FAQ: Quizzes

# **Before the Quiz**

How do I hide the quiz while I am creating it?

By default, the quiz is inactive when you first click to create a new quiz. There are a couple of ways to make it visible for students. In the Restrictions tab, uncheck the **Hide from Users** checkbox. The second way is to click the **Make Visible to Users** found under the drop-down list for that quiz in Manage Quizzes. Note:Before making visible, enter the availability start and end dates located in the Restrictions tab. Adding a due date will populate the D2L calendar. Then, students can view this upcoming event on their D2L course home page. (Students can also set up notifications to receive an email or text for a quiz due date or end date that is two days away.)

How can I import questions from a Word document?

You can copy and paste questions in the question type in D2L. Be sure to choose “Remove Formatting” when prompted to use the system’s font style and size. It is possible to import textbook publisher packages if it is IMS QTI compliant. Otherwise, there are some options to format your Word quiz questions to a compliant format that D2L will accept. Below are a couple of options to help with generating a compliant file:

[Respondus 4.0](https://web.respondus.com/he/respondus/) has a free month trial to provide a way to convert a Word document to a formatted text file.

[Algonquin College](https://plato.algonquincollege.com/BrightspaceQuizGenerator/) has a free quiz question generator to create a .csv file.

Note: All questions must follow proper formatting.

How do I print the quiz questions?

Preview the quiz and then copy and paste into a Word document.

Can I enforce a time limit and specify a number of minutes per question?

No, there is no way to specify number of minutes per question. There are recommended and enforced timing available in the Restrictions tab. It is suggested to check the following radio buttons: **Enforced Time Limit** and **Prevent the student from making further changes**.

The student log indicates students exceeded the time limit over an hour past the end time. Were they able to continue working on the quiz and make changes?

If you had checked to prevent students from making further changes, then even though the student exceeded the time frame, the system did not save any attempted changes to the quiz. The system does not submit the quiz on behalf of the student. A pop-up message will remind students to click the submit button.

How do I set up special access (e.g., additional time, make-up quiz) for a specified number of students?

In the Restrictions tab, scroll down to Special Access. The default should already have the following radio button selected: **Allow selected users special access to this quiz**. Click **Add Users to Special Access**. It is possible to set a new due date and availability dates. The enforced timing can be changed. Also, the number of attempts can be changed as well as conditions to qualify for another attempt. Then, select the users you would like this to apply to and select **Add Special Access** found at the bottom of the page.

Is it possible to discourage cheating without enabling proctoring software? What are the steps?

There is another way to discourage cheating. In the Properties tab, check **Shuffle questions at the quiz level**. This will randomize the questions, so each student is not receiving the same ordered quiz questions. You will see this available to you once questions are added. Found above this selection is Paging. You can check to **Prevent moving backwards through pages**. Specify the number of questions available per page or click the line between the two questions you would prefer the page break. Enforce a time limit and prevent further changes past the grace period. Create a unique quiz for each student by creating a [Quiz Question Pool](https://www.marquette.edu/center-for-teaching-and-learning/remote-teaching-tutorials.php) by pulling questions from a large library of questions.

Students are complaining there is a problem with the LockDown Browser settings for the course. They are unable to access the quiz or exam. What should I do?

You will need to access the LockDown Browser dashboard to enable or require LockDown Browser and/or Monitor. If you had downloaded the Course Template for Faculty zip file, the Practice Respondus quiz will need to be enabled. Simply accessing the dashboard should enable the LockDown Browser. Select the radio button to require Monitor found under Settings.

How do I set up LockDown Browser and Monitor and view results?

View this [site](https://www.marquette.edu/remote-work/online-proctoring.php) and [video](http://web.respondus.com/monitor-training/). It is best practice to create a Respondus Practice Quiz. The [Course Template for Faculty](https://www.marquette.edu/center-for-teaching-and-learning/d2l-course-template.php) zip file has one already created.

How do I set up a bonus question?

In the Properties tab, select Edit Values. This will allow access to the Bonus column. Select the checkbox next to the bonus question(s). Be sure to check **Can Exceed** for that quiz grade item found in the Properties tab, Grading section.

How do I customize the Likert question type scale?

It is not possible to make changes to the current scales listed.

How can I review the quiz from the student’s perspective before making it visible to users?

Click the drop-down menu next to the quiz name and select Preview.

# **During the Quiz**

The student is having computer problems and exited the exam. What should I do?

Click the drop-down menu next to the quiz name to select **Grade**. Select **Show Search Options** to show all users, users who have not taken an attempt or users with attempts in progress. You will need to submit the quiz on behalf of the student who has a quiz with in-progress status by selecting the People icon to **Enter Quiz as User**.

It is possible to reset the student’s quiz attempt as if it never happened by using the Reset button.

Is there a quiz log to check for details on student’s progress during the quiz?

Assessment (main navbar) > Quizzes, click drop-down menu next to the name of the quiz to select **Grade**. Click on the attempt link to access the student’s quiz. At the top of the page, click **Quizzes Event Log**.

Assessments (main navbar) > Quizzes, click drop-down menu next to the name of the quiz to select Attempt Logs.

Edit Course (main navbar) > Class Progress, select Quizzes on the left side panel. Select the drop-down menu next to Details to see the list of attempts.

I marked the wrong answer when creating the quiz. Will I be able to edit or delete while students are in progress of taking a quiz?

Unless you prefer to update each student’s quiz individually, do not make changes to a quiz in progress. Once the quiz is complete, select **Grade** from the drop-down menu and select the Questions tab to select **Update All Attempts**. Select the question you plan to give points back to and enter the points in the text box for **Give to all attempts** selection. Click **Save**.

# **After the Quiz**

How do I export automatically to the grade book?

Assessments (main navbar) > Quizzes, select the name of the quiz or Edit from the drop-down menu to navigate to Assessment. If you would like the grades to export immediately upon quiz completion, then check the box for Automatic Grade. Select a grade item to associate the quiz to and check the box for Auto Export to Grades.

How do I grade a quiz?

Click Assessments (main navbar) > Quizzes to find the Manage Quizzes page. Click the drop-down menu next to the quiz and select **Grade**. Click the attempt link to access the quiz and provide attempt feedback along with the score.

See the [Quizzes guide](https://www.marquette.edu/center-for-teaching-and-learning/d2l-resources.php) for further details or [Quiz Grading](https://www.marquette.edu/center-for-teaching-and-learning/remote-teaching-tutorials.php) video for step-by-step instructions.

How do I regrade a question?

In Quizzes, select **Grade** from the drop-down menu and select the Questions tab to select **Update All Attempts**. Select the question you plan to give points back to and enter the points in the text box for **Give to all attempts** selection or select the second option (**Give to attempts with answer**) to provide a certain number of points to those who answered a particular way. Click **Save**.

How do students view my quiz feedback and correct answers?

By default, the students will not be able to view the quiz after submitting. Use **Add Additional View** found under the Submissions View tab in Quizzes. You can customize what parts of the quiz the students can view. For example, you can show all questions with user responses and correct answers or just the questions answered incorrectly. Click [here](https://web.microsoftstream.com/video/73e22c9d-66f3-4c1e-8603-6cd4dbf03b75) to view the video on how to create an Additional View.

How do I access quiz statistics and quiz average?

To view class quiz data: Assessments (main navbar) > Quizzes > Statistics. The quiz average is found on the right-side column. Click on quiz name to find tabs for user statistics, question statistics and question details. It is possible to export to CSV or Excel spreadsheet.

To view individual quiz data: Assessments (main navbar) > Quizzes, click drop-down menu next to the name of the quiz to select **Grade**. Click on the attempt link to access the student’s quiz. At the top of the page, click **Quizzes Event Log**.