



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.*