

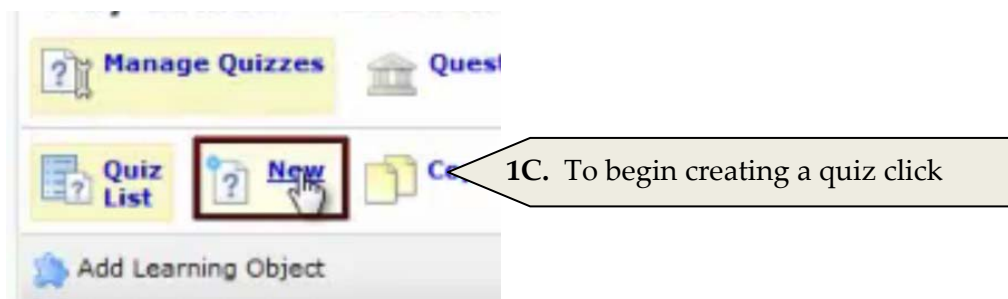
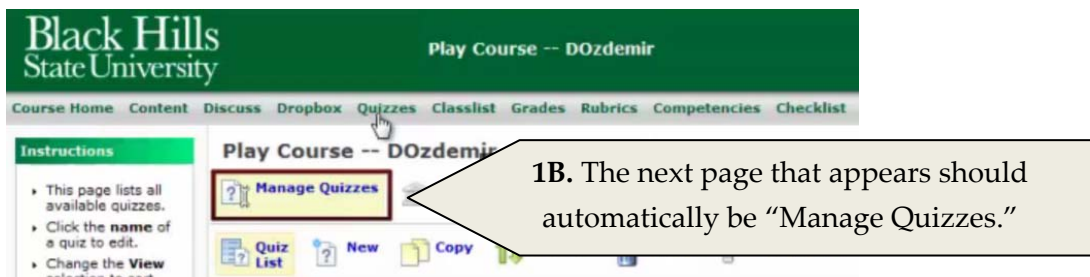


# Introduction to Quizzes

In this tutorial we will introduce the quizzes component in the D2L course. We will briefly go over the key steps in designing and creating a new quiz. Also we will go over what each of the tabs is used for while creating a quiz. There are two main ways to create and add a quiz to D2L. You may either create the quiz within D2L or create it in a different program such as Microsoft Word and transfer it into D2L using a third party software called Respondus. To learn how to transfer quiz with Respondus please visit the Respondus tutorial.

## Step 1. Making New Quizzes

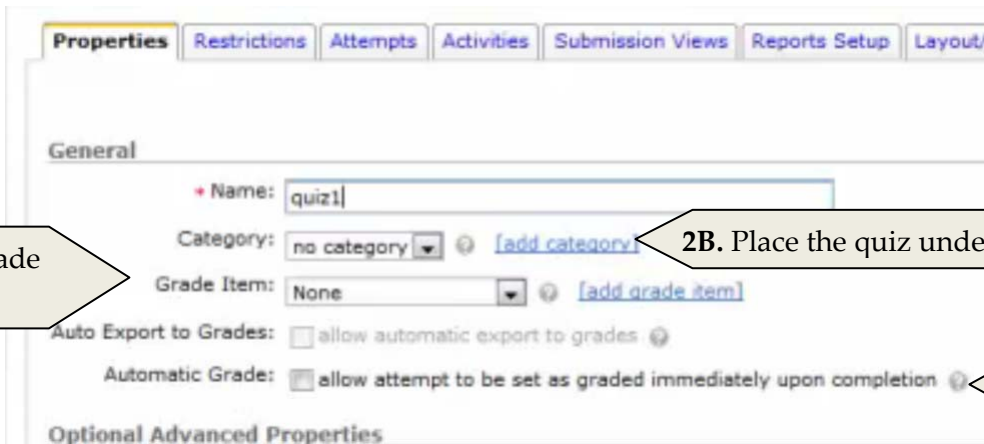
---



# Step 2. Properties tab in Quizzes



2A. The "Properties" tab allows us to name the quiz.



2C. Add a grade item.

2B. Place the quiz under a certain category

2D. Grade the questions automatically.

2E. This function will automatically send the final grade to the grade.

It will also allow hints in the quiz and email notifications.



2F. Then there are two options. Option 1 will disable right click and Option two will disable pager access.

2G. It also allows us to create descriptions, introductions, headers, and footers to the quiz.

## Step 3. Restriction Tab in Quizzes

3A. The "Restrictions" tab allows us to...

3B. Make the quiz active or inactive.

3C. Set the dates and times allowed for the quiz to be taken.

3D. Create a password or IP restriction.

3E. Set time limits

**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

3F. Set grace periods.

3G. Modify settings for late submissions, and...

**Advanced Availability**

Advanced Availability:  Allow selected users special access to this quiz  Allow only users with special access to see this quiz

3H. Make the quizzes available for certain students.

## Step 4. Attempts, Submissions, Reports, and Layout/Question Tabs in Quizzes

Properties Restrictions **Attempts** Activities Submissions

4A. The "Attempts" tab allows us to...

### Attempts

Attempts Allowed: 1

4B. Determine how many times a student may take the quiz.

Overall Grade Calculation: Highest Attempt

4C. Choose how the final grade will be calculated.

Properties Restrictions Attempts Activities **Submission Views**

### Default View

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

[Default View](#)

**Date:** immediately

**Show Questions?** No

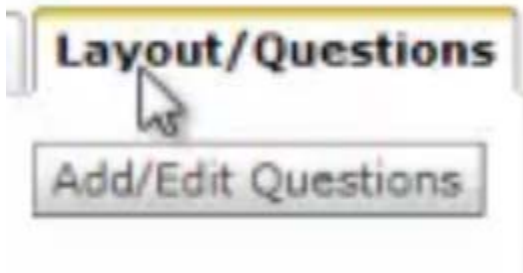
**Statistics:** none

### Additional Views

4D. The "Submissions View" tab allows us to alter how the students will see the quiz results.



4E. The “Report Setup” tab allows us to alter how the instructors will see the quiz results.



4F. The “Layout/Questions” tab allows us to select options for what type of questions we want on the quiz.

Also we can create questions, edit questions, determine how many questions we want per page, edit values, and finally it allows us to save the quiz. To learn more about these tabs please watch the respected video tutorials.