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:
    - 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.
    - Create a quiz Create a quiz by: (A) Defining a quiz name and general properties, (B) establishing the quiz restrictions, (C) establishing the quiz attempts, (D) establishing the quiz reports, (E) populating your quiz with questions, and (F) setting up the quiz layout.
    - 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 General section of the Properties tab shown below.
4. Grades are not automatically sent to the Grades area. Instructors MUST fill in the appropriate information in the General section of the Properties tab shown below.

Understanding the Question Library: An Overview

The Question Library is a central, shared repository for the questions you create, copy, and import and acts like a test bank. Instructors can pull questions from multiple quizzes to make up

an exam. Use the Question Library to build an archive of questions that can be reused and shared, thus avoiding the tedium of re-inputting shared questions.

The assessment tools—quizzes, surveys, and self-assessments—share the questions stored in the Question Library. The questions that can be accessed by these tools are dependent on the tool type. Certain question types cannot be used by some tools. For example, surveys cannot use all question types.

Features:

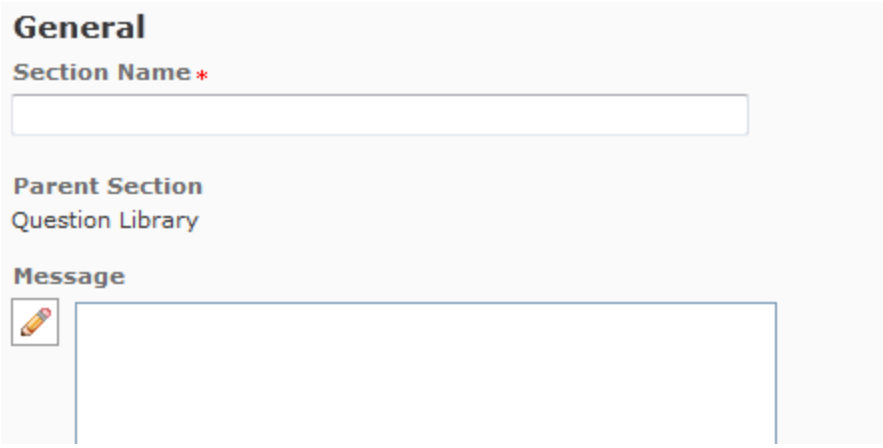
- Fill the Question Library with questions and/or questions imported from a text book test bank.
- Store more questions in the Question Library than the amount for any test. This makes varying test questions from semester to semester easy and convenient.
- Create sections that group questions in the Question Library.
- Group questions by unit, chapter, topic, question type, or any other grouping that makes sense for the course. This makes questions easy to locate and to use.
- Write questions within a quiz itself, select specific questions from the Question Library, or use a combination of these two methods.
- Set up a random selection of a specified number of questions from the Question Library, rather than select specific questions from the Question Library.

Working with the Question Library

Creating Sections in the Question Library

Sections provide a way to organize questions in the Question Library. Instructors can create sections relating to each quiz or exam or to the type of question.

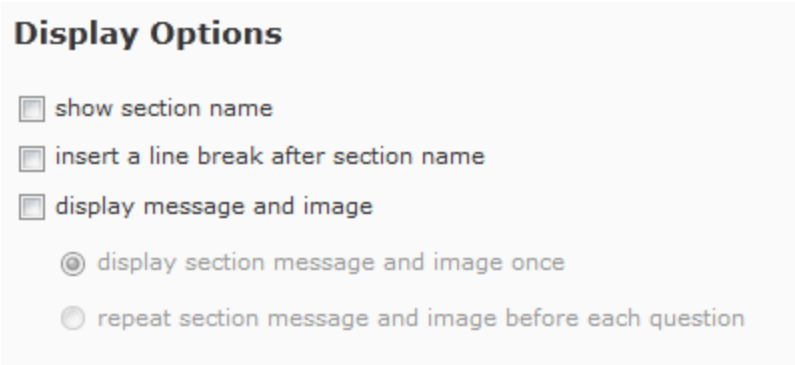
1. On the Course Home page red navigation bar, click the **Quizzes** link under **Course Elements**. The "Manage Quizzes" pane appears.
2. Click the **Question Library** button from the tool navigation. The "Question Library" pane appears.
3. From the **New** pull-down menu, select **Section.**
4. The "New Section" pane appears.
5. Go to the **General** section.
6. In the **Section Name** text box, type a name for the section.



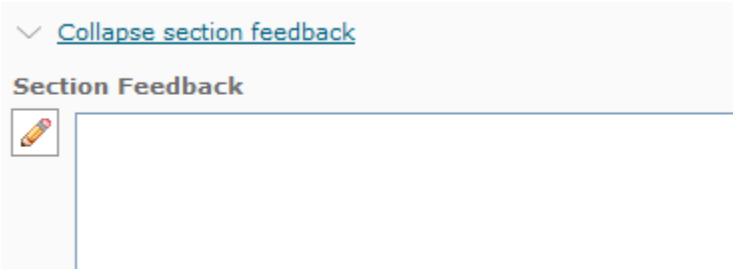
7. If desired, type desired text in message box. Message can be made visible to students (refer to step 9).

   To use HTML to type message, click within the text area or click **EDIT**
8. If desired, type desired text in private comment box. Private Comments are not visible to students.

9. To add an image:
   1. Click the **Add a File** button. The "Submit a File" dialog box appears.
   2. Click **"Browse..."** The "Choose file" dialog box appears.
   3. Find and click your image
   4. Click the **Open** button.
   5. Click the **Upload** button.
10. To specify the items to appear in the section, go to the **Display Options** section and select the desired option(s). An option is selected if a checkmark appears before it.



11. To add feedback for the section:
    1. Click **Expand section feedback**
    2. In the **Section Feedback,** text box type the text



12. Click the **Save** button. The new section is created and added to the Question Library pane.

Creating New Questions in the Question Library

Instructors have the option of creating questions right in the Question Library, to later add to quizzes. The types of questions that can be created in the Question Library are identical to those that can be created in quizzes.

Instructors can create several different types of questions in the Question Library and may want to create sections in the Quiz Library in order to keep the different types organized.

1. From the Course Home page red navigation bar, click the **Quizzes** link. The "Manage Quizzes" pane appears.
2. Click the **Question library** button in the tool navigation. The "Question Library" pane appears.
3. From the **New** pull-down menu select the desired type of question.
4. The New <Question Type> Question pane appears with options for that type of question.
5. Fill in the information as appropriate. Options will vary depending on the type of quiz question.

Option	Description
Title	Question titles are optional but may help in organizing your Question Library because the title, rather than the entire question, appears in the Question Library.
Points	This determines the number of points the question is worth.
Difficulty	Assigning a difficulty can be helpful if you are weighting your questions. You can select difficulty settings of 1-5. The default value is 1.
Question Text	This is the actual text of the question to be answered by the student, written in plain text or HTML.
Image	Image Displaying an image pertinent to the question is optional. EXAMPLE: An instructor might want to display a chart to be analyzed before answering a question.
Question Hint	Creating a question hint is optional and can be written in plain text or HTML.
Question Feedback	Creating question feedback (comments) is optional and can be written in plain text or HTML.

6. To preview the question, click the **Preview** button.
   To save the question, click the **Save** button.
   To save the question and create a copy of it (to base the next question on), click the **Save & Copy** button.
   To save the question and create another of the same type of question, click the **Save & New** button.
7. When finished creating questions, click the **Question Library** link in the left hand pane.

Modifying Questions in the Question Library

Questions in the Question Library can be moved from section to section, reordered, or deleted. Instructors can set point values and level of difficulty on questions in the Question Library.

Moving Questions

Selected questions can be moved from one section of the Question Library to another.

1. From the Course Home page red navigation bar, click the **Quizzes** link. The "Manage Quizzes" pane appears.
2. Click the **Question Library** button in the tool navigation. The "Question Library" pane appears.

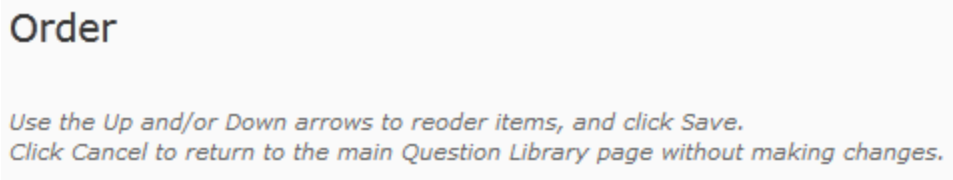
3. From the **Section** pane, click the section that contains the desired questions to be moved. If the question is not currently in a section, continue to step 4.
4. In the **Content** pane, select the desired questions to be moved. NOTE: A question is selected when a checkmark appears before it.
5. Click the **Move** icon. The "Move Objects" pane appears.
6. Click the section that is to contain the questions. This moves the question and the system automatically returns to the pane displaying the contents of the Section selected in step 3.

Deleting Questions

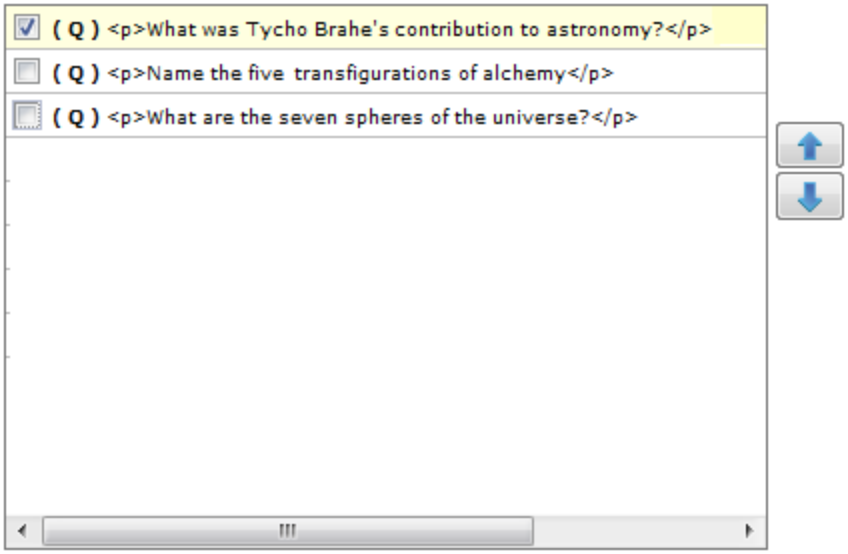
1. From the Course Home page red navigation bar, click the **Quizzes** link. The "Manage Quizzes" pane appears.
2. Click **Question Library**. The "Question Library" pane appears.
3. From the **Section** pane click the section that contains the questions. Questions for that section appear in the **Content** pane.
   If the questions are not currently in a section continue to step 4.
4. In the **Content** pane, select the questions. A question is selected when a checkmark appears before it.
5. Click the **Delete** icon. A confirmation dialog box appears.
6. Click **Delete**. The pane refreshes to reflect the deletion.

Reordering Questions

1. From the Course Home page red navigation bar, click the **Quizzes** link. The "Manage Quizzes" pane appears.
2. Click the **Question Library** button. The "Question Library" pane appears.
3. From the "Section" pane click the section that contains the desired questions. Questions for that section appear in the "Content" pane.
   If the questions to be reordered are not currently in a section, continue to step 4.
4. Click the **Order** icon The "Order" pane appears.

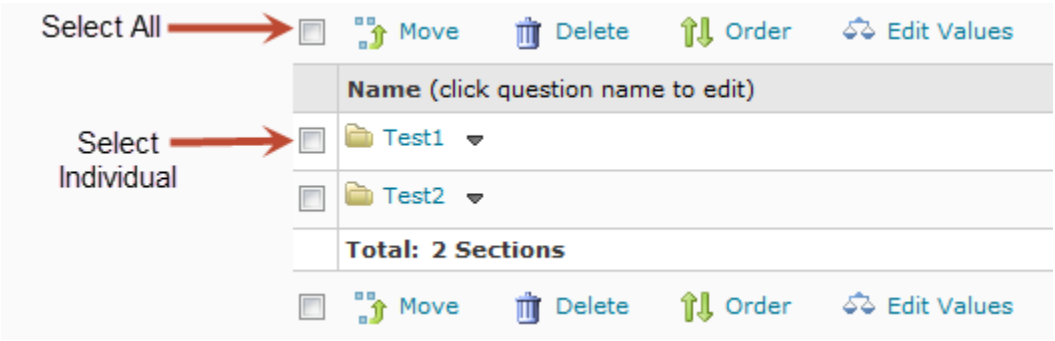
5. Select the question to move. (A question is selected when a checkmark appears before it.)
   The question will be highlighted.

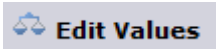


6. Click the **Up** or **Down** arrows as appropriate.
7. Click the **Save** button. The system will automatically return to the Questions list, displaying the contents of the Section selected in step 3. The pane will reflect the reordering.

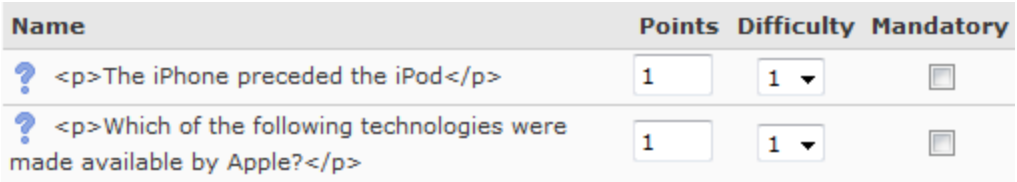
Editing Question Values

1. From the Course Home page red navigation bar, click the **Quizzes** link. The "Manage Quizzes" pane appears.
2. Click the **Question Library** button. The "Question Library" pane appears.
3. From the "Section" pane, click the section that contains the question to be edited. Questions for that section appear in the Content pane.
   If the questions are not in a section, continue to step 4.
4. Select the questions with values to be edited OR Select "Select all rows."



5. Click the **Edit values** button. 

The "Edit Values" pane appears.

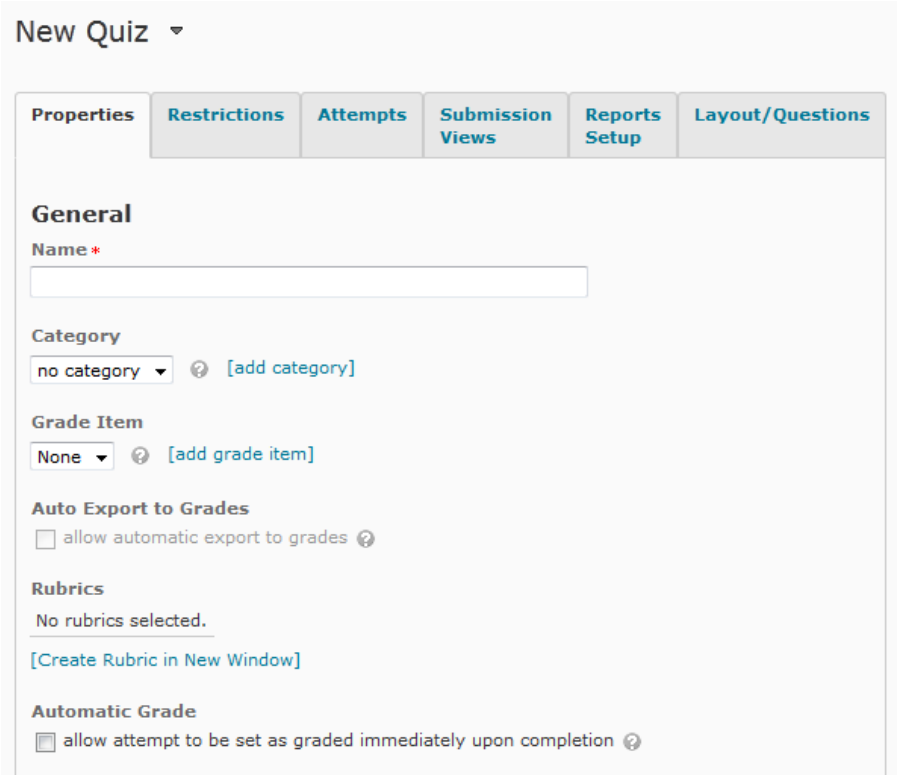


6. To change the point value of a question, go to the **Points** text box for that question and type the value.
7. To change the level of difficulty for a question, go to the ''Difficulty" pull-down menu for that question and select the value.
8. To always include this question as part of a random section, select **Mandatory.**
9. Click the **Save** button. The system will return to the pane displaying the contents of the Section selected in step 3.

Properties Tab

1. From the Course Home page navigation bar, click on the **Quizzes** link. The "Manage Quizzes" pane appears.
2. Click on the **New Quiz** button

.The "New Quiz" pane appears.



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

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

General Quiz Options:

The General section of the Properties Tab contains several general quiz options including naming a Category, associating the quiz with a Grade Item, and two of the MOST important check boxes, Auto Export to Grades and Automatic Grade.

Category:

The Category option allows instructors to choose an already-existing category from the pull-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.

! 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

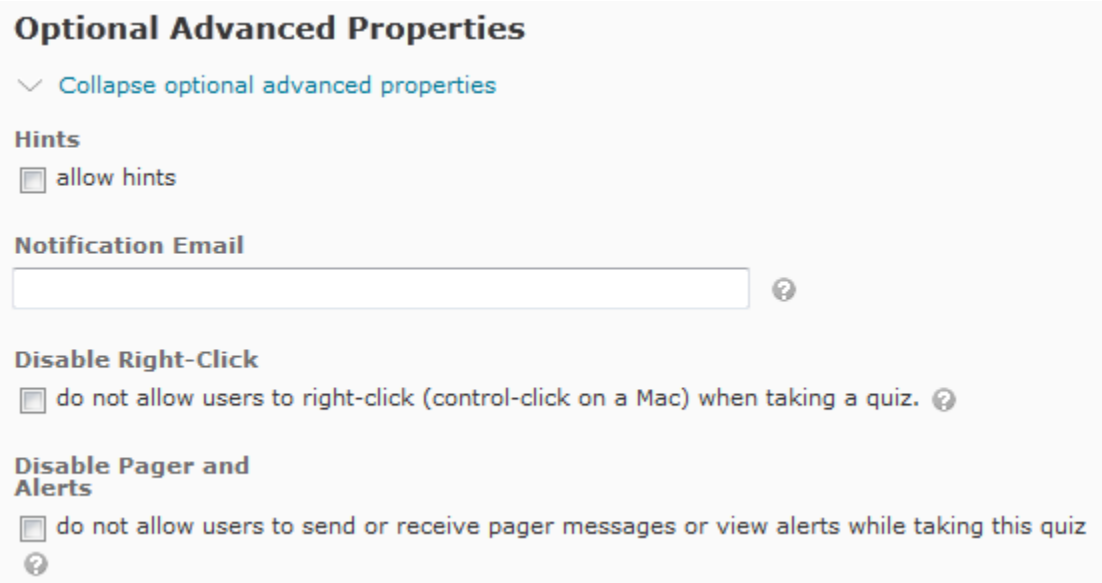
The Automatic Grade option allows the quiz to be graded as soon it is completed. If this box is not checked prior to student quiz completion, the grades will remain in the quizzes area and will not be automatically moved into the Grades area.

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.

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.

Notification email

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

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.

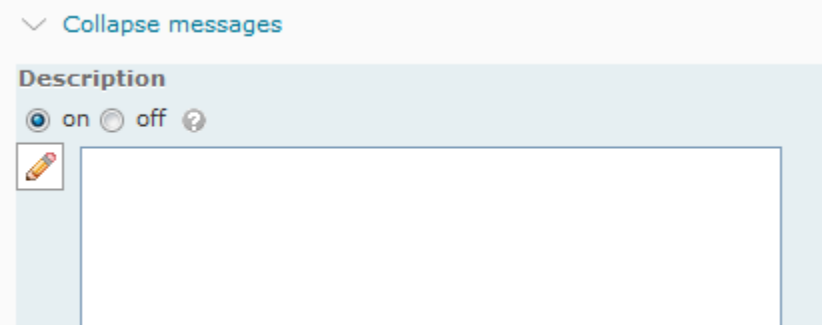
Disable Pager Access

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.

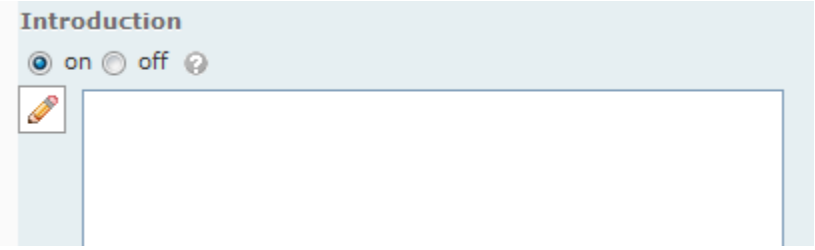
Messages

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 Messages."

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 withou 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.

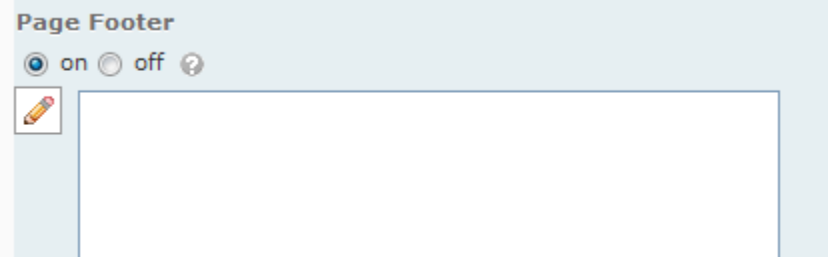


Page Header/Footer

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.



Save Quiz

When the quiz properties are all set, go back to the top of the page and click on the **Save Quiz** button. To preview the created quiz, click the **Preview** button

from the drop-down menu next to the quiz name under the “Manage Quizzes” pane.

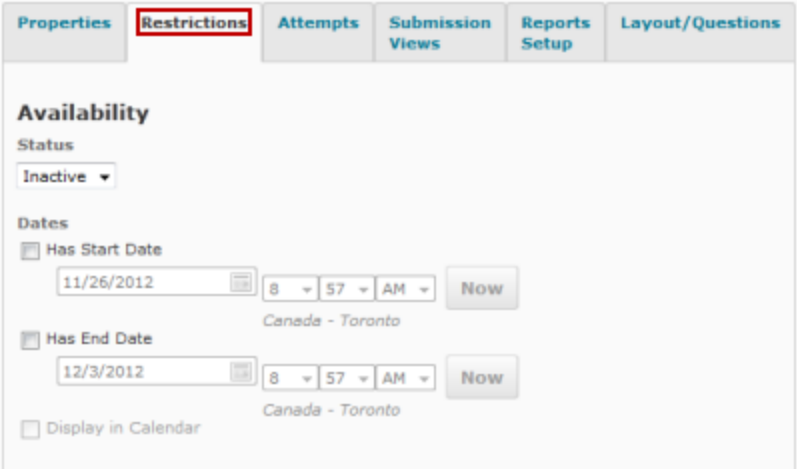
Restrictions Tab

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

Setting Quiz Availability

1. From the Course Home page red Navigation bar, click the **Quizzes** link. The "Manage Quizzes” pane appears.
2. Click the desired quiz. The "Edit Quiz" pane appears.

3. Select the **Restrictions** tab. The Restrictions options appear.

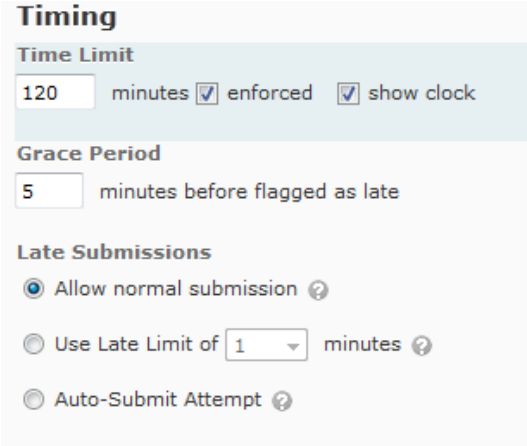


4. Go to the **Availability** section
5. From the "Status" pull-down menu, select "Inactive" or "Active." A quiz will be visible to students only when the status is set to Active.
   - To have the quiz available any time the status is Active, do not select start or end dates. The quiz will be available until changed to Inactive status.
6. To set a specific beginning and ending availability period:
   - Select "Has Start Date."
   - Use the date and time pull-down menus to indicate the desired start time OR to select the date from a calendar click **Select Date** .
   - Select "Has End Date."
   - Use the date and time pull-down menus to indicate the desired end time OR to select the date from a calendar click **Select Date**.
7. Click the **Save** button. The quiz availability is set.

Setting Quiz Duration

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" pane appears.
2. Click the desired quiz. The "Edit Quiz" pane 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.



6. Select **enforced**. Selecting this option also selects "show clock."
7. Select "show clock." This option displays a count-down 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.

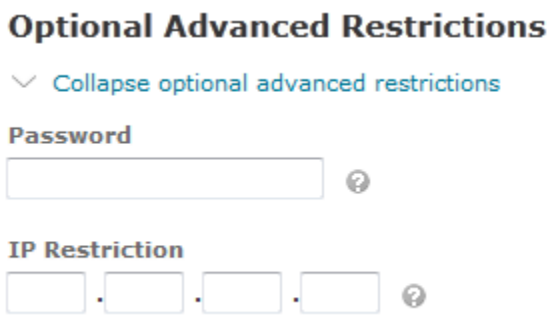
Setting Quiz Restrictions and Special Access

Instructors can set restrictions that enhance the security of a quiz as well as set access to some students and not others. This can be helpful for accommodating special circumstances.

Setting 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 red navigation bar, click the **Quizzes** link. The "Manage Quizzes" pane appears.
2. Click the desired quiz. The **Edit Quiz** pane 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.



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.

Adding Special Access

Instructors can tailor restrictions for one or more students to accommodate special needs or situations.

Adding Special Access: Accommodating Selected Users

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.

1. From the Course Home page red navigation bar, click the **Quizzes** link. The "Manage Quizzes" pane appears.
2. Click the desired quiz. The **Edit Quiz** pane 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 "Special Access" dialog box 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 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.

Adding Special Access: Restricting Access to Selected Users

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.

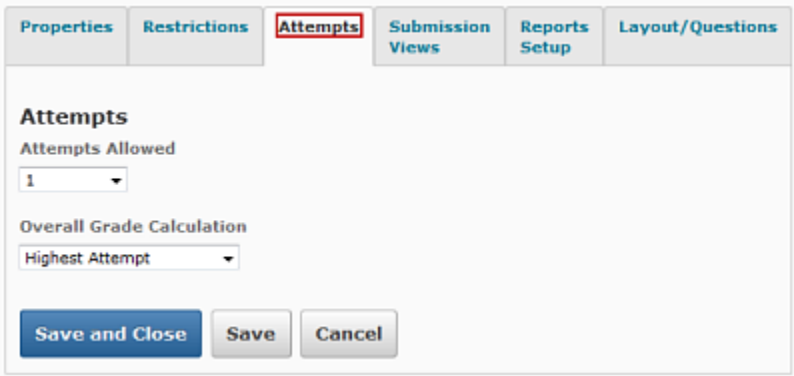
1. From the Course Home page red navigation bar, click the **Quizzes** link. The "Manage Quizzes" pane appears.
2. Click the desired quiz. The **Edit Quiz** pane appears.
3. Select the **Restrictions** tab. The Restrictions options appear.
4. In the **Advanced Availability** section, select "Allow only 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 **Special Access** dialog box 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.

Attempts Tab

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 red navigation bar, click the **Quizzes** link. The "Manage Quizzes" pane appears.
2. Click the quiz to be modified. The "Edit Quiz" pane appears.
3. Select the **Attempts** tab. The Attempts options appear.



4. From the **Attempts Allowed** pull-down menu, select the desired number.
5. From the **Overall Grade Calculation** pull-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

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

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.

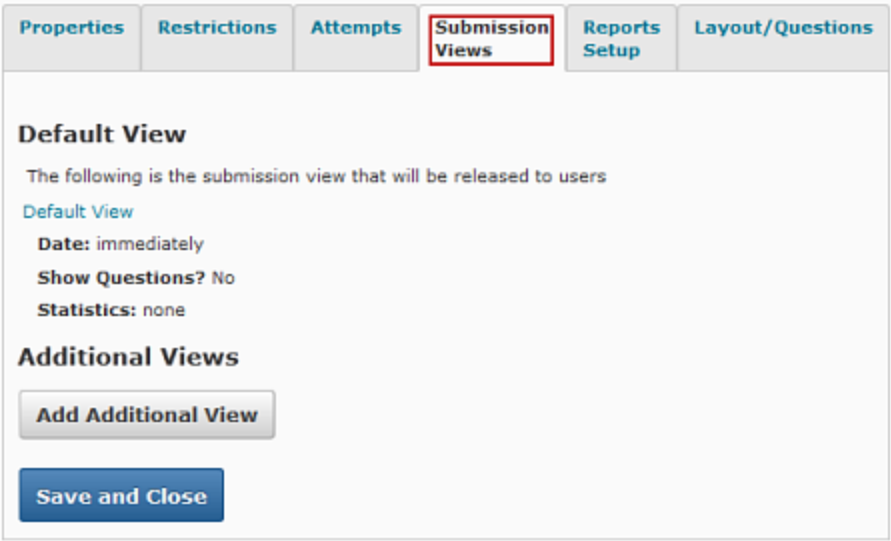
Changing the Default Submission View

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

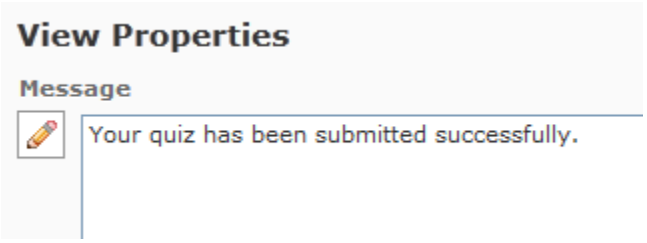
Instructors can change or add information to the default view. This section will explain how to change the default view students see upon submitting a quiz. Options not selected for the initial view can be included in an Additional View.

1. From the Course Home page red navigation bar, click the **Quizzes** link. The "Manage Quizzes" pane appears.
2. Click the desired quiz. The "Edit Quiz" pane appears.
3. Select the **Submission Views** tab. The Submission Views options appear.

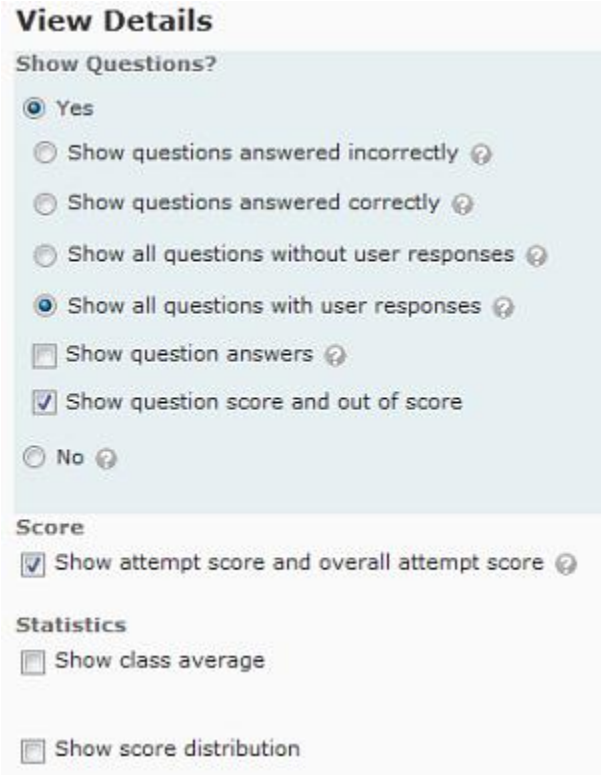


4. To view the default view properties, click **Default View**. The "Edit Quiz Submission View" pane appears.
5. To change the default message, go to the **View Properties** section and in the Message text box type the desired quiz submission message.

   NOTE: To create the message using HTML code click **HTML Editor**



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.**

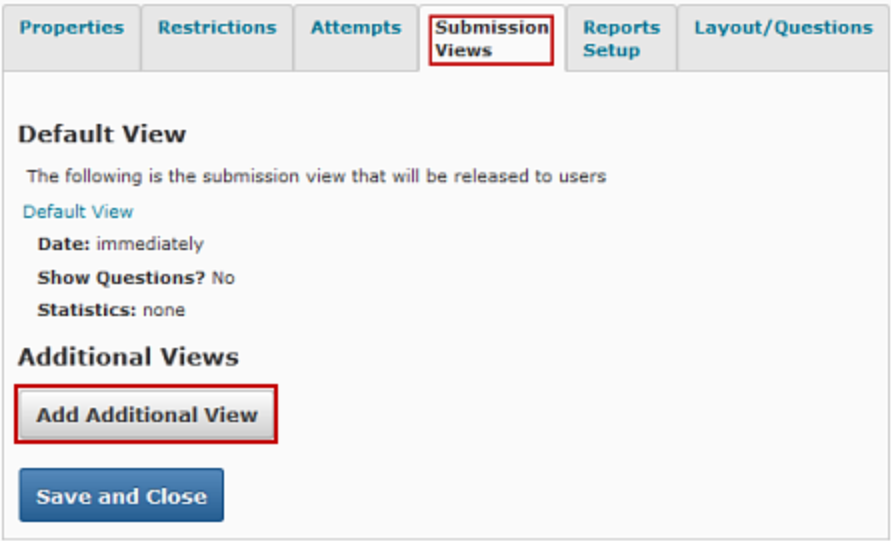


7. To allow students to see their attempt score immediately after submitting their quiz, go to the **Score** section and select **Show attempt score and overall attempt score.**
8. To allow students to view the average score for the class, go to the **Statistics** section and select **Show class average.**
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

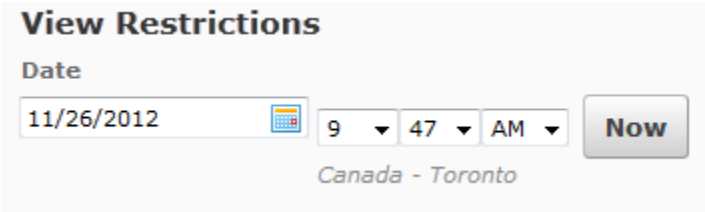
This section will explain how to create an additional submission view for a quiz. Instructors can use the "Additional View" option to control the release of information for a quiz. Only the most recent information will be displayed to the students. For example, the initial view might show only the User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

1. From the Course Home page red navigation bar, click the **Quizzes** link. The "Manage Quizzes" pane appears.
2. Click the desired quiz. The "Edit Quiz" pane appears.
3. Select the **Submission Views** tab. The "Submission Views" options appear.
4. Click **Add additional view**. The "New Quiz Submission View" pane appears.



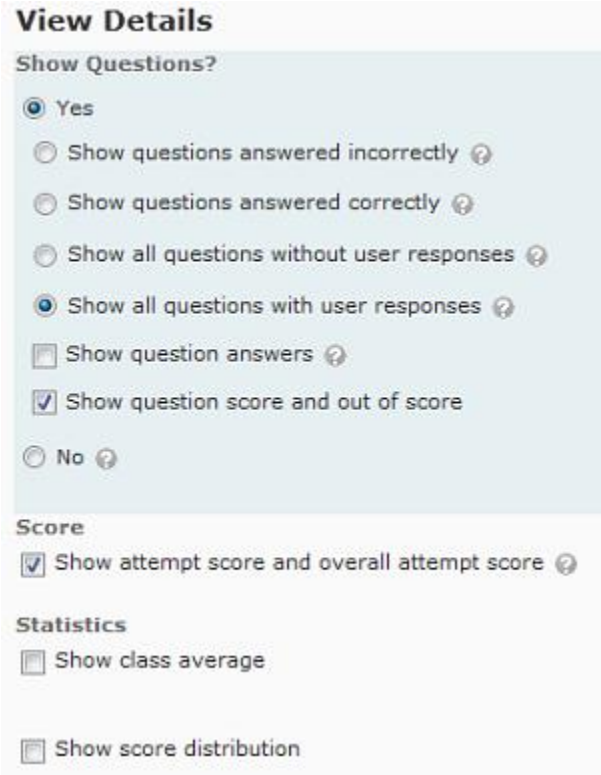
5. Go to the **View Properties** section and in the **Name** text box, type the desired name for the new view.

6. In the **Message** scroll box, type the desired message. NOTE: To create the message using HTML code click **HTML Editor**
7. Go to the **View Restrictions** section.
8. From the **Date** pull-down menus select the desired date and time that this view will be available.



9. 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.**



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

Reports Tab

Please see the **Quiz Reports** page.

Layout and Questions Tab

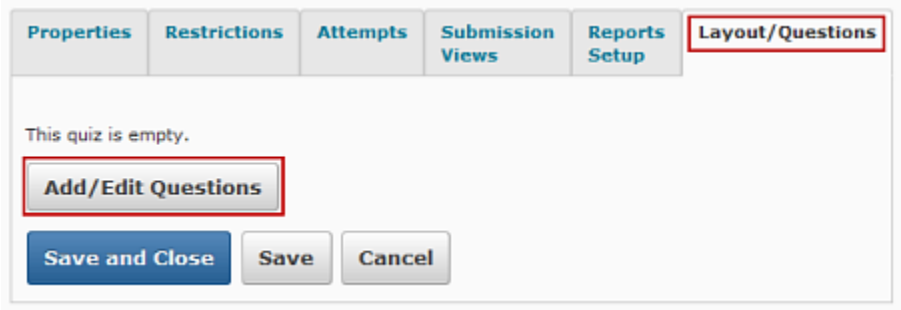
Although instructors can create quiz questions from the layout and questions tab we recommend first creating them in the Question Library and then Importing them into your quiz. Questions created in the Question library can be used in multiple quizzes.

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

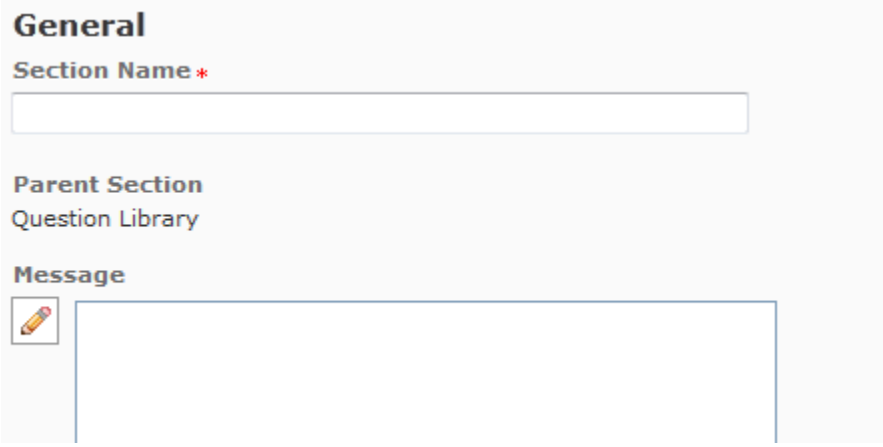
Creating Sections

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 red navigation bar, click the **Quizzes** link. The "Quizzes" pane appears.
2. In the **Current Quizzes** section, select the desired quiz. The "Edit Quiz" pane appears.
3. Select the **Layout/Questions** tab. The quiz questions appear.
4. Click the **Add/Edit Questions** button. The "Quiz Layout" pane appears.

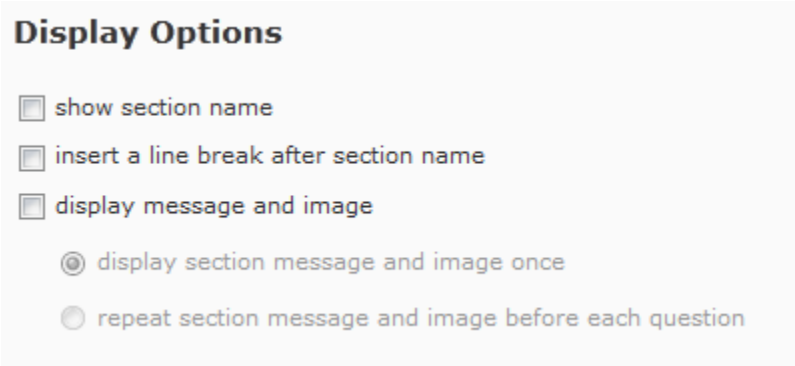


5. From the **New** pull-down menu, select **Section.**
6. The "New Section" pane appears.



7. Under **General**, go to the **Section Name** text box and type a name for the section.
8. If desired, in the **Message** scroll box type section message. This will appear under the section name during the quiz. To use HTML to type message, click **HTML Editor**

9. 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."**



10. Click the **Save** button. The new section is created and added to the "Quiz Layout" page.
11. Return to the Quizzes and Layout page by clicking on the **Done** link at the top of the "Question Library" page that you are redirected to.
12. 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.
13. To prevent students from moving backwards, click on the checkbox next to the words "Prevent moving backwards through pages."

Creating Questions

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

1. From the Course Home page red navigation bar, click the **Quizzes** link. The "Manage Quizzes" pane appears.
2. In the **Current Quizzes** section, select the desired quiz. The "Edit Quiz" pane appears.
3. Select the **Layout/Questions** 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** pull-down menu, select the question type.

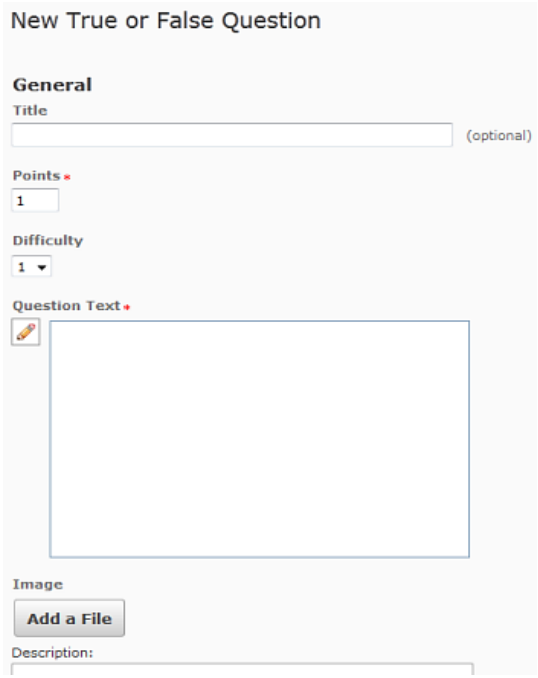
Quizzes & Surveys: Understanding Question Types

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 Type	Quizzes/ Surveys	Brief Description	Automatic Grading for Quizzes
Arithmetic	Quizzes	This type of question requires mathematical calculation.	
Fill in the Blanks	Both	This question type evokes a one-word answer from students.	
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.	
Long Answer	Both	Long answer questions are also known as essay questions. Students type their responses into a scroll box.	
Matching	Both	Two columns of information are displayed and students must indicate the matching sets of information.	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
Multi-Short Answer	Both	Students type their answer to a muli-part question (e.g., Name three attributes of...).	
Ordering	Both	The students place answers in the correct order by typing a number next to each answer.	yes
Short Answer	Both	Students type their answers into a scroll box. Responses 3-6 words long are appropriate for short answer questions.	
Significant	Quizzes	This question allows for an	

Figures		additional type of mathematical calculation.	
Text Information	Both	Allows instructor to present information (e.g. a case, problem, situation)	N/A
True or False	Both	Students select whether a question is true or false	yes

7. The New Question pane appears.



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 can be written in

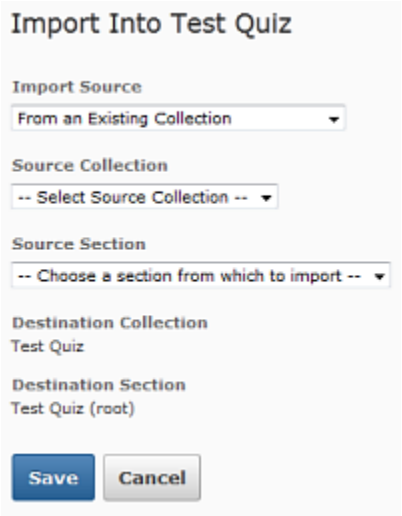
	plain text or HTML.
Image	Instructors may upload image files to be included in the question.
Enumeration	Indicates how the answers will be labeled. EXAMPLE: For a multiple choice question label each answer option a,b,c,d.
Style	Indicates how the answers will appear (e.g., horizontal, vertical).
Randomize 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 Question Library: An Overview.

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



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.

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 window.