Quizzes Tool Guide

WHAT IS THE QUIZZES TOOL?

The Quizzes tool enables you to create and manage points-measured assessments. Quizzes can be automatically linked with the Grades tool, learning objectives or a rubric. There are multiple setup options to control number of attempts, security, and more. To create a new quiz, enter the Quizzes tool through **Edit Course** and click the blue **New Quiz** button.

WHY USE THE QUIZZES TOOL?

Use Quizzes 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.

USER STORY

Professor Chan wants students to test their readiness by taking a practice quiz. He creates robust feedback on each question to help students know exactly where they made mistakes or need to review before attempting the actual quiz.

Miguel Garcia, a student in Professor Smith's course, is preparing for his mid-term exam (quiz). Professor Smith has provided a practice quiz to help Miguel prepare. Miguel is able to identify areas that require further preparation in advance of the mid-term exam.

QUIZ PROPERTIES

Properties are the first area when setting up a quiz. Some key settings available are:

Quiz Questions: Here you can add or edit questions. When adding questions, you can either create new questions or import questions from the Question Library, the LOR or a D2L Text Format File.

Layout and Formatting: Once questions are added, you can decide the number of questions per page or insert manual page breaks by clicking on the grey lines visible between quiz questions.

Hints (Checkbox): Hints are created question-by-question, but you can control whether they're seen at a quiz level. This is handy when importing questions that may have hints attached to them.

Disable Right Click/Pager/Alerts: This is a security feature that prevents users from copying quiz questions using right click. You can also disable messaging tools within the Learning Environment.

RESTRICTIONS

Restrictions allow you to determine when and to whom your quiz will be released. Some key settings are:

Status: Make sure to change your quiz status to **Active**.

Dates and Release Conditions: Limit your quiz availability by dates or release conditions. See the Release Conditions Guide for more information.

Timing: If you set a time limit and choose to enforce it, you must give your learners a grace period. You will choose the late behavior from the options provided.

Special Access: This option allows you to select users to have special access to the quiz by providing specific date ranges for some users or restricting the quiz to certain individuals.

ASSESSMENT

The assessment tab allows you to set-up the grading portion of the quiz. Some key settings are:

Automatic Grade: When this setting is turned on users can see their score as soon as they submit their attempt. The score displayed is only what the system can auto-grade. This setting must be turned on for grades to be automatically sent to the grade book.

Grade Item and **Auto-Export to Grades**: You can attach the Quiz to a grade item here. If no grade item exists, you can create it directly from this tool. If you check off **Allow Auto-Export**, the auto-gradable questions will feed to the grade book as soon as the quiz is submitted.

Add Rubric: You can attach an existing rubric or create a new one from within the tool.

Attempts: You can choose to allow a certain number of attempts and decide how the grade for those attempts will be calculated.

SUBMISSION VIEWS

You can control what information the learner sees upon completion of the quiz. Creating multiple views with staggered release dates allows you to release information slowly over time. For example, you could set one view to appear immediately with only the user's score. A second view could be set for a week later (once everyone has completed the quiz) to show which questions were correct and/or incorrect. A third view with the class statistics could be set for the end of term. If the quiz has multiple attempts, you can choose the score needed on an attempt to release the submissions view.

RANDOM SECTIONS

Random sections can be inserted into quizzes. This allows a section of the quiz to randomly select questions from a pre-determined set. Each student will get a semi-unique set of questions. Create random sections when adding/editing questions to a quiz by selecting **New** and then **Random Section**.

MANUALLY GRADING

Although grading of quizzes can be auto-completed, there are still manual functions that can be done (e.g., with long answer questions). In the main menu of the Quizzes tool, locate the quiz in question and click the dropdown arrow next to it to find the **Grade** option.

Under the **Questions** tab, you can use **Blind Marking** to grade individual responses without seeing the leaner's name (for example, to mark a long answer question). You can also **Update All Attempts** to change the grading for a particular question.

REPORTS

Multiple reports can be set up for one quiz. For example, if you wanted one report with certain information to go to TAs, and another more comprehensive report to go to Admins, you could set up both. Make sure to release the report to specific role(s) when creating.

Once a report is set up, it can be accessed by using the context specific dropdown beside the quiz in question and selecting **Reports**. At that time you can specify all reports, or include a specific date range for attempts. Reports can be generated in HTML or CSV format.

EFFECTIVE PRACTICES

1. Build all of your questions in the Question Library, in order to share questions and generate random sections.
2. Make use of the "copy" feature by building a standard quiz template or shell example. This will save you time in creating new quizzes!

WANT MORE INFORMATION?

Visit the Brightspace Community (**https://community.brightspace.com**) or D2L Resource Centre (**https://documentation.desire2learn.com**) for videos, documents and other resources.

About D2L

A global leader in EdTech, D2L is the creator of Brightspace, the world's first integrated learning platform. The company partners with thought-leading organizations to improve learning through data-driven technology that helps deliver a personalized experience to every learner, regardless of geography or ability. D2L's open and extensible platform is used by more than 1,100 clients and 13 million individual learners in higher education, K–12, healthcare, government, and the enterprise sector—including Fortune 1000 companies. The company has operations in the United States, Canada, Europe, Australia, Brazil, and Singapore.