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.
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.
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.

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.
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.

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. Y 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 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.