# D2L Brightspace

Instructor Guide: Quizzing

Use the Quizzes tool to take a quiz, review your quiz results, and see class statistics for a quiz. Create and manage quiz questions from the Question Library or the Quizzes tool, and organize quizzes into categories to make it easier to find assessments with similar or related content.

The Question Library

Create questions using the Question Library which you can organize the questions in folders called sections. From there, the questions can easily be imported into D2L quizzes. The advantage of using the Question Library is that the same questions can be used in multiple quizzes and imported into quizzes containing random sections.

1. Once you are in D2L Brightspace, click on the class you'd like to create a quiz in.
2. On the navigation bar, click **Assessments**, then **Quizzes**.
3. Click **Question Library**.
4. The **Question Library** page displays. Click on **New** and select the **Section** option.
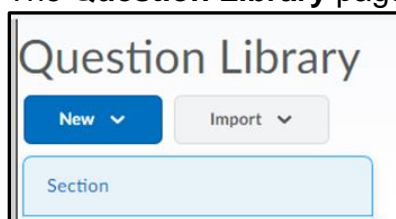
5. In the *Name* text box, type a name for the section.
6. Click **Save**. The section now appears in the Question Library
7. Click on the section or folder name, then begin creating questions in the section by choosing the type of question you would like to add to you library.
8. Enter the **Question Text** and **Answers** in the appropriate text boxes. You can use the **HTML Editor**, **Spell Checker** and **Question Preview** features.
9. Be sure to check the correct answer and **Save**.
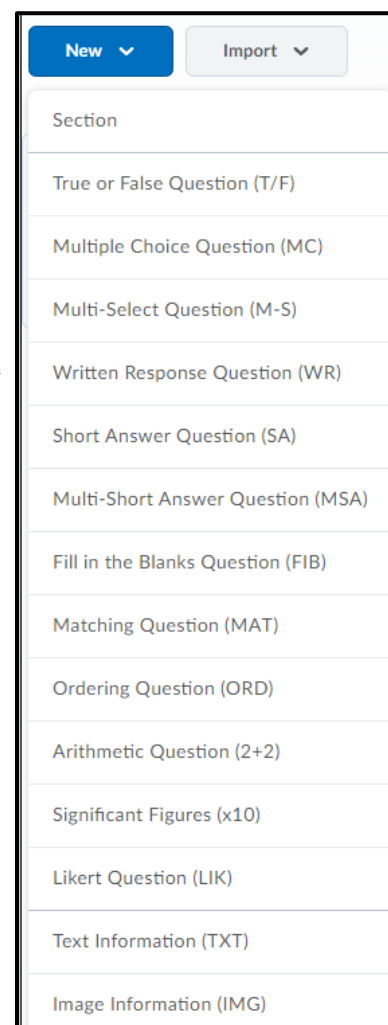
Creating a Quiz

1. On the navigation bar, click **Assessments**, then **Quizzes**.
2. Click **New Quiz**

Properties Tab

1. The quiz **Properties** tab will display by default when you create or edit a quiz. Enter a name for your quiz in the **Name** field.
3. **OPTIONAL:** Select a category.
4. Specify the number of **Questions per page**.
5. Select the **Prevent moving backwards through pages** check box.

6. **Click** the **Add/Edit Questions** button.
7. **Click** the **Import** button to add questions directly to the quiz from the question library.
8. Or **Click** the **New** button to add **a Question Pool, Section** folders or **quiz questions.**
   Note: Use a Question Pool in a quiz when you wish to draw from a large test bank of questions.
9. For a **Question Pool**, enter a **Name** and click **Save.**
10. Click on the newly created purple folder.
11. Click **Import.**
12. Select the **Source Section** to import this material from (usually **Collection Root**).
13. In the tree that appears, select which questions to import.
14. Click **Save.**
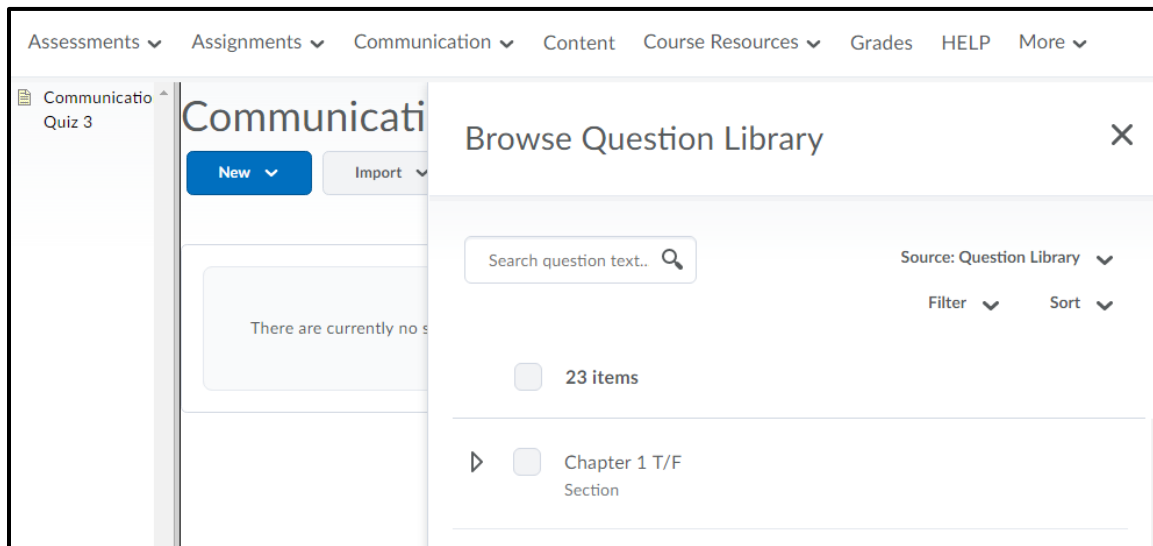
15. There is also an option to "**Shuffle questions at the quiz level**".
    Note: Shuffling the order of questions at the quiz level also shuffles the order of all sections in the quiz.
16. **OPTIONAL:** Enter a Description/ Introduction or Page Header/ Footer
17. In the **OPTIONAL Advanced Properties** area, do any of the following:
    a. Select the **Allow hints** check box.
    b. Select the **Disable right click** check box.
    c. Select the **Disable instant messages and alerts** check box.
    d. In the **Notification Email** field, enter an email where notifications will be sent.
18. Click **Save**.

Restrictions Tab

1. In the **Availability** section, you can set the **Status** and quiz **Start and End dates**. Users can only see quizzes that have been set to **Active** status. Add to **Calendar** option available.
2. You can add release conditions in the **Additional Conditions** (if applicable). Release conditions allow you to set requirements that students must meet before they can view the quiz.
3. Choose the **Enforce** the time limit or **Show a Clock** by checking the corresponding
4. In the **Timing** section, set a time limit for your quiz by typing the applicable number of minutes in the **Time Limit** field. The default time limit is 120 minutes.
5. You may also select a **Late Submissions** option.
6. Use the Special Access feature to override the availability and timing settings of a quiz for specified individuals.
7. **Click Save** when you are done with the **Restrictions** tab.

Assessment Tab

1. Under "**Automatic Grading**" check the box for your quiz to be graded.
2. To link a quiz to a grade item, select an item from the dropdown list. Once selected, you are allowed to **Auto Export to Grade.**
3. To add a rubric click "Add Rubric" and choose from drop-down list or click on **"create a rubric in a new window"** link
4. **Attempts Allowed:** Select the desired number of attempts that students can have to take the quiz.
5. **Overall Grade Calculation**: Instructors can choose Highest Attempt, Lowest Attempt, Average of all Attempts, First Attempt, or Last Attempt as options for how or what quiz to grade.
6. **Click Save** when you are done with the **Restrictions** tab.

Objectives Tab

1. On the **Objectives** tab you can associate a quiz with a set of learning objectives and a competency that you want users to master.

Submissions Tab

1. Here you can define what information students will see after they submit a quiz attempt.
2. Click on **"Default View"** to edit view.
3. In the Message box you may type a message for students to see after they have completed the quiz. This message is shown by default.
4. **Click Yes** for the **Show Questions?** which the enables the options.
5. Check **Show class average** and/or **Show score distribution** to display these statistics to student after they submit their quiz.
6. **Click Save** when you are done.
7. Editing the **Add Additional View** provides you the same options as the **Default View**, but adds the ability to restrict the submission view by date and time, attempt score, and/or IP address.

Reports Tab

1. This feature allows you to gather information on how students have performed on your quiz. **Reports** are different from quiz statistics because they allow you to collect more types of information and are printable.

From the drop-down menu next to Quiz Title **click Preview.** We can now preview what the student will see when they take the quiz.