



## Create a New Test with New Questions

1. Navigate to the Quiz tool by clicking Assessments and Tests in the nav bar.
2. Click on New Quiz.
3. You are now on the Properties tab of your settings. Give your test a name and decide the following: How many questions per page? If I separate them by page, do I want to restrict moving back and forth? Do I want to shuffle the questions so that students don't get the questions in the same order? These options increase the integrity of your test.

The screenshot shows the 'Properties' tab of a quiz creation interface. The 'General' section has a 'Name' field containing 'Exam 1'. Below it is a 'Category' dropdown set to 'no category' with an '[add category]' link. The 'Quiz Questions' section includes a 'Questions per page' input field with an 'Apply' button and a help icon. The 'Paging' checkbox is checked with the label 'Prevent moving backwards through pages'. The 'Shuffle questions at the quiz level' checkbox is unchecked, with a note: 'Also shuffles sections at the quiz level. Does not cascade to sub-sections.' At the bottom, there are two buttons: 'Add/Edit Questions' and 'Edit Values'.

Then Click Add/Edit Questions to build a question.

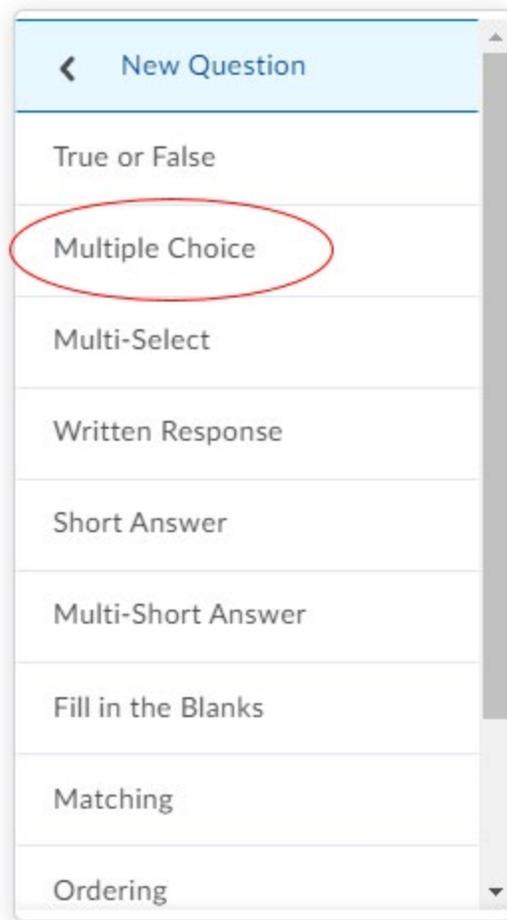
4. Now you are in the Add/Edit Questions tool. Click Add, New Question, and select the type of question you want to create.

## Ready to begin adding quiz content?

Click the Add or Import button to get started



- New Question >
- Section
- Question Pool



5. Fill in the information needed to create the question: Question text and answers. Check the bubble next to the correct answer so that D2L knows the answer. You can randomize the order in which the answers present. Assign points. Click Save.

← Back to Exam 1

Multiple Choice Options ▾

Question Text \* ←

The quiz tool can be accessed by clicking Assessments and then \_\_\_\_\_ in the nav bar.

Answers \*

- Quizzes ×
- Tests ×
- Exams ×
- Assignments ×

Add Answer

Randomize answers for each student ←

Points \*

1 ←

Save ▾ Cancel

The quiz tool can be accessed by clicking Assessments and then \_\_\_\_\_ in the nav bar.

- Quizzes
- Tests
- Exams
- Assignments

6. This will take you back to the page to continue building questions. When you are done, select Back to Settings.

← Back to Settings for Exam 1

## Exam 1

Add ▾ Import ▾ Total Points 1

<input type="checkbox"/>	<b>1</b> Example Question True or False	1 point
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7. This takes you back to the properties tab. Here you can add a Description. You will also decide if you want to disable the right click function (stops the student from being able to copy and paste) and if you want to disable the communication tools in D2L. If you'd like to be notified by email when students have submitted a test, input your email.

Page Name	Type	Points	Diff	Bonus	Mandatory
1 Q1. The quiz tool can be accessed by clicking Assessment...	MC	1		1	
<b>Total</b>					<b>1</b>

**Description / Introduction**

▶ Expand description / introduction

**Page Header / Footer**

▶ Expand page header / footer

**Optional Advanced Properties**

▼ Collapse optional advanced properties

Allow hints

Disable right click ?

Disable pager and alerts ?

Notification Email

? ←

8. The Restrictions tab is where you are able to set your availability dates, timing, and Special Access if needed.

First, set the dates. Availability dates are the time frame the student can access the test, not how long they have to take the test.

Properties **Restrictions** Assessment Objectives Submission Views Reports Setup

Hide from Users

**Due Date**

Has Due Date

7/9/2020 9:14 PM Now  
United States - Chicago

**Availability**

Has Start Date

7/2/2020 4:14 PM Now  
United States - Chicago

Has End Date

7/9/2020 9:14 PM Now  
United States - Chicago

Display In Calendar

**Release Conditions**

Attach Existing Create and Attach Remove All Conditions

There are no conditions attached to this item.

9. Next set the amount of time the student has to take the test. Recommended time limit will not restrict them from continuing the test, but it will tell you how long they took past the recommended setting.

Most commonly you will be using the Enforced time limit in conjunction with checking off the setting right below that says "Prevent the student from making further changes."

If a student needs time and a half or access to the test on a different day, you will use the Special Access setting. Leave "Allow selected users special access to this quiz" and click Add Users to Special Access and fill in the form.

**Optional Advanced Restrictions**

▶ [Expand optional advanced restrictions](#)

### Timing

Recommended Time Limit  **Enforced Time Limit**

Time Limit:  minute(s)      Grace Period:  minute(s) before flagged as exceeded time limit

**Exceeded Time Limit Behaviour**

*After the grace period, flag the quiz attempt as exceeded time limit, and*

Allow the student to continue working

**Prevent the student from making further changes**

Allow the student to continue working, but automatically score the attempt as zero after an extended deadline.

### Special Access

Type of Access

Allow selected users special access to this quiz

Allow only users with special access to see this quiz

[Add Users to Special Access](#)

10. Next click on the Assessment tab. Here you can set how you would like to grade. You can allow the system to automatically grade it and send it to the Gradebook (you must attach a Grade Item for this function to work). If you do not want the students knowing their scores immediately, do NOT allow it to auto grade.

You can use an auto grade feature later that will still grade for you, but that way it will only release the score when you are ready.

Properties Restrictions **Assessment** Objectives Submission Views Reports Setup

### Assessment

Automatic Grade  
 Allow attempt to be set as graded immediately upon completion ?

Grade Item  
Exam 1 [add grade item] ?

Auto Export to Grades  
 Allow automatic export to grades ?

Student View Preview  
1 / 1 - 100 %

### Attempts

Attempts Allowed ?  
1 Apply  
Optional Advanced Attempt Conditions will appear if a number of attempts from 2 to 10 is applied.

Overall Grade Calculation  
Highest Attempt

Save and Close Save Cancel

11. If you'd like students to see their results and feedback right away (such as which questions they got right or wrong, what the correct answer is, etc.) you will need to click on the Submission Views tab, and select Default view to edit those settings.

Properties Restrictions Assessment Objectives **Submission Views** Reports Setup

### Default View

The following is the submission view that will be released to users

**Default View**

Date: immediately

Show Questions? No

Statistics: none

### Additional Views

Add Additional View

Save and Close

12. It will bring up a menu that you can select what you would like them to see. Click Save.

## View Details

Show Questions?

- Yes
- Show questions answered incorrectly ?
- Show questions answered correctly ?
- Show all questions without user responses ?
- Show all questions with user responses ?
- Show question answers ?
- Show question score and out of score
- No ?

Score

- Show attempt score and overall attempt score ?

Statistics

- Show class average
- Show score distribution

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13. That will take you back to the test settings. If you are done, click Save and Close.

The video [here](#) shows this process in action. Remember that it may differ slightly, but the instructions above match MSU's system exactly.

**Respondus 4.0 for Uploading Tests:** MSU also utilizes Respondus 4.0 for uploading tests. For more information, reach out to us at [D2Lhelp@msutexas.edu](mailto:D2Lhelp@msutexas.edu).

