



**KENNESAW STATE**  
UNIVERSITY  
UNIVERSITY INFORMATION  
TECHNOLOGY SERVICES

# D2L Brightspace – Daylight Experience

## The Quizzes Tool

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# University Information Technology Services

## D2L Brightspace – Daylight Experience The Quizzes Tool

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## **Introduction**

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.

## **Learning Objectives**

The following learning objectives are covered in this document:

- Creating Quiz questions
- Creating a section for Quiz questions
- Moving questions into a section
- Deleting questions or sections
- Creating a Quiz
- Randomizing Quiz questions
- Viewing and submitting in-progress Quiz attempts
- Re-grading Quiz questions for all attempts
- Using the LockDown Browser

## Creating Assessments with the Quizzes Tool

The *Quizzes Tool* is used to create assessments for your students. When a quiz is created, the quiz is organized into various tabs to allow you to configure the properties of your quiz, configure access dates and conditions for students taking the quiz, configure how the assessment will be calculated and attached to your gradebook, associate learning objectives with your quiz, and configure what your students can view after completing the quiz. The following explains how to create an assessment using the Quizzes Tool:

### Creating the Quiz

To begin creating a new quiz, click **Quizzes** on the *NavBar* (See Figure 1). Under *Manage Quizzes*, click the **New Quiz** button (See Figure 1).

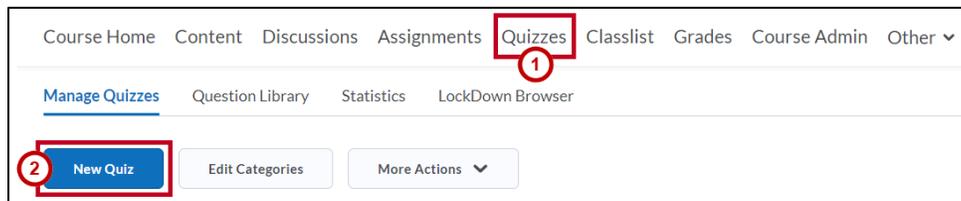


Figure 1 – New Quiz

### Properties Tab

The Properties tab will appear first, by default. The Properties tab allows you to configure the quiz name; insert an introduction, description, and headers and footers as needed for the assessment; create and assign categories for organization within your list of quizzes; add and edit question content, and assign various other properties for your quiz. The following explains the various sections and fields within the *Properties* tab:

1. Under the *General* section, in the *Name* field, enter a descriptive name for the quiz (e.g., Chapter 1 Quiz).

**Note:** Fields with an asterisk are required. You will not be able to save the quiz without completing these fields.



Figure 2 - Quiz Name

2. Assigning a *Category* allows you to group items together in the list of quizzes. The following options are available for selection when using a category:
  - a. **Select an existing category:** Click the **drop-down arrow** to select a category.
  - b. **Add category:** Click **add category** to create a new category item.



Figure 3 – Name and Category

3. The *Quiz Questions* section contains an *Add/EditQuestions* button to allow you to begin adding question content to the quiz when you are ready.

**Note:** You will also use this button to edit existing questions or add additional questions to your quiz once you have saved it. For details regarding adding quiz questions, see Building Quiz Question Content.

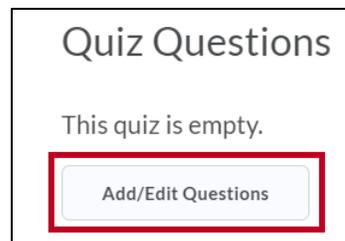


Figure 4 - Add/Edit Questions Button

4. Prior to entering quiz question content, it is encouraged that you complete the configuration of your quiz. Below *Add/Edit Questions*, you have several additional options available to include with your quiz (See Figure 6):
  - a. **Description / Introduction:** Click the **drop-down arrow** to add text fields for entry of a description and/or introduction (See Figure 6).
  - b. **Expand page header / footer:** Click the **drop-down arrow** to add text fields for entry of a header and/or footer (See Figure 6).



Figure 5 - Additional Options

- c. **Optional Advanced Properties:** Click the **drop-down arrow** 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).

**Note:** 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.

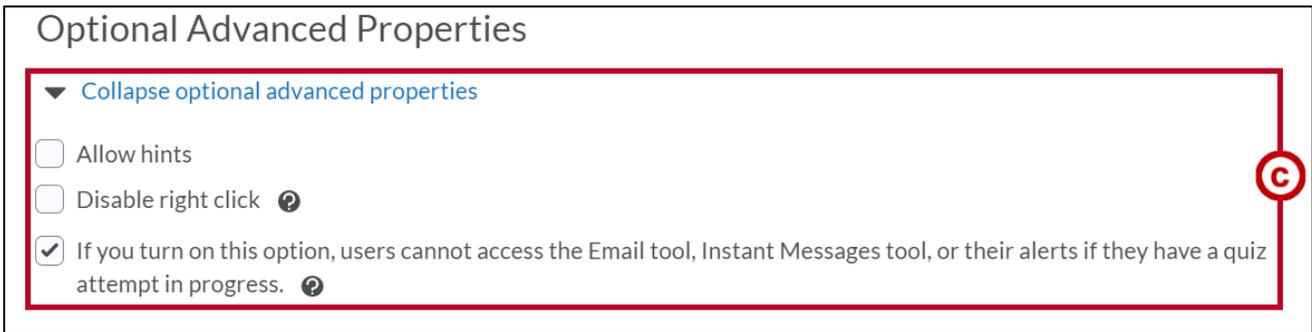


Figure 6 – Optional Advanced Properties

- 5. An optional notification email address or comma separated list of email addresses may be entered to receive an email when a learner completes a quiz attempt (See Figure 7).
- 6. At the bottom of the page, the following options are available:
  - a. **Save and Close:** Saves the quiz with the selections you have made and closes the quiz (See Figure 7).

**Note:** You may re-open the quiz to continue configuration at any time.

- b. **Save:** Saves the current settings and allows you to continue working (See Figure 7).
- c. **Cancel:** Closes the window without saving the quiz (See Figure 7).

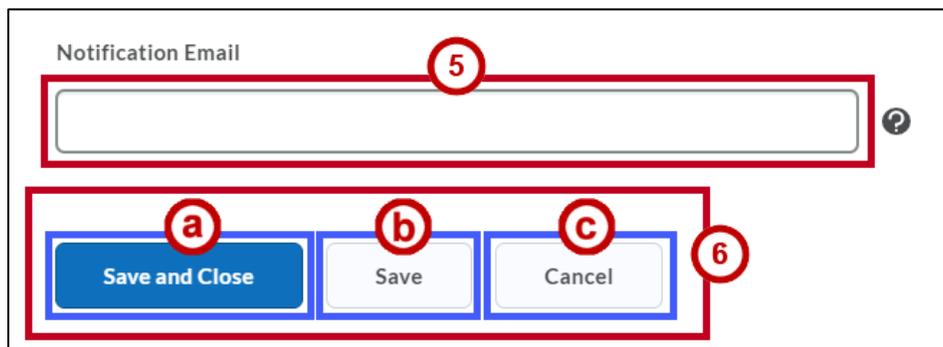


Figure 7 - Notifications & Save Options

- 7. Click **Save** (See Figure 7).

8. Next, click the **Restrictions** tab at the top of the page.

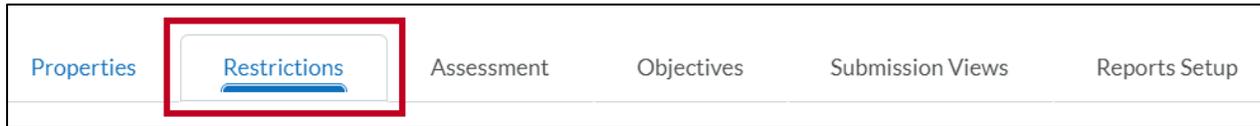


Figure 8 - Restrictions Tab

### Restrictions Tab

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 students. The following explains the various sections and fields on the restrictions tab:

1. The *Hide from Users* checkbox allows you hide the quiz until you are ready to display in your list of quizzes (See Figure 9).
2. *Due Date* contains fields to allow you to set the last date and time that students may begin taking the quiz. Once that time has elapsed, students may no longer take the quiz without special permissions being enabled by an Instructor for the course. To set the due date:
  - a. Click the *Has Due Date* checkbox (See Figure 9).
  - b. Enter a **date** (See Figure 9).
  - c. Enter a **time** (See Figure 9).

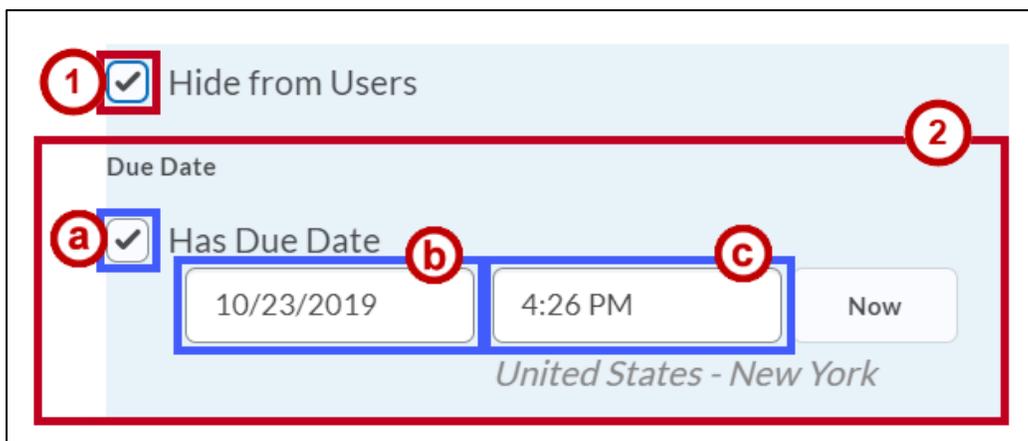


Figure 9 - Due Date

3. *Availability* pertains to the date and time students are able to view the quiz. The *Start Date* is the first date that students may view and take the quiz using the number of attempts you have allowed. The *End Date* is the last date students will be able to review the quiz after submitting it by the *Due Date*. To set the dates:

- a. Click the *Has Start Date* **checkbox** (See Figure 10).
- b. Enter a **date** (See Figure 10).
- c. Enter a **time** (See Figure 10).
- d. Click the *Has End Date* **checkbox** (See Figure 10).
- e. Enter a **date** (See Figure 10).
- f. Enter a **time** (See Figure 10).

**Note:** Entering an *End Date* is not required. If the *End Date* field is not checked and date/time fields are left blank, students can review the quiz as long as they have access to the course.

The screenshot shows the 'Availability' section of a quiz configuration. It contains two rows of settings. The first row is for the 'Start Date' and 'Start Time'. The 'Has Start Date' checkbox is checked and labeled 'a'. The date field contains '9/23/2019' and is labeled 'b'. The time field contains '5:00 PM' and is labeled 'c'. The second row is for the 'End Date' and 'End Time'. The 'Has End Date' checkbox is checked and labeled 'd'. The date field contains '12/6/2019' and is labeled 'e'. The time field contains '11:59 PM' and is labeled 'f'. Both rows have a 'Now' button to the right. The location is set to 'United States - New York'.

Figure 10 - Availability

4. Click the **Display In Calendar** checkbox to display the quiz due date, start date, and end date in the course calendar for students to see.

**Note:** A *Start Date* must be entered to enable display of the item in the course calendar.

The screenshot shows a single checkbox labeled 'Display In Calendar'. The checkbox is checked, indicated by a checkmark inside the box.

Figure 11 - Quiz Dates

5. Under *Release Conditions*, if you want to attach release conditions based on other elements of your course, you have two options (See Figure 12):
  - a. **Attach Existing:** Allows you to attach previously created conditions (See Figure 12).
  - b. **Create and Attach:** Create new conditions to attach to the quiz (See Figure 12).

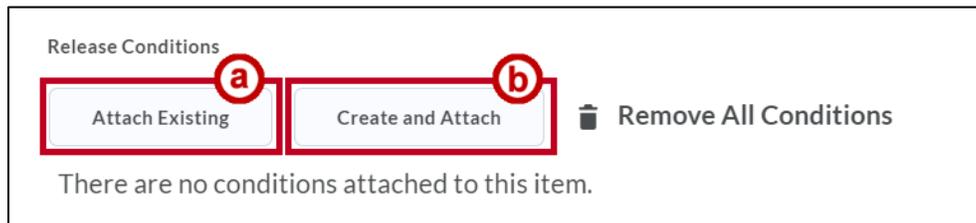


Figure 12 - Additional Release Conditions

6. The *Security Options* section has been disabled and is grayed out on this tab. If you would like students to take the quiz using the *Respondus Lockdown Browser*, you will need to use the *LockDown Browser Dashboard*, which is available when clicking *Quizzes* in the *D2L Navbar*. For more detailed instructions, see *D2L Quizzes - LockDown Browser Dashboard* in the [UITS Documentation Center](#).

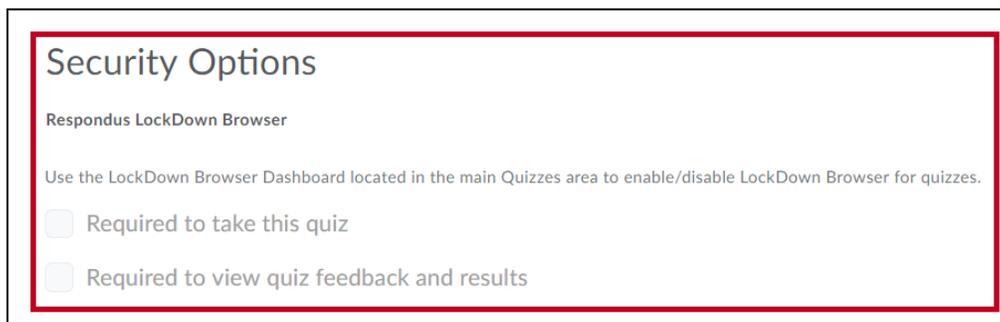


Figure 13 - Security Options

7. In the *Timing* section, a *Recommended Time Limit* of 120 minutes is enabled by default.
  - a. The time limit will be displayed to students when beginning the quiz.
  - b. To enable the time limit clock, click the **Show clock** checkbox.

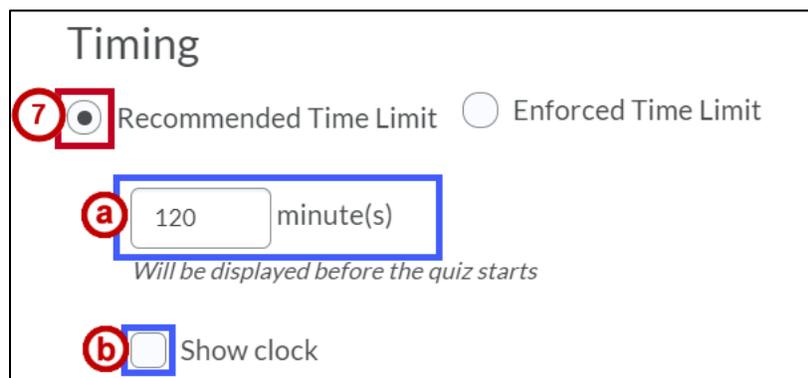


Figure 14 - Recommended Time Limit

8. If you want to enforce a time limit for the quiz, click **Enforced Time Limit** (See Figure 15).

**Note:** The show clock will be enabled automatically when selecting *Enforce a time limit*.

9. This enables fields to enter a time limit, insert a grace period, and indicate what should happen after the grace period has expired. The following options must be configured (See Figure 15):

a. Under *Time Limit*, enter the **number of minutes** allowed for students to complete the quiz (See Figure 15).

b. Under *Grace Period*, enter the **number of minutes** to allow before the quiz is flagged as exceeding the time limit established (See Figure 15).

10. Under *Exceed Time Limit Behavior*, select one of the following radio buttons:

a. **Allow the student to continue working:** Allows students to submit the quiz after time has expired. The quiz will be marked as late (See Figure 15).

b. **Prevent student from making further changes:** D2L will automatically submit the quiz when time has expired (See Figure 15).

c. **Allow the student to continue working, but automatically score the attempt as zero after an extended deadline:** Allows you to add extra minutes to the grace period. If the extended deadline expires, the quiz will be scored as zero (See Figure 15).

Timing

Recommended Time Limit  Enforced Time Limit

Time Limit: 120 minute(s) Grace Period: 5 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

a Allow the student to continue working

b Prevent the student from making further changes

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

Figure 15 - Enforce Time Limit

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

- a. **Allow selected users special access to this quiz:** Allows the instructor to extend the quiz due date, extend the quiz time allowed, or allow a longer grace period for specific students (See Figure 16).
- b. **Allow only users with special access to see this quiz:** Allows only those students who have been given special access to see the quiz (e.g., students taking a make-up quiz after the *Due Date* has expired) (See Figure 16).
- c. Click the **Add Users to Special Access** button to access your Classlist to assign students to the special access permissions you are providing (See Figure 16).

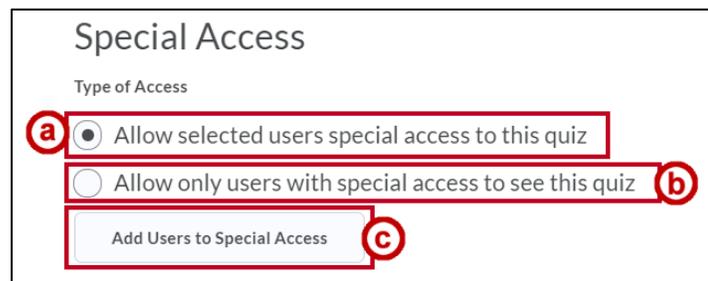


Figure 16 - Special Access Options

12. Click **Save** at the bottom of the page.



Figure 17 - Click Save

13. Click the **Assessment** tab.



Figure 18 - Click the Assessment Tab

## Assessment Tab

The Assessment tab allows you to set the quiz as automatically graded upon student completion, associate the quiz to a grade item in your grade book, auto export to the grade book if desired, configure the student view, and set the number of attempts the students are allowed and which grade calculation to use if multiple attempts are allowed. The following explains the various sections and fields on the Assessment tab:

1. Under *Automatic Grade*, when the *Allow attempt to be set as graded immediately upon completion* checkbox is checked, this allows students to view their score as soon as they submit the required number of quiz attempts.

**Note:** This will not take place if there are any ungraded questions in the quiz (e.g., written response questions). Students will not see scores until the entire quiz is graded.

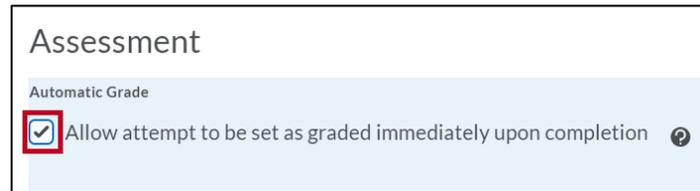


Figure 19 - Allow attempt to be set as graded immediately upon completion

2. Under *Graded Item*, you may associate the quiz with a grade item in your Grade Book. You have the option of selecting an existing item from the drop-down menu or creating a new grade item. To select an existing grade item:
  - a. Click the **drop-down arrow** (See Figure 20).
  - b. Select an existing **item** from the drop-down list (See Figure 20).
3. To enter a new grade item, click the **add grade item** link (See Figure 20).

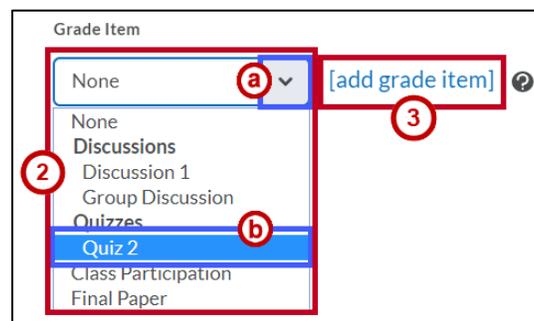


Figure 20 - Select/Add Grade Item

4. *Student View Preview* allows you to customize what is displayed to students. To edit display settings:
  - a. Click the **drop-down arrow** (See Figure 21).
  - b. Click **Edit Display Settings** (See Figure 21).

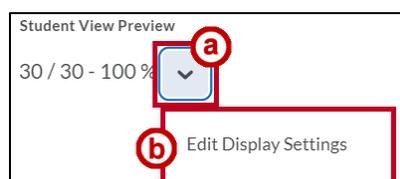


Figure 21 - Student View Settings

5. The *Display Overrides* window opens. Click the **Override display options for this item** checkbox (See Figure 22).
6. Uncheck **items** you do not want displayed (See Figure 22).
7. Click **Save** when you have made your selections (See Figure 22).

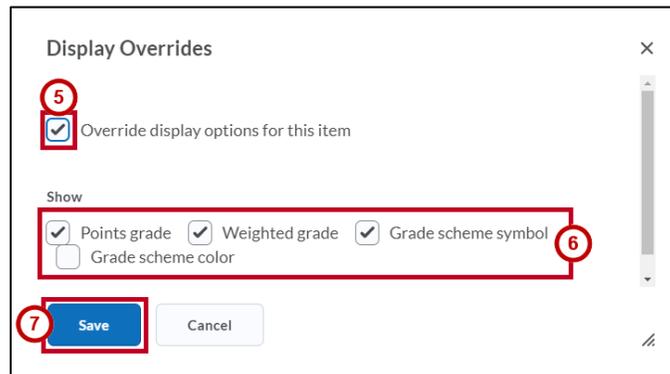


Figure 22 - Display Overrides

8. In the *Attempts* 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 23):
  - a. Click the **Attempts Allowed** drop-down arrow and **make a selection** between unlimited and ten attempts (See Figure 23).
  - b. Click the *Overall Grade Calculation* **drop-down arrow** and make a **selection** (e.g., *Highest Attempt*, *Lowest Attempt*, *Average of All Attempts*, *First Attempt*, or *Last Attempt*) (See Figure 23).
  - c. Click **Apply** (See Figure 23).

**Note:** Optional advanced attempt conditions will appear if the number of attempts selected is between two and ten.

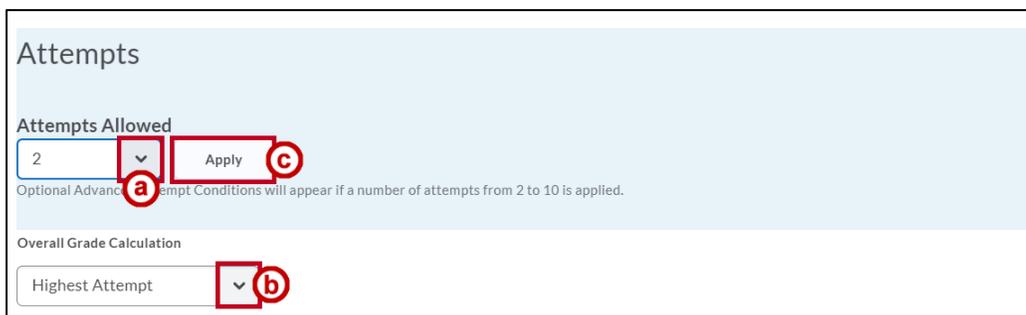


Figure 23 - Attempts/Overall Grade Calculation

9. 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 24):
  - a. Enter the **Min** percentage value (See Figure 24).
  - b. Enter the **Max** percentage value (See Figure 24).
10. Click **Save** (See Figure 24).

Figure 24 - Advanced Attempt Conditions

## Submission Views Tab

The *Submission Views* 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 options to students. The following explains the various sections and fields on the *Submission Views* tab:

1. To view the default submission view and/or create a custom view for students, click the **Submission Views** tab.

Figure 25 - Submission Views Tab

2. The *View Settings* window opens to display the default view and allow you to create additional views. You have two options (See Figure 26):
  - a. To view and modify the default view settings, click **Default view** (See Figure 26).
  - b. To add additional views, click the **Add Additional View** button (See Figure 26).

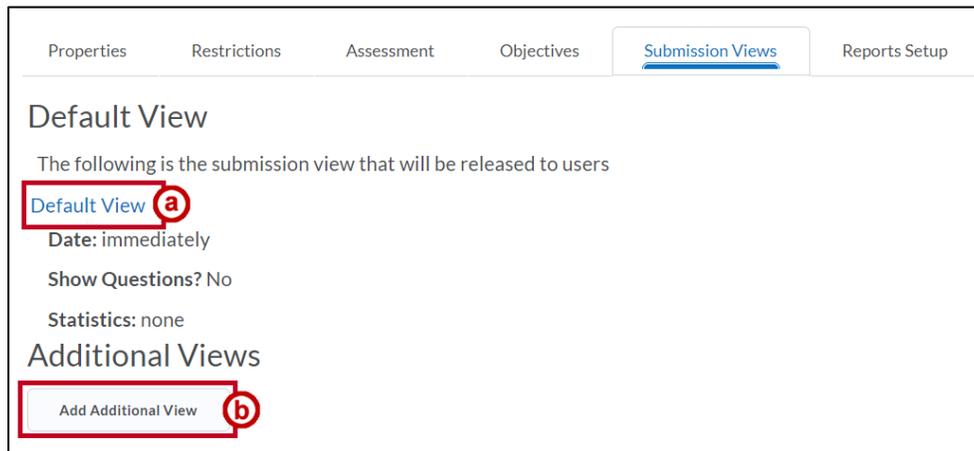


Figure 26 - Default View

3. When selecting the Default View, the *View Properties* window will appear with the *Message* 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 **message** within the textbox (See Figure 27).
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 27).



Figure 27 - View Properties

5. **View Details:** Allows selection of options related to what students view after the quiz has been submitted (See Figure 28):
- a. **Show Questions/Answers:** Select to show questions/answers after the quiz has been submitted (See Figure 28).
  - b. **Score:** Students will be able to see their score as soon as they submit the attempt is submitted (See Figure 28).
  - c. **Statistics:** Show the class average and score distribution (See Figure 28).

**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

Figure 28 - View Details

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

Figure 29 - Click Save

7. If you prefer to add an alternate view for additional attempts, click the **Add Additional View** button.

**Note:** The number of attempts allowed on the *Assessment* tab must not be unlimited and greater than one (1) to enable the alternate view.

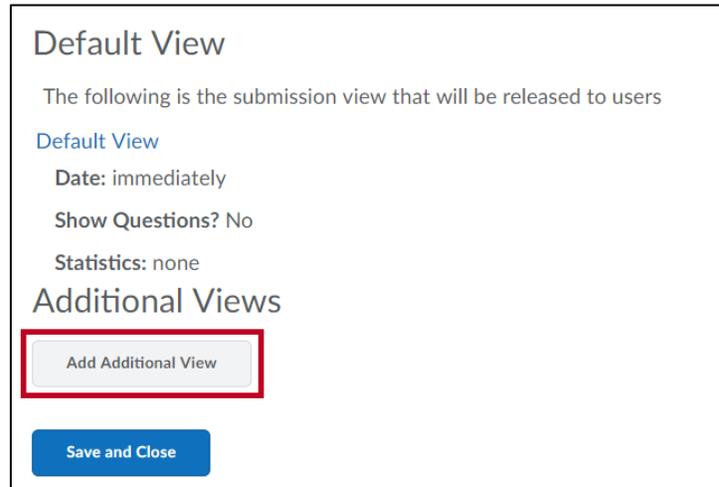


Figure 30 - Add Additional View

8. This opens the *Add View* window with a blank message field and all the same *View Details* selection options mentioned in steps 3 through 6 above. You must enter a **name** (e.g., Second Attempt) for the new view.

**Note:** The *Message* field is optional.

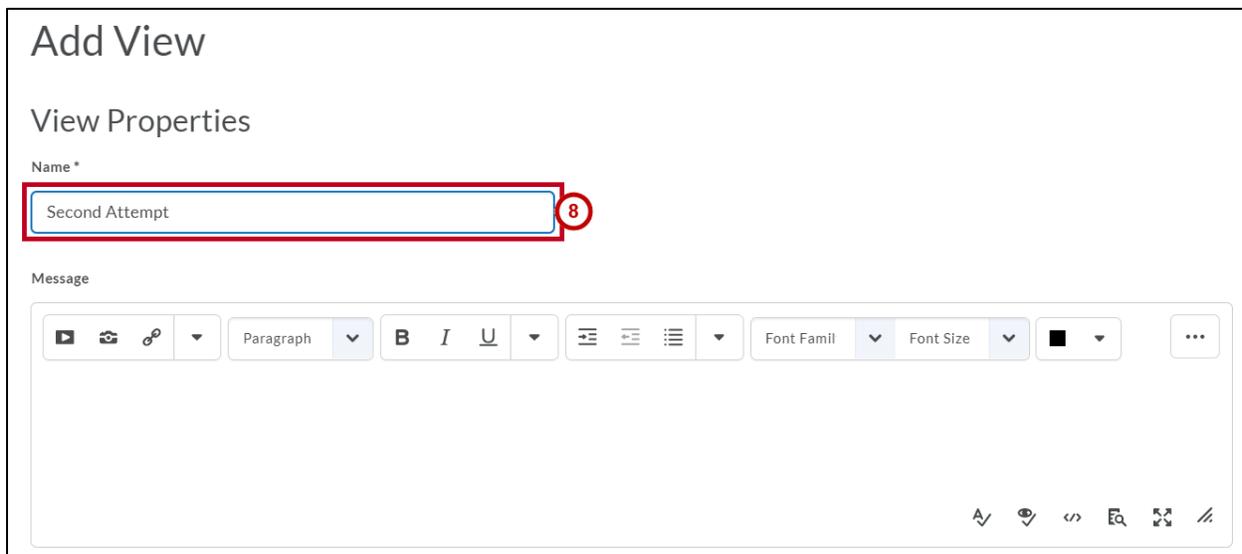


Figure 31 - Enter a View Name

9. Under *View Restrictions*, select a **date** and **time** to make this view activate.
10. Under *Attempt*, you must select the following:
  - a. **Attempt**: The attempt number after which this view applies (See Figure 32).
  - b. **Min Score**: The minimum score required on the attempt selected to activate the new view (See Figure 32).
  - c. **Max Score**: The maximum score required on the attempt selected to activate the new view (See Figure 32).

Figure 32 - View Restrictions

## Building Quiz Question Content

D2L Brightspace provides the ability to import, create, and customize various types of questions for your quiz. You may browse the course Question Library to import questions into your quiz or upload questions residing in an external file. You may also add questions manually to create individual questions, question pools, or randomized sections. The following explains how to add content to your quiz:

### Adding Quiz Questions

After selecting *Add/Edit Questions*, selecting *Add* allows you to create a new question, section or question pool to your quiz. There are numerous question types from which to choose (e.g., True or False, Multiple Choice, Multi-Select, etc.). To access a full description of each question type, see the *D2L Quiz Question Types Guide* in the [UITS Documentation Center](#).

The following explains how to add quiz questions:

1. Click **Quizzes** on the Navbar.



Figure 33 – Quizzes

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

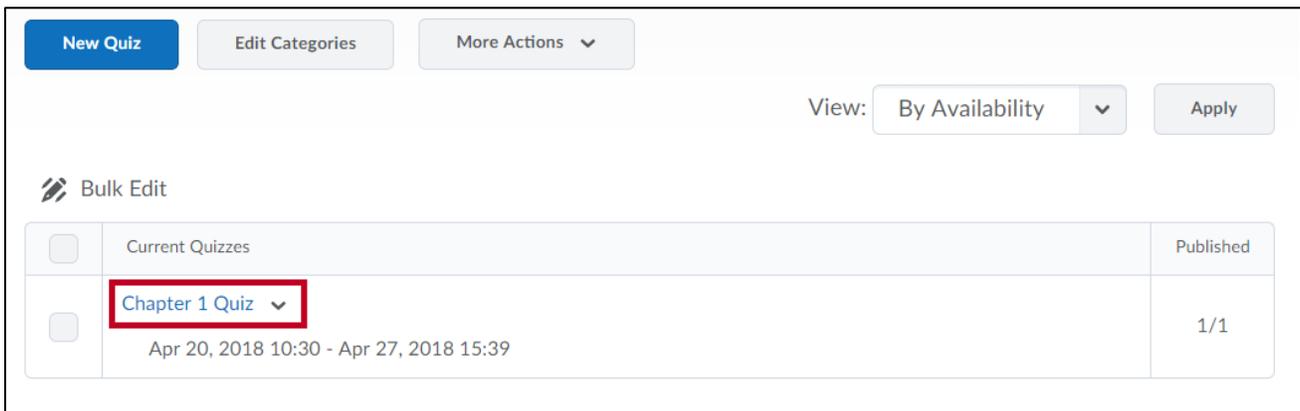


Figure 34 - Open Quiz

**Note:** You may also edit the quiz by clicking the **drop-down arrow** to the right of the quiz name and selecting **Edit**.

3. The *Edit Quiz* window appears. Under *Quiz Questions*, click the **Add/Edit Questions** button.

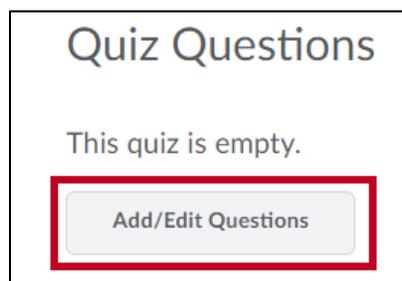


Figure 35 - Add/Edit Questions

4. The *Ready to begin adding quiz content* window will appear. You have the following options to begin adding content to your quiz:
  - a. **Add**: Allows you to add a new question, section or question pool (See Figure 36).
  - b. **Import**: Allows you to upload a file containing pre-formatted questions or browse the Question Library to select questions that already exist in your course (See Figure 36).

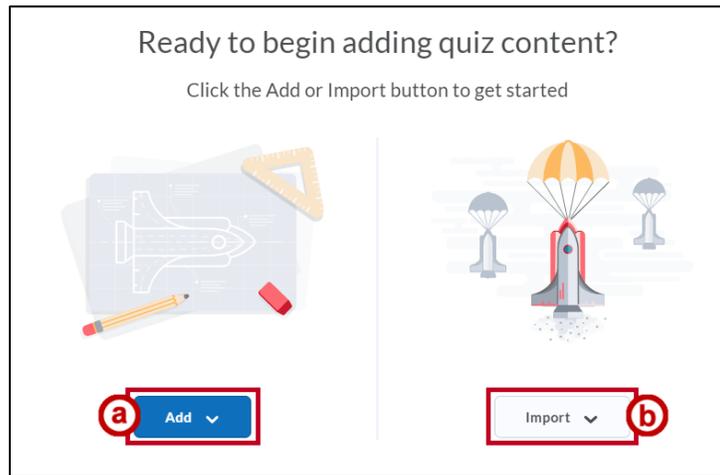


Figure 36 - Add or Import Quiz Content

5. Click **Add** (See Figure 37).
6. A drop-down menu will appear to allow you to select from the following options:
  - a. **New Question**: Displays a selection of question types from which to choose (See Figure 37).
  - b. **Section**: Adds a section to help you organize your quiz questions into various sections (See Figure 37).
  - c. **Question Pool**: Creates a question pool to which you can add questions to from the Question Library and select how many of the questions to select during the quiz (e.g., 10 out of 40). (See Figure 37).

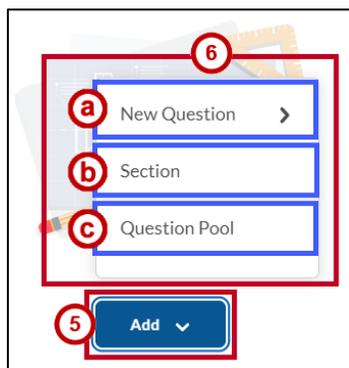


Figure 37 - Add

7. Click **New Question** (See Figure 37).
8. From the *drop-down*, click a **question type** to open a form to create a new question for the type selected (for this example, select *Multiple Choice*) (See Figure 38).

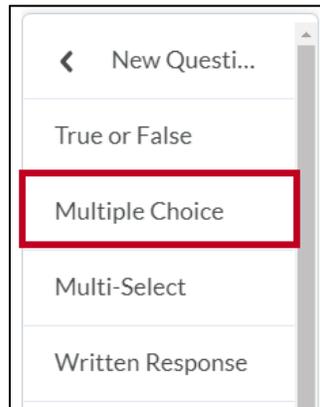


Figure 38 - Multiple Choice Question

9. The selected question form (e.g., Multiple Choice) will appear. In the *Question Text* field, type your desired **question text**.



Figure 39 - Question Text

10. A toolbar will appear above the text field to provide tools to format the text entered, insert videos, photos and other objects such as equations, files, and links, as well as view the text in full-screen to access additional formatting options.



Figure 40 - Text Formatting Toolbar

11. Enter the **Answer selection options**, indicating the correct answer by placing a checkmark in the appropriate checkbox.

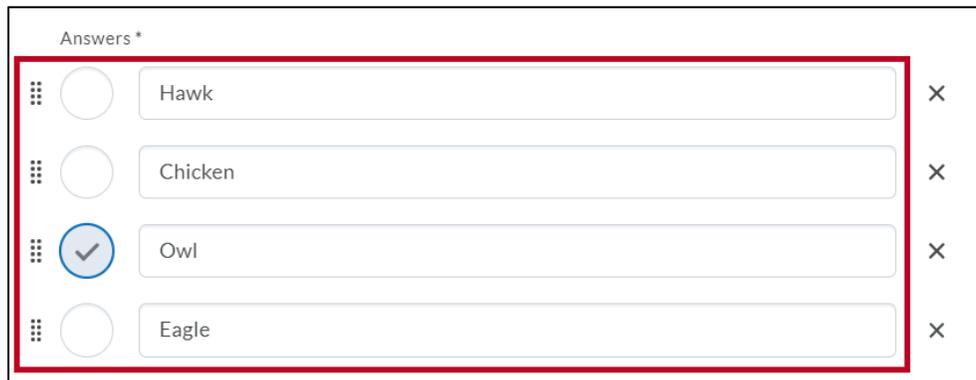


Figure 41 - Answer Options

12. You also have the following options regarding multiple choice answers (See Figure 42):

- a. **Change Order:** 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 42).
- b. **Remove:** To remove answer choices, click the **(x)** to the right of the field (See Figure 42).
- c. **Add Answer:** If you need additional options, click the **Add Answer** link below the answer options. An additional question will be added each time you click the link (See Figure 42).
- d. **Randomize:** If you want to randomize answers for each quiz attempt, click the **Randomize answers for each student** checkbox (See Figure 42).

13. Assign **Points** for your question (See Figure 42).

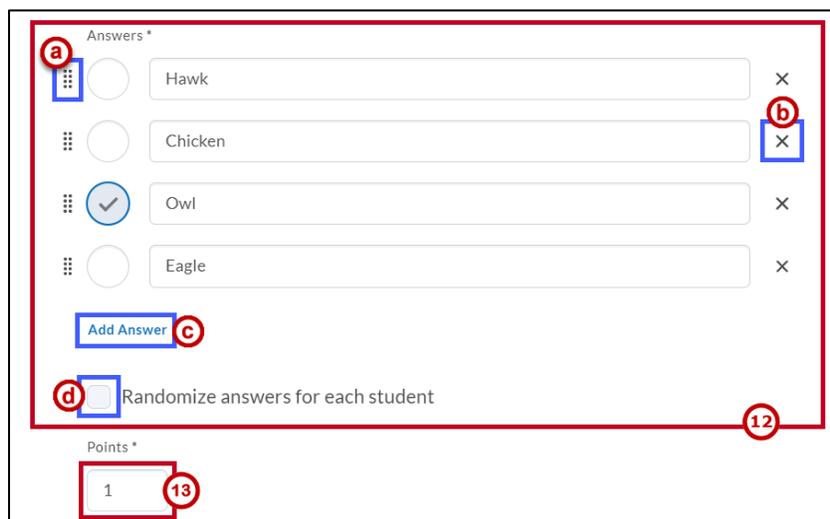


Figure 42 - Additional Question Controls

14. A preview of your question is displayed in a panel to the right of the question text and answers.

The screenshot shows a question editor interface. On the left, there is a 'Question Text' field containing 'What animal is the KSU mascot?' and an 'Answers' section with four radio button options: Hawk, Chicken, Owl (selected), and Eagle. On the right, a preview panel shows the question text and the same four radio button options. A red box highlights the preview panel.

Figure 43 - Question Preview

15. To add question feedback, hints, descriptions, custom weights, and/or enumeration, click the **Options** link above the question (See Figure 44):

16. Make a selection from the **drop-down menu** (See Figure 44).

The screenshot shows the question editor with the 'Options' menu open. The 'Options' link is highlighted with a red box and labeled '15'. The menu contains five options: 'Add Feedback', 'Add Hint', 'Add Short Description', 'Add Custom Weights', and 'Add Enumeration', each with a lettered label (a-e) in a red circle. The 'Options' menu is also highlighted with a red box and labeled '16'. The background shows the question text and answers from Figure 43.

Figure 44 - Question Options

- a. **Add Feedback:** Inserts a text field below each answer to enter your feedback.

Question Text \*

What animal is the KSU mascot?

Answers \*

- Hawk
- Chicken
- Owl
- Eagle

Figure 45 - Add Feedback

- b. **Add Hint:** Inserts a single text field below the question to provide a hint.

Question Text \*

What animal is the KSU mascot?

Hint

Figure 46 - Add Hint

- c. **Add Short Description:** Inserts text field above the question to enter a short description for the question.



Figure 47 - Add Short Description

- d. **Add Custom Weights:** Inserts a percentage box in front of each question to allow entry of custom weight values for each answer.

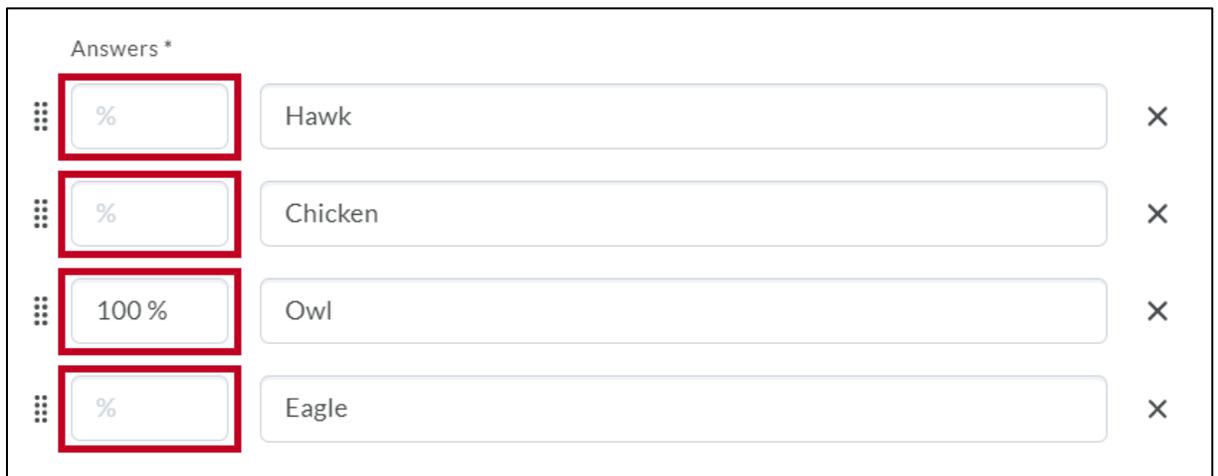


Figure 48 - Add Custom Weights

- e. **Add Enumeration:** Enables a drop-down menu above the *point value* field to allow you to select the enumeration style.

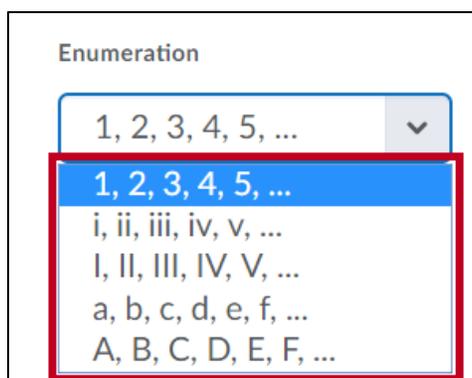


Figure 49 - Add Enumeration

17. To save your question, choose one of the following options (See Figure 50):
  - a. **Save**: Saves the question to the quiz with the question options selected (See Figure 50).
  - b. **More Options**: Click the **drop-down arrow** to access more options.
    - i. **Save and New**: Saves the question and creates a new blank question (See Figure 50).
    - ii. **Save and Copy**: Saves the question and creates a copy for you to modify (See Figure 50).
  - c. **Cancel**: Cancels without saving the question (See Figure 50).

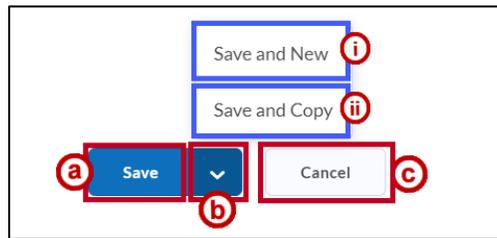


Figure 50 – Options

## Creating Sections

Create sections to organize questions in your quiz. You can do this in the quiz or Question Library. The following explains how to create sections:

1. In your course, click **Quizzes** on the *Navbar*.
2. Select the applicable **Quiz** to which to add a Section, or create a new Quiz.
3. Under *Quiz Questions*, click **Add/Edit Questions**.

**Note:** If you do not yet have questions added to the quiz, you will see the *Ready to begin adding quiz content* window after clicking the *Add/Edit Questions* button.



Figure 51 - Add/Edit Questions

4. Click the **Add** button (See Figure 58).
5. Click **Section** (See Figure 58).

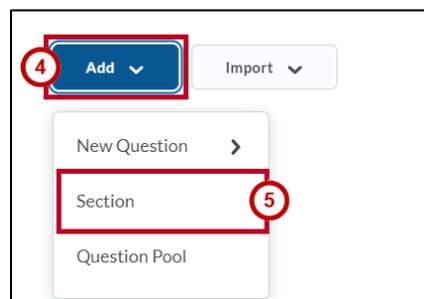


Figure 52 - Click Section

5. Enter a **name** in the *Section Title* field (e.g., Chapters 1-4) (See Figure 53).
  - a. To hide the section title from students while taking the quiz, click the checkbox next to *Hide Section Title from students* (See Figure 53).
6. Under *Section Text*, enter a description of the section (See Figure 53).
  - a. To hide the text from students while taking the quiz, click the checkbox next to *Hide sectiontext from students* (See Figure 53).
7. If you want to shuffle questions in this section for each attempt, click the checkbox next to *Shuffle questions in this section* (See Figure 53).
8. Click **Save** (See Figure 53).

Section Title \* 5

Chapters 1-4

a Hide Section Title from students

Section Text 6

This section includes chapter practice test questions taken from the textbook.

a Hide Section Text from students

7 Shuffle questions in this section  
Also shuffles sections and question pools in this section. Does not cascade to sub-sections.

8

Figure 53 - Section Detail

9. The section now appears in your list of questions.

Chapter 1 Quiz

Add Import Total Points 12

Chapter 1-4  
Section

1 - 10 Random question pool 10 points  
Question Pool • Selecting 10 questions from 34, worth 1 point each

11 What animal is the KSU mascot? 1 point  
Multiple Choice

12 The sky is blue. 1 point  
True or False

Figure 54 - New Section

10. Click the **question handle** to move question under the section and into the desired order.  
**Note:** A blue indicator line will appear to identify placement.

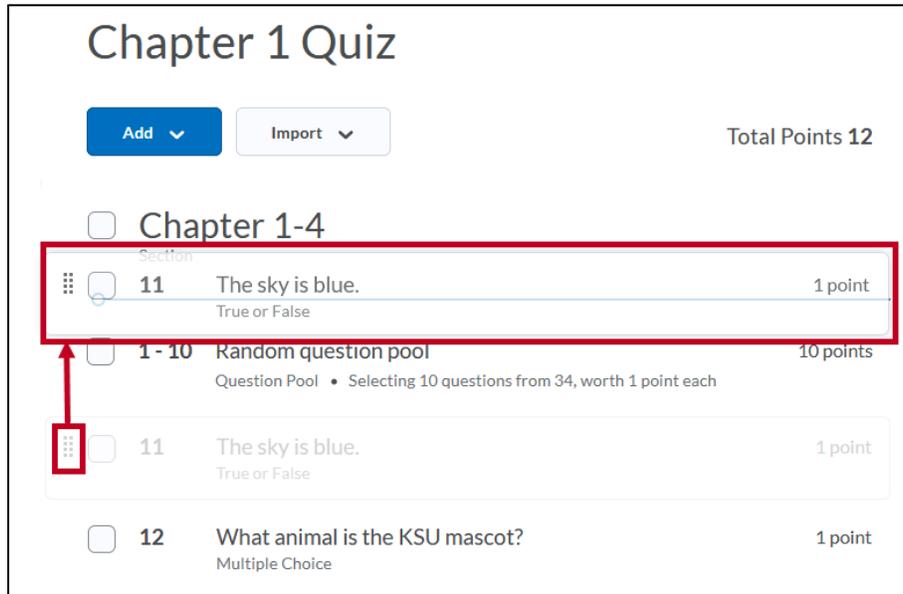


Figure 55 - Move Question

11. The questions are now reordered. When ready, click **Back to Settings for [Quiz Name]** (e.g., *Back to Settings for Chapter 1 Quiz*).

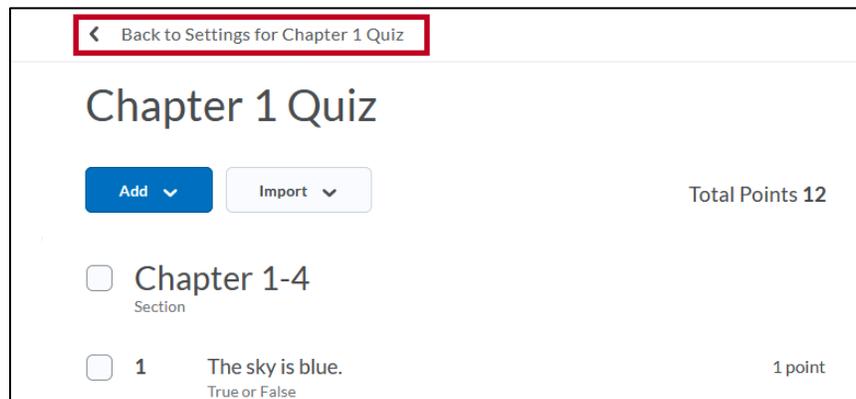


Figure 56 - Back to Settings

## Randomizing Quiz Questions – Question Pool

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 *Shuffle questions at the quiz level* checkbox to randomize the question order. You can also create question pools to define the questions in the pool and the number of questions to randomly present to students during the quiz. The following explains how to create a random question section using a question pool:

**Note:** The questions must first be created in the *Question Library*. Please see the *D2L Brightspace - Daylight Experience: Question Library* document in the [UITS Documentation Center](#) for further information about creating questions in the *Question Library*.

1. In your course, click **Quizzes** on the *Navbar*.
2. Select the applicable **Quiz** to which to add a Random Section, or create a new Quiz.
3. Under *Quiz Questions*, click **Add/Edit Questions**.



Figure 57 - Add/Edit Questions

**Note:** If you do not yet have questions added to the quiz, you will see the *Ready to begin adding quiz content* window after clicking the *Add/Edit Questions* button (See Figure 36).

4. Click the **Add** button (See Figure 58).
5. Click **Question Pool** (See Figure 58).

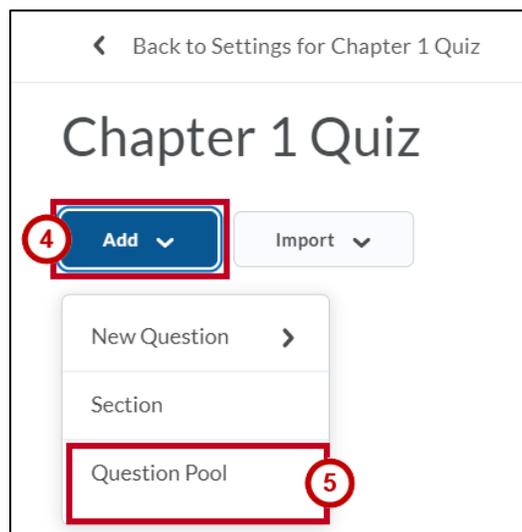


Figure 58 - Random Section

6. Enter a **name** in the *Question Pool Title* field (e.g., Random question pool) (See Figure 59).

**Note:** The title is not visible to students by default.

7. Click **Browse Question Library** (See Figure 59).

Question Pool Title \*

Random question pool 6

Number of Questions to Select \*      Points per Question \*

from 0

Browse Question Library 7

Figure 59 - Enter Section Name & Save

8. The *Browse Question Library* window will open. In the *Source* drop-down, choose the **location** in your *Question Library* where your questions are saved (See Figure 60).

**Note:** Use the *Filter* drop-down arrow to filter results by question type or the *Sort* drop-down arrow to sort questions by type, point value, or title/text.

9. Click the **checkbox** next to questions/sections that you want to add to your quiz (See Figure 60).

a. **Select all:** Click the **checkbox** next to a *section* folder to select all questions within the folder (see Figure 60).

b. **Select individual items:** Click the drop-down arrow next to a *section* folder to display additional questions and click the **checkbox** next to *each question* you wish to include (See Figure 60).

10. Click **Add** once finished selecting questions (See Figure 60).

Search question text... 8 Source: Question Library Filter Sort

34 questions

Exam 1 9		Section
<input checked="" type="checkbox"/> a	George Washington is the first president of the United ...	True or False 1 point Eq
<input checked="" type="checkbox"/> b	The United States originally consisted of 12 colonies	True or False 1 point Eq

10 Add Cancel

Figure 60 - Browse Question Library

11. Determine the **number of questions** to be selected randomly from the list of questions in the *Number of Questions to Select* field (See Figure 61).
12. Enter the **points to assign** each question (the point value will be the same for each question in the random section) in the *Points per Question* field (See Figure 61).
13. Click the **X** next questions you would like to remove from the *Question Pool* (See Figure 61).
14. A preview of the random questions will be displayed in the panel to the right (See Figure 61).
  - a. Click the **refresh** button to preview a new selection of questions (See Figure 61).
15. When finished, click **Save** (See Figure 61).

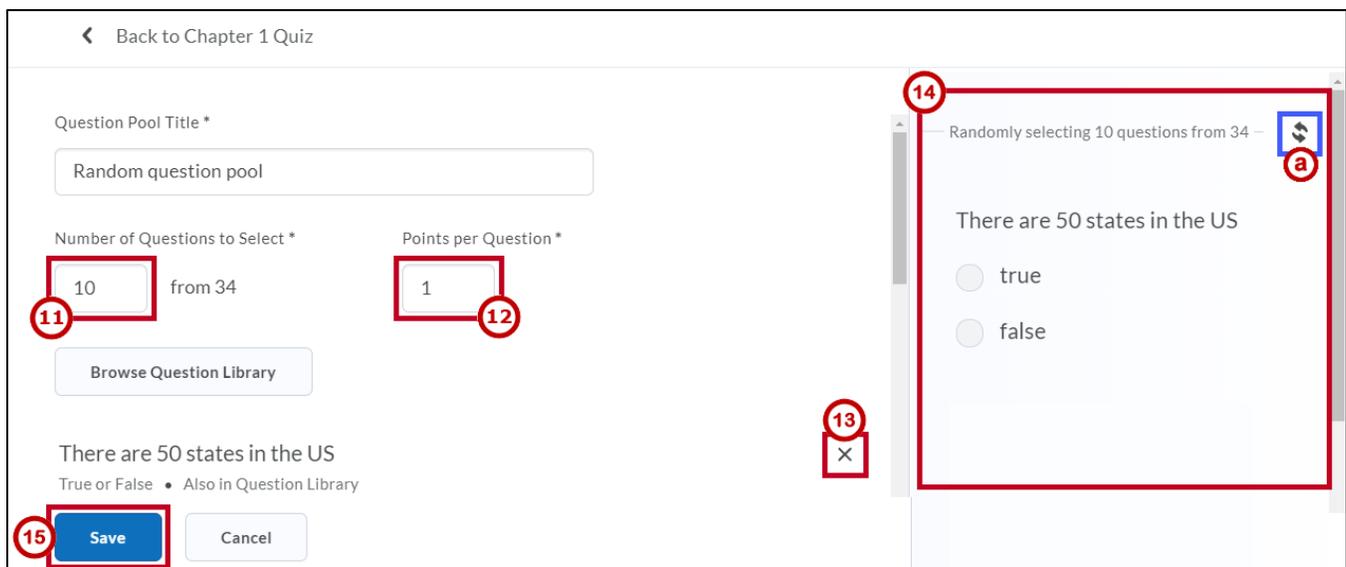


Figure 61 - Question Pool Set up Options

16. You will be brought back to the *Add/Import Questions* page. Click **Back to Settings for [Quiz Name]** (e.g., Chapter 1 Quiz).

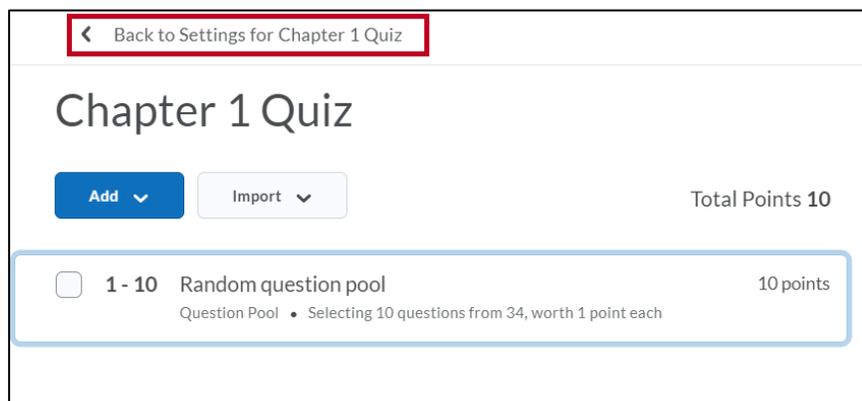


Figure 62 - Done Editing Questions

## Importing Quiz Questions

1. In your course, click **Quizzes** on the *Navbar*.
2. Select the applicable **Quiz** to which to add a Section, or create a new Quiz.
3. Under *Quiz Questions*, click **Add/Edit Questions**.



Figure 63 - Add/Edit Questions

**Note:** If you do not yet have questions added to the quiz, you will see the *Ready to begin adding quiz content* window after clicking the *Add/Edit Questions* button (See Figure 36).

4. Click the **Import** button (See Figure 64).
5. You have the following options for import (See Figure 64):
  - a. **Upload a File:** Allows you to upload questions from a file (See Figure 64).

**Note:** If you opt to upload a file, you have the option to drag and drop, browse for a file, or 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). The file must be formatted properly for successful import.

- b. **Browse Question Library:** Allows you to import questions from the course question library (See Figure 64).

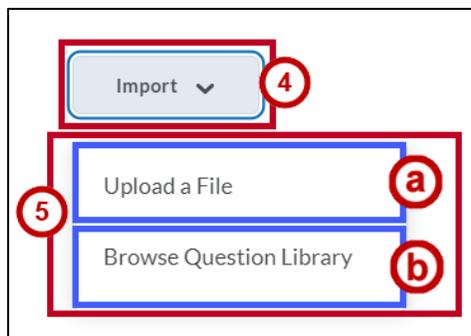


Figure 64 - Import Questions

6. Select **Browse Question Library** (See Figure 64).

7. The *Browse Question Library* window will open. In the *Source* drop-down, choose the **location** in your *Question Library* of where your questions are saved (See Figure 65).

**Note:** Use the *Filter* drop-down arrow to filter results by question type or the *Sort* drop-down arrow to sort questions by type, point value, or title/text.

8. Click the **checkbox** next to questions/sections that you want to add to your quiz (See Figure 65).

a. **Select all:** Click the **checkbox** next to a *section* folder to select all questions within the folder (see Figure 65).

b. **Select individual items:** Click the drop-down arrow next to a *section* folder to display additional questions and click the **checkbox** next to *each question* you wish to include (See Figure 65).

9. Click **Add** once finished selecting questions (See Figure 65).

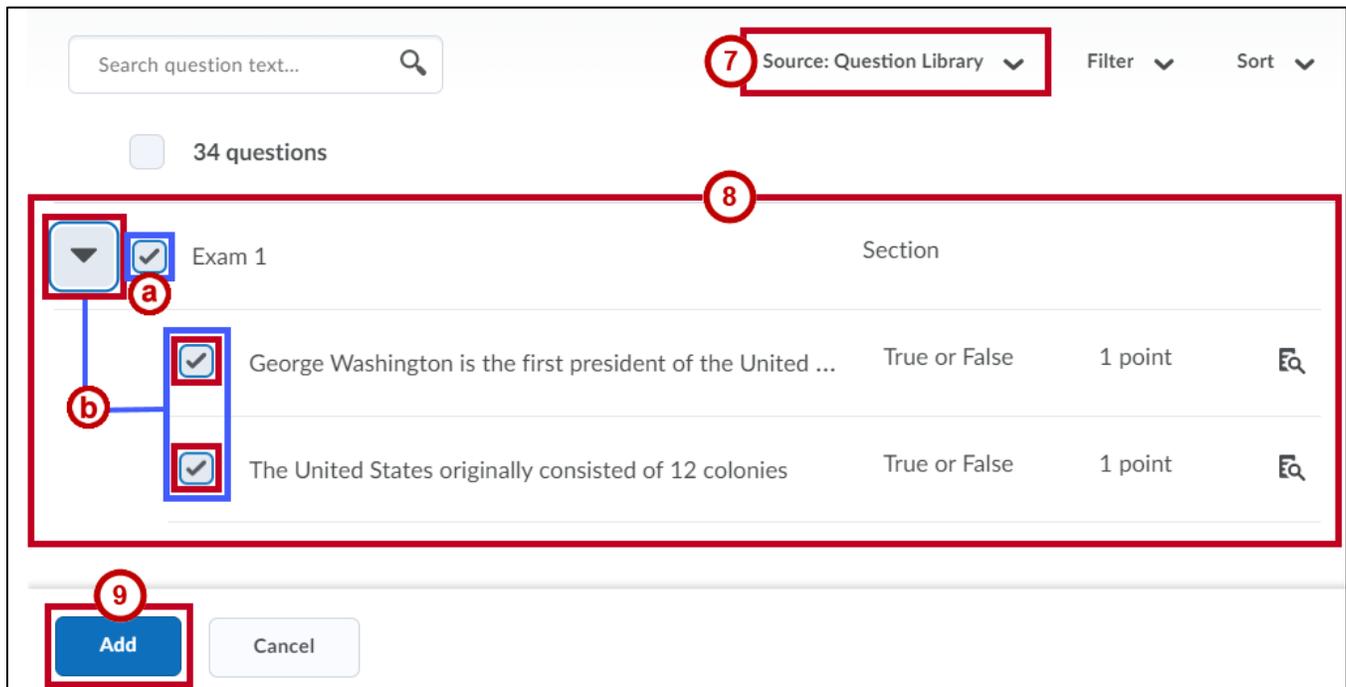


Figure 65 - Browse Question Library

10. If you opt to *Upload a File*, you have the following options (See Figure 66):
  - a. **Drag and Drop:** Click and drag a file into the upload area (See Figure 66).
  - b. **Browse Files:** Browse your computer to locate a file for import (See Figure 66).
  - c. **Download a Template CSV:** 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 66).

**Note:** The file must be formatted properly for successful import.

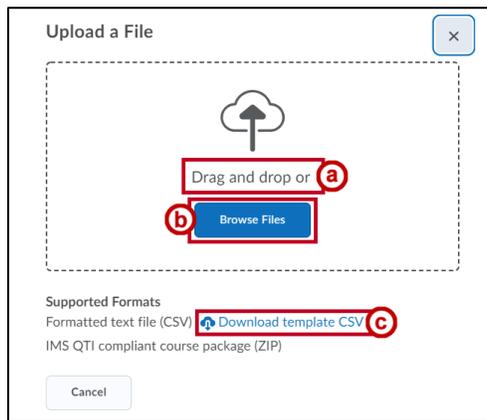


Figure 66 - Upload a File

**Note:** You may also use Respondus 4.0 to import quiz questions into your library. For more information, please visit *Respondus 4: Importing Question from a File and Using Respondus 4 with D2L Brightspace* in the [UITS Documentation Center](#).

## Previewing the Quiz

The following explains how to preview quiz questions:

1. From the *Manage Quizzes* tab, click the **drop-down arrow** to the right of the quiz you want to preview (See Figure 67).
2. Click **Preview** (See Figure 67).



Figure 67 - Preview

3. Alternatively, to preview from within the quiz, click the **drop-down arrow** next to the quiz name (See Figure 68).
4. Click **Preview** (See Figure 68).

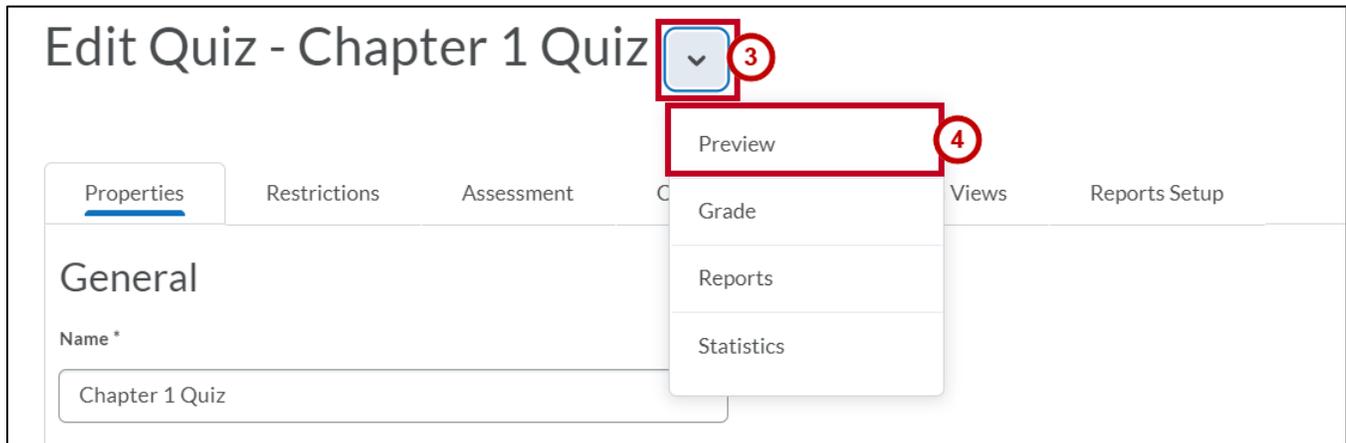


Figure 68 - Preview Quiz

5. The *Preview Quiz* window appears displaying the quiz details. Click the **Start Quiz** button.

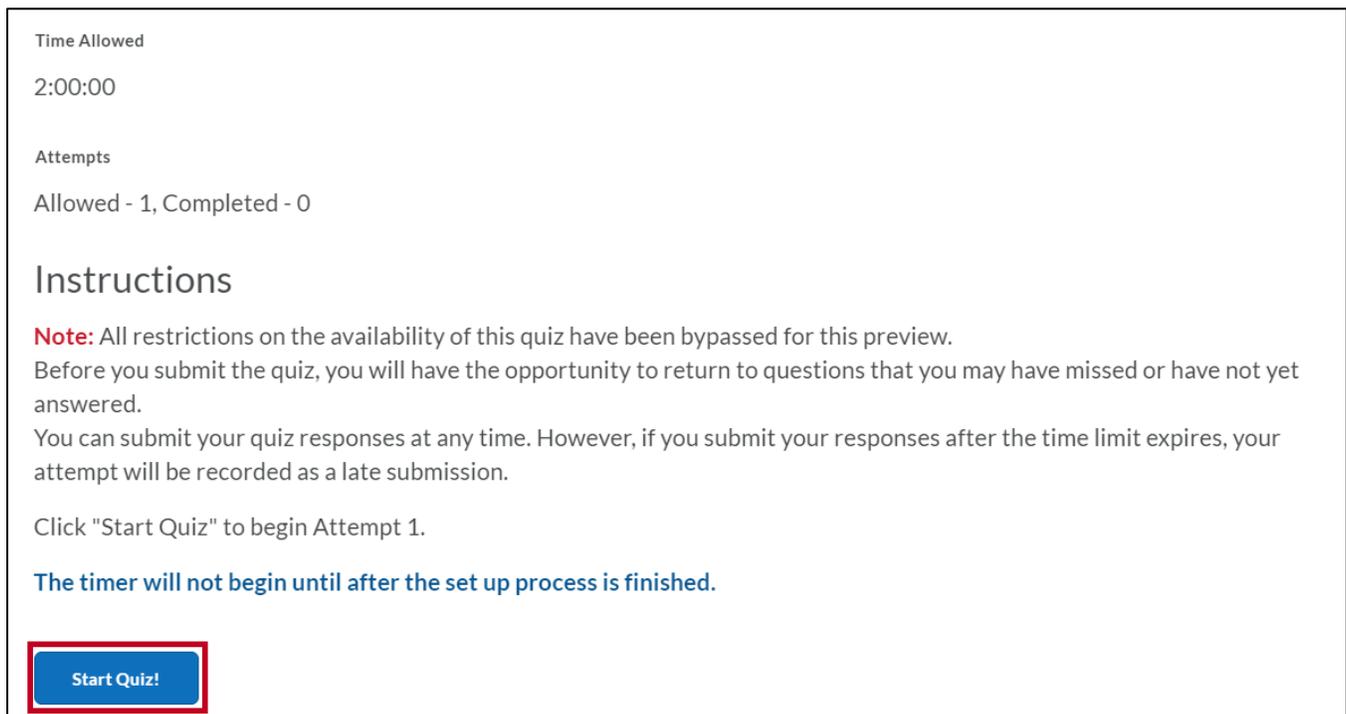


Figure 69 - Start Quiz

- All quiz questions will be displayed, including any random section questions. To navigate the questions, you have the following options:

**Note:** Each time you preview the quiz, any random section questions will be in a different order.

- Click the **question** you want to view (See Figure 70).
- Scroll through **questions** using the scroll bar (See Figure 70).

- Click **Exit Preview** to close the *Preview* window (See Figure 70).

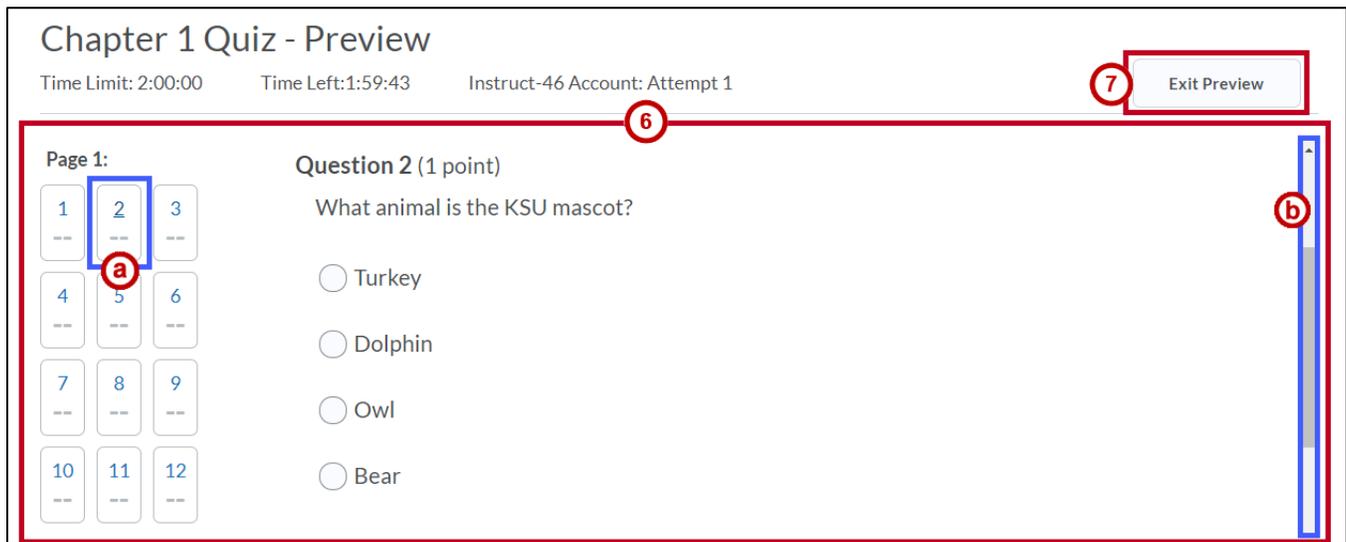


Figure 70 - Quiz Preview

## Using the LockDown Browser

- Click the **Quizzes** button on the Navbar.



Figure 71 - Quizzes

- Click the **LockDown Browser** button.

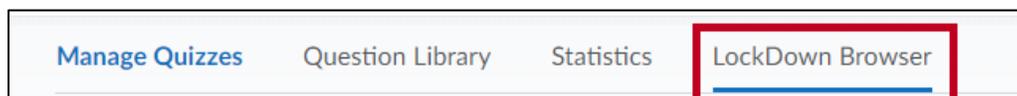


Figure 72 - Click LockDown Browser

3. The first time you access the LockDown Browser, you will receive a Respondus 4.0 access request prompt. Click the **checkbox** next to *Do not ask me again for this application* (See Figure 73).
4. Click **Continue** (See Figure 73).

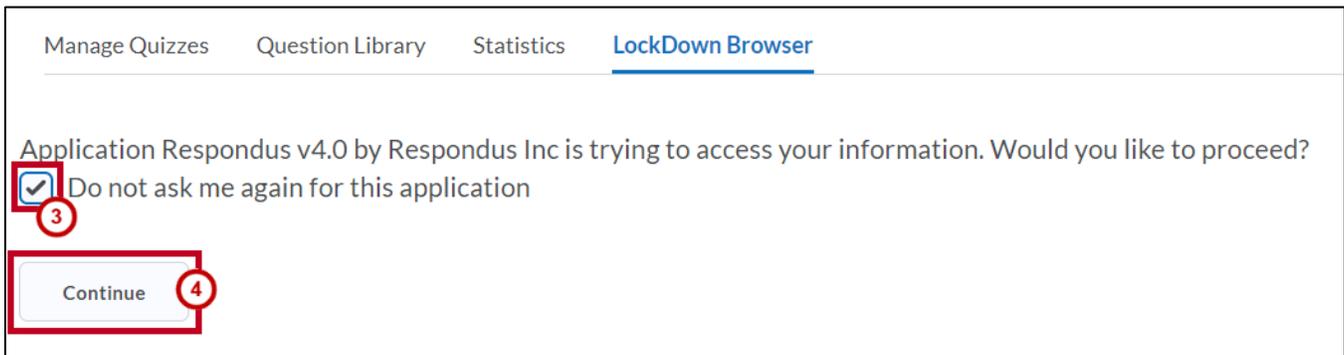


Figure 73 - Respondus 4.0 Access Request

5. The *About LockDown Browser* page will open. Click the **checkbox** next to *Don't show this page again* to stop display of this page in the future (See Figure 74).
6. Click **Continue to LockDown Browser** (See Figure 74).

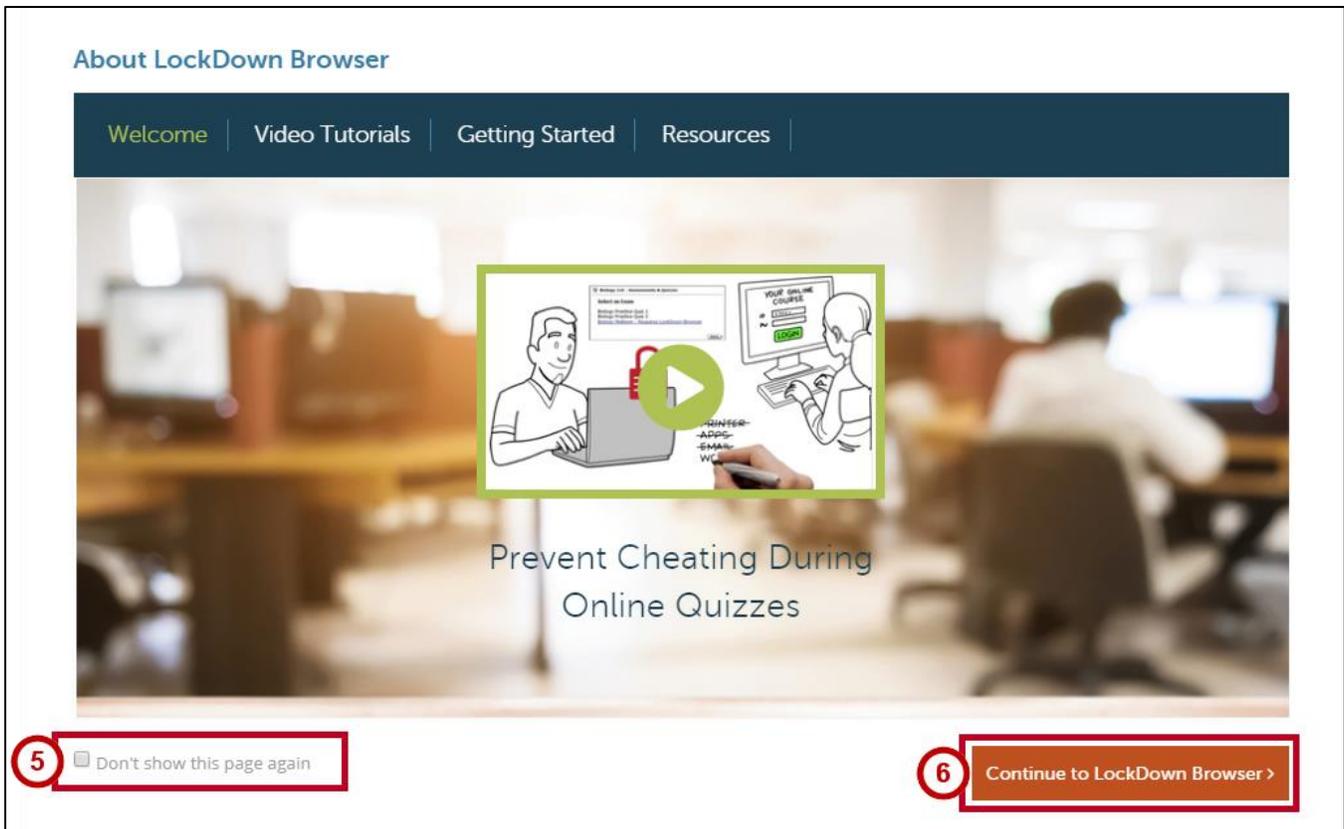


Figure 74 - Continue to LockDown Browser

7. Once the *LockDown Browser* is configured, you have the option to enable for any quiz in your list of quizzes. Click the **quiz** for which you want to use the LockDown Browser (See Figure 75).
8. In the drop-down menu, click **Settings** (See Figure 75).

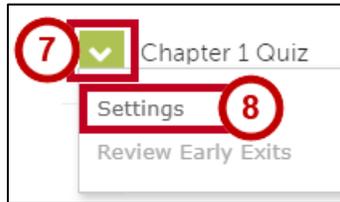


Figure 75 - Select Quiz

9. Additional settings will be displayed. Click the **Require Respondus LockDown Browser** button (See Figure 76).
10. (Optional) Insert a **password** to access the quiz, if desired (See Figure 76).
11. Click the **Expand button** next to *Advanced Settings* to access additional options (See Figure 76).

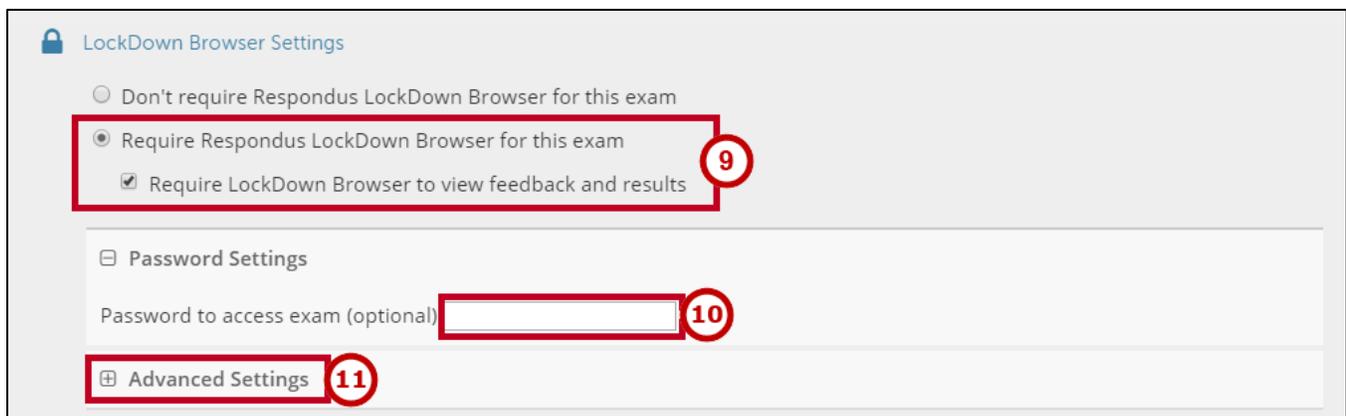


Figure 76 - Require LockDown Browser

12. The following explains the options available in *Advanced Settings* (See Figure 77):
  - a. **Lock students into the browser until the exam is complete:** Prevents students from exiting LockDown Browser before their exam is submitted. An optional password can be entered to enable an exam proctor to close the browser during a proctored exam (See Figure 77).
  - b. **Allow students to take this exam with an iPad:** Enables use of an iPad to take an exam. The LockDown Browser app must be installed on the device (See Figure 77).
  - c. **Allow access to specific external web domains:** Allows entry of website addresses that students may access during the quiz (See Figure 77).

**Note:** Multiple addresses may be entered, separated by a comma.

- d. **Enable Calculator on the toolbar:** Enables a standard or scientific calculator on the toolbar (See Figure 77).
- e. **Enable Printing from the toolbar:** Enables a print button on the toolbar to take a screen shot of the exam (See Figure 77).



Figure 77 - Advanced Settings

13. Under *Monitor Webcam Settings*, *Don't require Respondus Monitor for this exam* is selected by default. For more information about using Respondus Monitor with the Lockdown Browser, please visit the *D2L Brightspace Quizzes – Lockdown Browser Dashboard Faculty Guide* in the [UITS Documentation Center](#).

14. To save your selections, click **Save and Close**.

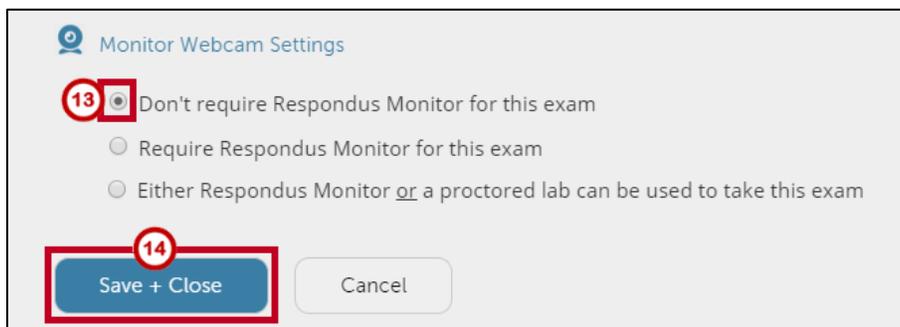


Figure 78 - Monitor Webcam Settings

15. The *LockDown Browser* will be enabled for the selected quiz and *Requires Respondus LockDown Browser* will be added to the title of the quiz.

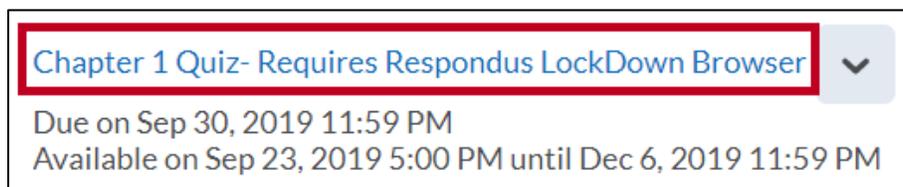


Figure 79 - Requires Repondus LockDown Browser

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

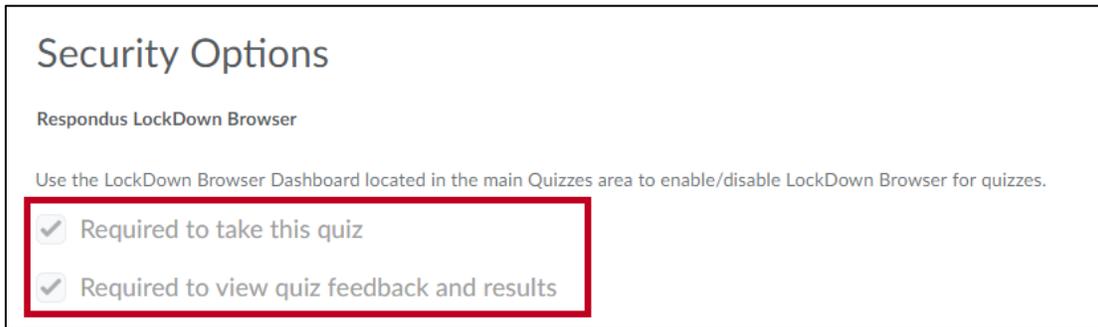


Figure 80 - Quiz Restrictions

## Submit In-Progress Quiz Attempts

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 **Quizzes** on the *NavBar*.
2. Click the **drop-down arrow** next to the applicable quiz (See Figure 81).
3. In the drop-down menu, click **Grade** (See Figure 81).

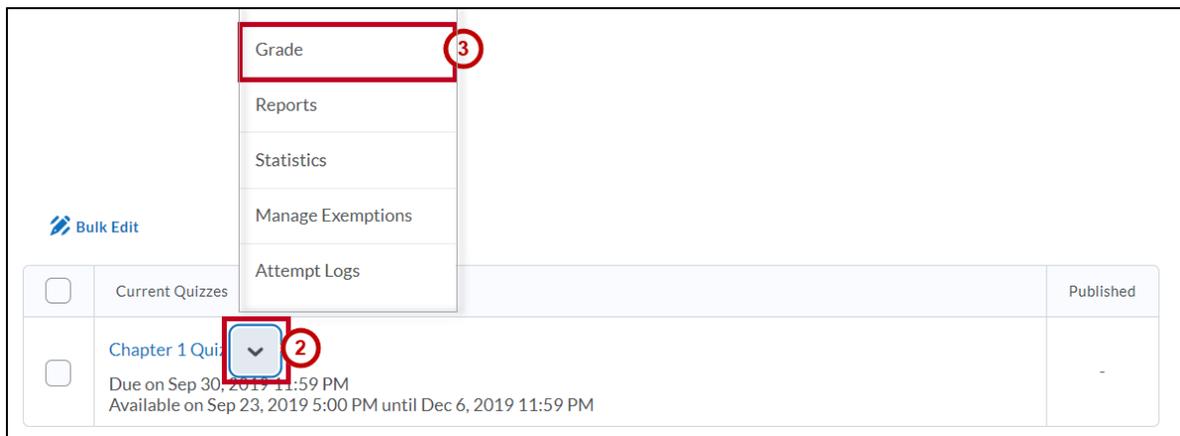


Figure 81 - Click Grade

- By default, the grading view displays only students who have completed quiz attempts. In the *Restrict to* drop-down menu, click **Users with attempts in progress** (See Figure 82).
- Click the **Search** button just above the drop-down menu (See Figure 82).

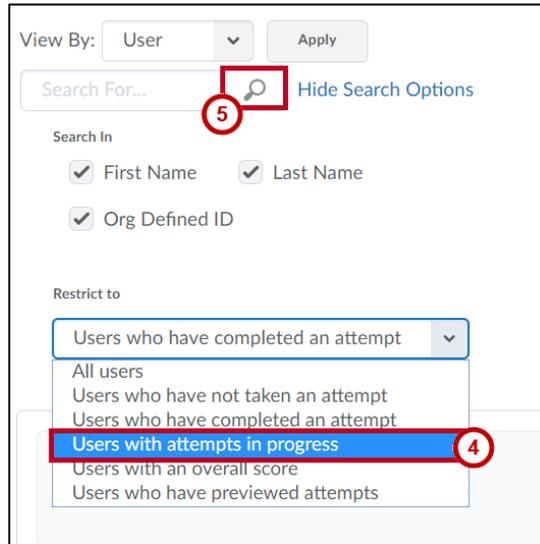


Figure 82 - Search for Users with Attempts in Progress

- The in-progress quiz attempt(s) will appear. Click the **Enter Quiz as User** button next to the in progress attempt.

<input type="checkbox"/>	First Name ▲, Last Name	Completed	Score	Grade	Published
kprater4 Student					
<input type="checkbox"/>	attempt 1 (in progress)		-	-	-
	overall grade		-	-	

Figure 83 - Enter Quiz as User

- The *Enter Quiz As User* confirmation message appears. Click **Yes**.

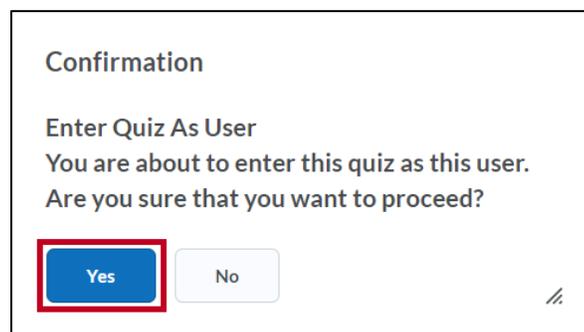


Figure 84 - Click Yes

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

9. Click the **Submit Quiz** button.



Figure 85 - Click Go to Submit Quiz

10. If there are any unanswered questions, a warning message will be displayed including a list of the questions remaining unanswered (See Figure 86).

11. To submit with unanswered questions, click **Submit Quiz** (See Figure 86).

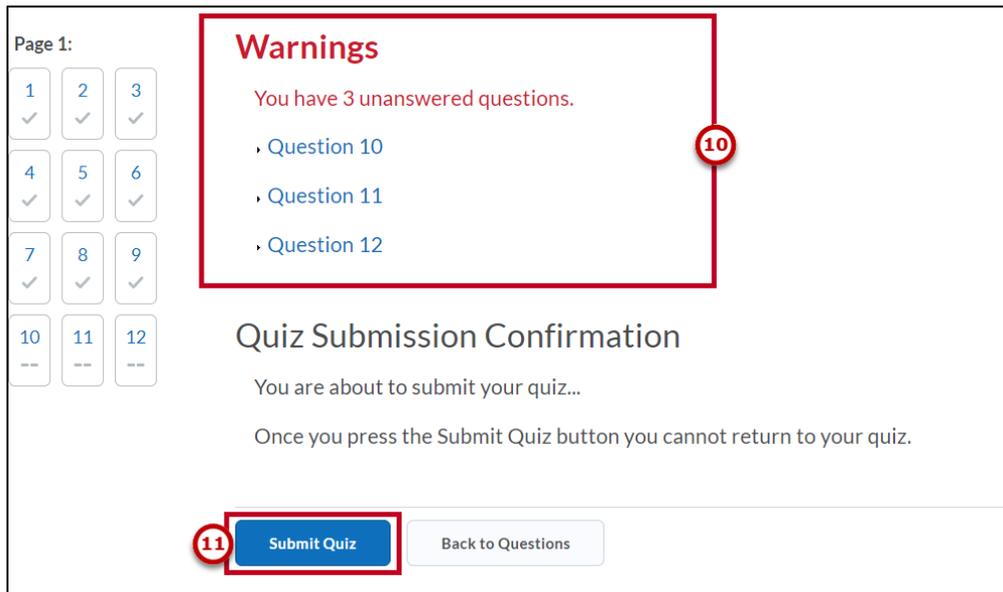


Figure 86 - Submit with Unanswered Questions

12. The *Quiz Submission Confirmation* window appears. Click **Yes**.

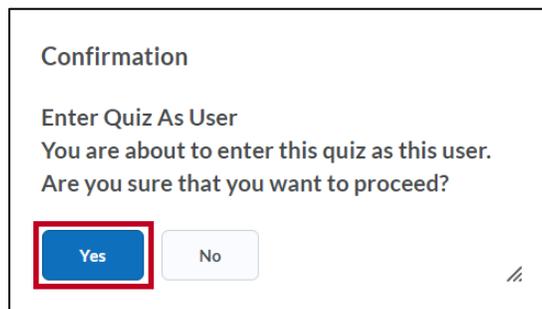


Figure 87 - Click Submit Quiz

13. The quiz will be submitted.

## Re-grading a Quiz Question for All Attempts

An instructor may need to re-grade a quiz question after students have completed a quiz. For instance, an instructor may wish to throw out a question and give all students credit; or an instructor may need to give credit for an answer that was not originally marked as the correct answer.

The following explains how to re-grade a question:

1. In your course, click **Quizzes** on the *NavBar*.
2. Click the **drop-down arrow** next to the applicable quiz (See Figure 88).
3. In the drop-down menu, click **Grade** (See Figure 88).

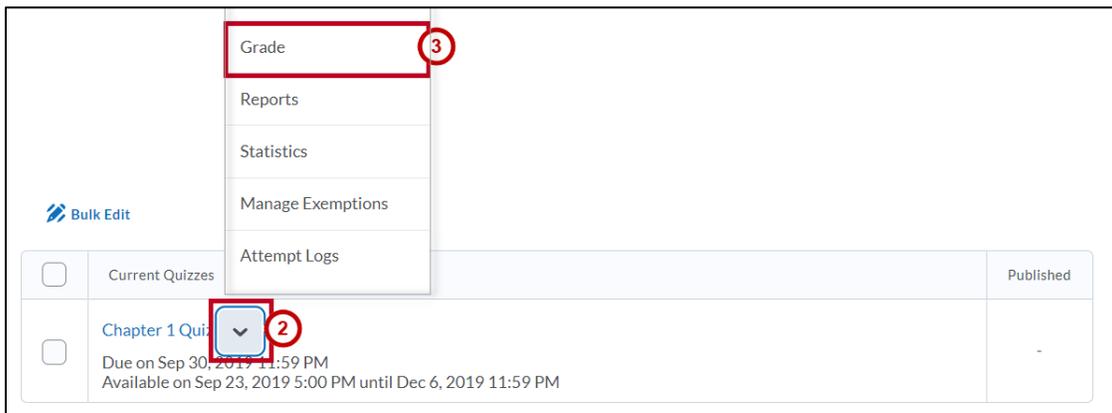


Figure 88 - Grade

4. Click the **Questions** tab (See Figure 89).
5. Click the **Update All Attempts** radio button (See Figure 89).

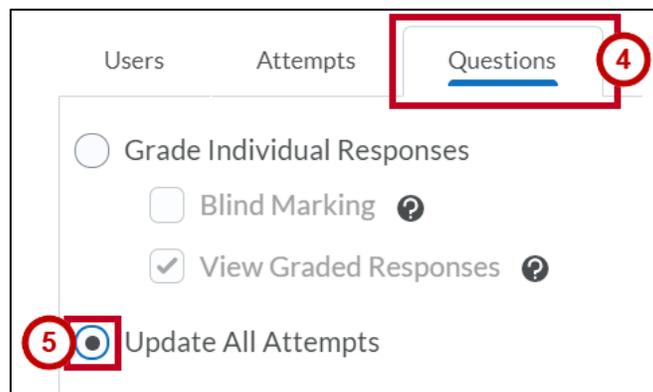
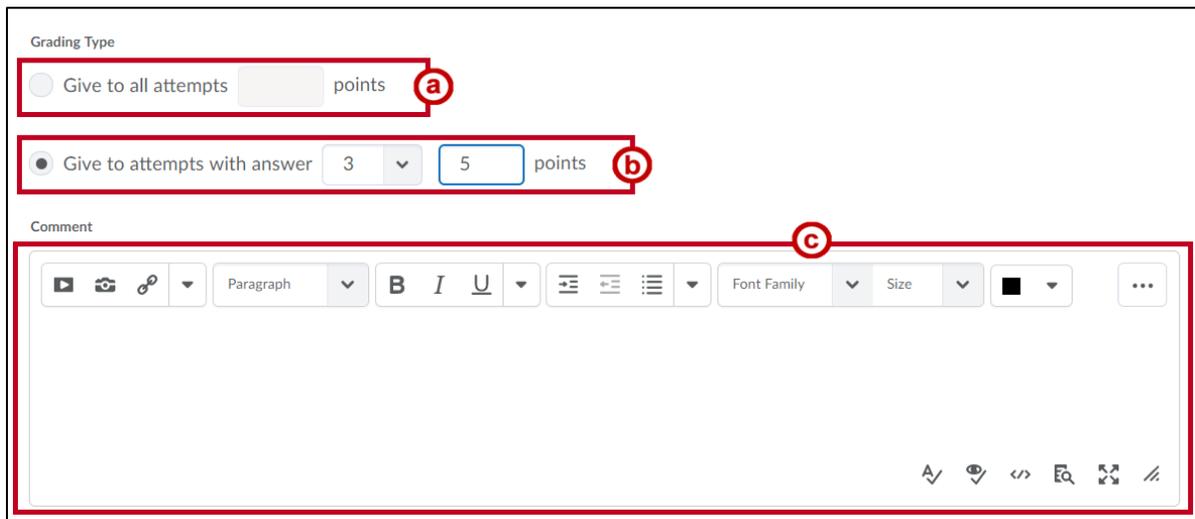


Figure 89 - Questions/Update All Attempts

6. Click the **question** that needs to be re-graded.

**Note:** If you have updated the question after initial grading, you will need to update in the *Questions not in the quiz anymore* section.

7. The *Update All Attempts* window will open. Question response information is displayed at the top of the screen. The options for re-assessment are as follows:
  - a. **Give to all attempts:** Specify a point value to apply to all attempts (See Figure 90).
  - b. **Give to attempts with a particular answer:** Allows you to specify a point value to apply to attempts with a specified answer (See Figure 90).
  - c. You also have a *Comment* field to which you may add a description of the reason for the re-assessment (See Figure 90).



The screenshot shows the 'Grading Type' and 'Comment' sections of the 'Update All Attempts' window. The 'Grading Type' section has two options: 'Give to all attempts' (radio button) and 'Give to attempts with answer' (radio button). The 'Give to attempts with answer' option is selected, and it includes a dropdown menu with '3' and a text input field with '5'. The 'Comment' section is a rich text editor with a toolbar containing icons for video, image, link, paragraph, bold, italic, underline, list, font family, size, and background color. A red box highlights the 'Give to all attempts' option (labeled 'a'), the 'Give to attempts with answer' option and its associated dropdown and input field (labeled 'b'), and the entire 'Comment' field (labeled 'c').

Figure 90 - Grading Type

8. Click the **Save** button at the bottom of the page.

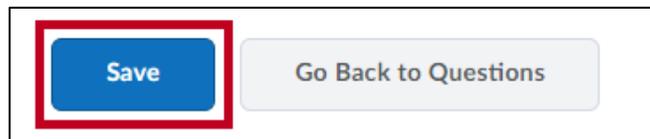


Figure 91 - Click Save

## Exporting Quiz Grades to Excel

1. In your course, click **Quizzes** on the *Navbar*.
2. The *Manage Quizzes* window will appear. Click the **drop-down arrow** to the right of the applicable quiz (See Figure 92).
3. In drop-down box, click **Grade** (See Figure 92).

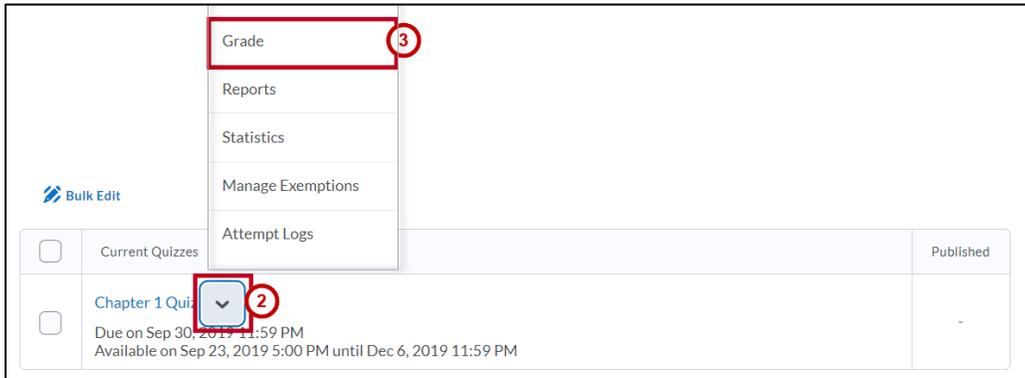


Figure 92 - Click Grade

4. The *Grade Quiz* screen appears. Click **Export to Excel**.

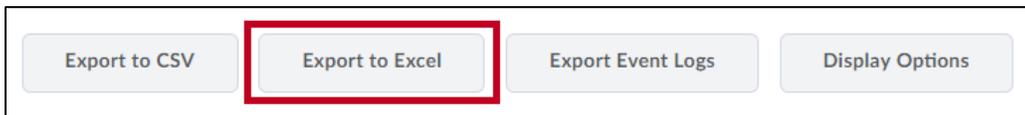


Figure 93 - Click Export to Excel

5. Depending on the browser being used, either the file will automatically download to your default downloads folder or a pop-up window will appear with *Open with Microsoft Excel* selected by default. Click **OK** to open the Excel workbook.

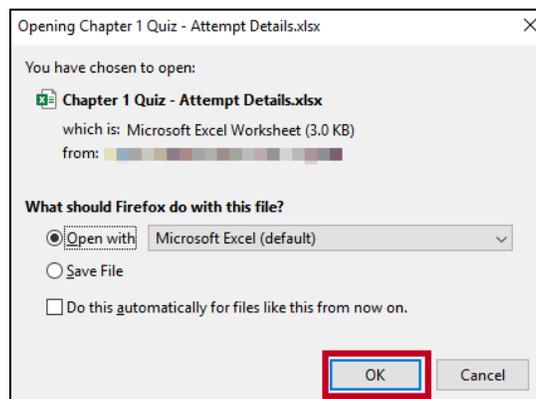


Figure 94 - Open with Microsoft Excel

6. The workbook opens in Microsoft Excel.

## Additional Help

For additional support, please contact the KSU Service Desk:

### KSU Service Desk for Faculty & Staff

- Phone: 470-578-6999
- Email: [service@kennesaw.edu](mailto:service@kennesaw.edu)
- Website: <http://uits.kennesaw.edu>