



# Black Hills State University Instructional Design

## Quiz

**Note:** 3 options to add a Quiz to D2L - 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.*

Follow steps using the D2L Quiz feature

- 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

**attempt 1**  
(Exceeded time limit by 20:51:28)

**Special Access**  
Type of Access  
 Allow selected users special access to this quiz  
 Allow only users with special access to see this quiz  
 Add Users to Special Access

**Assessment**  
Automatic Grade  
 Allow attempt to be set as graded immediately upon completion  
 Grade Item  
 Quiz - Quality Assurance Standards [add grade item]  
 Auto Export to Grades  
 Allow automatic export to grades  
 Student View Preview  
 5 / 5 - A

### 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'

Quiz - Quality Assurance Standards - Requires Respondus LockDown Browser + Webcam

Availability: always available

- Edit
- Preview
- Delete
- Grade**
- Reports
- Statistics
- Publish to LOR

<input type="checkbox"/>	attempt 1	Feb 4, 2019 8:28 PM	5 / 5	A	<input checked="" type="checkbox"/>
	overall grade: (highest attempt)		5 / 5	A	

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