

QuickRef Card - Quizzes

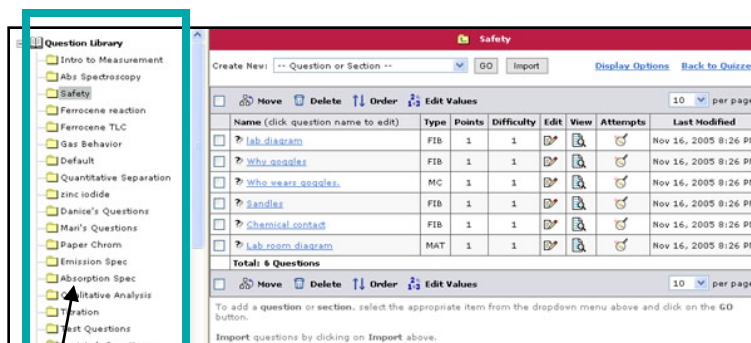
There are two parts to the Quiz tool: Quizzes and Question Library

The **Quizzes** are the “container” of the questions and have the properties of date and time of availability, release conditions, etc associated with them.

The **Question Library** is a common repository of questions that can be used in multiple quizzes/exams. It is best practice to put questions in the library and import them into quizzes.

There are three ways to populate question library with questions:

- Create questions within the Question Library or within a quiz
- Import questions using Desire2Learn's VERY SPECIFIC text format file
- Import questions from a QTI file created by Respondus.



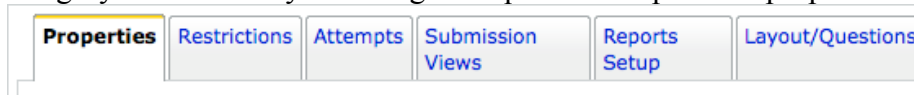
Sections in the Question Library

SECTIONS

- Sections are like file folders in your Question Library and Quiz. They help you to organize your questions. You might choose to create a section containing all questions related to a specific quiz or to a topic such as a "Book Chapter".
- In the Question Library Sections are also helpful when you are creating a quiz. Instead of importing questions one at a time, you can import a whole section of questions into a quiz at once.
- Sections can have “messages” associated with them that are shared in the test. This can be helpful to describe what the next “set” of questions are going to be about.
- You have to use a **RANDOM SECTION** in a quiz to build a question pool that D2L will use to select the number of questions you specify for the quiz. A random section's icon is green to identify it as such.

QUIZZES

The Quizzes link in the navbar takes you to the listing of current quizzes in the course. They can be viewed by category or availability. Clicking on a quiz name opens the properties editing area.



Summary of each tab

Properties: set name, category, grade item, messages, header/footer

Restrictions: set date/time of availability, selective release

Attempts: set how many attempts allowed, how multiple attempts are graded

Submission Views: set how and what students see after completing quiz

Reports: set how and what kind of reporting of quiz data

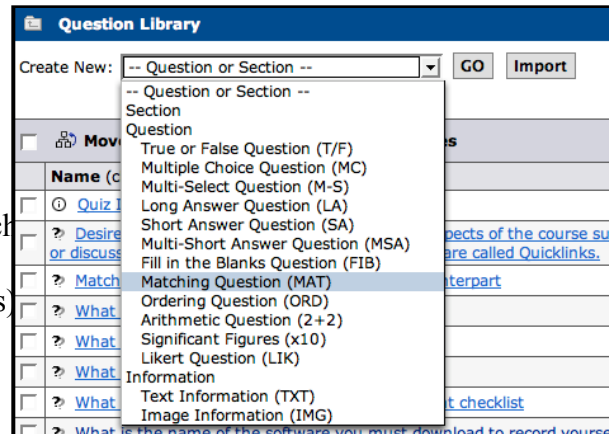
Layout/Questions: add/import questions, set order and point values. You can also identify bonus questions here.

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There are 12 questions types and 2 information items

Autograded types

- True or False/Multiple Choice (1 answer)
- Multi-Select (multiple answer/multiple choice)
- Short Answer/ Multi-Short Answer (must match instructor provided answer)
- Fill in the Blanks (must match provided answers)
- Matching
- Ordering
- Arithmetic (uses regular expressions to provide variables in a math question)
- Significant Figures (allows answers to be expressed with significant figures)
- Likert (useful for survey questions)



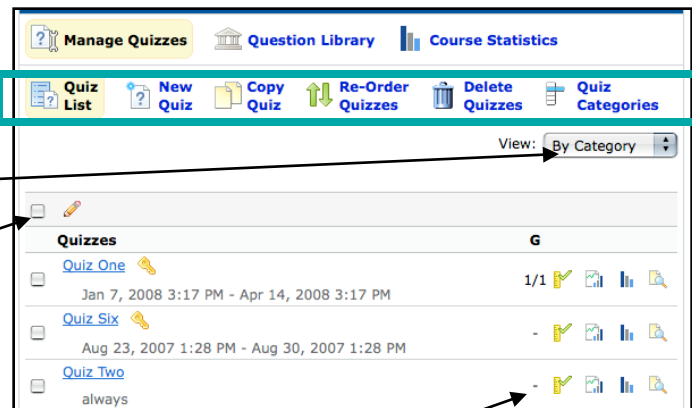
Information Types are NON-GRADED items In a quiz that you can use to show information for a group of questions or for instructions for a section of a quiz.

Instructor Graded types

Long Answer (like WebCT paragraph)

QUIZ MANAGEMENT

- Use the top bar to create new quizzes, re-order quizzes or to copy and delete existing quizzes
- Use categories to group similar assessments together in your view.
- Use the Group Edit button to quickly change all or a group of quizzes properties such as number of attempts, name and category



GRADING

- Enter the quiz tool and click the grade icon to grade the quiz
- You can grade the quiz by student, by attempt and by question. Use the “by question” to change a problem question for the entire class

WHERE DO I???

- **View Student Answers/Reset an attempt...** Enter the quiz tool, click the grade icon next to quiz. Click on the attempt by the student’s name to view answers, click the trash can by the attempt to reset.
- **Set the time/date/attempt length restrictions...** Enter quiz tool, click on quiz name, go to Restrictions tab
- **Edit/Add Questions to an existing quiz...** Enter quiz tool, click on quiz name, go to Layout /Questions tab, click on Add/Edit Questions button