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.

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

7. This takes you back to the properties tab. Here you can add a Description. You will also decide if you want to allow hints or disable the communication tools in D2L. If you'd like to be notified by email when students have submitted a test, input your 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.
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

**Timing**

- **Recommended Time Limit**
- **Enforced Time Limit**

<table>
<thead>
<tr>
<th>Time Limit</th>
<th>Grace Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>60 minute(s)</td>
<td>1 minute(s) before flagged as exceeded time limit</td>
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</tbody>
</table>

**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.

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

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.