

D2L Brightspace – Daylight Experience





The Quizzes Tool

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D2L Brightspace - Daylight Experience® is an excellent tool for instructors. This document has been developed to introduce you to the Quizzes Tool. The following will help you gain a greater understanding of D2L Brightspace - Daylight Experience, as it relates to creating and managing quizzes in your course.

The following learning

2. Assigning a category to group items together in a list of quizzes. The following categories are available for selection when using a category:

- a.  : Click the  to select a category.
- b.  : Click the  to select a category.

- c. : Click the to view options for question hints, disabling right-click, and preventing access to various D2L tools while a quiz attempt is in progress (See Figure 6).

The options to allow hints and disable right-click are not enabled by default; however, preventing use of email, instant messages, and alerts during a quiz attempt is checked and enabled by default.

5.

8. Next, click the _____ tab at the top of the page.

The Restrictions tab allows you to configure start/end/due dates, timing requirements for students taking the quiz, and hide from students or grant any special access being provided to particular

8. If you want

11. Under _____, the following explains the options for using the _____ features
(See Figure 16):

- a. _____ : Allows the instructor to extend the quiz due date, extend the quiz time allowed, or allow a longer grace period for specific students
(See _____)

1. Under

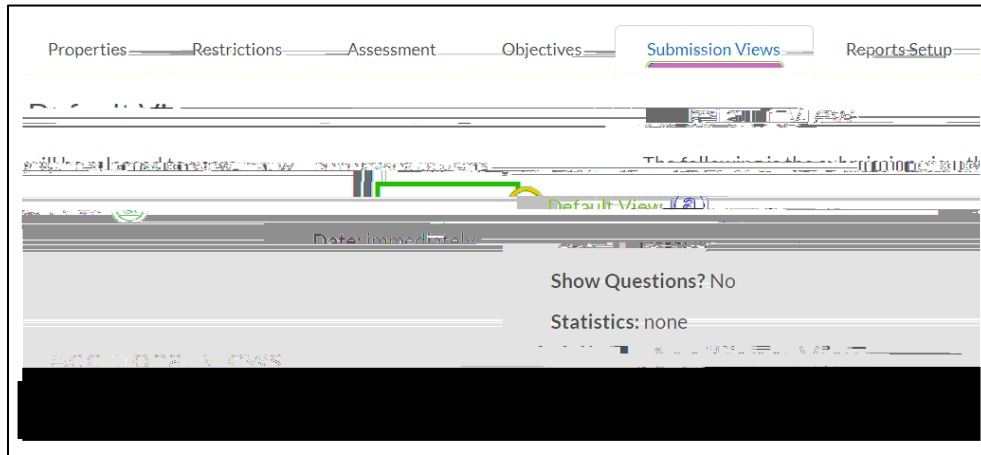
b. Click s (See Figure 22).

9. In the _____ section, the number of attempts for the quiz defaults to one, but you can increase the number of times a quiz may be taken and how to calculate the overall grade for the quiz. To alter the number of quiz attempts (See Figure 24):
- a. Click the _____ drop-down arrow and _____ between unlimited and ten attempts (See Figure 24).
 - b. Click _____ to enable the _____ checkbox and A _____ (See Figure 24)

10. To restrict access to attempts, enter the following scores that need to be achieved on the previous attempt to qualify for another attempt (See Figure 26):
 - a. Enter the percentage value (See Figure 26).
 - b. Enter the percentage value (See Figure 26).
11. Click (See Figure 26).

The tab allows you to configure what quiz information will be released to students upon submitting the quiz. You may simply show the score earned out of the possible points possible or show a combination of question and response

2. The window opens to display the default view and allow you to create additional views. You have two options (See Figure 28):
 - a. To view and modify the default view settings, click (See Figure 28).
 - b. To add additional views, click the button (See Figure 28).

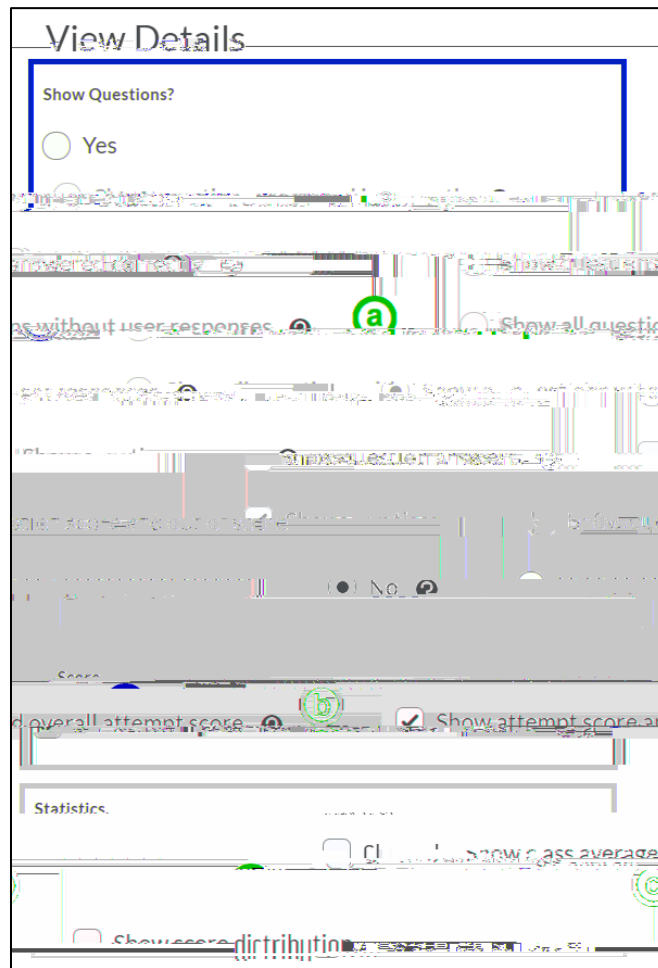


3. When selecting the Default View, the window will appear with the section pre-filled with a default system message. The default text will appear to the student when the quiz is submitted. To create a custom message, type your within the textbox (See Figure 29).
4. A toolbar appears above the text field to provide tools to format the text entered, insert photos and other objects such as equations, files, and links, as well as a tool to open the text in the Full Screen Editor to access additional formatting options (See Figure 29).

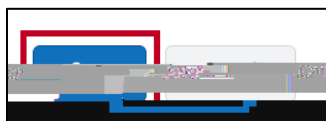


5. Allows selection of options related to what students view after the quiz has been submitted (See Figure 30):

- a. Show questions: Select to show questions/answers after the quiz has been submitted (See Figure 30).
- b. Show attempt score: Students will be able to see their score as soon as they submit the attempt is submitted (See Figure 30).
- c. Show class average and score distribution (See Figure 30).



6. Once you have made your alternate selections, click the button at the bottom of the page.



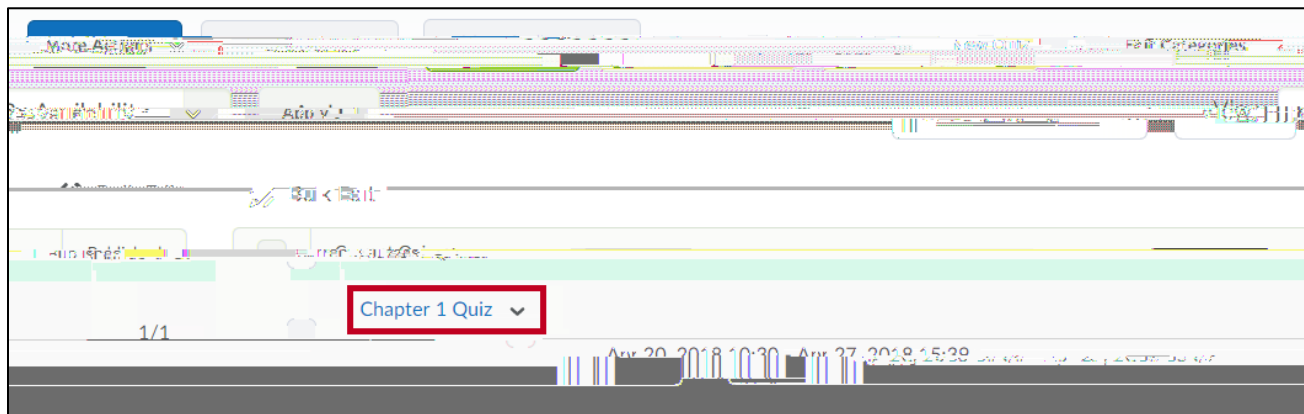
7. If you prefer to add an alternate view for additional attempts

The following explains how to add quiz questions:

1. Click [Quizzes](#) on the Navbar.

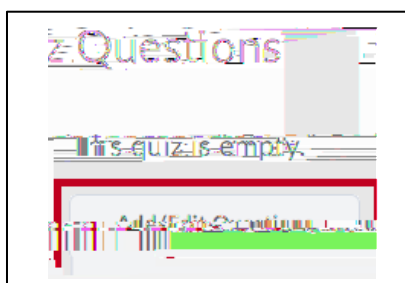


2. The [Quizzes](#) window appears. Click the [Chapter 1 Quiz](#) to which you want to add a question (e.g., Chapter 1 Quiz).







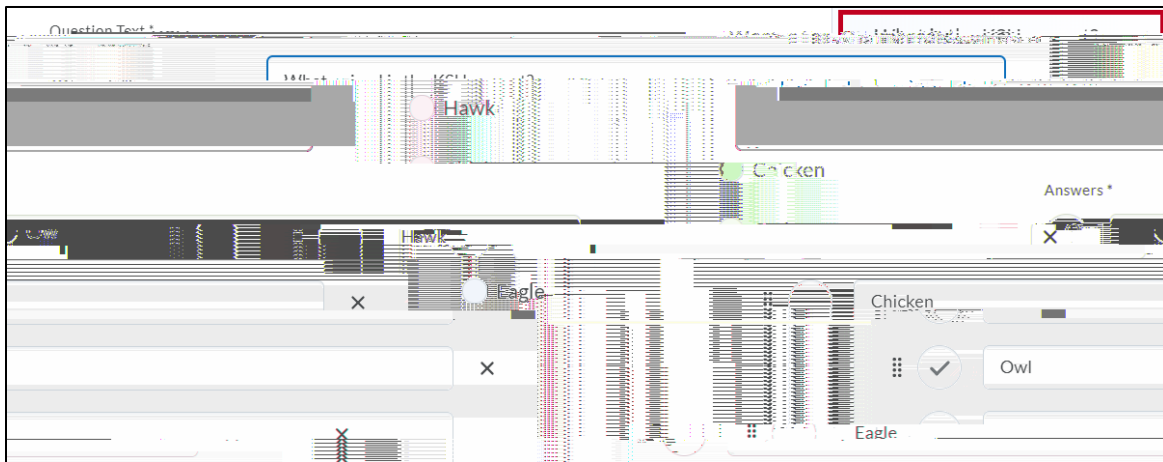
You may also edit the quiz by clicking the [Edit](#) button to the right of the quiz name and selecting [Edit](#).


3. The [Add Questions](#) window appears. Under [Add Questions](#), click the [Add Questions](#) button.



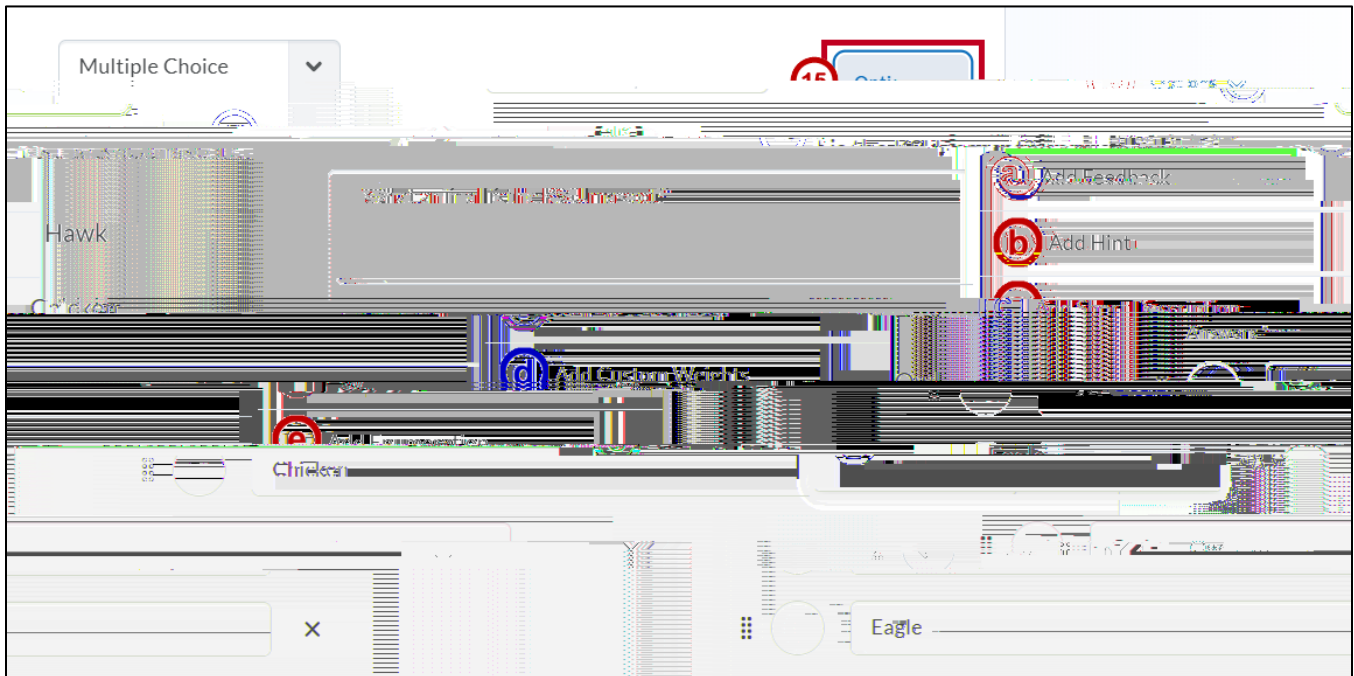
12. You also have the following options regarding multiple choice answers (See Figure 44):

- a.  : Move question order by clicking and dragging the icons to the desired location if you will not be using the randomize answers functionality (See Figure 44).
- b.  : To remove answer choices, click the  to the right of the field (See Figure 44).
- c. 



15. To add question feedback, hints, descriptions, custom weights, and/or enumeration, click the  above the question (See Figure 46):

16. Make a selection from the  (See Figure 46).



a.

c. Inserts text field above the question to enter a short description for the question.

d. Inserts a percentage box in fD87()-3(p)-4(er)-2(c)3(e)(b)5(oxp)-4(erof .6r)-4(t D)3

17. To save your question, choose one of the following options (See Figure 52):

- a. : Saves the question to the quiz with the question options selected (See Figure 52).
- b. : Click the to access more options.
 - i. : Saves the question and creates a new blank question (See Figure 52).
 - ii. : Saves the question and creates a copy for you to modify

- i. : Turns on or off the bonus points for the question. When bonus is selected, if the question is answered correctly, the points will be added to the total quiz score without adding them to the total points possible (See).
: When selected, the word " Bonus" will appear below the question.
- ii. : Turns on or off the mandatory indicator, meaning that a student may not submit the quiz without providing an answer to the question (See).
- iii. : Allows you to change the point value originally assigned when the question was created without opening the question (See).

C2 Tf1 0 0 1 54 523.03 Tm2 Tf1 0ns

11. The questions are now reordered. When ready, click (e.g.,).

When quizzes are randomized, each student receives the same quiz, but the question order is randomized for each quiz attempt. When configuring your quiz, you can use the checkbox to randomize the question order. You can also create question pools to define the questions in the pool and tzt

Q

Click the button (See Figure 63).
Click (See Figure 63).

- 4.
- 5.

Determine the _____ to be selected randomly from the list of questions in the field (See Figure 66).

Enter the _____ each question (the point value will be the same for each question in the random section) in the _____ field (See Figure 66).

11.

Click the _____ next questions you would like to remove from the _____ (See Figure 66).

12.

A preview of the random questions will be displayed in the panel to the right (See Figure 66).

a. Click the _____ button to preview a new selection of questions (See Figure 66).

13.

14.

When finished, click _____ (See Figure 66).

15.

16.

You will be brought back to the Add/Import _____ page. Click _____ (e.g., Chapter 1 Quiz)

The
in your

window will open. In the drop-down, choose the
of where your questions are saved (See Figure 70).

7.

If you opt to [Import from a File](#), you have the following options (See Figure 71):

- a. [Click and drag a file into the upload area](#) (See Figure 71).
 - b. [Browse your computer to locate a file for import](#) (See Figure 71).
 - c. [Download a sample question template CSV file](#). This file contains formatting samples for seven question types (Multiple Choice, True or False, Multi-Select, Written Response, Short Answer, Matching, and Ordering) (See Figure 71).
10. [The file must be formatted properly for successful import](#).



[You may also use Respondus 4.0 to import quiz questions into your library](#). For more information, please visit [Respondus 4.0](#) and [Respondus 4.0](#) in the [UITS Documentation Center](#).

1. The following explains how to preview quiz questions:

2. From the [Quizzes](#) tab, click the [Preview](#) to the right of the quiz you want to preview (See Figure 72).

Click [Preview](#) (See Figure 72).





Click the button on the Navbar.

1.



2.

Click the button.



The first time you access the LockDown Browser, you will receive a Respondus 4.0 access request prompt. Click the next to

3.

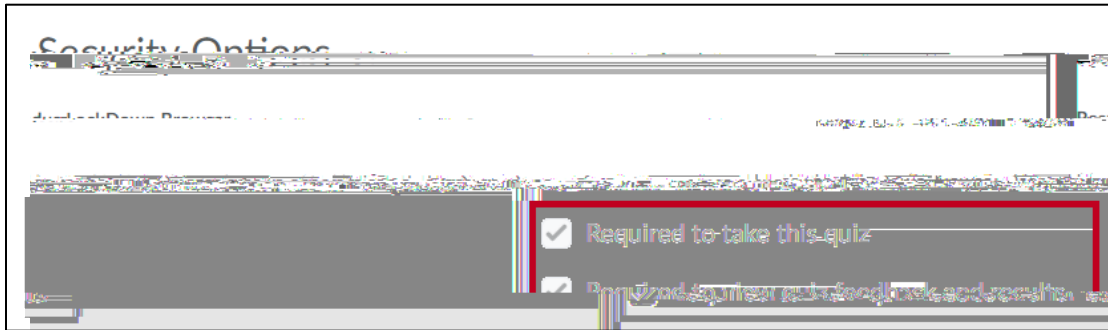
Once the
list of quizzes. Click the

is configured, you have the option to enable for any quiz in your

7.

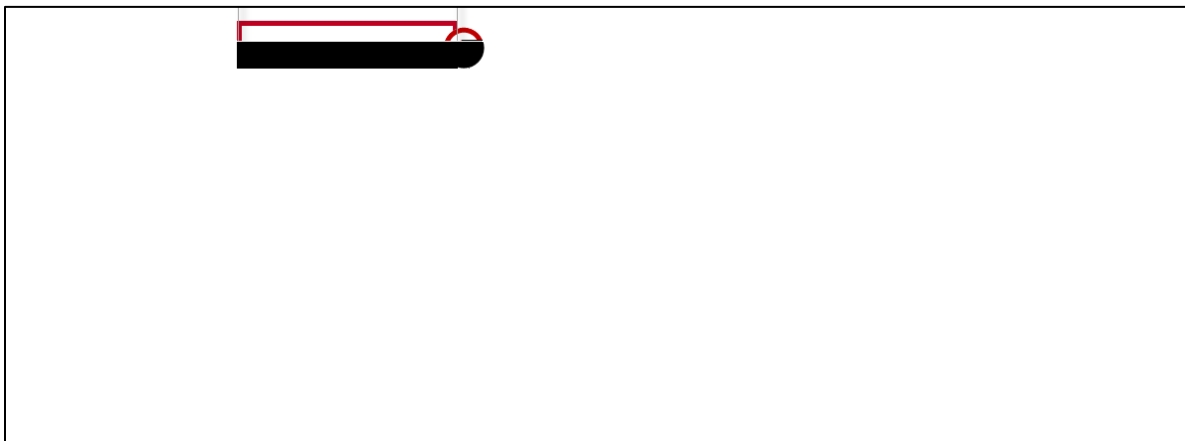
- d. Enables a standard or scientific calculator on the toolbar
(See Figure 81).

When the LockDown Browser is selected for a quiz, the in the quiz restrictions will automatically be checked. You may only make changes to these options using the



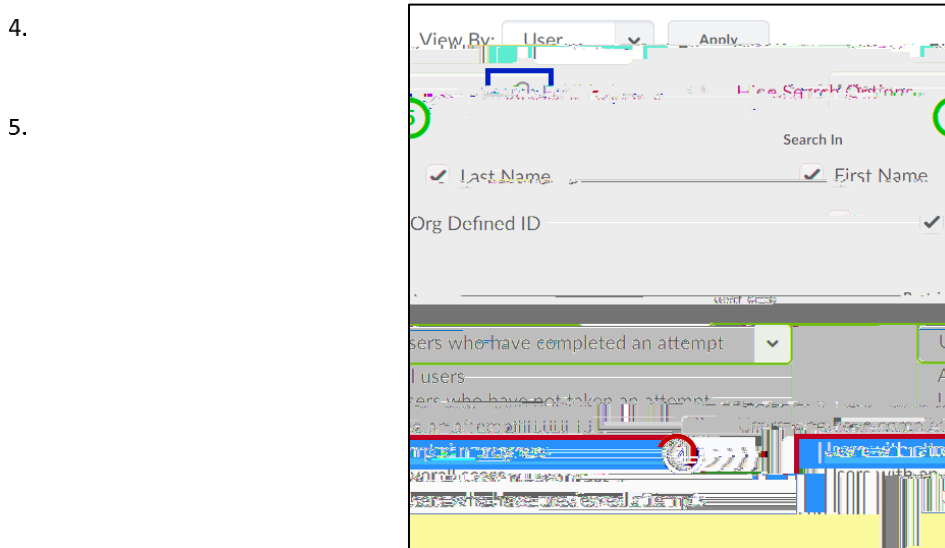
When a student begins a quiz attempt, but does not submit their attempt, the instructor may view the in-progress attempt and force-submit any questions saved by the student. The following explains how to locate and submit an in-progress attempt:

1. In your course in D2L Brightspace, click on the .
2. Click the next to the applicable quiz (See Figure 85).
3. In the drop-down menu, click (See Figure 85).

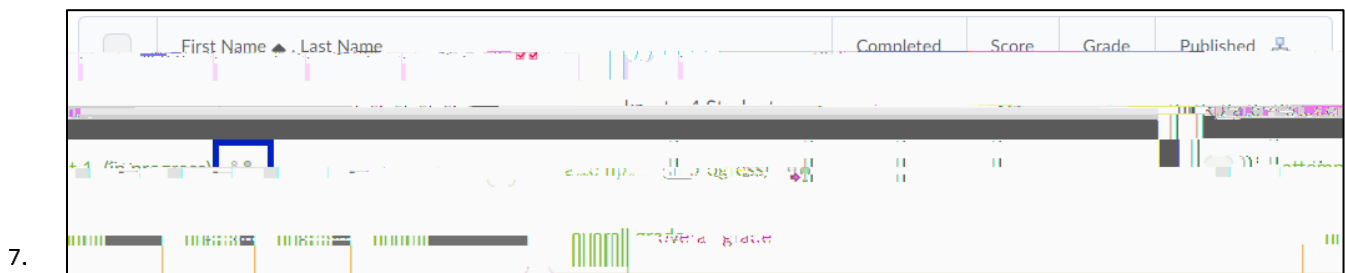


By default, the grading view displays only students who have completed quiz attempts. In the drop-down menu, click

Click the button just above the drop-down menu (See Figure 86).



6. The in-progress quiz attempt(s) will appear. Click the button next to the in progress attempt.



The confirmation message appears. Click



The in process attempt is displayed. To submit the attempt on behalf of the student, scroll to the bottom of the page.

Click the button.

8.

9.

If there are any unanswered questions, a warning message will be displayed including a list of

10.

