

## Assessments

The D2L assessments tools is very powerful, allowing instructors to set many options for each quiz.

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### Question Library

Questions created in the Question Library become available to all quizzes, surveys, and self-assessments. Best practice for using D2L is to create questions in the question library first and then add them to quizzes. You must access questions from the Question Library if you want to randomize questions in a test or quiz.

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### Adding Questions to the Library

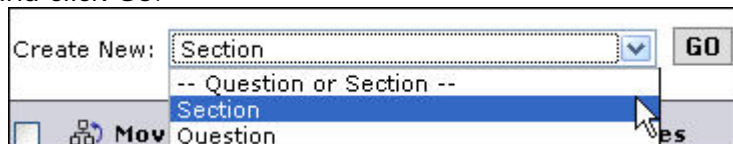
You may add questions to the library using any of the following three methods:

1. Create questions within the library or from within a quiz.
2. Import questions contained in a text file and properly formatted for D2L usage.
3. Import questions using Respondus.

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### Creating Questions Within the Library

1. Access the question library by choosing Assessments from the lower left Navigation Bar and selecting the Question Library icon.
2. Next you will create a section or a question. Sections will help you organize the questions within the library. You may want to create sections for different types of questions or sections that cover particular topics (i.e. Supply and Demand or Chapter 1, etc.)
3. To create a new section choose Section from the Create New drop-down list and click Go.



4. Enter a Section Name.
5. Note: The Comments fields, image and display options are applicable only for sections within a quiz but should transfer to the quiz if entered in the question library.
6. To enter questions to the section, click on the section name, choose a question type from the drop-down list and choose Go.

## Create New Quiz

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### Properties

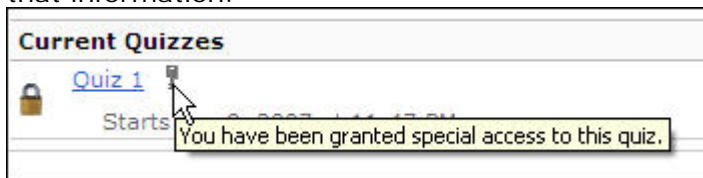
1. Enter the Quiz Name.
2. Create and Enter a Category if you wish to organize your quizzes. The category is a heading only.
3. Select the Grade Item to be associated with the quiz. You may choose the grade item if you have not already done so.
4. Choose whether or not to automatically export the grade to the Grades tool. If you choose not to export, you will have to manually access the grade in the Grades tool.
5. Choose if students will see the graded attempt immediately upon completion.
6. Check to Allow Hints if you wish for students to view the hints you entered when creating questions.
7. You may enter your email address in the Notification Email field if you would like to receive a notice when students have completed the quiz.
8. You may disable the use of the right-click to help prevent copying of questions.
9. The pager is not currently available within ETSU's version of D2L. Checking or not checking this box will not change anything.
10. Choose to enter Messages if you like.
  - a. The Description will appear before the student attempts the quiz.
  - b. The Introduction will appear when the student enters the quiz.
11. You may enter a Pager Header or Footer that will appear on each page of the quiz.
12. Click Save Quiz to save your properties changes.

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### Restrictions

1. As soon as you change the Status from Inactive to Active, the test will become available to students. Make sure you do not complete this step until you are ready! (Or have entered restriction dates that would prevent the test from being viewed immediately.)
2. Set start dates and end dates and times that the test will be available to students.
3. You may attach a release condition if you want to test to be available based upon completion of another test or task.
4. You may require that students enter a password in order to enter the quiz. *Please note: The password is case sensitive.*
5. You may limit the quiz to a particular IP address.
6. Set the time limit for the quiz. The default time limit is 120 minutes. You must check the enforced box for the time limit to actually be imposed on the student. If you do have a time limit, you should also check to show the clock.
7. You must enter a Grace Period. This field will add the specified number of minutes to the student's time before the submission is flagged as late. The Grace Period must be a minimum of 1 minute.
8. Specify how you will handle late submissions:

- a. Allow normal submissions – Students submit their quiz regardless of time limit requirements and no points will be deducted. The submission will be flagged as late.
  - b. Late limit – Users may submit the quiz even after the time has expired. However, if the student surpasses the time limit + grace period + late limit they will receive a score of zero. The grade may be manually manipulated by the instructor if desired.
  - c. Auto-Submit Attempt – The system will automatically submit the test after the specified time limit and grace period have elapsed. Some action on the student’s part will have to occur before automatic submission (i.e. saving a question, answering a question, etc.) Only questions saved by the student will be submitted. Questions answered but not saved will be lost.
9. You may also allow for special access by choosing Add Special Access. This is especially useful if a particular student needs to take a makeup exam or needs a longer time limit on an exam. This will override other settings and restrictions. Make sure you click insert at the bottom of the page. You may have to move the window up a bit to see the insert button. Students will see that they have been granted special access but other students will not see that information.



10. Select the restrict to those with special access below to make the test available to **only** those with special access.
11. Click Save Quiz to save your restrictions settings.

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## Attempts

1. Select the number of attempts you wish to allow for the quiz. You may choose unlimited or from 1 to 10.
2. Choose which attempt will be included in the grade calculation. You may choose from Highest Attempt, Lowest Attempt, Average of all Attempts, First Attempt or Last Attempt.
3. If you choose more than 1 attempt, but not unlimited attempts, you will be presented with advanced attempt conditions after saving the page. Here you will be allowed to specify minimum and/or maximum percentages for allowing additional attempts.

**Advanced Attempt Conditions**

To restrict access to the attempts listed below, enter a minimum and/or maximum percentage (0 - 100) that needs to be achieved on the previous attempt to qualify for another attempt.

If the minimum and/or maximum percentage is left blank, it will not apply. If both are left blank, then there is no restriction.

**Attempt 2** - Min:  % Max:  % on Attempt 1

**Figure 13 – Advanced Attempt Conditions for Greater than 1 Attempt**

4. Click Save Quiz to save your Attempt settings.

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## Submission Views

1. Click the Default Views link to change the submissions views that will appear to students after completing a quiz attempt.
2. Message – You may enter a message that will be displayed to all students upon completion of the quiz.
3. Show questions – Yes or No. The following options are available if Yes is chosen:
  - a. Show questions answered incorrectly – Only questions answered incorrectly with a point value greater than zero will be displayed. Questions with no point value or essay questions will display.
  - b. Show questions answered correctly – Only questions answered correctly with a point value greater than zero will be displayed. Questions with no point value or essay questions will display.
  - c. Show all questions without user responses – Will show all quiz questions left unanswered by the student.
  - d. Show all questions with user responses – All questions will be shown with student responses.
  - e. Show question answers – Will display the answers for all questions displayed.
  - f. Show question score and out of score – Shows the total score and total possible score.
4. Show attempt score and overall attempt score – Will display the student's score immediately after taking the test for any questions that can be automatically graded.
5. Statistics – Choose to show the class average and/or score distribution.
6. Click Save View to save your views choices.

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## Reports Setup

You may create customized reports for quizzes. You can choose to whom these reports should be released. Reports can be accessed by both students and instructors by selecting the Quiz Reports icon.

Warning: This is a powerful reporting tool and makes it possible to display confidential information about students to other students. Please do not use this tool if you are unsure of the results. ATS will be happy to help you set up and test quiz reports if you choose to utilize them.

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## Layout/Questions

1. Click Add/Edit Questions to begin adding questions to your quiz.
2. Although not recommended, you may choose to enter new questions or sections directly within the quiz.
3. If you have added your questions to the question library first, you will first select Import.
4. This will display the Import screen.
  - a. Select From and Existing Collection for the import source.
  - b. The Source Collection will be the Question Library.
  - c. Choose the section from which you will import.

5. The questions you have entered for that section will be displayed.
6. Click next to the folder to import an entire section of questions.
7. Click Save. You will see the list of questions to be imported.
  - a. You may a question or section into another section using the Move icon.
  - b. You may delete questions by selecting them and clicking the garbage icon.
  - c. Click Order to specify the order for questions.
  - d. Use Edit Values to change the point value or difficulty level of multiple questions. You must select the questions before clicking the icon.
  - e. Click Back to Quiz/Layout Questions when you have added and edited all the questions for your quiz.
8. You may select the number of questions to appear per page. Click Go to see the effect. You may also manually add page breaks by clicking on the blue arrow to the left of the question.

1	Q1. <a href="#">What is the name of this political figure?</a>
2	Q2. <a href="#">This person ran for what political office as</a>