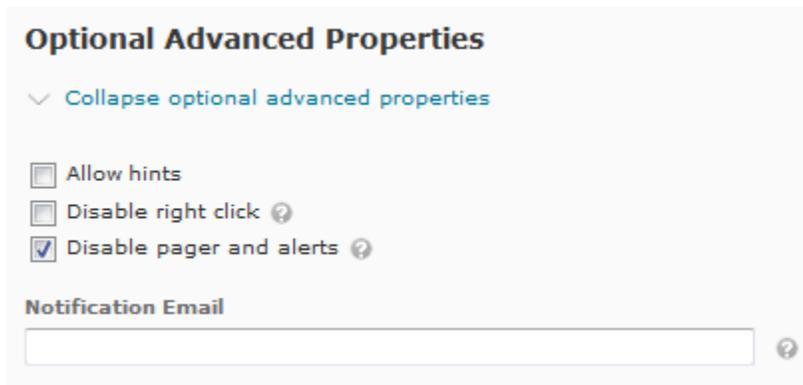


To add a page footer, select the "on" button next to "Page Footer" and type the footer in the box.



Optional Advanced Properties:

The Optional Advanced Properties section provides faculty with the ability to add Hints, a Notification email, disable right-click and disable pager access. To access it, click the down arrow next to the blue text "Expand optional advanced properties."



Hints - If this option is selected, students may view hints on quiz questions.

Disable Right-Click - Disable Right-Click is an option that prevents student from right-clicking on the quiz, which would allow them to save it as a file or print it from their computer.

Disable Pager Access - This determines the availability of the option to disable pager access during an active quiz attempt. When set to 'On' it allows a user editing a quiz to disable pager access for a particular quiz. However, it is not necessary to check this option, as we have already disabled the D2L Pager.

Notification email - Instructors may type in their email address here if they wish to receive notification each time a student completes the quiz.

Save Quiz

When the quiz properties are all set, go back to the top of the page and click on the **Save** button. To preview the created quiz, click the **Preview** button  **Preview** from the drop-down menu next to the quiz name under the “Manage Quizzes” page.

Restrictions Tab

Instructors can set when a quiz will be available to students and specify how long students have to complete the quiz.

Dates and Restrictions

1. From the Course Home page on the Navigation bar click, click on the **Quizzes** link from the **Course Elements** drop-down menu. The Manage Quizzes page appears.
2. Click the desired quiz. The "Edit Quiz" page appears.
3. Select the **Restrictions** tab. The Restrictions options appear.

Edit Quiz - Test Module 1 Quiz 1: Name ▾

[Properties](#)
[Restrictions](#)
[Assessment](#)
[Submission Views](#)
[Reports Setup](#)

Dates and Restrictions

Status
Active ▾

Dates

Has Start Date

Canada - Toronto

Has End Date

Canada - Toronto

Display in Calendar

Additional Release Conditions

There are no conditions attached to this item.

4. Go to the **Dates and Restrictions** section. From the **Status** drop-down menu, select "Inactive" or "Active." A quiz will be visible to students only when the status is set to Active.
 - To have the quiz available any time the status is Active, do not select start or end dates. The quiz will be available until changed to “Inactive” status.
5. To set a specific beginning and ending availability period:
 - Select "Has Start Date."

- Use the date and time drop-down menus to indicate the desired start time OR manually enter the date and time.
 - Select "Has End Date."
 - Use the date and time drop-down menus to indicate the desired start time OR manually enter the date and time.
6. Click the **Save** button. The quiz availability is set.

Setting optional Advanced Restrictions

Instructors can further restrict access to a quiz by requiring a password or requiring that the quiz be completed on a computer with a specific IP address.

1. From the Course Home page on the Navigation bar click, click on the **Quizzes** link from the **Course Elements** drop-down menu. The Manage Quizzes page appears.
2. Click the desired quiz. The **Edit Quiz** page appears.
3. Select the **Restrictions** tab. The Restrictions options appear.
4. In the **Optional Advanced Restrictions** section, click the arrow next to the blue text **Expand optional advanced restrictions**. The **Optional Advanced Restrictions** options appear.

Optional Advanced Restrictions

∨ Collapse optional advanced restrictions

Password

 ?

IP Restriction

 . . . ?

5. To set a password, go to the **Password** text box and type the desired password.
6. To set a specific IP address, go to the **IP Restriction** text boxes and type the desired IP address. This allows users to take the quiz only from the specified IP address (specified computer).
7. Click the **Save** button. The advanced restrictions are set.

Setting Timing

The Timing options in D2L allow instructors to establish a time limit for quizzes and to determine how quizzes submitted after that time limit will be handled.

1. From the Course Home page red navigation bar, click the **Quizzes** link. The "Manage Quizzes" page appears.
2. Click the desired quiz. The "Edit Quiz" page appears.
3. Select the **Restrictions** tab. The Restrictions options appear.
4. Go to the **Timing** section.
5. In the **Time Limit** text box, type the desired number of minutes students will have to complete the quiz.

Timing

Time Limit
 120 minutes enforced show clock

Grace Period
 5 minutes before flagged as late

Late Submissions

Allow normal submission ?

Use Late Limit of 1 minutes ?

Auto-Submit Attempt ?

6. Select **enforced**. Selecting this option also selects **show clock**.
7. Select **show clock**. This option displays a countdown clock during the quiz showing how much time is left to complete the quiz.
8. To set a grace period for late quizzes, in the **Grace Period** text box type the desired number of minutes. The grace period is a time limit for students to submit quizzes after the deadline without them being marked late. The value must be set to at least 1 minute.
9. To determine how to treat quizzes that are submitted late, go to the **Late Submissions** section and make the desired selection.

Option	Implication
Allow normal submission	Late submissions are accepted, but flagged as late for the instructor's reference. No points are deducted.
Use Late Limit of # minutes	Late submissions are always accepted, but quizzes submitted after the Late Limit are marked 0 points. To use this feature, "enforced" must be selected. The Quiz will automatically submit after the Time Limit + Late Limit + Grace Period have been exceeded.
Auto-Submit Attempt	The clock runs out and indicates time exceeded. The student can continue working but cannot save subsequent answers. When the student clicks SUBMIT only those answers recorded before the end time will be accepted. To use this feature enforced must be selected.

10. Click the **Save** button.

Advanced Availability

Instructors can change the availability or length of time for a quiz for selected students. For example, if a student has a learning disability, an instructor could choose to allot them more time to complete the quiz than other students.

Allow selected users special access to this quiz

1. From the Course Home page on the Navigation bar click, click on the **Quizzes** link from the **Course Elements** drop-down menu. The Manage Quizzes page appears.
2. Click the desired quiz. The **Edit Quiz** page appears.
3. Select the **Restrictions** tab. The Restrictions options appear.
4. In the Advanced Availability section, select **Allow selected users special access to this quiz**.
5. Click **Add Users to Special Access**. The Add Special Access page appears.
6. To assign a special time for quiz availability, go to the **Special Access Properties** section and make the desired date and time selections.
7. To assign a different time limit than the rest of the class:
 1. Select **Assign special time limit**.
 2. In the **Time Limit** text box type the desired number of minutes.
 3. Select **enforced**.
8. To assign a different grace period than the rest of the class:
 1. Select **Assign special grace period**.
 2. In the **Grace Period** text box, type the desired number of minutes.
9. To assign a different late limit than the rest of the class:
 1. Select **Assign special late submissions**.
 2. Select the desired **Late Limit** option.
10. In the **User List** section, select the users to which these special access criteria will apply.

NOTE: A user is selected if a checkmark appears next to his/her name.

11. Click the **Add Special Access** button. The page closes and the selected students appear in the **Advanced Availability** section.
12. To add different special access for other students, repeat steps 5-12.
13. Click the **Save** button. Special access for the selected users is set.

Allow only users special with special access to see this quiz

Using this feature, instructors are able to restrict certain students from accessing a quiz. This would be applicable in a situation where one or more students were to take a make-up quiz.

1. From the Course Home page on the Navigation bar click, click on the **Quizzes** link from the **Course Elements** drop-down menu. The Manage Quizzes page appears.
2. Click the desired quiz. The **Edit Quiz** page appears.
3. Select the **Restrictions** tab. The Restrictions options appear.
4. In the Advanced Availability section, select **Allow only users with special access to see this quiz**.
NOTE: When this option is selected, the quiz is only available for those who are listed in the **Advanced Availability** section.
5. Click **Add users to special access**. The Add Special Access page appears.
6. To assign a special time for quiz availability, go the **Special Access Properties** section and make the desired date and time selections.
7. To assign a different time limit than the rest of the class:
 1. Select **Assign special time limit**.
 2. In the **Time Limit** text box, type the desired number of minutes.
 3. Select **enforced**.
8. To assign a different grace period than the rest of the class:
 1. Select **Assign special grace period**.
 2. In the **Grace Period** text box, type the desired number of minutes.
9. To assign a different late limit than the rest of the class:
 1. Select **Assign special late submissions**.
 2. Select the desired **Late Limit** option.
10. In the **User List** section, select the users to which these special access criteria will apply.
NOTE: A user is selected if a checkmark appears next to his/her name.
11. Click the **Add Special Access** button. The dialog box closes and the selected students appear in the **Advanced Availability** section.
12. To add different special access for other students, repeat steps 5-12.
13. Click the **Save** button. Special access for the selected users is set.

Assessments Tab

The Assessment section of the Assessment tab contains several general quiz options including associating the quiz with a Grade Item, and two of the MOST important check boxes, Auto Export to Grades and Automatic Grade. If desired, an instructor can set up a quiz so that students may attempt to take the quiz more than once.

1. From the Course Home page on the Navigation bar click, click on the **Quizzes** link from the **Course Elements** drop-down menu. The Manage Quizzes page appears.

2. Click the quiz to be modified. The "Edit Quiz" page appears.
3. Select the **Assessments** tab. The Assessments options appear.

Edit Quiz - Test Module 1 Quiz 1: Name ▾

[Properties](#)
[Restrictions](#)
[Assessment](#)
[Submission Views](#)
[Reports Setup](#)

Assessment

Grade Item

Test Grade Item: Name ▾ [add grade item] ?

Auto Export to Grades

Allow automatic export to grades ?

Student View Preview

4 / 4 - 100 % ▾

Rubrics

No rubrics selected.

[Create Rubric in New Window]

Grade Item:

With the grade item option, instructors can link the quiz to an existing grade item, choose "none" for no grade item, or add a grade item for the quiz. Note that if using a weighted grade book, it is better to set up the grade items in the grade book *before* creating the quiz.

To add a grade item for the quiz:

1. Click the blue **Add Grade Item** link. The "Add New Grade Item" dialog box appears.
2. Complete the specifications of the new grade item in the dialog box.
3. When finished, click on the **Save** button.

Auto Export to Grades

The "Auto Export to Grades" option will automatically send the quiz grade to the linked grade item. Check the box next to this option to put it into effect. If selecting to automatically export to grades, the next option, "Automatic Grade," should also be checked.

Automatic Grade

The Automatic Grade option allows the quiz to be graded as soon it is completed. If this box is not checked prior to student quiz completion, the grades will remain in the quizzes area and will not be automatically moved into the Grades area.

Check the box next to "allow attempt to be set as graded immediately upon completion" to put this into effect. If the quiz contains long-answer questions, the system will only automatically grade the True/False and multiple choice questions; the long-answers need to be graded by the instructor.

Attempts

If desired, an instructor can set up a quiz so that students may attempt to take the quiz more than once.

1. From the **Attempts Allowed** drop-down menu, select the desired number and click **Apply**.
2. From the **Overall Grade Calculation** drop-down menu, select the desired option:

Option	Description
Highest Attempt	Uses the student's highest score.
Lowest Attempt	Uses the student's lowest score.
Average of all Attempts	Uses an average of the scores from the student's multiple attempts.
First Attempt	Uses the student's first score.
Last Attempt	Uses the student's final score.

3. Click the **Save** button. The number of attempts allowed is modified.

Advanced Attempt Conditions

If desired, an instructor can also further restrict access to additional attempts. In the Advanced Attempt Conditions section (only appears if attempts allowed is 2-10), enter the minimum and/or maximum percentages required for students to qualify for another attempt.

Advanced Attempt Conditions

To restrict access to attempts, enter a minimum and/or maximum percentage (0 - 100) that needs to be achieved on the previous attempt to qualify for another attempt.

If the minimum and/or maximum percentage is left blank, it will not apply. If both are left blank, then there is no restriction.

Attempt 2 - Min: % Max: % on Attempt 1

Attempt 3 - Min: % Max: % on Attempt 2

Submission Views Tab

Instructors can let students view certain information after their quizzes have been submitted. This helps to assure students that their quizzes have been submitted

successfully. Instructors can also allow students to view their answers and the correct responses. Additional views block certain quiz information until a specified date.

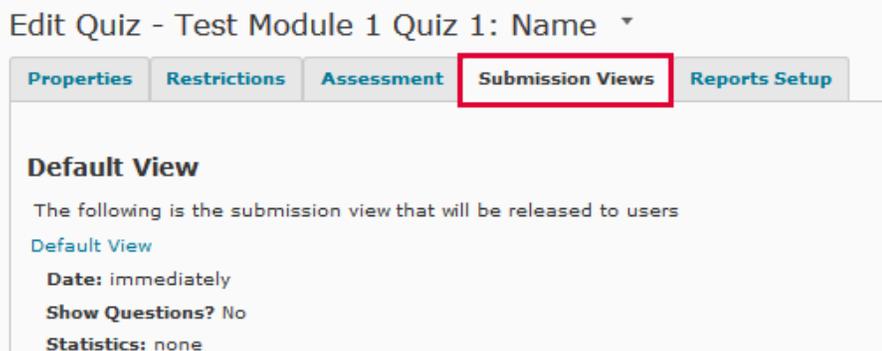
Default Submission View

The Default submission view gives students the following information:

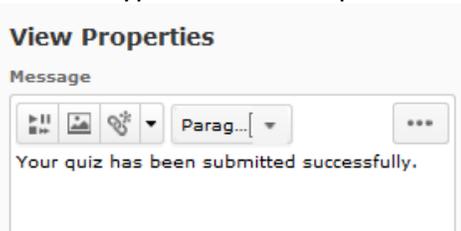
- The date and time they submitted the quiz
- Their score for this attempt
- The total possible score

Instructors can change or add information to the default view. This section will explain how to change the default view students see upon submitting a quiz. Options not selected for the initial view can be included in an Additional View.

1. From the Course Home page on the Navigation bar click, click on the **Quizzes** link from the **Course Elements** drop-down menu. The Manage Quizzes page appears.
2. Click the desired quiz. The Edit Quiz page appears.
3. Select the **Submission Views** tab. The Submission Views options appear.



4. To view the default view properties, click **Default View**. The Edit Quiz Submission View page appears.
5. To change the default message, go to the **View Properties** section and in the Message text box type the desired quiz submission message.



6. To allow students to see quiz questions:
 1. In the **View Details** section, go to **Show Questions?** and select **Yes**.
 2. Select which questions to display and the question format.

3. To display the correct answer with the displayed question, select **Show question answers**.
4. To show the number of questions the student got correct, select **Show question score and out of score**.

View Details

Show Questions?

Yes

Show questions answered incorrectly ?

Show questions answered correctly ?

Show all questions without user responses ?

Show all questions with user responses ?

Show question answers ?

Show question score and out of score

No ?

Score

Show attempt score and overall attempt score ?

Statistics

Show class average

Show score distribution

7. To allow students to see their attempt score immediately after submitting their quiz, go to the **Score** section and select **Show attempt score and overall attempt score**.
8. To allow students to view the average score for the class, go to the **Statistics** section and select **Show class average**.
9. To allow students to view the grade distribution for the class, go to the **Statistics** section and select **Show score distribution**.
10. To save changes, click the **Save** button. Report options are set.

Creating an Additional View

This section will explain how to create an additional submission view for a quiz. Instructors can use the "Additional View" option to control the release of information for a quiz. Only the most recent information will be displayed to the students. For example, the initial view might show only the User Answers.

1. From the Course Home page on the Navigation bar click, click on the **Quizzes** link from the **Course Elements** drop-down menu. The Manage Quizzes page appears.
2. Click the desired quiz. The Edit Quiz page appears.
3. Select the **Submission Views** tab. The Submission Views options appear.

Edit Quiz - Test Module 1 Quiz 1: Name ▾

Properties Restrictions Assessment **Submission Views** Reports Setup

Default View

The following is the submission view that will be released to users

Default View

Date: immediately

Show Questions? No

Statistics: none

Additional Views

Add Additional View

Save and Close

4. Click **Add Additional View**. The New Quiz Submission View page appears.
5. Go to the **View Properties** section and in the **Name** text box, type the desired name for the new view.

Add View

View Properties

Name *

Message

Parag... [▾]

6. In the **Message** text box, type the desired message.
7. Go to the **View Restrictions** section. From the **Date** drop-down menus select the desired date and time that this view will be available and select additional restrictions (IP

Address, Attempt, Min Score, Max Score, Limited Duration) if required.

View Restrictions

Date

5/6/2014 2:52 PM
Canada - Toronto

IP Address

IP Restriction (IPv4) ?

Attempt

-- N/A -- ▾

Min Score

%

Max Score

%

Limited Duration

Limit the amount of time (in minutes) for which this view is available after the quiz is submitted

8. To allow students to see quiz questions:
1. In the **View Details** section under **Show Questions?** select **Yes**.
 2. Select which questions and the question format to display.
 3. To display the correct answer with the displayed question, select **Show question answers**.
 4. To show the number of questions the student got correct, select **Show question score and out of score**.

View Details

Show Questions?

Yes

Show questions answered incorrectly ?

Show questions answered correctly ?

Show all questions without user responses ?

Show all questions with user responses ?

Show question answers ?

Show question score and out of score

No ?

Score

Show attempt score and overall attempt score ?

Statistics

Show class average

Show score distribution

9. To allow students to view the average score for the class, select **Show class average**.
10. To allow students to view the grade distribution for the class, select **Show score distribution**.
11. To save changes, click **Save**. The additional report is created.

Reports Tab

Please see the **Quiz Reports** document.

Deleting a Quiz

1. On the Manage Quizzes page, click the **More Actions** drop-down menu and select **Delete**.
2. Delete a quiz by click on the check boxes beside the quiz name.
3. Click on the **Delete Selected** button and then click **Yes** on the confirmation dialog box.