



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. Give your test a name and decide the following, which are available in the “Timing & Display” area: 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.

Quiz Title *

Practice Quiz 3

Grade Out Of 3 points | In Grade Book | Due Date M/D/YYYY

Description

Questions [Preview](#)

Add Existing | Create New | Total Points 13

Select All | [Add](#) | [Move To](#) | [More Actions](#)

Availability Dates & Conditions ▶

Always available

Timing & Display ▶

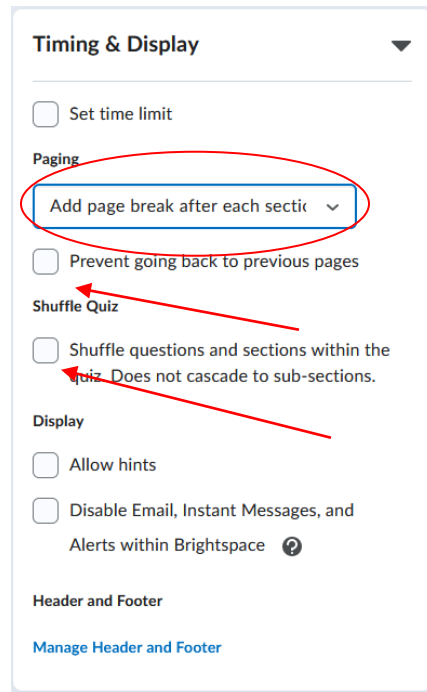
No time limit

Attempts & Completion ▶

3 attempts allowed

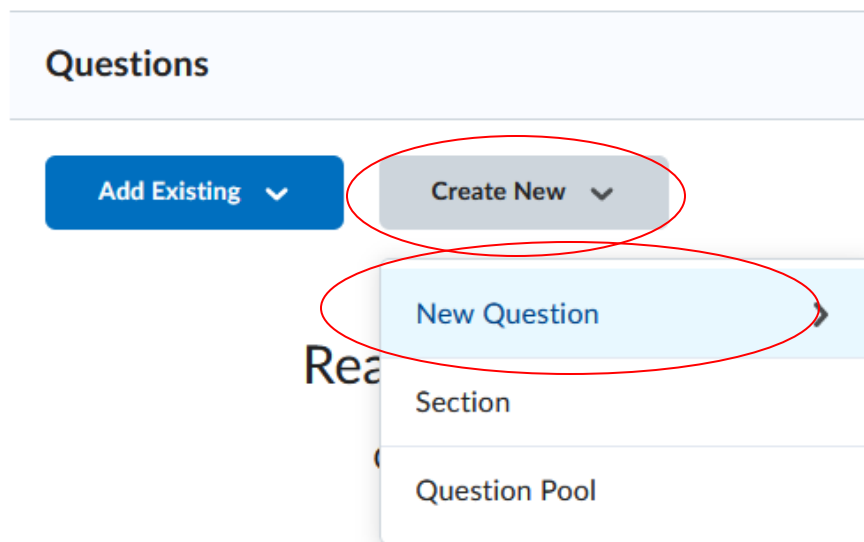
Evaluation & Feedback ▶

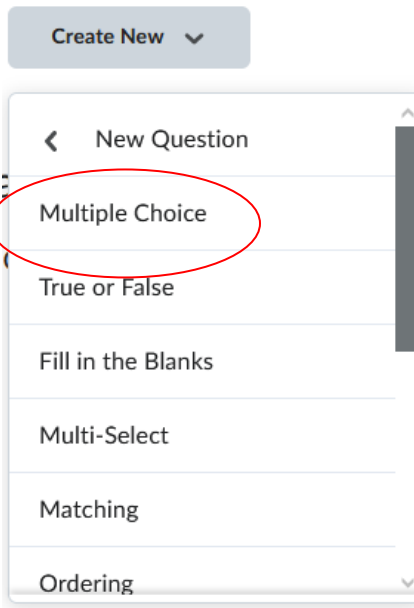
Auto-publish results
Sync to grade book
1 result display



Then Click Create New to build a question.

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





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.

A screenshot of the question creation form. At the top left is a 'Back to Exam 1' link. The form has a 'Multiple Choice' dropdown and an 'Options' dropdown. The 'Question Text' field contains the text: 'The quiz tool can be accessed by clicking Assessments and then _____ in the nav bar.' Below this is the 'Answers' section with four options: 'Quizzes', 'Tests', 'Exams', and 'Assignments'. The 'Tests' option has a checked bubble next to it. Below the answers is an 'Add Answer' button and a checkbox for 'Randomize answers for each student'. The 'Points' field is set to '1'. At the bottom left, the 'Save' button is circled in red. On the right side, there is a preview of the question text and radio buttons for 'Quizzes', 'Tests', 'Exams', and 'Assignments'. At the bottom of the form, there are 'Add Existing' and 'Create New' buttons, and a 'Total Points 1' indicator.

Select All

[Add](#) [Move To](#) [More Actions](#)

1 Example Question
Multiple Choice

1 point

6. This will take you back to the page to continue building questions.

7. When you are done building questions, you can scroll back up to finish the settings. Here you can add a Description. You will also decide if you want to allow hints or disable the communication tools in D2L, via the Timing & Display area. If you'd like to be notified by email when students have submitted a test, input your email, in the Attempts & Completion area.

The image shows a screenshot of the D2L quiz settings interface, divided into two main panels: 'Timing & Display' and 'Attempts & Completion'.

Timing & Display Panel:

- Set time limit
- Paging:** All questions displayed together (dropdown menu)
- Shuffle Quiz:**
 - Shuffle questions and sections within the quiz. Does not cascade to sub-sections.
- Display:**
 - Allow hints
 - Disable Email, Instant Messages, and Alerts within Brightspace (with a help icon)
- Header and Footer:** Manage Header and Footer (link)

Attempts & Completion Panel:

- Attempts:** 1 attempt allowed; Manage Attempts (link)
- Category:** No category (dropdown menu)
- Notification Email:** To receive notifications when a quiz is attempted, enter an email address or multiple email addresses separated by a comma. Below this is a text input field circled in red.

8. The Availability Dates & Conditions area 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.

Availability Dates & Conditions ▼

Start Date ←

End Date ←

Release Conditions

Users are not able to access or view the quiz unless they meet the release conditions.

[Add Release Condition](#) ▼

Special Access

Special Access allows quizzes to be available to only a select group of users or individualized due dates for certain users.

[Manage Special Access](#)

Password

Only users who enter this password will be granted access to write this quiz.

IP Restrictions

[Manage IP Restrictions](#)

9. Next set the amount of time the student has to take the test. This is done in the Timing & Display area by enabling “Set Time Limit”. The default is to automatically submit the quiz attempt after the time limit is reached, this can be changed in the Timer Settings.

Timing & Display ▼

Set time limit ←

Time Limit *

minute(s)

Asynchronous

Auto-submit when time is up

[Timer Settings](#)

Timing

Quiz Start

Asynchronous: Timer starts when the learner launches the quiz ←

Synchronous: Timer starts on the start date

When The Time Limit Expires

Automatically submit the quiz attempt ←

Flag as "exceeded time limit" and allow the learner to continue working

Do nothing: the time limit is not enforced

If a student needs time and a half or access to the test on a different day, you will use the Special Access setting, in the Availability Dates & Conditions area. Select “Manage Special Access” and use the setting "Allow selected users special

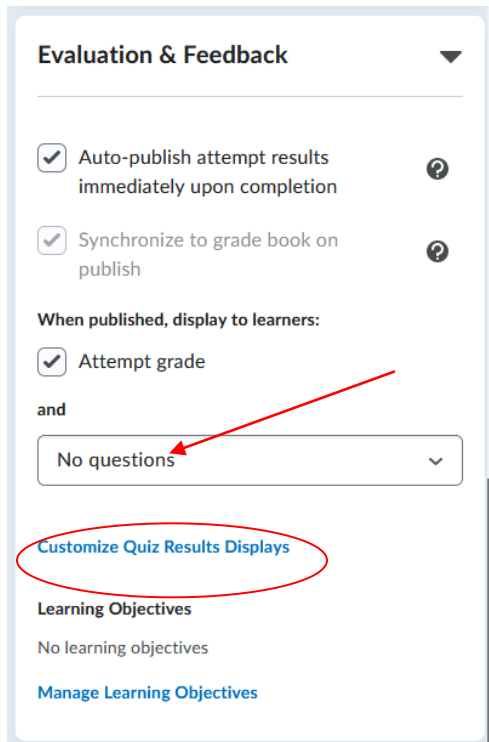
access to this quiz" and click Add Users to Special Access and fill in the form.

10. 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.

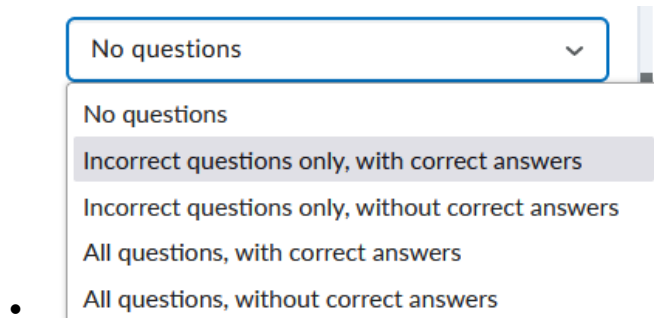
The screenshot displays a quiz configuration interface. The 'Attempts & Completion' section is highlighted with a red circle, showing 'Attempts' set to '1 attempt allowed' and a 'Manage Attempts' link. The 'Evaluation & Feedback' section is also highlighted with a red circle, showing the checkbox 'Auto-publish attempt results immediately upon completion' checked. Other visible elements include a 'Quiz Title' field with 'Untitled', a 'Grade Out Of' dropdown set to 'Not in Grade Book', a 'Due Date' field, a 'Description' field with an 'Add to Grade Book' button, a 'Questions' list with one question 'Example Question' (Multiple Choice, 1 point), and a 'Total Points 1' indicator.

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 Evaluation & Feedback area, and select your desired feedback in the "When publish, display to learners" drop down menu. Customize Quiz Results Displays option allows for different feedbacks to be released at different time. I.e. No feedback initially but the answer to all questions are released at the end of the week.



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



13. 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.

