HASKAYNE SCHOOL OF BUSINESS



Office of Teaching & Learning 2500 University Drive NW Calgary, AB, Canada T2N 1N4 ucalgary.ca

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

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2.	Click "New Quiz"							
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							View: By	Availability - Apply
	You haven't created any quizze	es. Click New Quiz	z to add a new	quiz.				

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

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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

D2L How-To Test Quiz



New True or False Question

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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

+ Add Option 1

New - Import	General
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True or False Question (T/F)	Points *
Multiple Choice Question (MC)	1
Multi-Select Question (M-S)	Difficulty
Long Answer Question (LA)	1 •
Short Answer Question (SA)	Question Text *
Multi-Short Answer Question (MSA)	▶ II 🚵 💖 🔻 Paragr 💌 ••••
Fill in the Blanks Question (FIB)	What is the acronym for Desire To Learn?
Matching Question (MAT)	
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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 Short Answer Question

New 🔻 Import	General
Section Random Section	Points *
Multiple Choice Question (MC) Multi-Select Question (MC) 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)	Difficulty I I Question Text * Image: Imag
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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	
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True o	r False Que	stion (T/F)
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Multi-	Select Ques	tion (M-S)
Long A	stion (LA)	
Short	Answer Que	estion (SA)
Multi-	Short Answ	er Question (MSA)
Fill in	the Blanks	Question (FIB)
Match	ing Questio	n (MAT)
Orderi	ng Questio	n (ORD)
Arithm	ietic Questi	on (2+2)
Signifi	cant Figure	s (x10)
Text In	formation ((TXT)
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As you add questions to your quiz, this is what it will look like.

D	D2L How-To Test Quiz						
	New 🔻 Import						
	🎲 Move 🏢 Delete ᡝ Order 🖧 Edit Values 🔓 Publish to LOR						
	Name (click question name to edit)	Туре	Points	Difficulty			
	P2L stands for Desire To Lean	T/F	1	1			
	? What is the acronym for Desire To Learn?	MC	1	1			
	$\ref{eq:product}$ Which seven items are found on the red bar in D2L? \checkmark	SA	7	1			
	? Match the following	MAT	1	1			
	Total: 4 Questions						
	🎲 Move 🍵 Delete ᡝ Order 🖧 Edit Values 💾 Publish to LOR						

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.

Edit Quiz - D2L How-To Test	Timing
Properties Restrictions Assessment	Time Limit 60 minutes @ enforced @ show clock
Dates and Restrictions	Grace Period 5 minutes before flagged as late
Active	Late Submissions
Dates Image: Weight of the second	 Use Late Limit of minutes Auto-Submit Attempt
3/5/2014 11:00 AM	
Canada - Edmonton	Advanced Availability
Has End Date	Advanced Availability
3/12/2014 11:00 AM	Allow selected users special access to this quiz Allow selected users special access to the selected users Allow se
Canada - Edmonton	 Allow only users with special access to see this quiz Add Users to Special Access

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.

Mar	nage Quizzes Qu	iesti	ion Library	Statistics	
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