Black Hills State University Instructional Design

Quiz

Note: <u>3 options to add a Quiz to D2L</u> - D2L Quiz feature, Respondus - Quiz authoring tool & Respondus - Publisher Test Banks. *Use the 'Respondus - Upload Quiz into D2L' and 'Respondus - Publisher's Test Bank' handouts.*

<u>Follow steps using the D2L Quiz feature</u>

- Click 'Assessments' > 'Quizzes' to go to 'Manage Quizzes' tab
- Click 'New Quiz' to go to 'New Quiz' page
- Complete the information in the 'Properties' tab
- Complete the information in the 'Restrictions tab
  - *Enforced Time Limit* - if checked - will flag student's submission as 'exceeded time limit' if the student uses more than the allotted time
  - *Special Access* - Click 'Add Users to Special Access' > Follow the steps
- Complete the information in the 'Assessment' tab
  - *Remember to check the boxes*
    - Allow attempt to be set as graded immediately upon completion
    - Allow automatic export to grades - This option can be checked once a 'Grade Item' is added
- Click 'Save and Close' button

Grade

- Select 'Grade' from the drop down menu next to the quiz to go to the 'Grade Quiz' page
- Click on Attempt 1 below the student's name to go to the student's submission page
- Use the 'Next Student' and 'Previous Student' arrows to move from student to student
  - Click 'Save and Close'

Note: *If you wish to provide feedback for the overall quiz and for each individual quiz question, use the Quiz - Provide Feedback handout.*