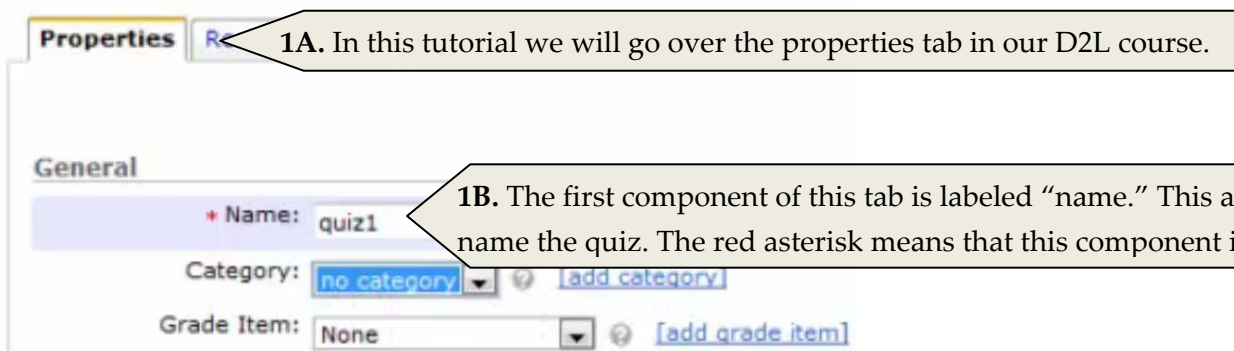


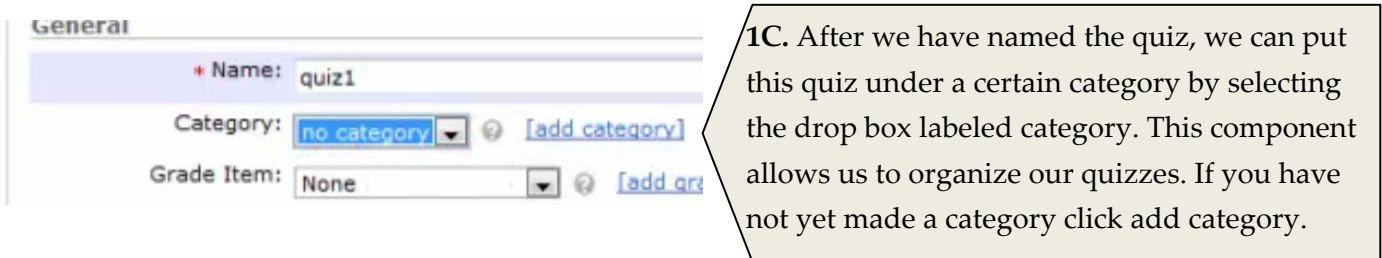
# Quizzes Properties Tab

## Step 1: General Category

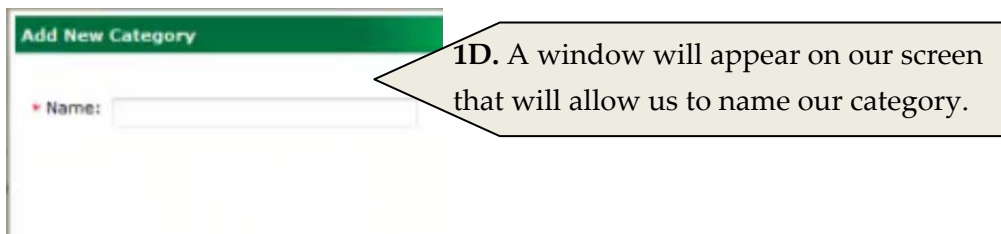


**1A.** In this tutorial we will go over the properties tab in our D2L course.

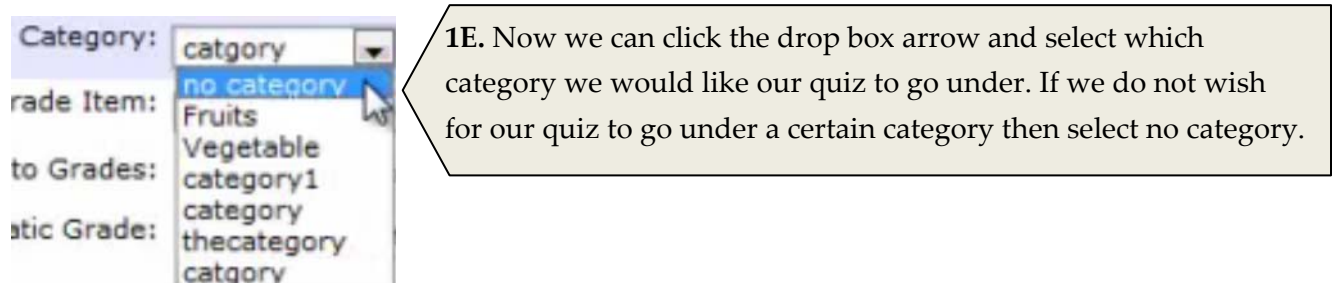
**1B.** The first component of this tab is labeled "name." This allows us to name the quiz. The red asterisk means that this component is required.



**1C.** After we have named the quiz, we can put this quiz under a certain category by selecting the drop box labeled category. This component allows us to organize our quizzes. If you have not yet made a category click add category.



**1D.** A window will appear on our screen that will allow us to name our category.



**1E.** Now we can click the drop box arrow and select which category we would like our quiz to go under. If we do not wish for our quiz to go under a certain category then select no category.

Grade Item:   **1F.** Next we can select to add a grade item.

Export to Grades:  allow automatic export to grades

Automatic Grade:  allow attempt to be set as graded immediate

Grade Item:

Export to Grades:  allow automatic export to grades

Automatic Grade:  allow attempt to be set as graded immediate

Advanced Properties:  optional advanced properties

Hints:  allow hints

Notification Email:

**1G.** This component allows quiz results to be automatically link to the grades tool.

To learn more about grade items visit the grades tutorials.

Grade Item:

**1H.** Next is a checkbox labeled Auto Export to Grades.

Auto Export to Grades:  allow

Automatic Grade:  allow attempt to be set as graded immediate

You must select a grade item first in order for this component to be clickable. This allows for what has automatically been graded to be sent to the grade book.

Auto Export to Grades:  allow

**1I.** The next component is a checkbox labeled automatic grade. When this setting is turned on the student can see their score as soon as they submit their quiz attempts.

Automatic Grade:  allow

You may consider checking it when you have a question such as multiple choice and true or false questions that do not require manual grading. Please do not check this component if you have open ended question which require manual grading.

## Step 2: Optional Advanced Properties

Optional Advanced Properties

Hints:  allow hints

Notification Email:

**2A.** Next if we would like to allow hints in the quiz select the checkbox labeled hints. Hints will be beneficial for the student in self practiced exams. Once it is checked it requires the instructors to enter a hint for each of the questions in the exam.

Hints:  allow hints

Notification Email:

Disable Right-Click:  do not Allow users to right-click

Disable Pager Access:  do not allow the sending or receiving of pager messages

**2B.** The notification email box allows the specified email address or addresses to receive an email message anytime a quiz is completed. This option can be useful to inform you about a completed exam.

Notification Email:

Disable Right-Click:  do not Allow users to right-click

Disable Pager Access:  do not allow the sending or receiving of pager messages

**2C.** If we wish to have more than one email address place a common in between the email addresses.

Notification Email:

Disable Right-Click:  do not Allow users to right-click

**2D.** The disable right click checkbox restricts the student from using right click when taking the quiz if selected. This option may be desired if the instructor does not want the student to be able to copy and paste the quiz or the answers.

Disable Pager Access:  do not allow the sending or receiving of pager messages

**2E.** The next checkbox labeled disable pager access will disable the student from receiving or sending any pager messages during the quiz.

Description:  on  off

**B** / **I** / **U** |

**2F.** Next we can create a description for the quiz. This allows the instructor to further inform the student about the aspects of the quiz. In order for the descriptions to be visible to the student we must click "on."

Introduction:  on  off

**B** / **I** / **U** |

**2G.** We can create introductions to the quiz. This will provide more instructions about the completion of the quiz. In order for the introductions to be visible we must click "on."

Page Header:  on  off

**B** / **I** / **U** |

**2H.** We can also create headers and footers to the quiz. This will allow you to provide additional reminders to appear either at the top or bottom of each page of the quiz. In order for the Headers or Footers to be visible to the student we must click "on."

If you follow these instructions you will learn how to begin creating a quiz and select the desired properties for a quiz on your D2L course.