D2L Quizzes
Faculty Support Guide

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Quizzes Support for Faculty

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Considerations around quizzes with associations to Question Library

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The Quizzes tool enables you to assess a student’s knowledge of a given subject. You can use quizzes to help evaluate students learning progress and as a study tool (i.e. flashcard type method) for students.

The Question Library is a central repository that stores and archives questions which you can reuse within a course. You can create multiple sections (folders) within the Question Library to organize your questions by type and topic, making it easier for you to find questions for your quizzes, surveys, and self assessments.

As a best practice for storage, organization, and easy access, it is recommended that you create all your questions using the Question Library. You can also consolidate questions created within the Quizzes, Surveys, and Self Assessments tools by importing them back into the Question Library.

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.

Faculty can use the quiz preview option to view a quiz the way that students will see it to test the accuracy of content and grading before it is released and available to students. In a preview, you can answer the questions, view allowed hints, submit the quiz, auto-grade answers, read feedback, and view report results.

Once students have completed a quiz, you can view quiz statistics such as grade distribution, grade average, question statistics, and user statistics on the Statistics page. You can also create additional detailed reports which can be exported to a CSV file to gain additional assessment data.

**QUESTION LIBRARY**

**Access Question Library**

1. Click Quizzes on the navbar.
2. Click Question Library from the tool navigation.
Managing Questions in Question Library

Create sections in Question Library

It is recommended that questions in the Question Library are organized into sections (folders). The questions related to the section should reside in the section folder. For example, all Basic Questions would be stored within the Basic questions folder as shown below.

To create a new section:

- Click on Quizzes in the course navbar.
- Click on Question Library.
- From the New dropdown menu, select Section.

- In the General area, enter your section name. Message, Private Comments, Image and Description are optional.
- Click Save.
Import questions into Question Library

Import questions into Question Library to consolidate questions created with the Quizzes, Surveys, and Self Assessments tools. Consolidating questions within Question Library enables you to efficiently transfer questions to new courses using the Copy Course Components feature. You can also import questions from a CSV file, or from a Publishers test bank. Additionally, if you have Respondus software tool loaded on your windows-based computer, you can publish your Word document quiz directly to your D2L course Question Library or Quiz. Contact D2L Services for more information about Respondus.

When you import questions into surveys or self assessments, the answers from the Question Library, point value, and difficulty indicators are automatically removed. You cannot import Likert questions to quizzes and self assessments because they are unique to surveys.

Import questions into Question Library from an existing collection

1. On the Manage Quizzes page, click on Question Library.
2. On the Question Library page, click Import.
3. On the Import page, select From an Existing Collection from the Import Source drop-down list.
4. In the Source Collection drop-down list, select the source where existing questions reside.
5. In the Source Section drop-down list, choose the Collection Root or a specific section from which existing questions reside.
6. Select the check boxes beside the questions you want to import, then click Save.
Import quiz questions into Question Library from a CSV file

You can create quiz questions offline using a CSV formatted text file. Follow the steps below to access a template for creating the text file, or upload a question file you have completed.

1. On the Manage Quizzes page, click on Question Library.
2. On the Question Library page, click Import.
3. On the Import page, under Import Source dropdown menu select From a Desire2Learn Text Format File.
4. You can click the CSV Sample File link and Save the file to your computer to download the text file template.
5. Click Browse and select a CSV question file you have completed and want to upload to the quiz. Click Open.
6. Click Save.

![Import Into Question Library](image-url)
Import questions from D2L formatted course package zip file

1. Click on Content on the course navbar.
2. Click on Table of Contents.
3. From the Import Course dropdown menu, select Import Course Package.
4. Search for the zip file and click Upload File.
5. Click Import All Components or click Advanced Options if you only want to import some components.

Preview questions in Question Library

Use the preview page to view the appearance of an individual question, as well as the comments and hints included with the question. If the question appears in more than one place, the preview page lists the other places the question appears (for example, in the Quizzes, Surveys, and Self Assessments tools).

1. Do one of the following:
   a. In Question Library, from the dropdown menu of the question you want to preview, click Preview.
   b. On the Edit Question page for the question you want to preview, click Preview.
2. Click Done.

Reorder questions or sections in Question Library

1. In Question Library, click Order.
2. On the Order page, select the check box for any question or section you want to move.
3. Click the Move Up or Move Down icons.
Create Quiz Questions

1. You can create questions in the Question Library or directly within a Quiz. To create quiz questions, do one of the following:

   o On the Manage Quizzes page, click Question Library from the tool navigation.

   ![Question Library](image1)

   o While editing or creating a quiz, click Add/Edit Questions in the Properties tab.

   ![Add/Edit Questions](image2)

2. In the Question Library or the Add/Edit Questions area of the Quizzes tool, select the question type or information item that you want to create from the New dropdown menu.
Types of questions
You can create the following question types in Question Library. From within a Quiz, you cannot create Likert type questions. Likert questions are only used in Surveys.

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

You can create the following information items in Question Library:

- Text Information (TXT)
- Image Information (IMG)
Create true or false questions

True or false (T/F) questions present a statement which respondents must determine is correct or incorrect.

1. In the Question Library, from the New button, click True or False Question (T/F).

2. In the General area, enter your true or false question details
   - Title (optional)
   - Points
   - Difficulty (optional)
   - Question Text: Enter the question in this field. You may utilize the HTML editor tools such as Insert stuff, insert image, Quicklink, fonts and table tools, etc.
   - Insert an Image and description (optional)

3. In the Options area, do the following:
   - From the Enumeration drop-down list, select how you want your options to be enumerated.
   - Style: Select how you want your question to display.
   - In the Weight (%) fields, enter the weight for each response. The correct “True” answer must equal 100.
   - Answer Feedback (optional): Provide feedback for this answer.
   - Question Feedback (optional): Provide general feedback for this question.

4. Click Preview to see how this question will display.

5. Click Save, Save and Copy, or Save and New.
Create multiple choice questions

Multiple choice (M/C) questions present a statement or question with a list of possible answers, in which respondents must choose the best possible answer. Multiple choice questions differ from multi-select questions in that you can only select one answer for each multiple choice question.

If you create a multiple choice question that has more than one possible solution, you can weight the answer according to the correctness of each possible answer.

For example, if two answer choices out of five options are accepted as correct, both can be weighted 100% and the other three options can be weighted at 0%. If all five answer choices are accepted as correct but some are more correct than others, each can be weighted in ascending order with the most correct answers weighted more than the least correct answers.

1. In the Question Library, from the New button, click Multiple Choice Question (MC).
2. In the General area, enter your multiple choice question details.
   - Title (optional)
   - Points
   - Difficulty (optional)
   - Question Text: Enter the question in this field. You may utilize the HTML editor tools such as Insert stuff, insert image, Quicklink, fonts and table tools, etc.)
   - Insert an Image and description (optional)
3. In the Options area, do the following:
   - From the Enumeration drop-down list, select how you want your options to be enumerated.
   - Style - Select how you want your question to display.
   - Randomize options – select if you would like your answers to appear in a random order. If you choose this make sure to word your answers carefully. Do not include an answer such as “All the above” or “Answer A & B”.
   - Enter a choice in each Value field and the weight you want to assign the answer (you can set different weights if some solutions are more correct than others). Values should equal 100%.
   - Answer Feedback (optional) - Provide feedback for this answer.
   - Question Feedback (optional) - Provide general feedback for this question.
   - Click Preview to see how this question will display.
   - Click Save, Save and Copy, or Save and New.
Create multi-select questions
Multi-select (M-S) questions require respondents to identify one or more correct answers in a list of possible answers. Unlike multiple choice (MC) questions, multi-select questions enable you to choose a grading format and allow users to select more than one answer.

1. In the Question Library, from the New button, click Multi-Select Question (M-S).

2. In the General area, enter your multi-select question details.
   - Title (optional)
   - Points
   - Difficulty (optional)
   - Question Text – Enter the question. You may utilize the HTML editor tools such as Insert stuff, insert image, Quicklink, fonts and table tools, etc.
   - Insert an Image and description (optional)

3. In the Options area, do the following:
   - From the Enumeration drop-down list, select how you want your options to be enumerated.
   - Style - Select how you want your question to display.
   - Grading - Select your grading method.
   - Randomize options – select if you would like your answers to appear in a random order. If you choose this make sure to word your answers carefully. Do not include an answer like “All the above” or “Answer A & B”.
   - Enter a choice in each Value field. Select the Correct check box for every right answer.
   - Click Preview to see how this question will display.
   - Click Save, Save and Copy, or Save and New.

Understanding grading options for multi-select questions
There are three possible grading options for multi-select questions:

- **All or nothing** - Students receive full points for the question if they select all of the correct answers and none of the incorrect answers. Students receive zero points if they miss any correct answers or select any incorrect answers.

- **Right minus wrong** - Students receive points equal to the number of right answers they choose minus the number of incorrect answers they choose. To determine how much each answer is worth, the system takes the total number of points assigned to the question and divides it by the total number of answer choices. For example, if a question is worth 10 points and has 5 answer choices, each correct answer is worth 2 points, and each incorrect answer is worth - 2 points (10/5 = 2). If a user gives 3 correct answers and 2 incorrect answers, 2 is the total number of points received for
the question \((3\times2)+(2\times-2)\). Students can receive a minimum of zero on a question; they cannot receive a negative mark.

- **Correct answers** - Students receive points for each correct answer they select and for each incorrect answer they leave blank. Incorrect answers selected and correct answers left blank are ignored. For example, if a question with a total of six potential answers has two correct answers, the total points available for the question is 4.

**Create long answer questions**

Long answer (LA) questions require respondents to write detailed answers in response to open-ended questions. You can enable Students to respond in multiple sentences, paragraph answers, or mathematical explanations and calculations.

Long answer questions are not auto-graded.

1. In the Question Library, from the **New** button, click **Long Answer Question (LA)**.
2. In the **General** area, enter your long answer question details.
   - **Title** *(optional)*
   - **Points**
   - **Difficulty** *(optional)*
   - **Question Text** – Enter the question. You may make use of the HTML editor tools such as Insert stuff, insert image, Quicklink, fonts and table tools, etc.)
   - **Insert an Image and description** *(optional)*
3. In the **Options** area, customize your long answer question options.
4. Click **Preview** to see how this question will display.
5. Click **Save, Save and Copy**, or **Save and New**.

**Create short answer questions**

Short answer (SA) questions require respondents to create one word or brief sentence answers in response to open-ended questions.

As a best practice, D2L recommends that the weight of each possible solution equals 100% if you require only one answer. If your question requires multiple answers, and each answer has several possible solutions, we recommend that the combined weight of each answer's most correct solution be equal to 100%.

1. In the Question Library, from the **New** button, click **Short Answer Question (SA)**.
2. In the **General** area, enter your short answer question details.
   - **Title** *(optional)*
3. Enter your answer in the Answer field and select your Evaluation method.

4. In the Weight (%) field, set a weight for each possible solution.

5. To add additional answers, click Add Answer.

6. Click Preview to see how this question will display.

7. Click Save, Save and Copy, or Save and New.

Create multi-short answer questions

Multi-short answer (MSA) questions require respondents to answer a multi-solution question and input their answers into individual input boxes. Respondent's answers are checked against each possible answer stored in the answer fields. D2L recommends that the required number of answers corresponds with the number of input boxes provided.

An MSA question's maximum point value is reflected by a 100% weight. As a best practice, D2L recommends that each possible answer's weight calculation equals 100% divided by the number of answers required by the question.

Multi-short answer questions differ from short answer (SA) questions in that the multi-short answer question enables you to create multiple answer boxes which all relate to one answer set; short answer questions also support multiple answer boxes, but each requires a distinct set of possible answers. The short answer question type is ideal if you need to create a multi-part question that cannot share the same answer pool.

For example, the question "Name 3 state capitals" displays three input boxes to students. Each answer students submit is checked against 51 possible correct answers stored in the answer fields and each answer field has a weight of 33.3%.

1. In the Question Library, from the New button, click Multi-Short Answer Question (MSA).

2. In the General area, enter your multi-short answer question details.

   • Title (optional)
   • Points
   • Difficulty (optional)
   • Question Text – Enter the question. You may utilize the HTML editor tools such as Insert stuff, insert image, Quicklink, fonts and table tools, etc.)
   • Insert an Image and description (optional)
3. In the **Options** area, do the following:
   - In the **Input boxes** field, enter the number of required answer fields you want your question to have. You can assign the number of rows and columns for each answer field.
   - In the **Answer** fields, enter the correct answers for your question, the weight for each answer (you can set different weights if some solutions are more correct than others), and how you want the answers to be evaluated.
   - To assign more possible answers for the question, click **Add Answer**.

4. Click **Preview** to see how this question will display.

5. Click **Save, Save and Copy**, or **Save and New**.

### Create fill in the blanks questions

Fill in the blanks (FIB) questions require respondents to fill in one or more missing words for an incomplete sentence, statement, phrase, list, or key terminology.

As a best practice, D2L recommends that answers in blank fields be no more than one or two words to ensure auto-grading accuracy. Your listed order of blank and text fields correspond with the sequence displayed to students.

An FIB question's maximum point value is reflected by a 100% weight. As a best practice, the combined weight of your answers should equal 100%. If your FIB question has multiple blank fields and each blank field has several possible answers, D2L recommends the combined weight of each blank field's most correct answer equals 100%.

1. In the Question Library, from the **New** button, click **Fill in the Blanks Question (FIB)**.

2. In the **General** area, enter your fill in the blanks question details.
   - Title *(optional)*
   - Points
   - Difficulty *(optional)*
   - Question Text – Enter the question. You may utilize the HTML editor tools such as Insert stuff, insert image, Quicklink, fonts and table tools, etc.
   - Insert an Image and description *(optional)*

3. In the **Question Text** area, do the following:
   - Enter your text.
   - In the **Blank #1** area, enter your information, including the answer to the text, the weight you want to assign the answer (you can set different weights if some solutions are more correct than others), and how you want to evaluate the answer.
   - To assign more possible answers for the blank, click **Add Answer**.
• To add more blanks to the question, click Add Blank.
• To add more text to the question, click Add Text.
4. Click Preview to see how this question will display.
5. Click Save, Save and Copy, or Save and New.

Understanding grading options for short answer, multi-short answer, and fill in the blanks questions
There are three possible grading options for short answer, multi-short answer, and fill in the blanks questions:
• Case Insensitive - Auto-grading searches for a matching character pattern in the answer text with or without letter case correctness.
• Case Sensitive - Auto-grading searches for a matching character pattern in the answer text that must have letter case correctness.
• Regular Expression - Auto-grading uses meta-characters to search for one or more matching strings in the answer text's character pattern. What you set as meta-character parameters helps determine letter case sensitivity.

Create matching questions
Matching (MAT) questions require respondents to choose from a set of possible match choices from drop-down lists and correctly pair them with related items. This question type enables you to assess students' recognition of information and demonstrate comprehension of specific relationships.
1. In the Question Library, from the New button, click Matching Question (MAT).
2. In the General area, enter your matching question details.
   • Title (optional)
   • Points
   • Difficulty (optional)
   • Question Text – Enter the question. You may utilize the HTML editor tools such as Insert stuff, insert image, Quicklink, fonts and table tools, etc.)
   • Insert an Image and description (optional)
3. In the Choices area, do the following:
   • Select the grading method for the question.
   • In each Value field, enter a choice.
   • To add additional values for the question, click Add Choice.
4. In the **Matches** area, do the following:
   
   - In each Value field, enter a choice.
   - To add additional matches for the question, click **Add Match**.
   - From the drop-down list for each matching value, select the corresponding **Correct Choice**.

5. Click **Preview** to see how this question will display.

6. Click **Save, Save and Copy**, or **Save and New**.

---

### Create ordering questions

Ordering (ORD) questions require respondents to arrange a series of items into a correct sequence or order.

1. In the Question Library, from the **New** button, click **Ordering Question (ORD)**.

2. In the **General** area, enter your ordering question details.
   
   - **Title** *(optional)*
   - **Points**
   - **Difficulty** *(optional)*
   - **Question Text** – Enter the question. You may utilize the HTML editor tools such as Insert stuff, insert image, Quicklink, fonts and table tools, etc.
   - **Insert an Image and description** *(optional)*

3. In the **Options** area, do the following:
   
   - Select your grading method.
   - In each Value field, enter a choice. To add more values, click **Add Item**.
   - From the **Correct Order** drop-down list for each value, set the order of the values. The first value in the correct order should be "1".

4. Click **Preview** to see how this question will display.

5. Click **Save, Save and Copy**, or **Save and New**.

---

### Understanding grading options for matching and ordering questions

There are three possible grading options for matching and ordering questions:

- **Equally weighted** - The total point value is divided equally among all possible correct matches. Students receive equally weighted points for each correct answer.
• **All or nothing** - Students receive full points for the question if they select all of the correct answers and none of the incorrect answers. Students receive zero points if they miss any correct answers or select any incorrect answers.

• **Right minus wrong** - Students receive points equal to the number of right answers they choose minus the number of incorrect answers they choose. To determine how much each answer is worth, the system takes the total number of points assigned to the question and divides it by the total number of answer choices. For example, if a question is worth 10 points and has 5 answer choices, each correct answer is worth 2 points, and each incorrect answer is worth -2 points (10/5 = 2). If a user gives 3 correct answers and 2 incorrect answers, 2 is the total number of points received for the question \((3*2)+(2*-2)\). Students can receive a minimum of zero on a question; they cannot receive a negative mark.

**Create arithmetic questions**

Arithmetic questions enable you to assess students’ knowledge and comprehension of mathematics and number theory. You can ensure each respondent receives a unique question by including variables enclosed with curly braces that randomly generate numbers within the problem. For example, if you set variables \(x\), \(y\), and \(z\) with a Min 1 to Max 5 number range in 1-step increments, the question “You have \(\{x\}\) green marbles, \(\{y\}\) red marbles, and \(\{z\}\) blue marbles. How many marbles do you have in total?” will randomly generate a rational number (1, 2, 3, 4, 5) for \(\{x\}\), \(\{y\}\), and \(\{z\}\).

As a best practice, D2L recommends that you create long answer (LA) question types for arithmetic problems that require students to demonstrate their calculations and show their work.

1. In the Question Library, from the **New** button, click **Arithmetic Question (2+2)**.

2. In the **General** area, enter your arithmetic question details. To verify your formula before sharing it with learners, click **Test**.
   - **Title (optional)**
   - **Points**
   - **Difficulty (optional)**
   - **Question Text** – Enter the question. You may utilize the HTML editor tools such as Insert stuff, insert image, Quicklink, fonts and table tools, etc.
   - **Insert an Image and description (optional)**

3. In the **Variables** area, do the following:
   - Create any variables you want to use with your question by giving the variable a **Name**, a minimum value in **Min**, and a maximum value in **Max**.
   - Set the number of decimals to provide in the **Decimal Places** drop-down list.
   - To set the system’s incrementing steps as it generates numbers from the range set by the **Min** and **Max** fields, enter a number in the **Step** field.
4. Click **Preview** to see how this question will display.
5. Click **Save, Save and Copy**, or **Save and New**.

**Create significant figures questions**

Significant figures questions require students to answer in scientific notation and provide solutions that contain a specified number of significant figures. Math and science courses commonly use this question type. You can ensure each student receives a unique question by including variables enclosed with curly braces that randomly generate scientific notations within the problem.

1. In the Question Library, from the **New** button, click **Significant Figures (x10)**.
2. In the **General** area, enter your significant figures question details. To verify your formula before sharing it with learners, click **Test**.
   - Title *(optional)*
   - Points
   - Difficulty *(optional)*
   - Question Text – Enter the question. You may utilize the HTML editor tools such as Insert stuff, insert image, Quicklink, fonts and table tools, etc.
   - Insert an Image and description *(optional)*
3. In the **Variables** area, do the following:
   - Create any variables you want to use with your question by giving the variable a Name, a minimum value in the Min field, and a maximum value in the Max field.
   - To set the system’s incrementing steps as it generates numbers from the range set by the Min and Max fields, enter a number in the Step field.
4. Click **Preview** to see how this question will display.
5. Click **Save, Save and Copy**, or **Save and New**.

**Understanding arithmetic and significant figures question components**

In arithmetic questions, use answer precision to limit the number of acceptable decimal places allowed in a response. You can require that correct answers contain a specific number of decimal places.

In significant figure questions, you can select a percentage of the answer's score to deduct for including incorrect significant figures in a response.

Use tolerance levels to accept near-accurate, estimated, or rounded answers.
**Types of supported enumerations in the Formula field**

The **Formula** field supports the following operations, functions, and constants:

<table>
<thead>
<tr>
<th>Enumerations</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>+, -, *, /, , ^</td>
<td>Basic arithmetic operators</td>
</tr>
<tr>
<td>%</td>
<td>Modulo (remainder) operator</td>
</tr>
<tr>
<td>{x}^{y}</td>
<td>x to the power of y</td>
</tr>
<tr>
<td>abs({n})</td>
<td>Absolute value of n</td>
</tr>
<tr>
<td>\cos({n})</td>
<td>Cosine of n (in radians)</td>
</tr>
<tr>
<td>\sin({n})</td>
<td>Sine of n (in radians)</td>
</tr>
<tr>
<td>\sqr{{n}}</td>
<td>Square root of n</td>
</tr>
<tr>
<td>\tan({n})</td>
<td>Tangent of n (in radians)</td>
</tr>
<tr>
<td>\log({n})</td>
<td>Log base 10 of n</td>
</tr>
<tr>
<td>\ln({n})</td>
<td>Log base e of n</td>
</tr>
<tr>
<td>\atan({n})</td>
<td>Inverse tangent of n</td>
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<tr>
<td>\sec({n})</td>
<td>Secant of n</td>
</tr>
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<td>\cosec({n})</td>
<td>Cosecant of n</td>
</tr>
<tr>
<td>\cotan({n})</td>
<td>Cotangent of n</td>
</tr>
<tr>
<td>\Factorial({n})</td>
<td>Factorial of n, or (n!)</td>
</tr>
<tr>
<td>\exp</td>
<td>The power of natural log (e)</td>
</tr>
<tr>
<td>\pi</td>
<td>\pi 3.14159 (accurate up to 50 decimal places)</td>
</tr>
<tr>
<td>\e</td>
<td>e 2.71828 (accurate up to 50 decimal places)</td>
</tr>
</tbody>
</table>
Understanding D2L Learning Environment rounding rules

When rounding, D2L Learning Environment automatically applies the Round to Half Even rounding rule when assessing answers that contain decimal places that end with "5". Currently, there are no options to change rounding rules. Applying the Round to Half Even rule, answers with decimal places that end with "5" will round down instead of round up.

Example One: 3.41 * 25 = 85.25

If you create an arithmetic question and set the Answer Precision to 1, the correct answer using Round to Half Even is 85.2.

Example Two: -3.41* 25 = -85.25

If you create an arithmetic question and set the Answer Precision to 1, the correct answer using Round to Half Even is -85.2.

You can enter a unit type (mm, cm, grams, inches, etc.) to assess if answers include correct units of measurement. For significant figures questions, you can select a percentage to assign a weighted points value to the measurement unit. If you use units in your question, you can set the following Evaluation Options:

- **Case Insensitive** - Auto-grading searches for a matching character pattern in the answer text with or without letter case correctness.

- **Case Sensitive** - Auto-grading searches for a matching character pattern in the answer text that must have letter case correctness.

- **Regular Expression** - Auto-grading uses meta-characters to search for one or more matching strings in the answer text's character pattern. What you set as meta-character parameters helps determine letter case sensitivity.

Create text information

You can create text information if you want to provide additional information that relates to several questions. It is useful to create text information if you have several questions that need to reference the same passage and you want to avoid repeatedly writing the same text for each question.

For example, you may have a case study that you want to use as the basis for several questions. Instead of inserting the case study into each question, you can create a text information item and have related questions appear directly underneath it.

1. In the Question Library, from the New button, click **Text Information (TXT)**.

2. In the **General** area, enter your text information details.

3. Click **Preview** to see how this question will display.

4. Click **Save, Save and Copy**, or **Save and New**.
Create image information

Create image information (IMG) if you want to provide supplementary information that relates to more than one question. It is useful to have an image information item if you have several questions that need to reference the same figure or diagram, and you want to avoid repeatedly uploading the same image file for each question.

1. In the Question Library, from the New button, click Image Information (IMG).
2. In the General area, enter your image information question details.
3. To upload your image, click Insert an Image.
4. Click Preview to see how this question will display.
5. Click Save, Save and Copy, or Save and New.
Quizzes

Creating a quiz involves a series of steps. First you create the quiz properties and then you can access its tab menus to define its restrictions, assessment, objectives, submission views, and reports setup.

Create a quiz

- Click on Quizzes on the course navbar.
- On the Manage Quizzes page, click New Quiz.

Quiz Properties Tab

- Enter a name for the quiz.
- Category (optional): Categories are useful for organizing quizzes with similar or related content on the Manage Quizzes page. Note that this is NOT a grade item category for the gradebook. This is a method to organize your quizzes on the Manage Quizzes page only. If you haven't set up categories for your quiz, click add category to create and name a new category.
Quiz Questions

Click Add/Edit Questions to create quiz questions, sections, information, and to manage other question properties. You can create questions directly within a quiz or import questions from the Question Library.

As a best practice, we recommend that you create all quiz questions within the Question Library. This enables you to reuse questions in various quizzes, surveys, and self assessments. For instructions on how to create questions, refer to page 7 – Creating Questions.

1. Click Add/Edit Questions in the Properties tab
2. Do one of the following:

   - Click New to create a question directly within the quiz. Select the question type or information item you want to create. For additional information about creating questions, refer to page 9 – Create Quiz Questions.

   - Click Import to import a question from the Question Library. Note: If you import questions from the Question Library, your quiz will contain a copy of the questions, not the original questions.
     1. Click Import to import questions from Question Library or from another quiz within the course.
Import Source – select from an Existing Collection
Source Collection – select either Question Library or a previous quiz
Source Selection – make a selection (questions that are in the selection will show up under Source Collection)
Select checkboxes beside the questions you would like to import
Click Save

Once are done adding questions to your quiz, click the **Done Editing Questions** tab on the top right of the screen to return to the Properties tab.

Once you have added at least one question to your quiz, you can **Edit Values** to modify points value and difficulty level, and make questions bonus or mandatory.

Once you have added all questions to the quiz, you can enter a value in the Questions per page field to indicate how many questions to display per page. Limiting the amount of questions available at a time is less overwhelming than placing an entire quiz on one page. Additionally, answers are automatically saved when the student clicks to go to the next page. In the example below, we selected “1” question per page. Notice that each question will now appear on a different page.

You can also choose to prevent students from moving backwards through pages once they have left a page of questions.
Description/Introduction

Change description and introduction visibility by selecting on or off.

- Description (optional): Create a description for a quiz.
- Introduction (optional): Display a message to students at the start of a quiz. This will display at the top of a quiz before the first question.

Page Header/Footer

Add information or instructions to the top or bottom of the quiz page. Change page header and footer visibility by selecting on or off.

Optional Advanced Properties

The following options are available in optional advanced properties:

- Allow hints: Allows students to access hints to questions.
- Disable right click (Ctrl-click on a Mac): Prohibits students from copying or printing quiz questions by right-clicking on a question when taking a quiz. Note: You cannot disable ctrl-click for Mac users who use Internet Explorer or Safari.
- Disable pager and alerts: Students cannot access the Pager tool or their alerts if they have a quiz attempt in progress.
- Notification Email: The email address or comma-separated list of email addresses specified in this field receive a message each time a user completes a quiz attempt.

Once you have completed the quiz properties, select Save or Save and Close.
Quiz Restrictions Tab

Dates and Restrictions

When you first create a new quiz, the status is set to **Inactive** by default. It is recommended that you leave the quiz status as inactive while you are creating your quiz. Once the quiz has been created, you must change the quiz status to **Active** to allow students access to see and take the quiz.

You can specify a date range that your quiz becomes available to students. You can also add quizzes associated with a date to your course calendar.

Additional Release Conditions

Create new, or attach existing, release conditions if you want a quiz to be available to students only after they fulfill other specified tasks. Examples of release conditions include completing a dropbox submission; scoring a specified grade in a particular quiz; completing a survey; and being enrolled in a particular section. You can edit and change release conditions by clicking the **Remove** icon or **Remove All Conditions**.

Optional Advanced Restrictions

- **Password**: To access a quiz, students must enter the same password you input here.
- **IP Restrictions**: Students can only access a quiz from the IP address you specify here. Leave fields blank to allow multiple IP address access points.
Timing

You can specify whether students have a limited or unlimited amount of time to complete the quiz.

- **No Time Limit** - Students have unlimited time to complete the quiz. The Quiz Details page will display a recommended length of time for completing the quiz. Select the **Show clock** check box if you want students to see a clock while taking the quiz to help them monitor the time.

- **Enforce a Time Limit** – Students have a set amount of time to complete the quiz. Once you select the **Enforce a time limit** radio button, the Quiz Details page will display the time limit for the quiz. A clock displays to students taking the quiz so they can monitor how much time remains. The clock flashes briefly 10 minutes before the time expires. The clock flashes again at 1 minute remaining, regardless of the initial quick time limit.

When enforcing a time limit, you can define specific outcomes for late submissions:

- **Grace Period:** Provides students with a small window of time after the time limit expires to complete the submission before the submission flags itself as late.

- **Quiz is flagged as late, but student can continue working:** Late submissions are flagged in red for instructors, but there are no automatic consequences for students who submit late.

- **Quiz is flagged as late, and student is prevented from making further changes:** Once the grace period expires, students cannot make further changes to their answers before submitting their quiz. Late submissions are flagged in red for instructors.

- **Quiz is flagged as late, but students can continue working. Quiz will be automatically scored as zero after the specified limit:** Students can continue working after the grace period, but a grade of 0 is automatically assigned after the period of time specified in the Late Limit drop-down list expires. Late submissions are flagged in red for instructors.
Special Access

You can search and assign specific students a different set of quiz availability dates and late submission properties. Special access properties enable you to increase the time limit for special-needs students and allow different start and end dates for individual students.

Type of Access

Allow selected users special access to this quiz – Use this choice to allow everyone in the class access to the quiz AND to allow a student additional time to take the quiz.

Allow only users with special access to see this quiz – Use this option to allow ONLY those students that you provide special access to take the quiz.

Click **Add Users to Special Access** to create special access to a quiz.

- Select date availability and timing.
- Select the student(s) that you want to provide special access and then click the **Add Special Access** button.
- When you return to the Special Access section of the Restrictions tab, you can select Allow only students with special access to see this quiz to prevent other students from accessing the quiz.
Quiz Assessment Tab

- **Automatic Grade:** When selected, students can see quiz grade immediately after completion and submission. *Note: The ability to display an automatic grade is limited by questions that cannot be auto-graded.*

- **Grade Item:** This links the quiz to the gradebook. When associated with a quiz, you have the option to auto export quiz results to the gradebook.

- **Auto Export to Grades:** When selected, the system can send auto-graded attempt scores directly to the gradebook if a quiz is associated with a grade item. In order to use this tool, the quiz must be associated to a grade item in the gradebook.

- **Student View Preview:** If you associate the quiz with a grade item, you can click Edit Display Settings from the Student View Preview dropdown menu to manage how grades display to students.

- **Rubrics:** Add a rubric to a quiz if you want to evaluate students with a predefined set of criteria. You can associate a rubric with a quiz to demonstrate fair and consistent evaluation.

- **ePortfolio Artifacts:** Students can add the submission view of a quiz as an artifact to their ePortfolio.
• **Attempts**: You can allow students one or more quiz attempts and calculate a grade based on their highest attempt, lowest attempt, first attempt, last attempt, or average of all attempts.

![Attempts](image)

Optional Advanced Attempt Conditions will appear if a number of attempts from 2 to 10 is applied.

• When you have made your selections, click **Save** or **Save and Close**.
Quiz Submission Views tab

Default view

At WCU, by default once a student submits a quiz they will receive the message “Your quiz has been submitted successfully”. Default settings are also set to restrict students from viewing question and answers.

Additional view

You can create additional views to allow students to see questions, responses, answers, scores and statistics, etc.

Create an additional view

- From the Submission Views tab under Additional Views, click Add Additional View to create a new submission view.

- Enter a Name for your view and a Message (optional) that will display to students after each submission.

- Set a Date to determine when students will see the submission view. By default, students will see the submission view immediately after a quiz submission.

- Select the IP Restriction (optional) check box to determine where students are allowed to view their quiz submissions. IP address restrictions reflect the same IP restrictions set in the Restrictions tab’s Optional Advanced Restrictions.

- Select the Limited Duration check box (optional) and enter a time in minutes to indicate how long students can view a quiz submission. When a student views this submission, the student will only have access to this view for the designated number of minutes.

- You can customize and display questions, responses, answers, scores, and statistics to students in the submission view using the options listed in the View Details section.

- Click Save.
Quiz Reports Setup Tab

Use quiz reports to gather information on student performance. Quiz reports are different from quiz statistics; reports collect and present more types of information than is available through statistics. Choose a report type to display question statistics, question details, user statistics, attempt details, or user attempts. You can also select a release date and choose which roles have permission to view each report.

Create a report

- From the Reports Set up tab, click Add Report.
- Enter a Report Name.
- Select Report Type:
  - Question Statistics: Displays class average, score distribution, includes bonus questions, and the Out Of value for each question.
  - Question Details: Displays question difficulty levels, text responses, includes bonus questions, and shows all private comments.
  - User Statistics: Displays class average, score distribution, and Org Defined ID.
  - Attempt Details: Displays Org Defined ID and duration of quiz attempt.
  - User Attempts: Displays Org Defined ID.
- You can choose to immediately release report after a quiz submission, or enter an alternate date and time.
- Select the check boxes next to the roles you want to release the report to in the Release Report to area.
- Click Save.
About Quiz Reports

You can view and export quiz reports to a CSV file for data analysis. The CSV file contains all applicable information from the quiz so that you can query, sort, and evaluate the data without being connected to the learning management system. You must set up quiz reports in the Reports Setup tab for the appropriate quiz before you can view or export reports.

Note: All statistics are calculated based on a user's first attempt of the quiz. If a question is changed after attempts have occurred, then only the attempts on the newest version of the question are included in the statistical calculations.

Note: Average grade is calculated only for first attempts of the quiz.

For all reports, you can set a release date and select roles to release the report to.

<table>
<thead>
<tr>
<th>Report Type</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Question Statistics</td>
<td>The average score on questions by points and percentage.</td>
</tr>
<tr>
<td></td>
<td>You can choose to include or exclude the class average, score distribution, bonus questions, the Out Of value, standard deviation, point biserial, and discrimination index.</td>
</tr>
<tr>
<td>Question Details</td>
<td>All of the answers provided for each quiz attempt, how many students chose each possible answer, the total number of responses, and the average score on each question.</td>
</tr>
<tr>
<td></td>
<td>You can choose to include or exclude the level of difficulty, text responses, bonus questions, private comments added to the report, standard deviation, point biserial, and discrimination index.</td>
</tr>
<tr>
<td>User Statistics</td>
<td>The class average and standard deviation, score distribution, and the grade of each user.</td>
</tr>
<tr>
<td></td>
<td>You can choose to include or exclude the class average, score distribution, and Org Defined ID.</td>
</tr>
<tr>
<td>Attempt Details</td>
<td>The Org Defined ID, username, first name, and last name of each user. Detailed information about each question. The students’ responses for each question organized by attempt, including how long each attempt took.</td>
</tr>
<tr>
<td></td>
<td>You can choose to include or exclude the Org Defined ID and attempt duration.</td>
</tr>
<tr>
<td>User Attempts</td>
<td>The Org Defined ID, username, first name, and last name of each user. The students’ score for each question in points and percentage organized by attempt, including how long each attempt took. You can choose to include or exclude the Org Defined ID and attempt duration.</td>
</tr>
</tbody>
</table>
Quiz Sections

Create quiz sections to organize your questions into folders. You can do this in the Question Library or while creating a quiz. Both of these areas are identical in functionality: one creates folders within the Question Library, while the other creates folders within a quiz.

You can also import sections from the Question Library directly into a quiz or survey. Importing a section transfers the section folder and any properties associated with the section (section name, messages, images, or feedback). You can still import all of the questions within a section separate from the section itself by creating the section within a quiz and clicking Add/Edit Questions.

If you want to obtain assessment data such as average grade for specific criteria from your quiz, group your questions in sections. You can utilize a quiz report to export into a CSV file to obtain additional assessment information.

Create a section in Quizzes

1. On the Manage Quizzes page, click on the quiz you want to create a section for.
2. In the Properties tab, click Add/Edit Questions.
3. From the New dropdown menu, select Section.
4. Enter a Section Name.
5. (Optional) Enter a Message. You can choose to display this message to students at the beginning of the section or repeat it before each question in the section (refer to Step 8).
6. (Optional) Enter Private Comments. These comments are for your personal use and view only.
7. (Optional) Add an image to the section by clicking Add a File and selecting an image. You can choose to display this image at the beginning of the section or repeat it before each question in the section (refer to Step 8).
8. Set your Display Options:
   a. show section name: Displays the section name in quizzes that contain this section.
   b. insert a line break after section name: Inserts extra space below the section name.
   c. display message and image
      i. Select display section message and image once to display these items once at the beginning of the section.
      ii. Select repeat section message and image before each question to repeat both the message and image before each question in the section.
9. (Optional) Click Expand section feedback to enter section feedback and comments.
10. Click Save.

Note: The section will appear in your quiz Properties tab with a yellow folder icon.

Note: Managing quiz sections (renaming, reordering, publishing, deleting) is similar to managing quiz questions.
Create Random Sections in Quizzes

Create random sections in quizzes to distribute a unique set of questions to individual students. Random sections pull questions from a designated pool of questions stored in the Question Library. Specify how many questions students receive from the random section question pool after you import questions from the Question Library into the random section folder.

**Note: In order to create a random section, questions must reside in the Question Library.**

You must create a quiz before you can create its random sections. You can import an infinite number of questions from the Question Library into each random section, but you **cannot** create new questions within random section folders.

1. On the **Manage Quizzes** page, click on the quiz that you want to add a random section to.
2. On the Properties tab, click **Add/Edit Questions**.
3. Click **New** and then select **Random Section**.
4. Enter a Section Name.
5. (**Optional**) You can enter a Message.
6. (**Optional**) Enter Private Comments. These comments are for your personal use and view only.
7. (**Optional**) Click Add a File to upload an image. You can enter a description of the image in the Description field.
8. Set your Display Options:
   - show section name: Displays the random section name in quizzes that contain this random section.
   - insert a line break after section name: Inserts extra space below the random section name.
   - display message and image
     - Select display section message and image once to display these items once at the beginning of the random section.
     - Select repeat section message and image before each question to repeat both the message and image before each question in the random section.
9. (**Optional**) You can enter Section Feedback in the text field.
10. Click **Save**.
11. On the Quiz question page, click on the random section you just created. Note that this folder is purple.

12. Click Import.

13. In the Source Section drop-down list, choose the Collection Root or a specific section where existing questions reside.

14. Select the questions you want to import, click Save.

15. Enter the Questions per attempt you want each user to see from the random section.

16. Enter the points value for each question in the Points each field. Note: All questions within a random section are assigned the same points value.

17. Click Save.

18. When you are done creating your random section, click Done Editing Questions button located in the upper right section of your screen.

Note: Managing random sections (renaming, reordering, deleting) is similar to managing quiz questions except you cannot publish random sections.
Create Bonus Quiz Questions

1. On the Manage Quizzes page, click on the quiz you want to create bonus questions for.
2. Click Add/Edit Questions in the Properties tab.
3. Select the check box beside each question you want to turn into bonus questions and click Edit Values.
4. Select the Bonus check box for each question.
5. Click Save.

Note: The bonus value is equal to the points value assigned to the quiz question.

Managing Quiz Questions and Sections

Understanding "Question in Use"

The “Question In Use” page displays when you save changes to a shared question or information item. You can select the check box beside each quiz, self assessment, survey, and the Question Library in which you want to apply your current changes and click Save.

Edit a quiz question or section

1. On the Manage Quizzes page, click on the quiz that contains questions you want to edit.
2. Click Add/Edit Questions in the Properties tab.
3. Click Edit from the dropdown menu of the question or section you want to edit.
4. Edit the quiz question or section, then click Save.

Edit points, difficulty, bonus, and mandatory fields in a question

1. On the Manage Quizzes page, click on the quiz that contains questions you want to edit.
2. Click Edit Values in the Properties tab.
3. Enter your Points value and select a difficulty level (optional) from the Difficulty drop-down list.
4. Select the Bonus check box to create a bonus question.
5. Select the Mandatory check box to force a response.

Notes
If you include mandatory questions in quizzes and surveys, students can only submit their responses after they complete the mandatory questions.

- When a quiz is set to automatically submit after a time limit, it submits even if mandatory questions have not been completed.
- You cannot use mandatory questions in conjunction with the Prevent Moving Backwards setting.

6. Click **Save**.

**Preview Quiz Questions**

The preview page allows you to view the appearance of an individual question, as well as the comments and hints you might include with the question. If the quiz question appears in more than one place, the preview page also displays a list of places the question is in use (for example, Question Library, quizzes, surveys, self assessments).

1. On the **Manage Quizzes** page, click on the quiz that contains questions you want to preview.
2. Click **Add/Edit Questions** in the Properties tab.
3. Click **Preview** from the dropdown menu of the question you want to preview.
4. Preview the question, then click **Done**.

**Reorder quiz questions and sections**

Change the order of questions displayed in a quiz by reordering them in the quiz question list.

1. On the **Manage Quizzes** page, click on the quiz that contains questions you want to reorder.
2. Click **Add/Edit Questions** in the Properties tab.
3. Click **Order**.
4. Select the check box beside the quiz question and/or section you want to reorder, and click the Up or Down arrows to move it through the list.
5. Click **Save**.

**Deleting quiz questions and sections**

1. On the **Manage Quizzes** page, click on the quiz that contains questions you want to delete.
2. Click **Add/Edit Questions** in the Properties tab.
3. Select the check box beside the quiz questions and sections you want to delete.
4. Click **Delete**.
## Considerations around Quizzes with associations to Question Library

<table>
<thead>
<tr>
<th>Situation</th>
<th>Considerations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Importing questions from Question Library into a quiz</td>
<td>When you import questions from Question Library into a quiz, you create a duplicate version of the questions. One version of the questions resides in the quiz and the original version resides in Question Library.</td>
</tr>
</tbody>
</table>
| Editing questions pulled from Question Library in a quiz | If you want to edit a quiz question and have the changes apply only to the quiz the question is contained in, make the changes directly inside the quiz.  
If you want to edit a quiz question and have the changes apply to all quizzes the question is contained in, make your edits inside Question Library. Then, on the Question in Use page, you can apply your edits to all associated quizzes. **You should not update any quizzes in the past as this may alter the quiz’s statistics.**  
D2L recommends only editing questions in a quiz before the quiz is made available to learners. If you need to make adjustment to quiz questions after learners have attempted the quiz, you will have to account for potential disparities in assessment results and make arrangements to either reassess the graded quizzes or allow learners to retake the quiz containing the updated questions. |
| Deleting questions pulled from Question Library in a quiz | If you want to delete only an imported quiz question, make the changes directly inside the quiz. Questions will not automatically delete from the Question Library when deleted from a quiz.  
Before deleting a question from the Question Library, ensure you delete it from every quiz in which it resides. **You will not see the Question in Use page when deleting questions.** |
| Copying a quiz with Question Library associations to another course | When you copy a quiz from one course offering to another, the newly copied quiz will contain the original set of quiz questions and formatting. Any changes you make inside the quiz (for example, deleting a question) will only affect the quiz, not the original questions stored in Question Library.  
D2L recommends that when copying a quiz with associations to the Question Library, you also copy the particular section of the Question Library that contain the quiz questions. Doing so ensures that all your questions remain in the same course and allows you to create new random sections in future quizzes with these questions. |
Edit a question pulled from Question Library in a quiz

1. On the course navbar, click Quizzes
2. Click on Question Library.
3. From the dropdown menu of the question you want to edit, click Edit.
4. Make your updates to the question.
5. Click Save.
6. On the Question in Use page, select every quiz to which you want to apply the new changes.
7. Click Save.

Delete a question pulled from Question Library in a quiz

1. On the course navbar, click Quizzes
2. From the dropdown menu of the quiz containing the questions you want to delete, click Edit.
3. In the Properties tab, click Add/Edit Questions.
4. Select the questions you want to delete.
5. Click Delete > Delete.
View Quiz Attempts

Faculty can view student attempts on a quiz. When a student starts a quiz and clicks “Start Quiz!”, D2L automatically categorizes this as “Users with attempts in progress”. Once a student submits the quiz, D2L categories this as “Users who have completed an attempt”. If a student gets kicked out of an exam due to a power outage or loss of internet connection, the system will allow them to go back in to finish the exam and submit the quiz.

1. On the **Manage Quizzes page**, on the quiz dropbox menu select **Grade**.
2. By default, a list of students that have completed the quiz will appear below. Click on a student’s attempt to view his/her progress through the quiz.

   ![Image of first attempt](image1)

   Click on the Quizzes Event Log hyperlink to view the date/time that the student saved each answer.

   ![Image of event log](image2)

3. To view attempts in progress or students that have not made an attempt, select from the **Restrict to** dropdown menu and then click on the **Search icon**.

   ![Image of restrict options](image3)
Submit Student’s quiz

Periodically a student will take a quiz but forget to submit it. If a student starts a quiz but does not submit the attempt, the quiz displays as "in progress" on the Grade Quiz page, and the Enter Quiz as User icon appears beside the attempt.

As the instructor, you may submit the quiz for the student:

- Click the icon beside the quiz attempt in progress.
- Click Go to Submit Quiz.
- Click Submit Quiz. You will return to the Grade Quiz.

![Image showing the interface for submitting a student's quiz]
Grade a Quiz

On the Manage Quizzes page, click Grade from the dropdown menu of the quiz you want to grade. You can grade by Attempts (whole quiz) or by Questions (individual items). Select the grade option you want from the appropriate tab.

Grading by attempt

Modify display options

Click Display Options and select the appropriate check boxes to modify the following:

- ID: Displays the Org Defined ID beside each user's name.
- Quiz Score: Displays the grade beside each user's name.
- Percent: Displays the percent beside each user’s name.
- Completed: Displays date and time of quiz completion.
- Allow Reset: Allows you to reset students’ grades; if you select this check box, a delete icon appears beside each attempt.

Grade a quiz by attempt

The following displays at the beginning of a quiz result:

- User’s name
- User’s ID
- Test restrictions (date and time available)
- When the quiz was written
- Quizzes event log
- Time limit
- Time spent
- Grade statistics

1. Click on the attempt you want to grade. The student’s entire quiz displays, including question data, the student’s answers and the correct answers. If a student’s answer is correct it appears with a check mark and if it is incorrect it displays with an X.
2. Provide overall quiz feedback in the Attempt Feedback field.
3. Enter individual question feedback in the Feedback field provided for each question.
4. If you want to override an existing grade, enter a new value in the Score field for the question. The Final Score field updates automatically.
5. Select the Graded (G) check box if you are ready to make the score part of the student’s overall quiz grade, and allow the user to view the grade.
6. Click Save and Close.
Grading by question

While grading a quiz, click the Questions tab to view quiz responses by question. Before you click on a question, there are two options available to view question responses: Grade Individual Responses and Update All Attempts.

Grade Individual Responses

Grade Individual Responses enables you to grade a quiz one question at a time. This means you can grade and leave feedback for all responses to each question before moving onto the next question. There are two additional options available in this view:

- **Blind Marking** Student information does not appear alongside responses and responses display in a shuffled order. This aids in preventing unintentional bias during marking.
- **View Graded Responses** Previously-graded responses appear as part of the response queue.

Update All Attempts

Update All Attempts enables you to make grading changes, and leave feedback for all responses to the selected question.

There are options to modify the grade for all responses to the current question. Use Grading Type to override grades for all students at once, instead of individually updating each quiz attempt. The following options are available for the Grading Type:

- **Give to all attempts**: Allows you to award points to all students who received the current question on their quiz by entering the desired point value in the text field.

- **Give to attempts with answer (#)**: Allows you to award points for a specific response. This is useful if a question was incorrectly set up when the quiz was created. For example, if students who complete the quiz receive a grade value of 0 when they really should receive a grade value of 1, you can use this option to award them the appropriate grade value.

Note: Any changes made to the grading of a quiz question record in the Modifications Log. The log documents the date, time, username, and action taken for each change to quiz grading.
QUIZ STATISTICS AND REPORTS

Viewing quiz statistics

View and export quiz statistics and reports to a CSV file for data analysis. The CSV file contains all pertinent information on the quiz so that you can query, sort, and evaluate the data without being connected to the learning management system. In this view, you can see a list of quizzes for the course. The average grade for each quiz displays beside the quiz name.

View quiz statistics

1. On the Manage Quizzes page, click Statistics from the dropdown menu of the quiz you want to view.
2. On the View Statistics page, click the User Stats, Question Stats, and Question Details tabs to view statistics broken down by user and by question.
3. Click Export to CSV file if you want to save the quiz’s statistics to your computer.

Note: The system will export the statistics only from the tab you are currently viewing.

Understanding User Stats

User Stats CSV files contain performance data by user, including the user’s Org Defined ID, username, first name, last name, quiz score, the value the quiz was graded out of, the user’s score as a percentage, and the class average.

Tip: Create a column to calculate the median score on the quiz to consider the class’s performance from a different perspective. Use the formula <=median(x1:x5)> to calculate the median.

Understanding Question Stats

Question Stats CSV files contain data about the average score on questions by points and percentage.

The question title, text, bonus status, and difficulty level are included in the CSV file so that data can be analyzed without referring back to the learning management system.

Tip: You can sort, query, hide, and delete data to help your analysis and create charts or graphs to visually represent trends.

Understanding Question Details

Question Details CSV files contain detailed information about each question in the quiz, including a list of all of the answers provided for each quiz attempt, how many students chose each possible answer, the total number of responses, and the average score on the question. Question Details reports can help you evaluate trends in answers and look for questions that were unclear or difficult for a number of students.
The question title, text, bonus status, and difficulty level are included in the CSV file so that data can be analyzed without referring back to the learning management system.

Tip: Create a column that calculates the average score for all question attempts as a percentage by dividing the Average Score column by the Out Of column and multiplying by 100. Next, create a custom filter for the new Attempt Average column that displays only rows where the attempt average is less than 51%. This way you can quickly review questions that students struggle with and adjust grades or your lesson plans accordingly.

**Data exported for question details**

<table>
<thead>
<tr>
<th>Question Type</th>
<th>What is exported</th>
</tr>
</thead>
<tbody>
<tr>
<td>Multiple Choice</td>
<td>All of the possible answers and the number of responses for each answer.</td>
</tr>
<tr>
<td>True or False</td>
<td>All of the possible answers and the number of responses for each answer.</td>
</tr>
<tr>
<td>Long Answer</td>
<td>All of the responses provided listed on separate rows.</td>
</tr>
<tr>
<td>Short Answer</td>
<td>The correct answer for each blank and an additional row for all other answers, and the number of responses for the correct answer versus other answers.</td>
</tr>
<tr>
<td>Multi-Short Answer</td>
<td>The correct answers for each blank and an additional row for all other answers, and the number of responses for the correct answer versus other answers.</td>
</tr>
<tr>
<td>Fill in the Blanks</td>
<td>The correct answers and an additional row for other answers, and the number of responses for the correct answer versus other answers.</td>
</tr>
<tr>
<td>Multi-Select</td>
<td>All of the possible answers and the number of responses for each answer.</td>
</tr>
<tr>
<td>Matching</td>
<td>All of the possible matches and the number of responses for each match.</td>
</tr>
<tr>
<td>Ordering</td>
<td>All of the answers in the order match and the number of responses for each match.</td>
</tr>
<tr>
<td>Arithmetic</td>
<td>Questions broken down by results and units. Also lists which students had both results and units correct, only results correct, only units correct, and neither correct.</td>
</tr>
<tr>
<td>Significant Figures</td>
<td>Questions broken down by results and units. Also lists which students had both results and units correct, both results and units correct as well as significant figures, only results correct, only results and significant figures correct, only units correct, and neither results or units correct.</td>
</tr>
</tbody>
</table>
Viewing quiz reports

You can view and export quiz statistics and reports to a CSV file for data analysis. The CSV file contains all pertinent information from the quiz so that you can query, sort, and evaluate the data without being connected to the learning management system. You must set up quiz reports from the Reports Setup tab for the appropriate quiz before you can view or export reports.

1. On the Quiz List or Manage Quizzes page, click Reports from the dropdown menu of the quiz you want to view.
2. Click on the report you want to view.
3. Select the From and To check boxes and set the calendar dates to restrict your report to a specific time frame.
4. Click Generate CSV Report to save the report as a CSV file on your computer, or click Generate HTML Report to view the report in your browser.

Data exported with quiz reports

<table>
<thead>
<tr>
<th>Report Type</th>
<th>What it includes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Question Statistics</td>
<td>The average score on questions by points and percentage. Unlike a report created using the Questions Stats tab on the Quiz Stats page, you can choose to exclude the class average, score distribution, bonus questions, or the Out Of value. You can also set a release date for this report.</td>
</tr>
<tr>
<td>Question Details</td>
<td>All of the answers provided for each quiz attempt, how many students chose each possible answer, the total number of responses, and the average score on each question. Unlike a report created using the Question Details tab on the Quiz Stats page, you can choose to exclude the level of difficulty, text responses, or bonus questions. You can also choose to include private comments added to the report. You can also set a release date for this report.</td>
</tr>
<tr>
<td>Users Statistics</td>
<td>The class average, score distribution, and the grade of each user. Unlike a report created using the User Stats tab on the Quiz Stats page, you can choose to exclude the class average, score distribution, or Org Defined ID. You can also set a release date for this report.</td>
</tr>
<tr>
<td>User Attempts</td>
<td>The Org Defined ID, username, first name, and last name of each user. The students’ score for each question in points and percentage organized by attempt, including how long each attempt took. The ability to set a start or end date for which attempts to include. You can also set a release date for this report.</td>
</tr>
<tr>
<td>---------------</td>
<td>----------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Attempt Details</td>
<td>The Org Defined ID, username, first name, and last name of each user. Detailed information about each question. The students’ responses for each question organized by attempt, including how long each attempt took. The ability to set a start or end date for which attempts to include. You can also set a release date for this report.</td>
</tr>
</tbody>
</table>