# University Information Technology Services

D2L Brightspace®

Quizzes

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Introduction

D2L Brightspace® is an excellent tool for instructors. This document has been developed to introduce you to the Quizzes tool. The sections presented on the following pages will help you gain a greater understanding of D2L Brightspace, as it relates to managing quizzes that you create in your course.

Learning Objectives

After completing the instructions in this booklet, you will be able to:

- Create Quiz Questions
- Create a Section for Quiz Questions
- Move Questions into a Section
- Delete Questions or Sections
- Create a Quiz
- Randomize Quiz Questions
- View and Submit In-Progress Quiz Attempts
- Re-Grade Quiz Questions for all Attempts
- Use the LockDown Browser
Creating Assessments with the Quizzes Tool

To create an assessment for your students, you will use the Quizzes tool. The following explains how to use the Quizzes tool:

Creating Quiz Questions

D2L Brightspace gives you the ability to create many different types of questions. The following explains how to create Multiple Choice and True/False questions:

Creating a Multiple Choice Question

1. From Course Home, click Quizzes on the Navbar.

![Figure 1 - Quizzes](image)

2. Click the Question Library tab.

![Figure 2 - Question Library](image)

3. The Question Library will appear on your screen. Click the New button.

![Figure 3 - New button](image)
4. Select the **type of question** that you want to create for your assessment. In this example, you will select **Multiple Choice Question**.

![Figure 4 - Multiple Choice Question](image)

5. The *New Multiple Choice Question* screen will open. Enter a **Title** for your question.

![Figure 5 - Question Title](image)

6. Assign the **Points** and level of **Difficulty** for your question.

![Figure 6 - Points/Difficulty Level](image)
7. Enter your **Question Text** in the text box.

![Figure 7 - Question Text](image)

8. Next, **Insert an Image** if desired.

![Figure 8 - Insert an Image](image)

9. Select the **Enumeration** and **Style**.

![Figure 9 - Select Enumeration and Style](image)

10. Select **Randomize options** if you wish for each student to receive their answers in a different order.

![Figure 10 - Randomize Options](image)
11. Next, enter the potential answers that students will see on the test. Click **Add Option** to add more answers.

![Add Option](image1.png)

**Figure 11 - Add Options**

12. Set the weight for each choice. For example, in the above question, the correct answer is Scrappy so 100 has been entered meaning that students who select this option will receive 100% of the possible points. The other choices (Happy and Hooty), are incorrect, so the instructor would enter the number 0 meaning students who select these options will not receive any points. If you want to give partial credit for an answer, you could enter 50, meaning students would receive 50% of the total possible points.

![Add Option](image2.png)

**Figure 12 - Answer Weight**
13. Enter a message in the Feedback column if you would like to give feedback to your students.
14. In the lower-left area of the window, click Expand question hint to enter a hint for your students.
15. Click the Preview button to view how your students will see the question.

![Figure 13 - Preview](image)

16. Click the Save button to return to the Question Library.

Creating a True/False Question
1. From Course Home, click Quizzes on the Navbar.

![Figure 14 - Quizzes](image)

2. Next, click the Question Library tab.

![Figure 15 - Question Library](image)

3. The Question Library will appear on your screen. Click the New button.

![Figure 16 - New button](image)
4. A menu will appear on your screen. Select **True or False Question**.

![Figure 17 - True or False Question](image)

5. Enter a **Title** for your question (example: Unit 1 Test - Question 2).

![Figure 18 - Question Title](image)

6. Assign the number of **Points** and level of **Difficulty** for your question.

![Figure 19 - Points/Difficulty Level](image)
7. Enter your question within the **Question Text** section.

![Question Text](image)

**Figure 20 - Question Text**

8. Next, **Insert an Image** if desired.

![Insert an Image](image)

**Figure 21 - Insert an Image**

9. Select the **Enumeration** and the **Style**.

![Options](image)

**Figure 22 - Enumeration and Style**
10. Set the **weight** for the correct answer. For example, the correct answer is True so 100 has been entered, meaning that students who select this option will receive 100% of the points that are possible. The other choice, False, is incorrect, so the instructor would enter the number 0, meaning students who select this option will not receive any points.

![Figure 23 - Answer Weight](image)

11. Enter a **message** in the Feedback column if you would like to give feedback to your students.
12. In the lower-left area of the window, click **Expand** question hint to enter a hint for your students.
13. At the bottom of the screen, click the **Preview** button to view how your students will see the question.
14. Click **Save** to go back to the Question Library.

**Creating Sections for Test Questions**

The following explains how to create a **Section** for test questions. **Sections** are much like folders. This is a good way to keep your questions organized. For example, you may want to create sections for Unit 1, Unit 2, Unit 3, etc.

1. Navigate to the **Question Library** by selecting **Quizzes** from the Course Homepage, and then clicking the **Question Library** tab.
2. The *Question Library* will appear on your screen. Click the **New** button.

![Question Library](image1)

**Figure 24 - New button**

3. A menu will appear on your screen. Select **Section**.

![Section](image2)

**Figure 25 - Section**

4. Enter a name for the **Section Name**. For example, you may want to enter something meaningful such as Unit 1, Unit 2, etc.

![New Section](image3)

**Figure 26 - Section Name**

5. Entering a **Message** is optional. Messages can be displayed to students if contents of the folder are used in a quiz.

6. Entering **Private Comments** is optional. Anything you enter here can only be seen by you.
7. Select your Display Options.

![Display Options](image)

Figure 27 - Display Options

8. Click the Save button at the bottom of the page (you may need to move the scroll bar to the top to see the Save button).

**Moving Questions Into a Section**

The following explains how to move a question into a section:

1. Click the Move checkbox and then select the question(s) check boxes that you want to move into a section.

![Select Move and Question Check-Boxes](image)

Figure 28 - Select Move and Question Check-Boxes

2. Click the Move button. A list of all sections will appear. Select the section where the questions will be moved.

![Select the Section](image)

Figure 29 - Select the Section
3. The questions will be moved into the section.

Deleting Questions or Sections
The following explains how to delete a question or section from the Question Library:

1. Click to select the question(s) or section(s) that you want to delete.

2. Click the Delete button.

3. A confirmation window will appear, click the Delete button.

4. The section/question(s) will be removed from the Question Library.
Creating the Quiz

After you have created sections and questions in the Question Library, you are ready to create an assessment. The following explains how to create an assessment:

1. Click **Quizzes** on the NavBar.

![Figure 34 - Quizzes](image)

2. Click the **New Quiz** button.

![Figure 35 - New Quiz](image)

3. The **Properties** tab will appear on your screen. For the **Name**, enter something descriptive of the assessment such as Unit 1 Quiz (See Figure 36).

4. The **Category** is optional. You can add a category and then group similar quizzes together (See Figure 36).

5. You may add questions or edit existing questions to your quiz using Add/Edit questions. To begin, click on **Add/Edit Questions** (See Figure 36).

![Figure 36 - Add/Edit Questions](image)
6. Click the **Import** button.

![Figure 37 - Import button]

7. For the Source Collection, select **Question Library** (See Figure 38).
8. For **Source Section**, select the section that you want to import (See Figure 38).

![Figure 38 - Source Collection & Source Section]

9. Under **Source Collection**, select the question(s) that you want to appear on the assessment, and then click the **Save** button.

![Figure 39 - Click Save]
10. The Section or Question(s) will appear.

11. When you have added all of your sections or questions, click the Done Editing Questions button.

12. You will now see a list of the questions that will be on the assessment. To set the number of questions that will appear on a page, enter the desired number and then click Apply.
13. To prevent students from going back to previous pages in the Assessment, select the **Prevent moving backwards through pages** checkbox (See Figure 43).

14. If you want to add or edit questions on the quiz, click the **Add/Edit Questions** button (See Figure 43).

15. To edit the values in the quiz, click the **Edit Values** button. Then, adjust the values as desired. Finally, click the **Save** button (See Figure 43).

![Figure 43 - Quiz Question Settings](image)

16. Click the **Save** button at the bottom of the screen. You may have to scroll down to see the button.

![Figure 44 - Click Save](image)

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

![Figure 45 - Restrictions Tab](image)

18. Your students will only see assessments with the status of Active.
19. Enter the **Start Date** and **End Date** for the assessment as well as any additional release conditions.

![Dates and Restrictions](image)

**Figure 46 - Start Date and End Date**

20. If you would like for your students to take the quiz using the Respondus Lockdown Browser, you will use the LockDown Browser Dashboard. For setup instructions for the LockDown Browser, see Using the LockDown Browser.

![LockDown Browser Dashboard](image)

**Figure 47 - LockDown Browser**

**Note:** For more information on the Respondus LockDown Browser, view the D2L Brightspace Quizzes with the Respondus LockDown Browser: Faculty Guide located at the UITS Documentation Center (http://uits.kennesaw.edu/cdoc).
21. Select **No Time Limit**, if you do not want to enforce a time limit for the assessment (See Figure 48).

22. If you want the system to enforce the time limit, select **Enforce a time limit** and enter the **Time Limit** for the Assessment (See Figure 48).
   
   **Note:** Once you click enforced, show clock will automatically be enabled.

23. For the **Grace Period**, enter the number of minutes of extra time that you will allow students to work on the assessment before the system indicates that it is late (See Figure 48).

```
<table>
<thead>
<tr>
<th>No Time Limit</th>
<th>Enforce a time limit</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Time Limit</strong></td>
<td><strong>Grace Period</strong></td>
</tr>
<tr>
<td>45 minute(s)</td>
<td>15 minute(s) before flagged as late</td>
</tr>
</tbody>
</table>
```

Figure 48 - Quiz Timing

24. The following explains the options for what takes place after the grace period has expired.
   
   a. If you select **Quiz is flagged as late, but student can continue working**, this will allow students to submit their assessment after the time has expired. The assessment will be marked late by the system in this event.

   b. If you select **Quiz is flagged as late, and the student is prevented from making further changes**, the system will automatically submit a student’s assessment after time has expired.

   c. If you select **Quiz is flagged as late, but student can continue working...**, this allows you to add extra minutes to the grace period. If the late limit expires, the quiz will be scored as zero.

```
<table>
<thead>
<tr>
<th>Late Behaviour</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quiz is flagged as late, but student can continue working.</td>
</tr>
<tr>
<td>Quiz is flagged as late, and student is prevented from making further changes.</td>
</tr>
<tr>
<td>Quiz is flagged as late, but student can continue working. Quiz will be automatically scored as zero after the specified limit.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Late Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>30 minute(s) after grace period ends</td>
</tr>
</tbody>
</table>
```

Figure 49 - Late Behavior Options
25. The following explains the options for using the Special Access features:

a. **Allow selected users special access to this quiz.** Enable this option if you want all students to see the quiz and take it with the original settings. The student(s) with special access will be able to access the quiz following the special access settings.

b. **Allow only users with special access to see this quiz.** Enable this if you want only those students who have been given special access to see and take the quiz.

![Special Access Options](image)

26. Click the **Save and Close** button at the bottom of the page.

27. Click the **Assessment** tab.

28. To allow the attempt to be graded upon completion of the assessment, select **Allow attempt to be set as graded immediately upon completion.**

   **Note:** This button has been moved from the bottom to the top of the page.

![Automatic Grade](image)

29. To associate the quiz with a Grade Item in the Gradebook, select the item in the **Grade Item** drop-down list.

![Grade Item](image)
30. To have the Quiz automatically export to grades, select the **Allow automatic export to grades**. 
   **Note:** The Quiz must be tied to a grade item in order to select Allow automatic export to grades.

![Auto Export to Grades](image)

**Figure 53 - Allow automatic export to grades**

31. Select **grading information** and enter the **Attempts Allowed** that you will allow for the students. You can also enter how the system will handle the grading in the Overall Grade Calculation drop-down.

![Attempts](image)

**Figure 54 - Attempts/Overall Grade Calculation**

32. To restrict access to attempts, enter a **minimum or maximum percentage value** that needs to be achieved on the previous attempt to qualify for another attempt.

![Advanced Attempt Conditions](image)

**Figure 55 - Advanced Attempt Conditions**

33. Click the **Save and Close** button at the bottom of the page.
Randomizing Quiz Questions

The following explains how to randomize quiz questions in D2L Brightspace using Random Sections:

In order to include questions in a Random Section, the questions must first be created in the Question Library. Please see Creating Quiz Questions on pages 5 - 11 for further information about creating questions in the Question Library.

1. Click Quizzes on the Navbar.
2. Select the Quiz to which you need to add a Random Section, or create a new Quiz.
3. Click the Add/Edit Questions button.

![Figure 56 - Add/Edit Questions](image)

4. Click the New button, and then select Random Section.

![Figure 57 - Random Section](image)
5. Enter a **Section Name**.

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

   ![Section Name](image)

   Figure 58 - Section Name

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

7. The *Random Section* appears, as indicated by the purple folder icon.

8. Click the **name** of your random section.

   ![Random Section](image)

   Figure 59 - Click on the Random Section

9. Click the **Import** button.

   ![Import Questions](image)

   Figure 60 - Import Questions

10. In the *Source Section* drop-down, choose the location in your *Question Library* where your questions are saved. Choose **Collection Root** for the main level of the *Question Library*, or choose the **desired subfolder**.

   ![Select Source Section](image)

   Figure 61 - Select Source Section
11. The available questions appear.
12. Either use the top checkbox to Select All, or check the box next to each question you wish to include and click the **Save** button.

![Figure 62 - Select the Questions](image)

13. Enter the desired **number** of Questions per attempt and Points each.
14. Click the **Save** button.
15. Click **Done Editing Questions**.

![Figure 63 - Quiz Options](image)

16. To preview random quiz questions, click the **Manage Quizzes** button.
17. Then, click on the **Quiz name** you want to view.

![Figure 64 - Click Quiz Name](image)
18. The purple folder indicates that a random quiz folder contains questions available to preview. Click the **folder name** to view the questions and answers. In this example, click **Chapter 1**.

![Figure 65 - Click on Random Folder](image)

19. This screen allows you to scroll through all of the questions and answers for the questions in the random question folder. Click **Close** to return to the quiz.

![Figure 66 - Preview Questions & Answers](image)
Previewing the Quiz

The following explains how to preview quiz questions in D2L Brightspace using Random Sections:

1. Click on Manage Quizzes.
2. Click the drop-down arrow to the right of the quiz you want to preview.

![Figure 67 - Manage Quizzes]

3. Click Preview.

![Figure 68 - Preview]

4. Click the Start Quiz button.

![Figure 69 - Start Quiz]
5. A message appears while the quiz is loading. Click **OK** to proceed.

![Figure 70 - Quiz Loading](image)

6. All quiz questions will be displayed including the random section questions. Each time you preview the quiz, the random section questions will be in a different order. On this screen, you can scroll through the **questions** using the scroll bar or click on the **page** you want to view.

![Figure 71 - Quiz Preview](image)

7. Click **Exit Preview** to close the quiz preview screen.

![Figure 72 - Exit Preview](image)
Viewing and Submitting 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 in the NavBar.
2. Access the grading view of the Quiz in question by clicking the drop-down arrow next to that quiz, and then selecting Grade.
   
   **Note:** By default, the grading view only shows students who have completed their quiz attempts.

   ![Select Grade](image1)

   **Figure 73 - Select Grade**


   ![Users with attempts in progress](image2)

   **Figure 74 - Users with attempts in progress**

4. Click the Search button just above the drop-down menu.

   ![Search](image3)

   **Figure 75 - Search**

5. The in-progress quiz attempt(s) will appear.
6. Click the **two-person icon** next to the in progress attempt to enter the student’s quiz attempt.

![Figure 76 - Two-Person Icon](image1.png)

7. Click **Yes** to the Confirmation message that appears.

![Figure 77 - Click Yes](image2.png)

8. You should now see the student’s quiz attempt. Any questions that the student answered and saved successfully will be visible.

9. If you wish to submit the attempt on the student’s behalf, click the **Go to Submit Quiz** button.

![Figure 78 - Submit Quiz](image3.png)
10. In the Confirmation window, click **Yes**.

![Confirmation window](image79.png)

**Figure 79 - Click Yes**

11. Click the **Submit Quiz** button.

![Quiz Submission Confirmation](image80.png)

**Figure 80 - Submit Quiz**

12. At the Confirmation prompt, click **Yes, submit quiz**.

![Confirmation](image81.png)

**Figure 81 - Yes, submit quiz**
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 in D2L Brightspace, click **Quizzes** in theNavBar.
2. Access the grading view of the Quiz in question by clicking the drop-down arrow next to the quiz, and select **Grade** from the menu.

![Figure 82 - Drop-down Arrow](image)

3. Switch to the **Questions** tab (See Figure 83).
4. Fill the bubble for **Update All Attempts** (See Figure 83).

![Figure 83 - Questions/Update All Attempts](image)

5. Click on the question that needs to be re-graded.

   **Note:** If you have updated the question after students took the quiz, you will need to update the question under the bottom section, called **Questions that are not in the quiz anymore**.
6. Student responses are displayed at the top of the screen; the grading options are below.
   a. **Scenario 1:** To give full credit for the question to all students who have taken the quiz, fill in the appropriate number of points next to "Give to all attempts X points."
   b. **Scenario 2:** To give credit to only the students who chose a particular answer to the question, next to "Give to attempts with the answer (select answer) X points," choose the right answer and fill in the appropriate number of points.

![Figure 84 - Grading Type](image)

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

**Using the LockDown Browser**

1. From **Course Home**, click the **Quizzes** button on the Navbar.

![Figure 85 - Quizzes](image)

2. Click the **LockDown Browser** button. The first time you click the LockDown Browser button, you will receive a notification indicating that the Respondus application wants to access your D2L Brightspace information to configure the LockDown Browser. Click the **Do not ask me again for this application** button and then click **Continue**.

![Figure 86 - LockDown Browser](image)
3. 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.

![Figure 87 - Select Quiz](image)

4. Select **Require Respondus LockDown Browser for this exam button** and set a password if desired.

![Figure 88 - Require LockDown Browser](image)

5. Make desired selections in **Advanced Settings**.

![Figure 89 - Advanced Settings](image)

6. **Don’t require Respondus Monitor for this exam** is selected by default. It is recommended that you do not make any changes to this section.

![Figure 90 - Monitor Webcam Settings](image)
7. After making selections, click the **LockDown Browser** button to view settings for each quiz in the **Respondus LockDown Browser Dashboard**.

![Figure 91 - LockDown Browser Dashboard](image)

8. 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 button.

![Figure 92 - Quiz Restrictions](image)

**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
- **Website:** http://uits.kennesaw.edu