

Quizzes

Quizzes basics

About Quizzes

The Quizzes tool enables you to create and manage assessments that have scores associated with them. Quizzes can be linked to the Grades tool, learning objectives, and rubrics. There are many options you can set when you create your quiz including number of attempts, security features, how it's graded, and more. To populate your quiz, you can create unique questions within the Quizzes tool or pull in existing questions from Question Library. D2L recommends creating questions in Question Library first and then pulling them into the quiz(zes) you want them in for more efficient quiz creation and for ease of quiz and question management over time.

Reasons to use the Quizzes tool

Use the Quizzes tool in your course to:

- Perform ongoing assessment of learner understanding.
- Create formative and summative assessments.
- Provide a variety of question types and multi-media to target a range of learning styles.
- Evaluate quiz data to measure instruction effectiveness.
- Share feedback in a timely and effective manner.

Before you begin

Before you begin to create your quiz, D2L recommends that you have a couple elements already set up to make the creation process smoother. Create the following elements first and then include them in your quiz:

- Create your quiz questions in the Question Library tool (see the **Question Library** (see "**Creating Question Library questions**" on page **Error! Bookmark not defined.**) and the **Quizzes and Question Library** (on page 7) sections for more information)
- Create a rubric in the Rubrics tool (see **Create a rubric for a course** (on page **Error! Bookmark not defined.**))
- Create a grade item in the Grades tool (see **Creating grade items** (on page **Error! Bookmark not defined.**))
- Create a learning objective in the Competencies tool (see **Create a learning objective** (on page **Error! Bookmark not defined.**))

Note: You must create learning objectives outside the Quizzes tool to associate them with a quiz, but you can still create the other elements from within the Quizzes tool during the quiz creation process if you don't set them up ahead of time.

Creating quizzes

Create a quiz

1. On the navbar, click  **Quizzes**.
2. On the **Manage Quizzes** page, click **New Quiz**.
3. In the **General** area, fill in your quiz details.

4. In the **Quiz Questions** area, click **Add/Edit Questions**.
5. Do any of the following:
 - To add questions from Question Library, another collection, a text file, or Brightspace Learning Repository, click **Import**. Select an option from each of the drop-down lists and specify the resulting settings, based on your chosen options. Click **Save**. **Note:** If you import questions from Question Library, your quiz will contain a copy of the questions, not the original questions. For more information on incorporating questions from Question Library, see **Quizzes and Question Library** (on page 7).
 - To create a new question, from the **New** button, select the type of question you want to add. Enter the question details and click **Save**.
6. Repeat the previous steps until you have added all your quiz questions.
7. Click **Done Editing Questions**.
8. In the **Properties** tab of quiz editing mode, in the **Quiz Questions** area, do any of the following:
 - Specify the number of **Questions per page**.
 - Select the **Prevent moving backwards through pages** check box.
 - Select the **Shuffle order of questions at the quiz level** check box. To discourage cheating in quizzes, you can shuffle the order of all questions in quizzes or specific groups of questions (sections) in quizzes. For example, you could shuffle questions 1-10 in a quiz, or shuffle questions 3-10 (grouping those questions into a section) and retain the order of questions 1-2 at the start of the quiz. When a quiz contains shuffled questions, each learner receives a quiz with a unique question order.
Note: Shuffling the order of questions at the quiz level also shuffles the order of all sections in the quiz.
9. In the **Optional Advanced Properties** area, do any of the following:
 - Select the **Allow hints** check box.
 - Select the **Disable right click** check box.
 - Select the **Disable instant messages and alerts** check box.
 - In the **Notification Email** field, enter an email where notifications will be sent.
10. Click **Save**.

Once you've created a basic quiz, you can further customize it by adding restrictions, adding assessments, associating learning objectives, customizing the submission view, and adding reports.

Add restrictions to a quiz

1. On the navbar, click  **Quizzes**.
2. On the **Manage Quizzes** page, from the context menu of the quiz you want to add restrictions to, click  **Edit**.
3. In the **Restrictions** tab, do any of the following:
 - In the **Dates and Restrictions** area, update the **Status** drop-down list, the **Availability** section, and the **Additional Release Conditions** section for the quiz.
 - In the **Optional Advanced Restrictions** area, update the **Password** field.

- In the **Optional Advanced Restrictions** area, click **Add new IP Range** to update the **IP Restriction** fields. You can add multiple IP address ranges to ensure that users can only access a quiz from IP addresses in the specified IP address ranges.
- In the **Timing** area, set your timing options for the quiz.
- In the **Special Access** area, select your **Type of Access** and click **Add Users to Special Access**.

4. Click **Save and Close**.

Add special access to a quiz that requires Respondus LockDown Browser

If Respondus LockDown Browser is enabled for the course offering a quiz resides in, you can exempt individual learners from the requirement to use the LockDown Browser when taking that quiz.

1. On the **Manage Quizzes** page, from the context menu of the quiz you want to add restrictions to, click  **Edit**.
2. In the **Restrictions** tab, under **Security Options > Respondus LockDown Browser**, do one of the following:
 - Select **Required to take this quiz**
 - Select **Required to view quiz feedback and results**
3. Click **Add Users to Special Access**.
4. On the **Add Special Access to Quiz** page, under **LockDown Browser**, select **Not required to take this quiz**.
5. Select the learners that you want to exempt from using the LockDown Browser for this quiz and click **Add Special Access**. The learners to which you have granted this special access appear below the **Add Users to Special Access** button with a  **Do not require LockDown Browser for this quiz** icon beside their names.

Note: The special access settings do not apply to all quizzes in a course offering automatically. You must add special access for learners to each quiz separately.

Add assessments to a quiz

1. On the navbar, click  **Quizzes**.
2. On the **Manage Quizzes** page, from the context menu of the quiz you want to add assessments to, click  **Edit**.
3. In the **Assessment** tab, do any of the following:
 - In the **Assessment** area, if you want to grade quiz attempts immediately, select the **Allow attempt to be set as graded immediately upon completion** check box. You can add a new or existing numeric grade item to the quiz, set quiz results to automatically export to the grade book, edit how the quiz grade appears to learners, add a rubric to the quiz, and give learners the ability to send their quiz results to their Brightspace ePortfolio, if applicable.
 - In the **Attempts** area, set how many attempts a learner can make on a quiz, how grades from multiple attempts are calculated, and the minimum and maximum percentage score that a learner must achieve on a previous attempt to qualify for another attempt.
4. Click **Save and Close**.

Set a different number of quiz attempts for an individual learner

1. Open the quiz that you want to grant an individual learner a different number of quiz attempts for.
2. Click the **Assessment** tab.
3. In the **Attempts** area, set how many attempts a learner can make on a quiz, how multiple attempts are calculated, and the minimum and maximum percentage score that a learner must achieve on a previous attempt to qualify for another attempt.
4. Click **Save**.
5. In the **Restrictions** tab, select the **Allow selected users special access to a quiz** check box and then click **Add Users to Special Access**.
6. In the **Users** area, select the learner to whom you want to grant a different number of quiz attempts.
7. Click **Add Special Access**.
8. In the **Restrictions** tab, in the **Special Access** area, alongside the name of the learner, click  **Edit**.
9. In the **Attempts** area, select the **Override attempts allowed** check box.
10. In the **Advanced Attempt Conditions** area, update the **Min** and **Max** percentage scores that the learner must achieve on a previous attempt to qualify for another attempt if required.
11. Click **Add Special Access**.
12. Click **Save and Close**.

Associate learning objectives with a quiz

1. On the navbar, click  **Quizzes**.
2. On the **Manage Quizzes** page, from the context menu of the quiz you want to add learning objectives to, click  **Edit**.
3. In the **Objectives** tab, click **Associate Learning Objectives**.
4. **Browse** or **Search** for the learning objectives you want to associate with the quiz.
5. Select the check boxes beside the learning objectives you want and click **Add Selected**.
6. Click **Save and Close**.

Customize the submission view for a quiz

1. On the navbar, click  **Quizzes**.
2. On the **Manage Quizzes** page, from the context menu of the quiz you want to customize the submission view for, click  **Edit**.
3. In the **Submission Views** tab, do one of the following:
 - To edit the default view, click the **Default View** link. Make your changes and click **Save**.
 - To create a new view, click **Add Additional View**. Customize your view and click **Save**.
4. Click **Save and Close**.

About quiz reports

You can view and export quiz reports to a CSV or Microsoft Excel file for data analysis. The file contains all applicable information from the quiz so that you can query, sort, and evaluate the data without being connected to Brightspace Learning Environment. You must set up quiz reports in the Reports Setup tab for the appropriate quiz before you can view or export reports.

All statistics are calculated based on a user's first attempt of the quiz. If a question is changed after attempts have occurred, then only the attempts on the newest version of the question are included in the statistical calculations.

Average grade is calculated only for first attempts of the quiz.

For all reports, you can set a release date and select roles to release the report to.

Report Type	Details
Question Statistics	<p>The average score on questions by points and percentage.</p> <p>You can choose to include or exclude the class average, score distribution, bonus questions, the Out Of value, standard deviation, point biserial, and discrimination index.</p>
Question Details	<p>All of the answers provided for each quiz attempt, how many users chose each possible answer, the total number of responses, and the average score on each question.</p> <p>You can choose to include or exclude the level of difficulty, text responses, bonus questions, private comments added to the report, standard deviation, point biserial, and discrimination index.</p>
User Statistics	<p>The class average and standard deviation, score distribution, and the grade of each user.</p> <p>You can choose to include or exclude the class average, score distribution, and Org Defined ID.</p>
Attempt Details	<p>The Org Defined ID, username, first name, and last name of each user. Detailed information about each question. The users' responses for each question organized by attempt, including how long each attempt took.</p> <p>You can choose to include or exclude the Org Defined ID and attempt duration.</p>
User Attempts	<p>The Org Defined ID, username, first name, and last name of each user. The users' score for each question in points and percentage organized by attempt, including how long each attempt took.</p> <p>You can choose to include or exclude the Org Defined ID and attempt duration.</p>

Create a quiz report

1. On the navbar, click  **Quizzes**.

2. On the **Manage Quizzes** page, from the context menu of the quiz you want to create a report for, click  **Edit**.
3. In the **Reports Setup** tab, click **Add Report**.
4. Enter a **Report Name**.
5. Select your **Report Type**. Using the check boxes provided, customize your report's output.
6. Select when you want to release the report, and which roles you want to release it to.
7. Click **Save**.

About random sections

You can create random sections in quizzes to distribute a unique set of questions to individual users. Random sections pull questions from a designated pool of questions stored in the question library.

Since you can only access random sections within quizzes, you must create a quiz before you can create its random sections. You can import an infinite number of questions from Question Library into each random section, but you cannot create new questions within random section folders.

Managing random sections (renaming, reordering, deleting) is similar to managing quiz questions except you cannot publish random sections.

Give each learner a random set of quiz questions

1. On the navbar, click  **Quizzes**.
2. On the **Manage Quizzes** page, click on the quiz you want to add a random section of questions to.
3. Click **Add/Edit Questions**.
4. From the **New** button, click **Random Section**.
5. In the **General** area, enter your random section details.
6. In the **Display Options** area, select how you want your section to appear.
7. Click **Save**.
8. On the quiz question page, click on the random section you created.
9. Click **Import**.
10. From the **Source Selection** drop-down list, select the section you want to import.
11. In the **Source Collection** area, select the questions you want to import. Click **Save**.
12. In the **Questions per attempt** field, enter how many questions you want each user to see from the random section when taking the quiz.
13. In the **Points each** field, enter how many points you want each question to be worth. All questions in a random section are assigned the same points value.
14. Click **Save > Done Editing Questions**.

Create bonus quiz questions

1. On the navbar, click  **Quizzes**.
2. On the **Manage Quizzes** page, click on the quiz you want to create bonus questions for.
3. In the **Quiz Questions** area, click **Edit Values**.
4. Select the **Bonus** check box for every question you want to make bonus.
5. Select the **Mandatory** check box for every question you want to make mandatory.
6. Click **Save and Close**.

Quizzes and Question Library

Considerations around quizzes with associations to Question Library

Situation	Considerations
Importing questions from Question Library into a quiz	When you import questions from Question Library into a quiz, you create a duplicate version of the questions. One version of the questions resides in the quiz and the original version resides in Question Library.
Editing or deleting questions pulled from Question Library in a quiz	<p>If you want to edit a quiz question that exists in Question Library, you can do it from within the quiz the question is used in. Before your changes are finalized, a Question in Use page displays and you can select the quiz(zes) you want to apply your changes to.</p> <p>If you want to delete only an imported quiz question, make the changes directly in the quiz. Questions do not automatically delete from the Question Library when deleted from a quiz.</p> <p>Before deleting a question from the Question Library, ensure you delete it from every quiz in which it resides. You do not see the Question in Use page when deleting questions.</p>
Copying a quiz with Question Library associations to another org unit	<p>When you copy a quiz from one org unit or course offering to another, the newly copied quiz contains the original set of quiz questions and formatting. Any changes you make inside the quiz (for example, deleting a question) only affect the quiz, not the original questions stored in Question Library.</p> <p>D2L recommends that when copying a quiz with associations to the Question Library, you also copy the particular section of the Question Library that contain the quiz questions. Doing so ensures that all your questions remain in the same course and allows you to create new random sections in future quizzes with these questions.</p>

Edit a question pulled from Question Library in a quiz

1. On the navbar, click  **Quizzes**.
2. From the context menu of the question you want to edit, click  **Edit**.
3. Make your updates to the question.
4. Click **Save**.
5. On the **Question in Use** page, select every quiz to which you want to apply the new changes.
6. Click **Save**.

Delete a question pulled from Question Library in a quiz

1. On the navbar, click  **Quizzes**.
2. From the context menu of the quiz containing the questions you want to delete, click  **Edit**.
3. In the **Properties** tab, click **Add/Edit Questions**.
4. Select the questions you want to delete.
5. Click  **Delete > Delete**.

Copy a quiz with Question Library associations to another org unit

1. In the course offering that you want to copy the quiz to, on the navbar, click **Course Admin > Import/Export/Copy Components**.
2. Select **Copy Components from another Org Unit**.
3. Click **Search for offering**.
4. Locate and select the course containing the quiz you want to copy.
5. Click **Add Selected > Select Components**.
6. Select **Question Library** and **Quizzes**, then do one of the following:
 - To include all items, select **Copy all items**, then click **Continue**.
 - To include only some items, select **Select individual items to copy**, then click **Continue**. On the **Select Items to Copy** page, select the items you want to copy. Click **Continue**.
7. Click **Continue**.
8. Click **Finish**.

Managing quizzes

Export the event log of all quiz attempts

You can export an event log of all quiz attempts made by all learners in your course.

1. Open the quiz that you want to export the event log for.
2. On the **Grade Quiz** page, click **Export Event Logs**.
3. Enter a name for the file.

4. Specify where you want to save the file.
5. Click **Save**.

View the event log of a single quiz attempt

You can view an event log of a single quiz attempt made by an individual learner.

1. In the Quizzes tool open a quiz.
2. From the quiz drop-down menu, select **Grade**.
3. On the **Grade Quiz** page, in the user list, click **attempt 1**.

Reset quiz attempts for learners

1. On the navbar, click  **Quizzes**.
2. On the **Manage Quizzes** page, from the context menu of the quiz with attempts you want to reset, click  **Grade**.
3. Select the check box for each attempt you want to reset, then click the  **Reset** icon.

Prevent cheating in quizzes

To help prevent cheating in quizzes, do the following:

- On the **Edit Quiz** page, in the **Optional Advanced Properties** area, select **Disable right click**.
- On the **Edit Quiz** page, in the **Optional Advanced Properties** area, select **Disable Instant Messages and alerts**.
- Incorporate random sections into your quizzes to distribute unique sets of questions to users.