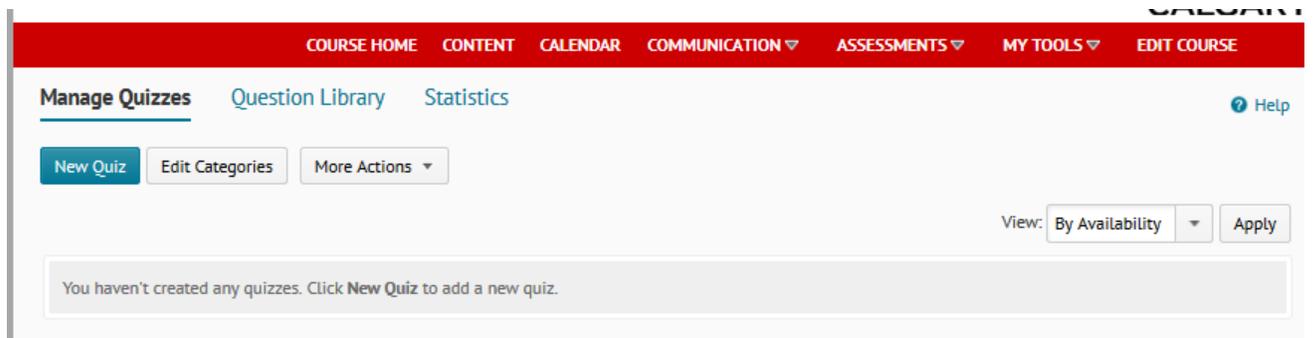# Haskayne "How To"

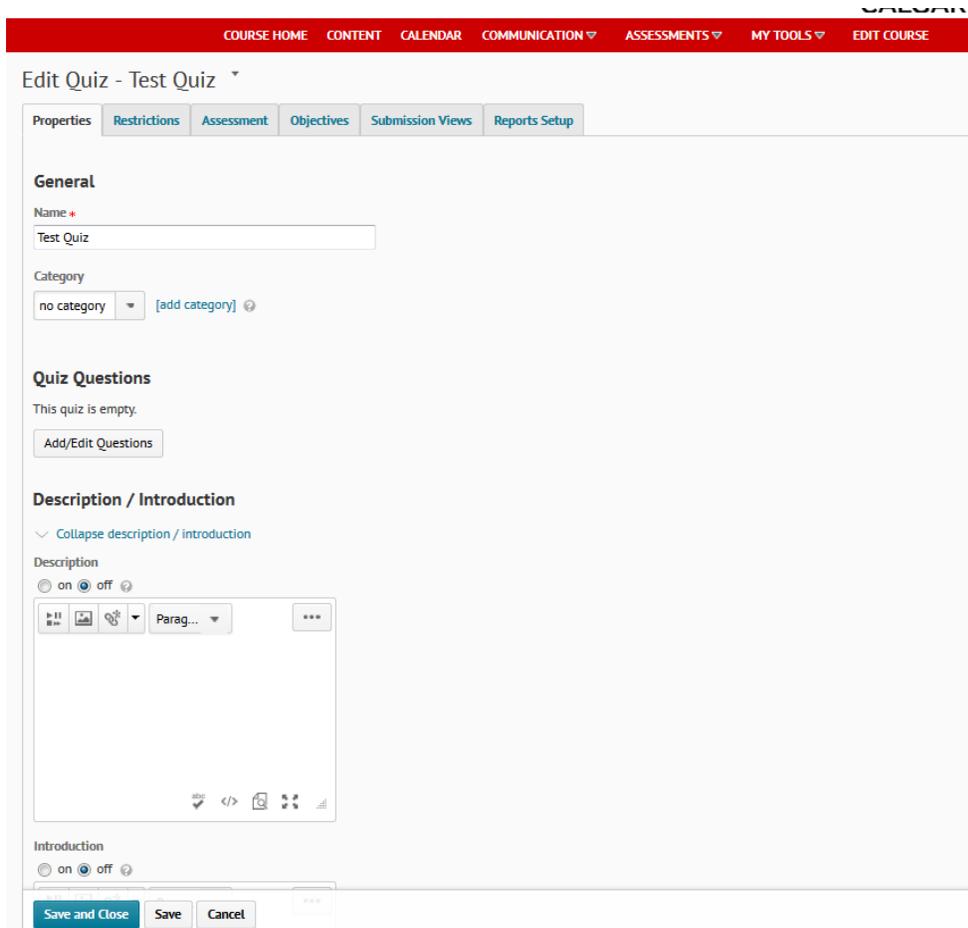## How to… create a quiz in D2L

Creating a new quiz

1. Select "Assessments" from the red navigation bar across the top of the page, and select "Quizzes" from the drop down menu
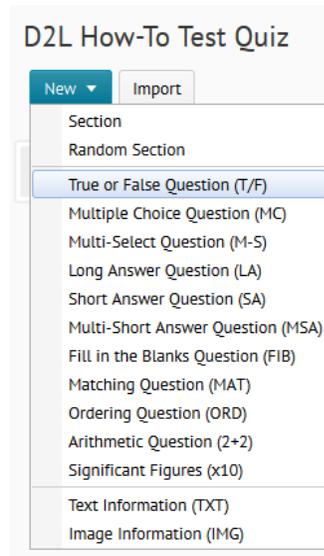

2. Click "New Quiz"

3. Type in the name of your quiz & hit "save" (NOT "save and close")

4. Click "Add/Edit Questions" and follow steps below.

Adding a Question (True/False)

1. Still under Properties, select Add/Edit Questions
2. Select *True or False Question* from the drop down menu
3. Change the points that the question is worth if need be
4. Enter the question into the Question Text box
5. Change the correct answer to a weight of 100% & leave the incorrect answer at a weight of 0%
6. Save

Adding a Question (Multiple Choice)

1. Still under Properties, select Add/Edit Questions
2. Select *Multiple Choice Question* from the drop down menu
3. Change the points that the question is worth if need be
4. Enter the question into the Question Text box
5. Enter the answer options in the left boxes marked Value.
6. Change the correct answer to a weight of 100% & leave the incorrect answers at a weight of 0%
7. Save
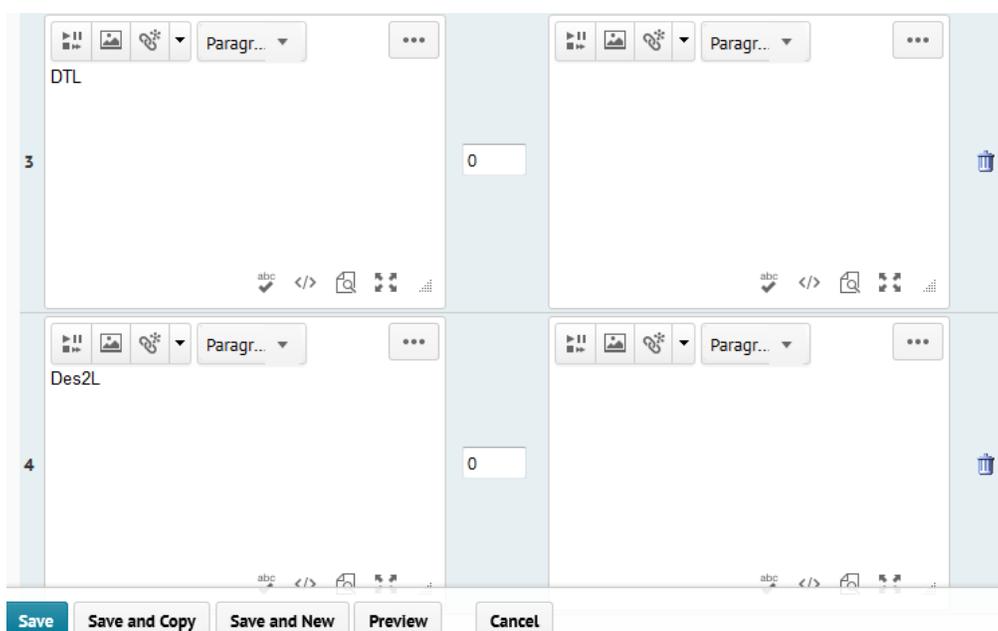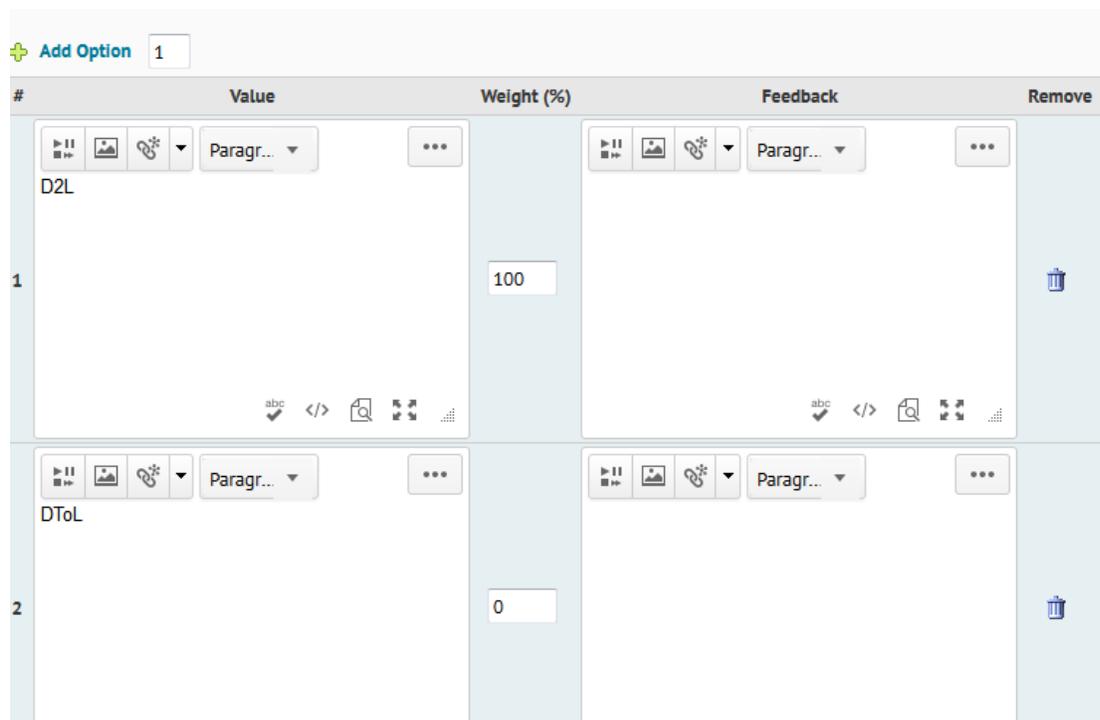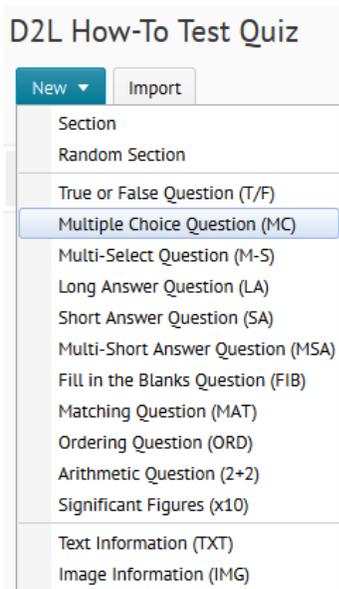
Adding a Question (Short Answer)

1. Still under Properties, select Add/Edit Questiontions
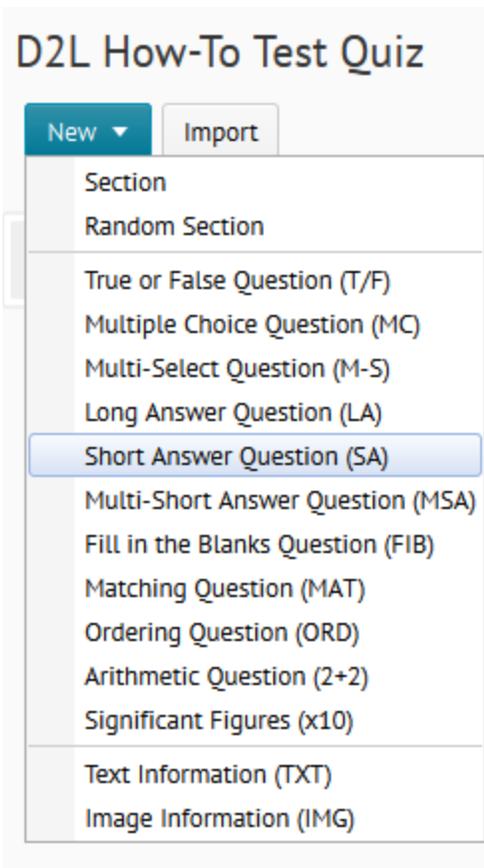2. Select *Short Answer Question* from the drop down menu
3. Change the points that the question is worth if need be
4. Enter the question into the Question Text box
5. Enter the answer options in the box marked Answer
6. Change the weight to 100%
7. Save

D2L How-To Test Quiz

New ▼	Import

Section
Random Section

True or False Question (T/F)
Multiple Choice Question (MC)
Multi-Select Question (M-S)
Long Answer Question (LA)
Short Answer Question (SA)
Multi-Short Answer Question (MSA)
Fill in the Blanks Question (FIB)
Matching Question (MAT)
Ordering Question (ORD)
Arithmetic Question (2+2)
Significant Figures (x10)

Text Information (TXT)
Image Information (IMG)

New Short Answer Question

General

Title
(optional)

Points *
7

Difficulty
1 ▼

Question Text *

Paragr.. ▼

Which seven items are found on the red bar in D2L?

| Save | Save and Copy | Save and New | Preview | Cancel |

✚ Add Blank 1

	Remove

Blank # 1: Rows: 3 ▼   Columns: 40 ▼   ✚ Add Answer 1   Check Answers

Answer	Weight (%)	Evaluation	Remove
Course Home Content Ca	100	◉ Case Insensitive	🗑
Answer 1 is required.		◯ Case Sensitive	
		◯ Regular Expression	

〉 Expand question hint

〉 Expand question feedback

| Save | Save and Copy | Save and New | Preview | Cancel |

Adding a Question (Matching)
1. Still under Properties, select Add/Edit Questions
2. Select *Matching Question* from the drop down menu
3. Change the points that the question is worth if need be
4. Enter the question into the Question Text box
5. Under Choices, enter the choice options in the boxes marked Value
6. Under Matches, enter the match options in the boxes marked Value
7. Under Matches, adjust the numbers listed in the Correct Choice column so that the choices & their matches are correct.
8. Save

D2L How-To Test Quiz

New ▾ | Import

Section
Random Section

True or False Question (T/F)
Multiple Choice Question (MC)
Multi-Select Question (M-S)
Long Answer Question (LA)
Short Answer Question (SA)
Multi-Short Answer Question (MSA)
Fill in the Blanks Question (FIB)
Matching Question (MAT)
Ordering Question (ORD)
Arithmetic Question (2+2)
Significant Figures (x10)

Text Information (TXT)
Image Information (IMG)

➕ **Add Choice** `1`

#	Value	Remove
1	[▶‖ 🖼 🔗 ▾] [Paragr... ▾] [•••] The D in D2L stands for abc✓ </> 🔍 ⛶	🗑
2	[▶‖ 🖼 🔗 ▾] [Paragr... ▾] [•••] The L in D2L stands for abc✓ </> 🔍 ⛶	🗑

1 1	[▶‖ 🖼 🔗 ▾] [Paragr... ▾] [•••] Desire abc✓ </> 🔍 ⛶	1 ▾ 🗑
2 2	[▶‖ 🖼 🔗 ▾] [Paragr... ▾] [•••] Learn abc✓ </> 🔍 ⛶	2 ▾ 🗑

› Expand question hint

› Expand question feedback

Save **Save and Copy** **Save and New** **Preview** **Cancel**

As you add questions to your quiz, this is what it will look like.

Setting Restrictions
1. Under Restrictions, set the status of the quiz to Active.
2. Set the start & end date/time.
3. Check off the box if you want the quiz displayed in the calendar.
4. Type the length of the quiz in minutes, & check off whether you want it to be enforced & if you want the clock to be shown.
5. Set the grace period
6. Set the late limit
7. Save.

Setting Assessment
1. Under Assessment, select if you want the quiz to be graded upon completion by checking off the box.

2. Select how many times you would like students to be able to attempt the quiz by adjusting the number of Attempts Allowed & selecting Apply
3. Save

Preview Quiz
1. Under Manage Quizzes, select the drop down arrow next to the quiz you would like to preview.
2. Select Preview.

Manage Quizzes   Question Library   Statistics

New Quiz   Edit Categories   More Actions ▾

☐ 🖍 Bulk Edit

Current Quizzes

☐   Test Quiz ▾   (inactive)
    always

☐   D2L How-To Test Quiz ▾
    Mar 5, 2014 11:00 A

🖍	Edit
🔍	Preview
✅	Grade
📊	Reports
📊	Statistics
📁	Publish

☐ 🖍 Bulk Edit