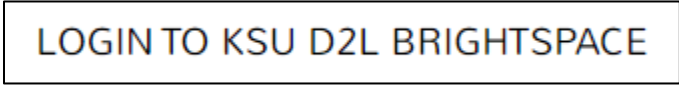


Creating and Setting Up a Quiz

1. Let's start by navigating to the course you want to build the exam or quiz for. Log into D2L by going to d2l.kennesaw.edu. Then, click the button that says **LOGIN TO KSU D2L BRIGHTSPACE**.



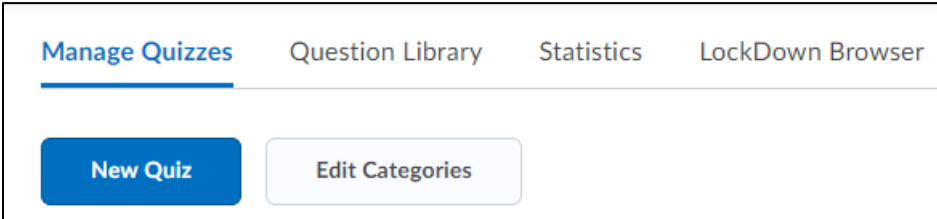
LOGIN TO KSU D2L BRIGHTSPACE

2. Next, log into D2L with your KSU email address and password. You will need to use Duo to authorize your login. Once you are logged into D2L, navigate to the course you want to build the exam or quiz for. Find the **Quizzes** button on your toolbar.



Course Home Content Discussions Assignments **Quizzes** Other ▾ Classlist Grades Course Admin

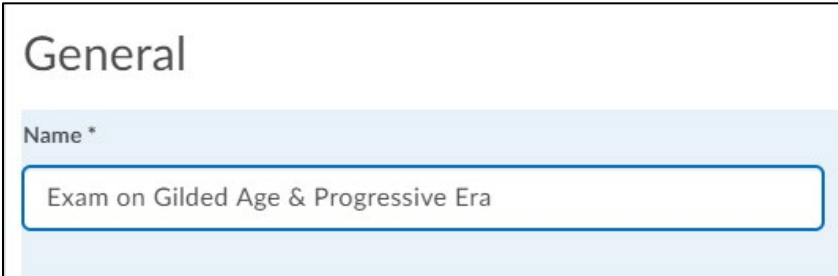
3. Now, click the blue **New Quiz** button.



Manage Quizzes Question Library Statistics LockDown Browser

New Quiz Edit Categories

4. Give your exam or quiz a name that your students will recognize.

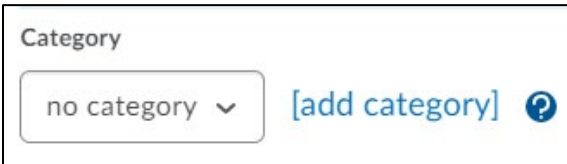


General

Name *

Exam on Gilded Age & Progressive Era

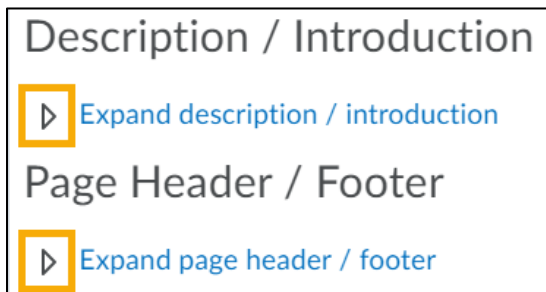
5. If you have a weighted grading system, you can assign this quiz or exam to a category by using the drop-down menu or by adding a category.



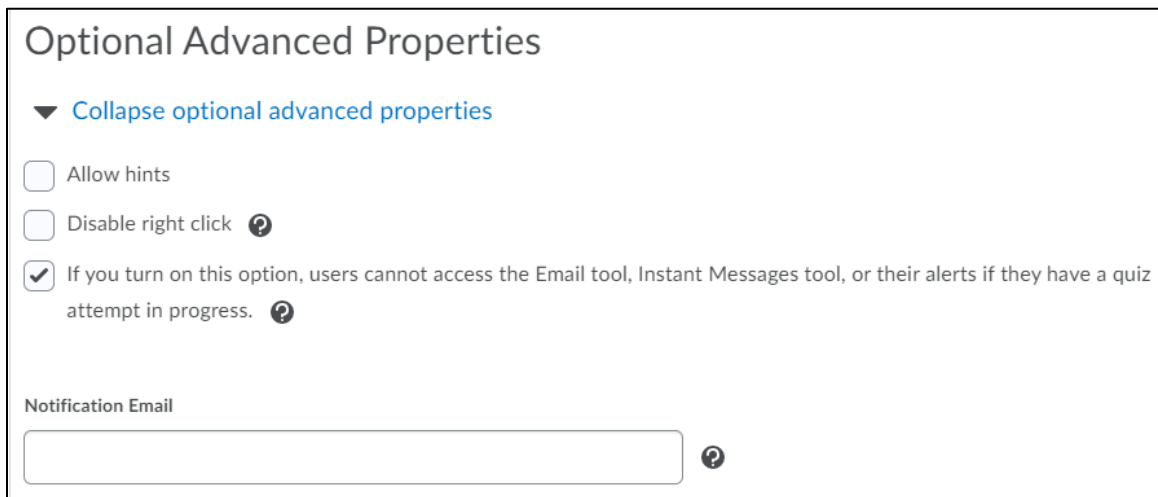
Category

no category ▾ [add category] ?

6. If you would like to add a description of the quiz or page header/footer, you can click the white arrows to add text.



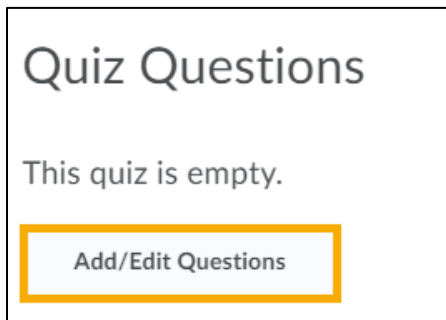
7. You can also choose different options using the **Optional Advanced Properties** section. If you **Allow Hints**, you will be prompted to write hints for your included questions. If you **Disable right-click**, your students will not be able to right-click for the purpose of copying the text on the page. You also have the ability to temporarily disable notifications and access to the D2L email tool and alerts tool (KSU does not have the instant messages tool); this is the default, so you can uncheck this if you would like to. Lastly, you also have the option to prompt D2L to send you (or you TAs) emails about quiz attempts.



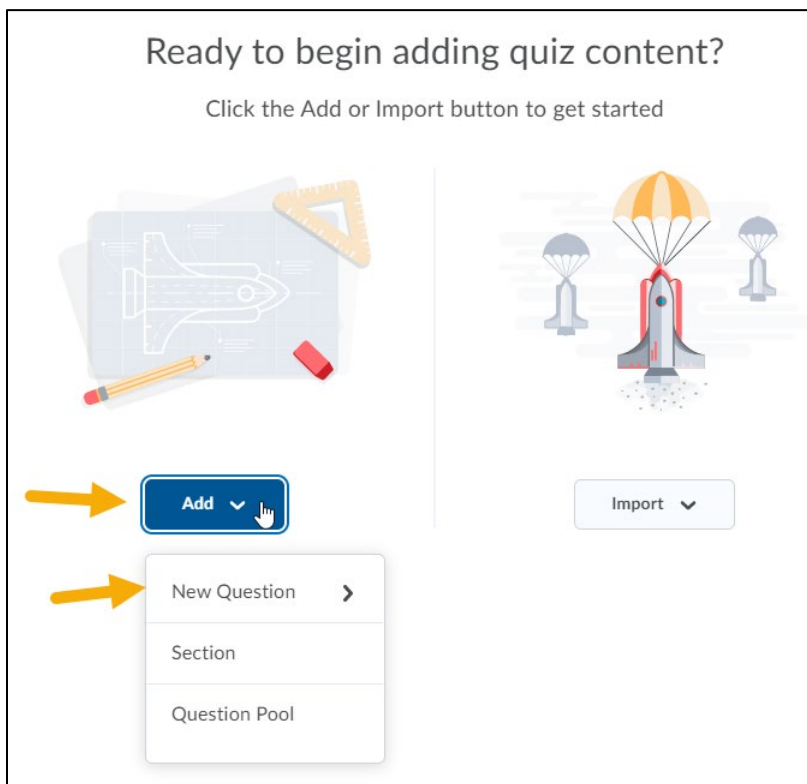
You do not have to change these options, but they are there if you would like to.

Adding and Editing Questions

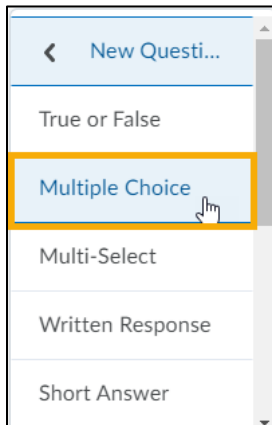
1. Once you are finished editing your quiz settings, let's scroll back up to the **Quiz Questions** section. Click the white **Add/Edit Questions** button to start adding questions.



2. Now, click the blue **Add** button. Use the drop-down menu to select **New Question**.

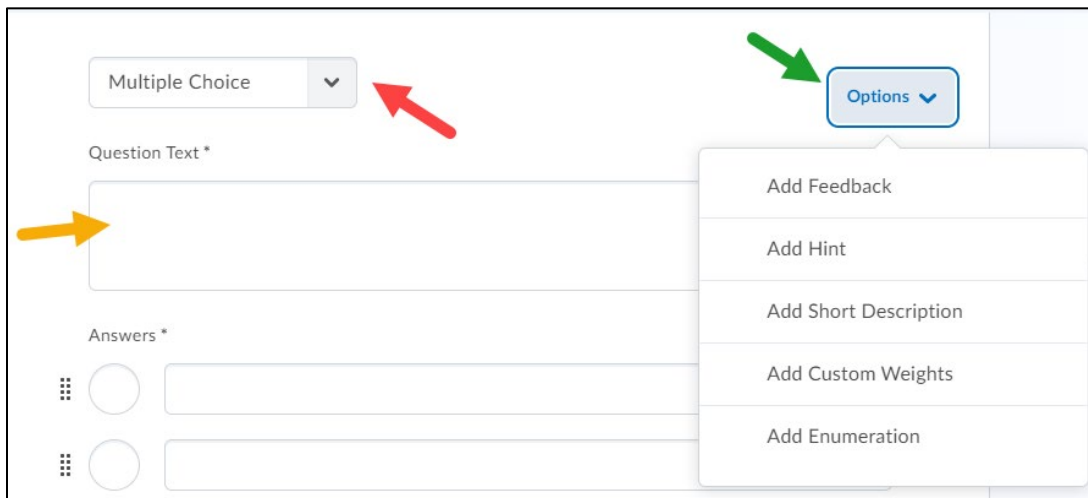


3. From here, choose the type of question you would like to create. For the purpose of this example, we'll be creating a **Multiple-Choice** question.



4. Now, you can create your question! If you selected the wrong type (or you change your mind), simply use the **drop-down menu** (highlighted by the red arrow) to change your question type.

You can use the **Options** menu to add feedback, a hint, a short description, custom weight for this question, and enumeration.



**If you choose to use the LockDown Browser (with or without the webcam), any links or images you include in your question will still work/be visible to your students. [View our tutorial on LockDown Browser + Monitor to learn more about this feature.](#)

5. When it comes to creating answers, you have the option to **Add an Answer Choice**, delete an answer choice (the gray **X** to the right of the answer boxes), **Randomize answers for each student**, and change the **Point** value of the question. Simply type out your answers; then, select the circle next to the corresponding correct answer.

Answers *

×

×

×

×

[Add Answer](#)

Randomize answers for each student

Points *

6. When you have created your question and answers, select the blue **Save** button. You can use the drop-down menu by clicking the white arrow on the same button to move to creating your next question (if you wish to do so).

Save and New

Save and Copy

Save

Cancel

7. After creating your quiz questions, click the **Back to Settings for...** button in the top left corner of your screen.

← Back to Settings for Exam on Gilded Age & Progressive Era

8. You should have a few more options in the **Quiz Questions** section now. If you would like to limit the number of questions students see before they have to hit the **Next Page** button on their quiz/exam, you can set that by entering a number in the **Questions per page:** box and then clicking the corresponding **Apply** button. You can also **prevent students moving backwards through pages** by selecting the **Paging** checkbox if you wish. One cheating deterrent is to **Shuffle questions at the quiz level**.

Quiz Questions

Questions per page: ?

Paging: Prevent moving backwards through pages ?

Shuffle questions at the quiz level ?
Also shuffles sections at the quiz level. Does not cascade to sub-sections.

Page Name	Type	Points	Diff	Bonus	Mandatory
1 Q1. The Gilded Age/Progressive Era refers to which perio...	MC	1		1	
Total		1			

Adding Bonus Questions

If you would like to give your students the opportunity to earn bonus points, you can easily mark a question as a **Bonus**.

1. To get started, let's go back to the **Add/Edit Questions** page by clicking the white **Add/Edit Questions**. Now, check the box next to the question you would like to mark as a bonus.

6 Write a short (2 - 3 paragraph) response on the part of this era you found most i... 1 point
Written Response

2. Use the white **More Actions** button at the top of your screen to open a drop-down menu. Select **Toggle Bonus**.

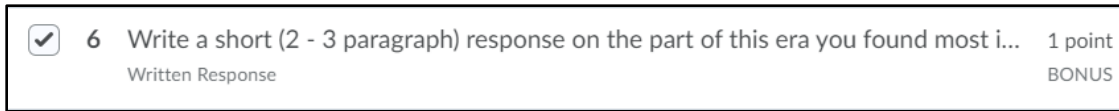
▼

Toggle Bonus

Toggle Mandatory

Set Points

3. Your question should now say **BONUS** under the number of points assigned to it. You can use the same **More Actions** menu to change the number of points assigned to that question.



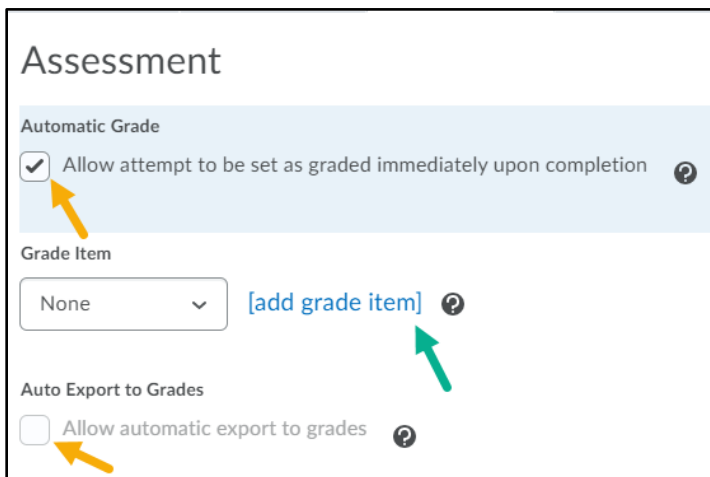
4. You have now created a bonus question! Move to the section below to learn about ensuring your students can receive their bonus points.

Grading your Quiz

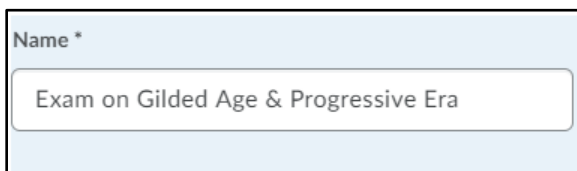
1. From the **Edit Quiz homepage** (or properties tab), navigate to the **Assessment** tab.



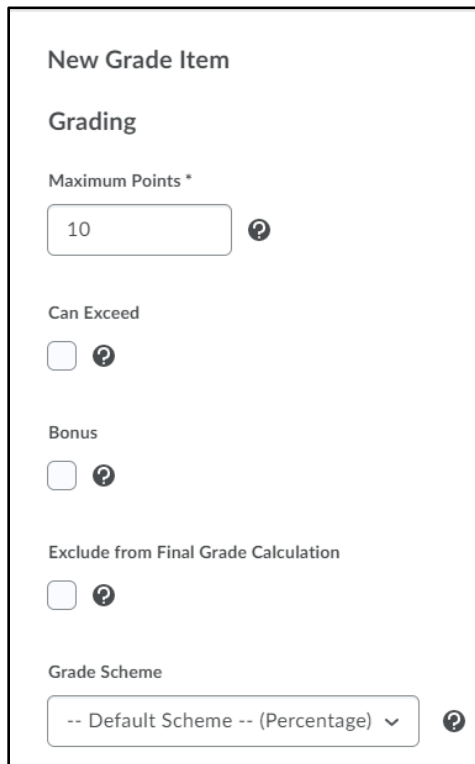
2. On this page, you need to make sure to check the **Allow attempt to be set as graded immediately upon completion** box and the **Allow automatic export to grades** box. Checking these two boxes will save you steps later. However, to have the quiz exported to the gradebook, we will need to **add a grade item**. To do so, simply click the **Add Grade Item** button.



3. Once you have clicked the button, a new pop-up will appear. Give your new grade a name (we recommend you use the same name as the quiz).



- If you scroll down, you should see a **Grading** section. Here, you can change the maximum number of points and edit a few other settings. **Can Exceed** means that your students will be able to receive a grade higher than the maximum number of points (make sure to check this box if you included a bonus question!). The **Bonus** checkbox on this page means that the entire quiz/exam is worth bonus points.



The screenshot shows the 'New Grade Item' form with the 'Grading' section highlighted. It includes a 'Maximum Points' input field with the value '10', three unchecked checkboxes for 'Can Exceed', 'Bonus', and 'Exclude from Final Grade Calculation', and a 'Grade Scheme' dropdown menu set to '-- Default Scheme -- (Percentage)'.

- Once you have set up your grade item, you can click the blue **Save** button. You should now be able to check the **Allow automatic export to grades** box.

*A quick note: Please make sure to return to grade any free response questions after your students have taken your quiz/exam. The automatic grading feature only extends to choice-based questions.

Publishing Your Quiz

Navigate to the **Restrictions** tab to put the finishing touches on your quiz/exam.



The screenshot shows a navigation bar with six tabs: 'Properties', 'Restrictions', 'Assessment', 'Objectives', 'Submission Views', and 'Reports Setup'. The 'Restrictions' tab is highlighted with a blue underline and a yellow border.

- First, let's make sure the quiz is viewable to your students. **Uncheck** the box next to **Hide from Users**. This is the new default on quizzes, so this step is crucial.

Restrictions

Hide from Users

- The next section will help clue your students in to when they need to complete the quiz. You do not have to set any of these dates, but we do recommend you set an end date if you want your students to complete it by a specific date.

The **Due Date** will indicate the day/time the quiz/exam should be completed by. The **Start Date** will be the point at which the quiz/exam becomes available. The **End Date** will indicate the absolute last moment at which your students can submit the exam. There really is no reason to have a due date unless you want your students to have the opportunity to take the quiz after the due date. For this reason, we'll be checking the **Has Start Date** and **Has End Date** boxes. I also want my students to see the exam's availability on their D2L calendar, so I have checked the **Display in Calendar** box.

Due Date

Has Due Date

3/26/2020 11:29 PM Now
United States - New York

Availability

Has Start Date

3/23/2020 12:00 AM Now
United States - New York

Has End Date

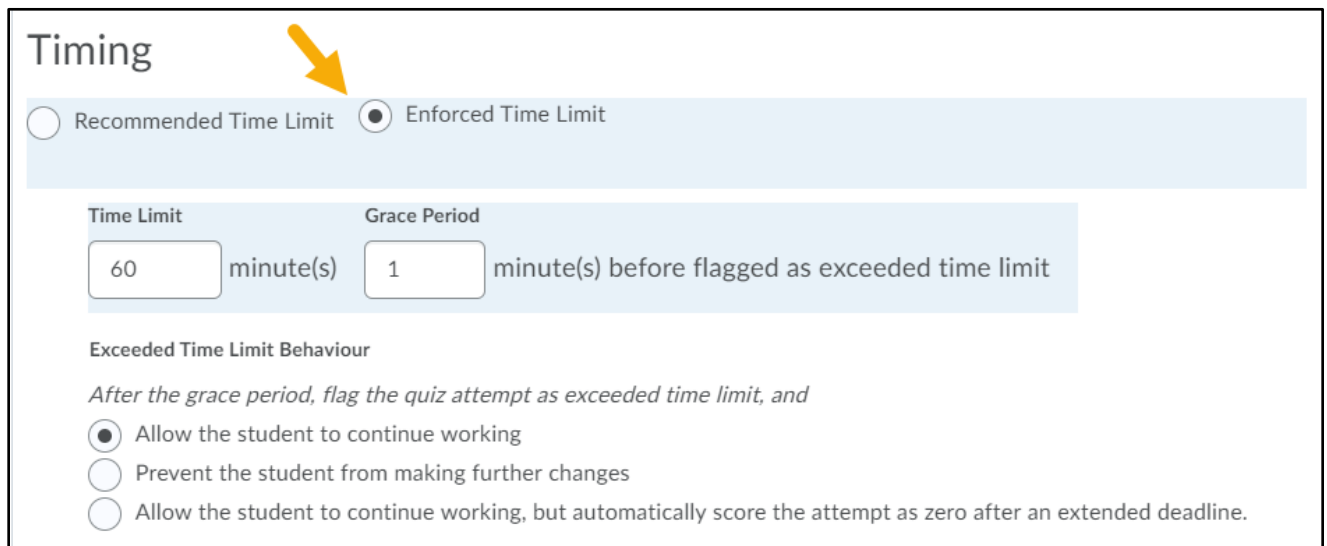
3/29/2020 11:59 PM Now
United States - New York

Display In Calendar

- Now, scroll down to **Timing**. Here, we can set the time limit if you wish to have one. The default is a recommended time limit of 120 minutes (or 2 hours). This means that students can take as long as they wish to on the exam.

If you would like to make the exam/quiz timed, you can click the **Enforced Time Limit** option. Here, you can set the time limit. Below, my exam is set to 60 minutes with a one-minute grace period (D2L requires a grace period of at least 1 minute). After the one-minute grace period, students will be **allowed to continue working but their quiz/exam will be flagged as having exceeded the time limit**. This is ideal for students

that have technology problems (if they get kicked out, they will be allowed to resume the quiz, but I will be able to tell which questions were answered after they resumed). We recommend choosing **allow students to continue working** or **prevent students from making further changes**.



Timing

Recommended Time Limit Enforced Time Limit

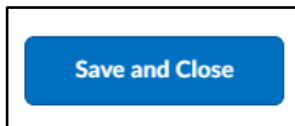
Time Limit: minute(s) Grace Period: minute(s) before flagged as exceeded time limit

Exceeded Time Limit Behaviour

After the grace period, flag the quiz attempt as exceeded time limit, and

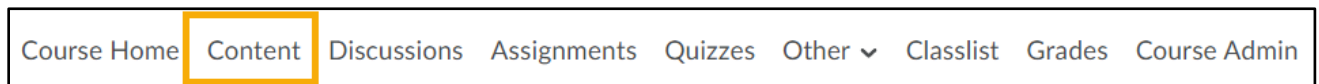
- Allow the student to continue working
- Prevent the student from making further changes
- Allow the student to continue working, but automatically score the attempt as zero after an extended deadline.

4. After completing these steps, click the blue **Save and Close** button to publish your quiz!

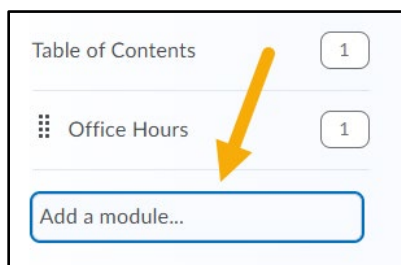


Adding Your Quiz to a D2L Module

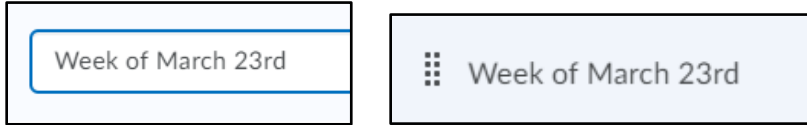
1. To aid your students in the effort to learn online, we recommend posting your quiz in a module. To do this, let's first navigate to the **Content** area.



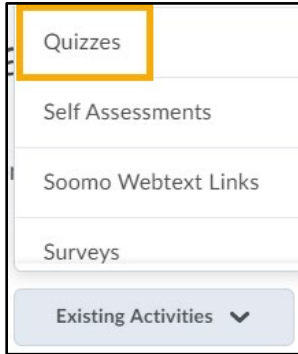
2. Next, let's **Add a Module** if you don't already have one. Scroll down until you see **Add a module...** on the left side of your screen.



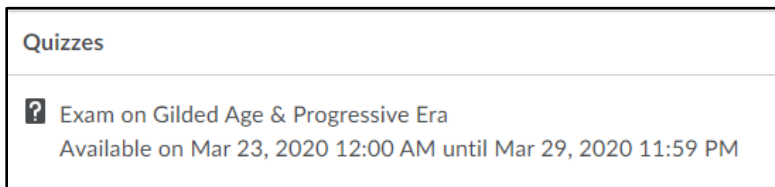
3. Give your module a title, then press the **Enter** key to create your module.



4. Now, let's find the white **Existing Activities** button. Click the drop-down menu and select **Quizzes**.



5. Here, you should see the name of your quiz you just created. Click on the quiz name to insert the quiz into your module.



You have now successfully added your quiz to a module!

