Create a Quiz:

1. Begin by choosing “Quizzes” from the “Other Tools” dropdown menu, located on the Nav bar.

2. Select the “New Quiz” button.
3. Enter a name or title for your quiz in the “Name” field.

4. If you have many quizzes, you may choose to set up quiz “Categories” for better organization. If you have, and want to place this quiz inside a category, you can do so by selecting the desired category from the category dropdown menu.

5. To add questions to your quiz, select the “Add/Edit Questions” button.

6. You may add a description for your quiz if you wish. If you want to turn the description feature off, you can do so by selecting the “off” radio button.

7. You may add an introduction for your quiz if you wish. If you want to turn the introduction feature off, you can do so by selecting the “off” radio button.

8. Select additional options by selecting the checkboxes next to the features you’d like to use. You can allow students to view hints for your quiz, disable right click during the quiz and disable alerts within D2L during a quiz.

9. You can enter your email address in the “Notification Email” field, to receive a message each time a user completes a quiz attempt.

10. When you are finished, you may select “save and close” OR direct your attention to the top of the screen to view more quiz tabs for more options.
11. Next, you may choose the “Restrictions” tab at the top of the screen.

12. Take note of the “Status” dropdown menu. Your quiz will automatically be set to “Inactive”. In order for students to view and take your quiz, you must set this as “Active”.

13. You can set start and end dates for when your quiz will be available to your students, if you wish.

14. If you wish, you may also set your quiz as password protected. To do so, type the password your students will need to access the quiz, in the password field.

15. You may set a time limit that your students should complete this quiz within. Type the time limit in minutes, in the time limit field. You can also choose to display the clock for students. Determine if you will allow students a grace period for their quiz. A grace period will be useful if students have begun their quiz and submit the last question a few minutes late. This way, they are not penalized with a 0, when they likely started the quiz with plenty of time for submission.

16. If you allow late submissions, determine how late you are willing to accept the quiz.

17. You may also set up special access for users who may require more time on their quiz, or a different due date.
18. Click the “Assessment” tab to associate your quiz with your Gradebook.

19. To associate your quiz with your Gradebook, select the grade item that represents your quiz, from the “Grade Item” dropdown menu.

20. Check the “Allow Automatic Export to Grades” box, in order to have the grades automatically entered into the Gradebook.

21. If you have are using a rubric to grade your quiz, and have already created the rubric using the Rubrics tool, select “Add Rubric” to associate you rubric to the quiz.

22. To have your quiz automatically grade student submissions and be sent to the Gradebook, select the “Automatic Grade” box.

23. Determine how many attempts your students are allowed to make.

24. If you allow more than one attempt, select which attempt D2L should consider to be the students’ final attempt.

25. When you are finished you may select “Save and Close”, or refer to the tabs at the top of the screen for more options.

**Objectives**: The Objectives tab allows you to associate learning objectives with your quiz.

**Submission Views**: The Submission Views tab allows you to alter the message students receive when submitting their quiz, correct and incorrect answers, and score information.

**Reports Setup**: The Reports Setup tab allows you to generate reports about your students’ quiz progress and determine who these reports will be sent to.
Create/Manage Quiz Questions:

1. To add quiz questions, click “Add/Edit Questions” from the “Properties Tab” of your quiz.

2. Click the “New” button at the top of the screen. This dropdown list will give you a list of question types that you may use. In addition to adding single questions, you have the ability to add organize your questions into folders. This may be helpful if you plan on re-using quiz questions. To do this, first choose “Section” from the “New” dropdown menu.

3. Enter a name for your quiz question section or folder. You may also add a description or comments if you wish.

4. When you are finished, click “Save” at the bottom of the screen.

5. Next, click the title of the folder you wish to add questions to.
6. Click the “New” button again, and this time choose which type of question you would like to create. For the sake of training, we will demonstrate a “True or False” question.

7. Enter a title for your individual question.

8. Enter the amount of points your question is worth.

9. You may enter a difficulty rating for each question, if you wish.

10. Enter the question text, in the “Question Text” box. (This is the question you want your students to answer.)

11. You may insert an Image to accompany your question, if you wish.

12. You may also choose your preferred enumeration for the answer choices. This might include A or B, I or II, 1. Or 2. Etc.
13. Enter each answer choice in its own text box.

14. Assign the correct answer a 100% weight, and the incorrect answer a 0% weight.

**Note:** You MUST enter 100 for the correct answer and 0 for the incorrect answer, unless you plan to give partial credit for wrong answers. Then, you may enter any split of percentages equaling 100%.

15. You may add a question hint, which students can use to help them answer the question.

16. You may also add question feedback, which will display after the student has answered the question.

17. Click “Save” when you are finished creating your question.
18. When you are finished creating questions for your quiz, click the “Done Editing Questions” button.

19. Your quiz questions will then be added to your quiz. You can view the questions, and click “Save and Close” when you are finished.