

Desire2Learn 
Learning Environment

Quizzes v8.3.0

User Guide
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eLearning *your way*

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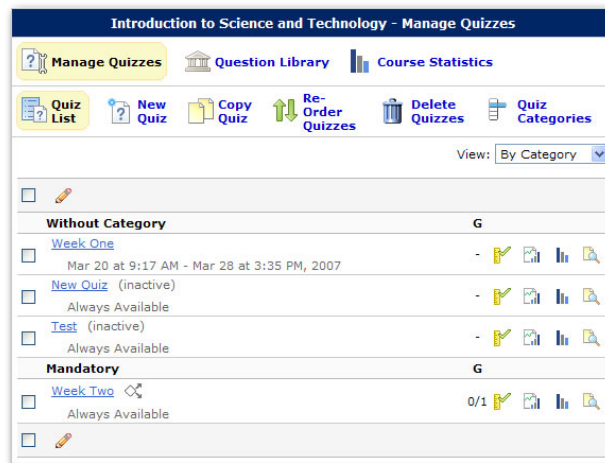
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Quizzes

Desire2Learn provides a comprehensive tool for creating quizzes.

Use the Quizzes tool to manage quizzes that you have created, copied, or imported; manage questions using the question library; preview, organize, and grade your quizzes; view quizzes by category or availability; view current, future, and past quizzes; view course and quiz statistics; create categories and place your quizzes in them.



Main quizzes page

► To access the Quizzes tool

- 1 From your course home page, click the **Quizzes** link in the course navigation bar. The Manage Quizzes page displays.

Overview for creating a quiz

Creating quizzes for your course involves a series of steps. Each of these steps is described in greater detail in the sections that follow. The basic procedures can be broken down into the following parts:

- 1 **Create your quiz questions** You can create questions in either (A) the Question Library, or (B) by importing them from a text file, Respondus, or other quiz software.
- 2 **Create a quiz** Create a quiz by: (A) Defining a quiz name and general properties, (B) establishing the quiz restrictions, (C) establishing the quiz attempts, (D) establishing the quiz reports, (E) populating your quiz with questions, and (F) setting up the quiz layout.
- 3 **Preview and release the quiz.**

Question Library

The Question Library is a central, shared repository for the questions you create, copy, and import. By creating questions in the Question Library you make them available to any number of quizzes, surveys, and self assessments. Use the Question Library to build an archive of questions that can be reused and shared, thus avoiding the tedium of re-inputting shared questions.

The assessment tools—quizzes, surveys, and self assessments—share the questions stored in the Question Library. The questions that can be accessed by these tools are dependent on the tool type. Certain question types cannot be used by some tools. For example, surveys cannot use all question types.


Changes to shared resources

If you make a change to a shared resource, you need to choose which items will receive that change. The Question in Use pop-up displays listing the items that use the resource. Select all of the items to which you would like to apply the change and click **Save**.

Best Practice While it is also possible to create quiz questions from within a quiz, rather than from within the Question Library, it is strongly recommended that you create all of your questions in the Library and then add them to your quizzes.

Note If you are planning to insert random sections into a quiz, you must use the Question Library. Random sections pull their questions from the Library. When creating a quiz, you can specify a list of questions from which the Learning Environment will randomly pick questions for each user that takes the quiz.

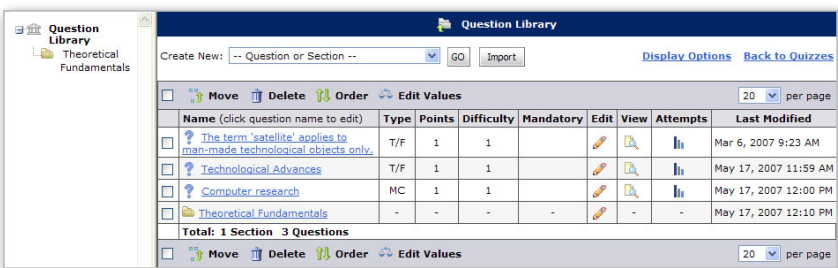
► **To access the Question Library from the main Quizzes page**

- 1 From your course home page, click the **Quizzes** link in the course navigation bar. The Manage Quizzes page displays.
- 2 Click the  **Question Library** icon. The Question Library page displays.

There are three ways to populate your question library with quiz questions:

- 1 Create questions within the Question Library or from within a quiz (refer to *Creating Quiz Questions*, p. 15).
- 2 Import questions using the Learning Environment's text format file (refer to *Importing quiz questions from a text file*, p. 26).
- 3 Import questions using Respondus software or basic course import (refer to *Importing questions from Respondus or Basic Course Import*, p. 26).

Managing Questions and Sections in the Question Library



Question Library

Questions can be organized into sections by subject or by question type to make creating quizzes even easier.

Question Library

Think of the sections in the Question Library as file folders in which you can store and organize groups of questions. For example, you might create a “multiple choice” section where you would put all your multiple choice questions, or a section containing all questions related to a specific topic, such as "Theoretical Fundamentals".

Having your questions organized in sections is also useful when you create a quiz. Instead of importing the questions one at a time you can import a whole section of questions into a quiz at the same time.

► To create a new Section in the Question Library










- 1 From your course home page, click the **Quizzes** link in the course navigation bar. The Manage Quizzes page displays.
- 2 Click the **Question Library** icon. The Question Library page displays.
- 3 In the **Create New** drop-down list, select “Section” and click **GO**.
- 4 For further information, refer to *Creating Quiz Sections*, p. 13.

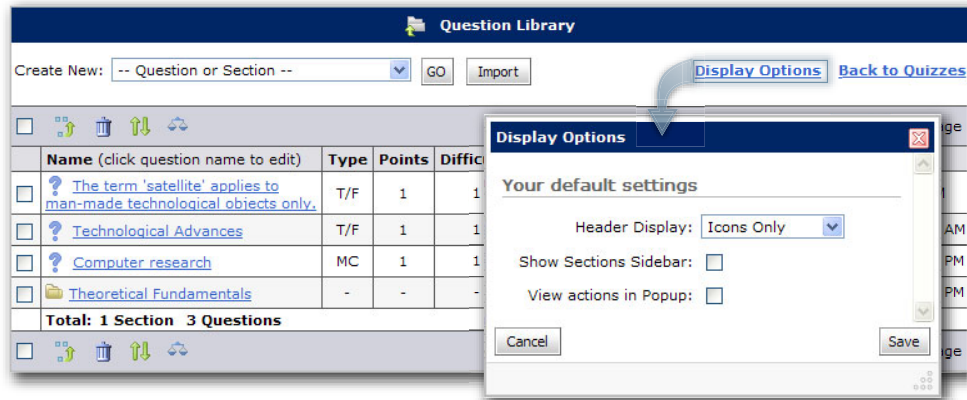
► To create a new Question in the Question Library

- 1 From your course home page, click the **Quizzes** link in the course navigation bar. The Manage Quizzes page displays.
- 2 Click the **Question Library** icon. The Question Library page displays.
- 3 In the **Create New** drop-down list, select the applicable question type and click **GO**.
- 4 For further information, refer to *Creating Quiz Questions*, p. 15.

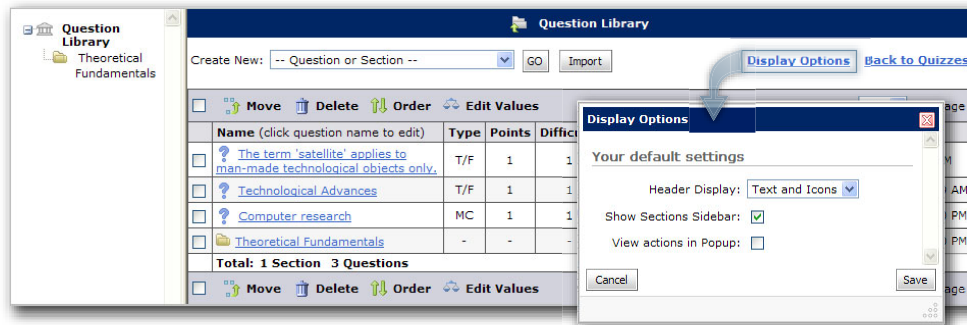
After you have created or imported quiz sections and questions, you can then manage them in the Question Library.

The following options are displayed at the top of the Question Library page once you have created sections or questions:

- **Create New Question or Section** drop-down list.
 - **Import** Use to import questions from an existing quiz or text file.
 -  **Move** Appears when you have added and selected questions or sections.
 -  **Delete** Appears when you have added and selected questions/sections.
 -  **Order** Appears when you have added and selected questions/sections.
 -  **Edit Values** Use to quickly edit the points and the difficulty level of questions. Appears when you have added and selected questions/sections.
 - **Display Options** Use to set your display preferences for the Question Library page.
- ▶ **To move a question into a section**
- 1 Select the checkbox beside one or more questions.
 - 2 Click the  **Move** icon. The Move Objects pop-up displays with a list of sections in your Question Library.
 - 3 Click the name of the section that you want to move the question(s) into. The question(s) move into the section.
- Note** This procedure is also used for moving a section into another section, thus creating subsections.
- ▶ **To delete a question or section**
- 1 Select the checkbox beside the question or section.
 - 2 Click the  **Delete** icon.
 - 3 Click **OK** in the confirmation message.
- ▶ **To change the position of a question or section in the list**
- 1 Click the  **Order** icon. The Order pop-up displays.
 - 2 Select the item(s) you want to move and click the  **Up**/ **Down** arrows to move the items through the list. Repeat this step for each item until you have achieved the desired order.
 - 3 Click **Save**.
- ▶ **To edit the appearance of the Question Library**
- 1 Click the **Display Options** link in the top-right corner of the Question Library page. The Display Options pop-up displays.



Questions library display options not showing sections sidebar and icons only






Questions library display options displaying text and icons with show sections sidebar

- 2 Select a **Header Display** option from the drop-down list. This feature controls how the links along the top of the Question Library are displayed, as follows.
 - **Text and Icons** Shows both the text and icons for each link (for example, Move).
 - **Text Only** Shows only the text for each link (for example, **Move**).
 - **Icons Only** Shows only the icons for each link (for example,).
- 3 Uncheck **Show Sections Sidebar** if you do not want to see the area on the left of the Question Library that shows a list of sections in your library.
- 4 Check **View actions in Pop-up** if you want questions to open in a new window when you click on them, rather than opening in the main Question Library page.

► **To complete other tasks from the Question Library**

You also have the following options from the question library:

- Click the **View Question** icon beside a question to see how it will appear in a quiz, how it will be marked, feedback comments, and where this question is used.


- Click the  **Edit** icon beside a question or click the question name to make changes to the question.
- Click the  **Edit** icon beside a section to make changes to the section.
- Select an item or items and click the  **Edit Values** icon to change the mark and difficulty values for your items.

Click **Save** to update your changes.

Note The **Difficulty** level feature is primarily a tool that you can use to organize and compare questions. For example, after assigning a specific difficulty value to a number of questions, you can sort and view the questions by their assigned difficulty value to ensure consistency.

Edit the properties of multiple quizzes

It is now easier to manage multiple quizzes at the same time. You can edit common properties such as name, status, availability, and number of attempts allowed

- 1 On the Manage Quizzes page, select the quizzes you want to edit.
- 2 Click the  **Quick Edit** icon. The Quick Edit page displays.
- 3 On the Quick Edit page, you can change the quiz name, category, active status, and number of attempts allowed. Make your changes and click **Save**.

Creating Quiz Sections

You can create quiz sections to organize your questions into folders. This can be done in the Question Library or during the creation of a new quiz (in the **Layout/Questions** tab by clicking **Add/Edit Questions**). Both of these areas are identical in functionality: one creates folders within the Question Library, while the other creates folders within a quiz.

Note It is now possible (beginning with release 8.1) to import sections from the Question Library directly into a quiz, survey, or self assessment. When you import a section, the section folder and any properties associated with the section (section name, messages, images, or feedback) will be imported.

You can still import all of the questions within a section separate from the section itself, or you can use section properties from within a quiz, by creating the section from the **Layout/Questions** tab within a quiz and clicking **Add/Edit Questions**.

► **To create a section from within a quiz**

- 1 Under the **Layout/Question** tab, click **Add/Edit Questions**.
- 2 From the **Create New** drop-down list, select “Section”.
- 3 Click **Go**. The New Section page displays.
- 4 Type the name of your section in the **Section Name** field.
- 5 Type a **Message** (optional). This message can be displayed to users at the beginning of the section if you include the section in a quiz.
- 6 Type **Private Comments** (optional). These comments are for your personal use and view only.
- 7 Add an image to the section, if applicable. Click **Add a File** select the image you want to use. This image can be used at the beginning of the section, or repeated before each question in the section (refer to step 8).
- 8 Set your **Display Options**:
 - Check **Show section name** to have the section name displayed in quizzes that contain this section.
 - Check **Insert a line break after section name** to insert some extra space below the section name when displayed in a quiz.
 - Check **Display message and image** to display the text you typed in the Message textbox and the image you specified in step 7 in quizzes.
 - Select **Display section message and image once** to display these items once at the beginning of the section, or

- Select **Repeat section message and image before each question** to repeat both the message and image before each question in the section.


Note These fields are only applicable if you are creating a section within a quiz (not in the Question Library).

- 9 Click **Click here to add feedback to this section** to add comments to the section. This feature allows you to leave feedback for an entire section when grading the quiz*
- 10 Click **Save**.

Example Scenario You want to create a quiz in which the first five questions all refer to the same diagram, and you want to repeat the diagram before each question. To do this you can simply create a section that contains the first five questions, add the image (as in step 7 above), and set the Display Options for the section to “Display message and image” and select “repeat section message and image before each questions.” Note that this will also repeat any text in the Message field before all of the questions.

Creating Quiz Questions

► **To create new quiz questions**

- 1 DO one of the following:
 - Select the  **Question Library** icon on the Quizzes page.
 - From within a quiz, select the Layout/Questions tab and then click **Add/Edit Questions**.
- 2 Select the applicable question type from the **Create New** drop-down list and click **Go**. See below for question types.

Note It is strongly recommended that you create all your quiz questions from within the Question Library. This gives you the ability to reuse questions on various quizzes and to create random sections within quizzes.

Common features among all question types

The following features apply to all question types in the quizzes tool:

- All question types have an optional **Title** field. If you do not enter a title, the system will take the full question text and enter it as the title. The title is only displayed in the quiz tool and not to users taking the quiz.
- Many question types give you the option of inserting an image. Click the **Add a File** button beside the **Image** field to insert an image.
- If you would like question feedback displayed to the users, enter your feedback in the **Question Feedback** area.
- To display hints, enter the text in the **Question Hint** field.
- You have access to the preview, and spell-check features in each question text field. Click **Preview** to view your question as it will appear during use and grading. Click **Save** to save the question and return to the main page, **Save and Copy** to save the question and create a new question of the same type and that retains the copied properties, or click **Save and New** to continue creating questions of the same type.

Multiple Choice (MC)

- 1 Assign a **Points** value and a **Difficulty** level.
- 2 Enter your **Question Text** in the text box.

- 3 If you would like to use an image in the question, click **Add a File** and select an image to include.
- 4 Use the **Enumeration** drop-down list to choose an enumeration style.
- 5 Choose a display **Style**.
- 6 Type in the question options (answer choices) in the text boxes. If you wish to add more options, click the **Add Option** button.
- 7 Set the **Weight** of each option in the drop-down lists. For example, you may want to select 100% from the drop-down list beside the correct option. Associating an option with 100% simply means if a user were to choose that option, they would receive full points for that question.

Optional If you would like to randomize the question options, check the box beside **Randomize Options**. Randomizing the options ensures that each user taking the quiz will receive the question options in a different order.

Note Additional question features shared by most questions are described in *Common features among all question types*, p. 15.

True or False (T/F)

- 1 Assign a **Points** value and a **Difficulty** level.
- 2 Enter your **Question Text** in the text box.
- 3 If you would like to use an image in the question, click **Add a File** and select an image to include.
- 4 Use the **Enumeration** drop-down list to choose an enumeration style.
- 5 Choose a display **Style**.
- 6 Set the **Weight** of the options in the drop-down lists.

Note Additional question features shared by most questions are described in *Common features among all question types*, p. 15.

Long Answer (LA)

- 1 Assign a **Points** value and a **Difficulty** level.
- 2 Enter your **Question Text** in the text box.
- 3 If you would like to use an image in the question, click **Add a File** and select an image to include.
- 4 Select the number **Rows** and **Columns** to include in the **Input Box** to control the size of the text box that the question displays.

- 5 Text entered in the **Initial Text** box will be displayed to users in the text box before they type their answer.
- 6 Text entered in the **Answer Key** box will be displayed to users that mark quizzes in the Grade Quiz area.

Note Long answer questions can not be autograded, even if the “allow attempt score to be seen immediately upon completion” and “allow automatic export to grades” features are selected in the quiz properties.

Note Additional question features shared by most questions are described in *Common features among all question types*, p. 15.

Short Answer Question (SA)

- 1 Assign a **Points** value and a **Difficulty** level.
- 2 Enter your question text in the text box.
- 3 Choose the size of the **Input Box** by using the drop-down lists beside **Rows** and **Columns**.
- 4 Click the **Blank** icon for additional answer text fields.
- 5 Type the answer in the **Text** field and choose the **Weight**.
- 6 Continue adding all accepted answers and weights.
- 7 The **Check Answers** button is used to validate any regular expression you include in the answer fields.
- 8 Click **Preview** to view your question.
- 9 Click **Save** to save the question and return to the main page or click **Save & New** to continue creating short answer questions.

Note When creating a survey, adding answers is not required.

Note Additional question features shared by most questions are described in *Common features among all question types*, p. 15.

Multi Short-Answer Question (MSA)

The answers provided by a respondent for a MSA question are checked against each answer box. This question type allows you to create a question such as, "Name 3 state capitals" and create 3 input boxes and 51 potential answers so that the user can enter any 3 answers in any answer box and receive full marks.

This question type differs from the Short Answer Question in that the short answer question supports multiple answer boxes, but requires distinct answer lists for each answer box.

- 1 Assign a **Points** value and a **Difficulty** level.
- 2 Enter your question in the text box.
- 3 Choose the size of the **Input Box** by using the drop-down lists beside **Rows** and **Columns**.
- 4 Click the **Add Answer** icon.
- 5 Type the answer in the text field and choose the **Weight**.
- 6 Continue adding all accepted answers and weights.
- 7 The **Check Answers** button is used to validate any regular expression you include in the answer fields.

Note Additional question features shared by most questions are described in *Common features among all question types*, p. 15.

Arithmetic Question

The Arithmetic question type is a great way to present unique questions to each user. Numbers can be randomly chosen for each variable in the question based on specified number ranges.

- 1 Assign a **Points** value and a **Difficulty** level.
- 2 Enter your **Question Text** in the text box. To refer to variables, type the variable surrounded with curly braces.
Example “2 trains are traveling away from each other at {x} miles per hour and {y} miles per hour respectively. How far apart are they after 15 minutes?”
- 3 In the **Variables** section, define all of the variables you used in the **Question Text**.
 - a) Type the name of your variable (for example, x) in the **Name** column.
 - b) Type the minimum value for the variable in the **Min** column.
 - c) Type the maximum value for the variable in the **Max** column.
 - d) Select the applicable number of decimal places for the variable in the **Decimal Places** drop-down list.
 - e) In the **Step** field, type the increment that the system should use when choosing random numbers from the range you specified in the **Min** and **Max** fields.
Example If you create variable X with Min=100, Max=200 and Step=5, the system will only choose values for X that are increments of 5 above 100 (105, 110, 115, etc., up to 200) when generating questions.
- 4 Click **Add Variable** to add more variables or Remove to delete extra variables.
- 5 Type the formula that you use to calculate the correct answer in the Formula field. Make sure that you enclose all variables in curly braces.

Example $(\{x\} + \{y\}) / 4$

The following functions are supported in the **Formula** field:

Enumerations	Description
+,-,*,/, \, ^, %	Basic mathematical operators
$\{x\}^{\{y\}}$	x to the power of y
abs($\{n\}$)	Absolute value of n
cos($\{n\}$)	The cosine of n (in radians)
sin($\{n\}$)	The sine of n (in radians)
sqr($\{n\}$)	The square root of n
tan($\{n\}$)	The tangent of n (in radians)
log($\{n\}$)	The log base 10 of n
ln($\{n\}$)	The log base e of n
atan($\{n\}$)	The inverse tangent of n
sec($\{n\}$)	The secant of n
cosec($\{n\}$)	The cosecant of n
cotan($\{n\}$)	The cotangent of n
Factorial	Factorials
exp	The power of natural log (e)

The following constants are supported:

- **PI** 3.14159 (accurate up to 50 decimal places)
 - **e** 2.71828 (accurate up to 50 decimal places)
- 6 Click the **Test** button to test your formula. A new page will display containing an example of your formula.
 - 7 Select a number from the **Answer Precision** drop-down list to define the number of decimal places answers must be accurate to.
 - 8 Type a **Tolerance** value and choose either **Units** or **Percent** to define how accurate answers must be. For example, a tolerance of 3% would allow answers to be off by 3%, or a tolerance of 5 units would allow answers to be off by 5 units (units are defined in the field below).
 - 9 Type the unit that the answer to the question should be in (if any) in the **Units** field (for example, MPH, meters, inches, etc.).
 - Check the **case sensitive** box if the unit is case sensitive.
 - If you wish to assign points for using the correct unit in an answer, choose a percentage value from the **Worth** drop-down list.

Example If 50% is chosen in the **Worth** drop-down list, the user would receive 50% of the points for the question for answering with the correct value, and would receive the other 50% if they answered using the correct unit. Note that if you have selected the case sensitive option, users must type the unit in the proper letter case to have their answer considered correct.

Note Additional question features shared by most questions are described in *Common features among all question types*, p. 15.

Significant Figures Question

The Significant Figures question type is most applicable to science and math related courses. This question type is similar to Arithmetic questions type, but allows users to enter their answers in scientific notation format. The questions are then graded based on what users entered as their significant digits.

Example A user might submit an answer of 1.9×10^4 . In this example, “1.9” are the significant digits.

- 1 Assign a **Points** value and a **Difficulty** level.
- 2 Enter your **Question Text** in the text box. To refer to variables, type the variable surrounded with curly braces.

Example “Answer the following: $\{x\} \times \{y\} =$ ”

- 3 In the **Variables** section, define all of the variables you used in the **Question Text**.
 - a) Type the name of your variable (for example, x) in the **Name** column.
 - b) Type the minimum value for the variable in the **Min** column.
 - c) Type the maximum value for the variable in the **Max** column.
 - d) Select the applicable number of decimal places for the variable in the **Decimal Places** drop-down list.
 - e) In the **Step** field, type the increment that the system should use when choosing random numbers from the range you specified in the **Min** and **Max** fields.

Example If you create variable X with Min=100, Max=200 and Step=5, the system will only choose values for X that are increments of 5 above 100 (105, 110, 115, etc., up to 200) when generating questions.

Note The **Min**, **Max**, and **Step** values must all be entered in scientific notation. Enter the significant digit(s) in the first textbox, and the exponent in the second textbox that is to the upper-right of “x10”.

- 4 Type the formula you use to calculate the correct answer in the Formula textbox. Refer to step 5 in the Arithmetic question instructions for a list of supported functions.
- 5 Click **Test** to ensure that your formula has been entered properly. The system provides a test case of the equation in a new page.

- 6 Choose the number of significant figures that the system should accept in answers from the Significant Figures drop-down list (this is the number of digits that will be accepted in the non-exponent field).

Choose a percentage value from the Default drop-down list if you want to assign only a certain portion of marks for this question for entering the correct significant digit(s).


Example You might choose to assign 70% of the points for this question for getting the significant figures correct, and 30% for getting the unit correct.

- 7 Select either Units or Percent beside Tolerance, and type the applicable value in the corresponding text field. For example, a tolerance of 3% would allow answers to be off by 3%, or a tolerance of 1.2×10^2 units would allow answers to be off by that much.
- 8 If your question uses a certain kind of unit (for example, MPH, mm, etc.), type the unit in the Units textbox.
 - a) Check **Case Sensitive** if the unit is case sensitive.
 - b) If you wish to assign points for using the correct unit in the answer, choose a percentage value from the **Worth** drop-down list.

Example If 30% is chosen in the **Worth** drop-down list, a user would receive 30% of the points for the question for using the correct unit, and the remaining 70% would be earned by answering with the correct significant figure(s).

Note Additional question features shared by most questions are described in *Common features among all question types*, p. 15.

Fill in the Blanks Question

- 1 Assign a **Points** value and a **Difficulty** level.
- 2 Enter the text that appears before the first blank in the first text field.
- 3 Choose your blank size in the drop-down list.
- 4 If you want to add more answers, click the  **Add Answer** icon.
- 5 Enter a **Weight** (%) for each answer. The answer Weight (%) is a percentage of the assigned Point value for the question. For example, if the question has a Point value of 3, and the question contains 3 answers with a Weight (%) of 33.33% each, then each question is worth 1 point. (Each answer is worth $1/3$ of the question's Point value.)

Note Desire2Learn recommends that the total weight of your answers equals 100%, but this is not required. For example, if the question has a Point value of 3, and the question contains 3 answers with a Weight (%) of 50%, 100%, and 33.33%, then the first answer is worth 1.5 points (50% of the question's Point value of 3), the second answer is worth 3 (100% of the question's Point value of 3), and the third answer is

worth 1 (33.33% of the question's Point value of 3). Therefore, if a user answers all the answers correctly, the total points awarded for the question would be 5.5.

- 6 Enter the text that appears after the first blank in the next text field.
- 7 If you want to add more text and blank options, click **+** Add Text or **+** Add Blank icon.

Note When creating a survey, adding answers is not required.

Note Additional question features shared by most questions are described in *Common features among all question types*, p. 15.

Multi-Select Question

Use multi-select questions to have users identify several correct answers out of a list of possible answers.

Example “Identify all of the prime numbers in the following list: 1, 2, 6, 9, 10, 13, 15.”

- 1 Assign a **Points** value and a **Difficulty** level.
- 2 Enter your **Question Text** in the text box.
- 3 If you would like to use an image in the question, click **Add a File** and select an image to include.
- 4 Use the **Enumeration** drop-down list to choose an enumeration style.
- 5 Choose a display **Style**.
- 6 Choose a marking format
 - **All or nothing** Users receive full points for the question only if they select all of the correct answers and none of the incorrect answers. They receive zero points if they miss any correct answers or select any incorrect answers.
 - **Right minus wrong** Users receive points equal to the number of right answers they choose minus the number of incorrect answers they choose. For example, if each answer is worth one point and a user selects 3 correct answers and 1 incorrect answer, they will receive 2 points for the question (3 minus 1).

Note To determine how much each answer is worth, the system takes the total number of points that the question is worth and divides it by the number of correct answers. For example, if a question is worth 4 points and has two correct answers, each correct answer will be worth 2 points, and each incorrect answer will be worth -2 points (users receive a minimum of zero on a question: they cannot receive a negative mark).
 - **Right answers** Users receive points for each correct answer they select and for incorrect answers they leave blank. Incorrect answers selected and correct answers left blank are ignored.

Example Consider a question with a total of six potential answers, two answers being correct (in this case, choices a) and b) are the correct choices). The total points available for this question is 4.

Right answers multi select question

Response	Score
a) checked b) checked c) d) e) f)	They have answered all 6 questions correctly and get full marks: 4 points.
a) checked b) c) checked d) e) f)	They have answered 4/6 correctly and therefore receive a mark of $4/6 * 4 = 2.6667$ points.
a)check b) c)check d)check e) f)	They have answered 3/6 correctly and therefore receive a mark of $3/6 * 4 = 2$ points.

- 7 Check the **Randomize options** box to display the answers in random order to each user.
- 8 Type the answer options in the **Options** text boxes. Click **Add Option** to add more answer options, or click **Remove** to delete extra options.
- 9 Check the boxes in the **Correct** column beside each of the correct answer options.

Note A checkbox labeled “None of the other options” is automatically added to every multi-select question in a quiz. If none of the answers to a multi-select question are checked as correct when the question is created, then the “None of the other options” choice will be considered the correct answer. Users are unable to have the “None of the other options” box and other answer boxes checked at the same time. If no boxes are checked by a user the question is considered unanswered.

Note Additional question features shared by most questions are described in *Common features among all question types*, p. 15.

Matching Question

- 1 Assign a **Points** value and a **Difficulty** level.
- 2 Enter your question text in the text box.
- 3 Choose a display **Style**.
- 4 Choose a marking format:
 - **Equally weighted** User receives marks for each correct answer.
 - **All or nothing** User must have all the possible correct answers or else they receive no marks.
 - **Right minus wrong** The number of right answers chosen is subtracted from the number of wrong answers chosen to get an overall mark for the question.
- 5 Type the question choices in the text boxes. If you wish to add more choices, click the **Add Choice** button.
- 6 Type the matches in the text boxes. If you wish to add more choices, click the **Add Match** button.
- 7 Use the drop-down list beside a match to select a corresponding choice number. This will create the matched pairs.

Ordering Question

- 1 Assign a **Points** value and a **Difficulty** level.
- 2 Enter your question text in the text box.
- 3 Choose a marking format:
 - **Equally weighted** User receives marks for each correct answer.
 - **All or nothing** User must have all the possible correct answers or else they receive no marks.
 - **Right minus wrong** The number of right answers chosen is subtracted from the number of wrong answers chosen to get an overall mark for the question.
- 4 Type in the question items in the text boxes. If you wish to add more choices, click the **Add Item** button.
- 5 Choose the correct order by using the drop-down lists.

Text Information Item

Use this feature to create a question consisting of text only. You can use it to provide supplementary information on a quiz. For example, perhaps you have a case study you would like to base several questions on. Instead of inserting the case study into each question, you can simply create a text information question and have your related questions appear directly underneath the text information question. Simply enter your information text in the text box and **Save**.

Image Information Item

Use this feature to create a question consisting of an image only. You can use it to provide supplementary information on a quiz. For example, perhaps you have a diagram you would like to refer to in several quiz questions. Instead of inserting the diagram into each question, you can simply create an image information question and have your related questions appear directly underneath the image information item.

- 1 Click **Add a File** and select the image you want to use.
- 2 Enter a caption for the image.
- 3 Click **Save**.


Importing questions

Questions created offline can be imported from a text format file, or from Respondus.

Importing quiz questions from a text file

Quiz questions can be created offline using the Learning Environment's text format file. Follow the steps below to access a template for creating the text file or to upload an existing text file you have already created your questions offline using the template and would like to use them to populate the question library.

Select the Quizzes link on your course home navigation bar.

- 1 Click on the  **Question Library** icon on the Quizzes main page.
- 2 From within the question library, click the **Import** button.
- 3 From the **Import Source** drop-down list, select **From a Desire2Learn Text Format File**.
- 4 If you simply want to download the text file to begin creating your questions, select the **CSV Sample File** link and **Save** the file on your computer.
- 5 To upload a question file you have already completed, click **Browse** and locate the file you want upload to the question library. Click **Open**.
- 6 Click **Save**.

Importing questions from Respondus or Basic Course Import

Respondus is a software application commonly used to create questions offline. When using this software to import your questions into the Learning Environment, the following tips may be useful to you:

- Within the Respondus application, and before either opening an existing quiz or starting a new one, ensure that the "IMS QTI Personality" is selected from the Current Personality drop-down list under the Start tab.
- If you are attempting to convert an existing Respondus file from WebCT or Blackboard, you will need to convert it to QTI before importing it into the Learning Environment. It is recommended that you save this new file under a new file name if you wish to keep the quiz file under the original personality for future use.

For detailed information about importing the Respondus file or other content package into the Learning Environment, see *Editing Course Tools and Properties User Guide*.

Random question sets

Inserting a random section into a quiz ensures that each user will receive a unique set of questions. The random section pulls from a designated pool of questions stored in the Question Library. It is important to note that you must import questions that have already been created elsewhere into a random section; you cannot create questions within the random section, nor can you move questions into this section.

After selecting the questions from the library, you can specify how many questions from the random question pool each user should see. The random section will then randomly select this number of questions for each user that takes the quiz. This feature guarantees that each user will receive a unique quiz with different questions.

You must create a quiz before adding a random set of questions. Since random sections can only contain questions from the question library, it is important that you create questions in the Question Library before you create a quiz. You can then import the questions into the random section folder. There are no limits to the number or type of questions in a random quiz.

Creating a random section folder


- 1 Select the quiz you would like to add random questions to.
- 2 Select the **Layout/Questions** tab.
- 3 Click **Add/Edit Questions**.
- 4 From the **Section** drop-down list, choose **Random Section** and click **Go**.
- 5 Enter a **Section Name** (for example, “random short answers”).
- 6 Optional: Add a message to be displayed with the section (for example “The next five questions will involve the Biology and Chemistry unit”).
- 7 Check any applicable **Display Options** and click **Save**.
- 8 A green folder displays in the list of questions/sections for your quiz. Click on the folder you just created.
- 9 Click the **Import** button.
- 10 Choose the section you want to import questions from in the **Source Section** drop-down list, or choose **Collection Root** to view a list of all questions in the Question Library.

- 11 Check the questions you want to include in the random section. You can automatically select all the questions in one section by checking the box beside the desired folder.
- 12 Click **Save**. The questions are now included in the random section folder.
- 13 At the top of the page, type the number of questions you want each user to see from the random section and assign a mark value for the questions.
- 14 Click **Save**.

Note All questions in one random section must have the same point value.

Creating and editing quizzes

► To create or edit a quiz

- 1 From within your course, click the **Quizzes** link in the course navbar.
- 2 Click the  **New Quiz** icon to create a new quiz, or select the name of the quiz you wish to edit from the list.

See below for details on the various tabs for creating/editing quizzes.

Setting up quiz properties

The quiz **Properties** tab will display by default when you create or edit a quiz.

- 1 Enter a name for your quiz in the **Name** field.
- 2 You can create categories to group your quizzes together by adding categories and then selecting them from the **Category** drop-down list (optional).
- 3 If you would like this quiz to be linked to a grade item, select the item from the **Grade Item** drop-down list or create a new grade item by clicking the **add grade item** link. If you choose to use the grade item, you then have the option of having attempt scores automatically exported to the grade book (next option).
- 4 Select the box next to **Automatic Grade** to allow the quiz attempt grade to be seen immediately after the user has completed and submitted the quiz. The displayed score is limited by what the system can auto-grade.

This setting must be turned on for grades to be automatically sent to the gradebook and for the default submission view to be released to users when they complete an attempt.

- 5 Select **Allow users to add this quiz to their ePortfolio** if you want users to be able to add the completed quiz to their ePortfolio as a certified course artifact.
- 6 Optional Advanced Properties:
 - Check **Hints** to enable question hints. The actual hints must be set up within each question.
 - Enter your email address in the **Notification Email** field if you would like to be notified when a user submits a quiz for marking (can be your Learning Environment or an external email address).
 - Check **Disable Right-Click** and **Disable Pager Access** to prevent users from utilizing these features while they are taking the quiz.

- 7 In the **Description** field, enter a message that will be displayed to users prior to quiz availability.
- 8 Enter text in the **Introduction Message** field to display a message to users immediately before they start the quiz.
- 9 If you would like to add a page header and footer, enter the text into the proper fields.
- 10 Click **Save Quiz**.

Setting up quiz restrictions

Use the options located under the **Restrictions** tab to set up the availability and timing of your quiz.

- 1 Click on the **Restrictions** tab.
- 2 In the **Availability** section, you can set the **Status** and quiz start and end dates. Users can only see quizzes that have been set to **Active** status.
- 3 Choose a **Start Date** using the drop-down lists or the calendar icon. If you do not want your quiz to a specific start date, choose **no set start date**.
- 4 Choose an **End Date** using the drop-down lists or the calendar icon. If you do not want your quiz to have a specific end date, **choose no set end date**.
- 5 Add release conditions in the **Additional Conditions** section (if applicable). Release conditions allow you to set requirements that must be met before taking the quiz.

Example You could create a release condition that requires users to view a certain content topic before they can attempt the quiz.

- 6 Click **Attach Existing** to add a release condition that you have already created in the Conditional Release area or in another tool.
- 7 Click **Create and Attach** to create a new release condition and associate it with this quiz.

Notes You must save your quiz before you can add release conditions. See *Release Conditions User Guide*, for details on release conditions and how to use them in your course.

- 8 Open **Optional Advanced Restrictions** to add extra restrictions to your quiz.
- 9 To require users to enter a password in order to attempt the quiz, enter a password in the **Password** field.
- 10 To restrict quiz access to users from a certain location, enter an IP address in the IP **Restriction** fields.
- 11 In the **Timing** section, set a time limit for your quiz by typing the applicable number of minutes in the **Time Limit** field. The default time limit is 120 minutes.

- 12 Choose to enforce the time limit or show a clock by checking the corresponding boxes.
- 13 Type a **Grace Period** in the text field. This value determines how many minutes the user has after the time limit has expired to submit their quiz before it is flagged as late.
- 14 **Late Submissions:**
 - Select **Allow for normal submissions** to let users submit quizzes even if the time limit and grace period have expired. Submissions after the grace period will be flagged as late.
 - If you select **Use Late Limit** and select an amount of time, users are given a grade of zero if they submit the quiz after the time limit + grace period + late limit period.
 - Select **Auto-Submit Attempt** to have the system automatically submit a quiz after the specified time limit and grace period have expired.
- 15 Click **Save Quiz**.

Warning When the **Auto-Submit Attempt** option is active, the system submits all questions saved before the time limit plus the grace period, has expired. However, any questions that have not been saved before this time limit has expired, even if they have been answered, will not be submitted. Users must ensure that they are saving their answers before the time limit expires.

Respondus LockDown Browser

If your organization purchases the Respondus LockDown Browser you will see two additional options on the **Restrictions** tab of the Edit Quiz page:

- **Respondus LockDown Browser: Required to take this quiz** Forces users to use the LockDown Browser when writing the quiz. The user will not be able to start the quiz unless they are using the browser.
- **Respondus LockDown Browser: Required to view quiz feedback and results** Restricts users from viewing quiz feedback or results unless they are using the browser. This option makes it difficult for users to print quiz results and make them available to others.

If you select one or both of these options, users will see a **Download Respondus LockDown Browser** link when they try to navigate to pages that are locked. Users can click the link to download a free copy of the browser.

Special Access

Use the Special Access feature to override the availability and timing settings of a quiz for specified users. Special access is set up in the **Restrictions** tab of a quiz.

- 1 Click on the **Restrictions** tab.
- 2 Click the **Add Special Access** button to add special access permissions.
- 3 Check the boxes beside any of the special access types, and fill in the appropriate fields. Special access can include a unique start and end date, time limit, grace period, and submission requirements. For example, if you wish to provide an extended grace period to users that have special access, check **Assign special grace period** and fill in the applicable time limit (in minutes) in the **Grace Period** text box.
- 4 Check the boxes beside the users you want to assign special access to.
- 5 Click **Add Selected**.

Example Special Access - Accommodate Users with Special Needs

- Increase the quiz time limit for special-needs users.
- Allow individual users to have different start and end dates.
- Change the quiz availability dates for a make-up quiz.

Restrict quiz to specific individuals

Use the Special Access feature in order to restrict the quiz to specific individuals, with or without other special access properties attached to them. Special access is set up in the Restrictions tab of a quiz.

- 1 Click the **Restrictions** tab.
- 2 Click the **Add Special Access** button to add special access permissions.
- 3 Check the boxes beside any of the special access types, and fill in the appropriate fields, if applicable.
- 4 Check the boxes beside the users you want to assign special access to.
- 5 Click **Add Selected**.
- 6 Select the **restrict to those with special access below** box. This quiz is now restricted to only those users.
- 7 Click **Save Quiz** at the top of the page.

Setting up quiz attempts

Here you can specify attempts and overall grade calculation:

- 1 Click on the **Attempts** tab.
- 2 Choose the number of attempts allowed from the drop-down list.

- 3 Choose which attempt will be included in the grade calculation from the **Overall Grade Calculation** drop-down list. The attempt calculated can be the highest, lowest, first, last, or average.
- 4 If you choose to allow more than one attempt and not unlimited attempts, you have the option of setting **Advanced Attempt Conditions**. Use the advanced attempt conditions to restrict the user from access to further attempts until they have achieved a specified score on the previous attempt.
- 5 Click **Save**.

Activities

You can associate a quiz with a competency activity to tie the quiz result to a set of learning objectives and a competency you want the people taking your course to master. You will also be able to evaluate the quiz using a rubric.

For information about activities, competencies, and rubrics, see the *Competencies and Rubrics User and Reference Guide*.

Setting up submission views

Use the options in the **Submission Views** tab to give feedback to users after they submit a quiz attempt.

- 1 Click the **Submission Views** tab from within a quiz.
- 2 The details of the default submission view are displayed.
- 3 To change the default view, click the **Default View** link. The Edit Submission Views page displays.
- 4 Type a **Message** to display to users once they have submitted a quiz.
- 5 Use the **Show Question?** options to determine what elements of answered questions users see. Click **Yes** and choose an option from the **Show Questions** list. You have the following options:
 - **Show questions answered incorrectly** Only shows users questions that they answered incorrectly.
 - **Show questions answered correctly** Only shows users questions that they answered correctly.
 - **Show all questions without user responses** Shows all of the quiz questions the user did not answer.
 - **Show all questions with user responses** Shows all of the quiz questions to the user that they answered.

- **Show question answers** Shows the answers next to each question that appears. Answers will not appear for Questions that are not displayed.
 - **Show question score and out of score** Shows the score achieved and out of values for each question that appears.
- 6 Or, click **No** to not show any questions to users after they submit their quiz.
 - 7 **Show attempt scores and overall attempt score.** When this option is set, users are able to see their score as soon as they submit their attempt. The score displayed is reliant on what the system can auto-grade.
 - 8 Check **Show class average** and/or **Show score distribution** to display these statistics to users after they submit their quiz.

Setting up quiz reports

Reports allow you to gather information on how users have performed on your quiz. Reports are different from quiz statistics in that they allow you to collect more types of information than is available through the statistics. They are also printable.

- 1 Click on the **Reports Setup** tab within a quiz.
- 2 Click **Add Report** to create a new report, or click on the name of an existing report to edit it. The New Report page displays.
- 3 Give your report an identifiable **Report Name**.
- 4 Select the type of report you want to generate by selecting one of the options under **Report Type**:
 - **Question Statistics** An “overall” report that can show the class average, score distribution, and the percentage of correct responses for each question.
 - **Question Details** A more segmented report that can show a breakdown of all the responses received for each question and the average grade received on each question.
 - **User Statistics** These can be used to provide class average and score distribution information to help you see how your class performed as a whole.
 - **Attempt Details** This report allows you to view each user’s actual quiz.
 - **User Attempts** This report user's attempts.
- 5 In the Release area, select **immediately** to release the report now, or select the radio button next to the date drop-down lists and choose the appropriate date and time to release the report later.
- 6 In the **Release Report To** area, check the boxes beside the roles you want to release the report to.
- 7 Click **Save Report**.

The report details are displayed in the **Reports Setup** tab.

Adding questions to a quiz and setting up the quiz layout

Choose options in the **Layout/Questions** tab to add or remove questions or sections from your quiz:

- 1 Click on the **Layout/Questions** tab from within a quiz.
- 2 Click the **Add/Edit Questions** button.
- 3 Create Sections for your quiz by choosing Section from the Create New drop-down list and click **Go**. Refer to *Creating Quiz Sections*, p. 13, for more details.
- 4 Import questions from your Question Library by clicking the **Import** icon.
- 5 Choose Question Library in the Source Collection drop-down list.
- 6 In the Source Section drop-down list, choose Collection Root to show all of the questions and sections in your Question Library, or choose a specific section. Questions from your library display on the page.
- 7 Check the boxes beside the questions you want to import.
- 8 Click **Save**.

Or

- 1 Create questions in your quiz using the **Create New** drop-down list, as described in *Creating Quiz Questions*, p. 15.
- 2 Click **Back to Quiz Layout/Questions** to return to the **Layout/Questions** tab for your quiz.
- 3 Set how many questions will be displayed per page by typing the desired value in the **Questions Per Page** entry box and clicking **Go**.
- 4 To manually insert a page break in the quiz, click on the small grey arrow between the questions where you want the page break to be. The grey arrow and line will turn blue, indicating the page break.
Tip Using a small number of questions per page reduces page load time.
- 5 Click **Save Quiz**.

You can also reorder questions (change the order in which they are presented) from the question library. See *Managing Questions and Sections in the Question Library*, p. 9.

Bonus quiz questions

To create bonus quiz questions, from the **Layout/Questions** tab while editing your quiz, or from the Add/Edit Question page. From either location:

- 1 Click the **Edit Values** button.
- 2 Check the box in the **Bonus** column beside the questions you would like to assign a bonus value.
- 3 Click **Save**. The selected questions will now display a green checkmark in the **Bonus** column.

The bonus value will be equal to the point value assigned to that quiz question.

Mandatory questions

If you mark a question Mandatory, users cannot submit the quiz until they have attempted to answer the question.

- 1 On the **Layout/Questions** tab, click the **Edit Values** button.
- 2 Select the **Mandatory** checkbox beside the questions you want to force users to answer.
- 3 Click **Save** (*not Save Quiz*).

Notes

- If a quiz is set to automatically submit after a time limit, it will be submitted even if mandatory questions have not been completed.
- Mandatory questions cannot be used in conjunction with the **Prevent Moving Backwards** setting.


Prevent moving backwards

You can prevent users from returning to previous pages as they complete a quiz, so that they can only move forward until they reach the end of the quiz.

- 1 On the **Layout/Questions** tab, click the grey lines between questions to divide your quiz into pages.
- 2 Select the **Prevent moving backwards through pages** checkbox.
- 3 Click **Save Quiz**.

Note This setting cannot be used if your quiz has any mandatory questions.

Grading a quiz

From the main Quizzes page, click the  **Grade Quiz** icon next to the quiz you want to grade. You are presented with 2 options for grading quizzes:

- **Grade by Attempts**
- **Grade by Questions** (item analysis)

The options are displayed in tabs. By selecting the appropriate tab, you have the ability to grade by either attempts or questions.

Grading by attempt

By selecting the appropriate boxes you can change the following quiz display options:

- **ID** displays the users' Org Defined IDs beside their name
- **Quiz Score** displays the grade beside users' names
- **Percent** displays the percent beside users' names
- **Completed** displays date and time the quiz was completed
- **Allow Reset** allows you to reset users' grades – if you check this box, a delete icon will appear beside the users' attempts

All users enrolled in your course are listed on the left-hand side. The users who have submitted results for the current quiz are bolded and you can access their quiz attempts and overall results by clicking on the name of their quiz attempt (for example, “attempt 1”).


The following is displayed at the top of the quiz results:

- **User's name**
- **User's ID**
- **Test restrictions (date and time available)**
- **When the quiz was written**
- **Quizzes event log**
- **Time limit**
- **Time spent**
- **Grade statistics**

- 1 Click on the quiz attempt you wish to grade. The user's entire quiz is displayed including question data, the user's answers and the correct answers. If a user's answer is correct it will be appear with a checkmark and if it is wrong it will be displayed with an X.
- 2 Overall quiz feedback can be left for the user by typing in the **Attempt Comments** textbox.
- 3 You can give the user feedback on any individual question by clicking **Add Feedback** below the question.
- 4 If you wish to override an existing auto-grade, enter a new value in the **Score** textbox.
- 5 After you have finished manually grading the quiz, click the **Re-Calculate** button.
- 6 Click the **Save Results** button.

Grading by question


While grading a quiz, click the **Questions** tab to view quiz responses broken down by question.

Click on a question title to view statistics on and/or re-grade that question. The next page will display a percentage breakdown (question analysis) of how users responded to the question, and the date of the most recent response. Select the  **Grade** icon to modify the grade for the current question.

Other information displayed in the question analysis includes the quiz version, question text and options, the number of responses for each option, and the question value at the top of the page.

Grading type

Within the question analysis page, several options are available under the **Grading Type** area:

- 1 The **Give to all attempts** option allows you to award points to all users who received the current question on their quiz. Simply type the desired point value in the textbox.
- 2 The **Give to attempts with answer (#)** option allows you to specify a specific value for a specific response. For example, you can allow for those who have answered Option 1, a point value of 1 and those who answer Option 2, a point value of 0. This is useful if a question was incorrectly graded when the quiz was created.
- 3 Click **Save Results** when you have completed your changes.
- 4 Click the  **Grade** icon to ensure your changes have been saved.

Example Grading by type

Grading by type allows you to easily correct mistakes that may have occurred during the initial setup of quiz questions simply by overriding the original grades. For example, perhaps an error was made when creating a multiple choice question and users who completed the quiz received a grade value 0 for a question for which they really should have received a grade value of 1 for. Grading by type will allow you to override grades for all users at once, instead of individually updating each quiz attempt. You can also enter additional comments that will be displayed users when they view their quiz report.

Note Any modifications made to the grading of the quiz question will be logged. The log will document the date, time, username, and action taken for each change to quiz grading.

Exporting quiz statistics

With the Learning Environment you can export quiz statistics and reports to a CSV file for data analysis. The CSV file contains all pertinent information on the quiz so that you can query, sort and evaluate the data without being connected to the learning environment.

► **To export quiz statistics**

- 1 From the Manage Quizzes page, click the **Statistics** icon beside a quiz name.
- 2 From the Quiz Statistics page, click the **User Stats**, **Question Stats** or **Question Details** tab to view statistics broken down by user or by question.
- 3 Click **Export** to save the quiz statistics as a CSV file on your computer.

User Stats

User Stats CSV files contain performance data by user, including: the user's Org Defined ID, username, first name, last name, quiz score, the value the quiz was graded out of, the user's score as a percentage, and the class average.

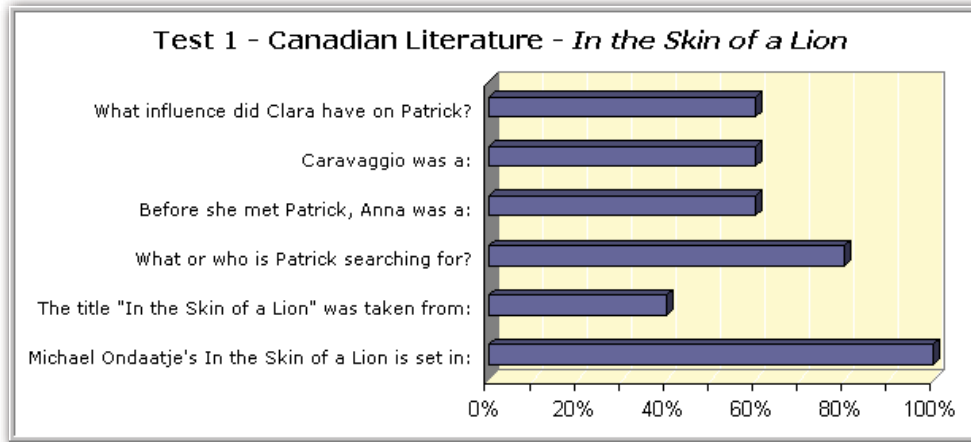
Tip Create a column to calculate the median score on the quiz to consider the class's performance from a different perspective. Use the formula `<=median(x1:x5)>` to calculate the median.

Question Stats

Question Stats CSV files contain data about the average score on questions by points and percentage.

The question title, text, bonus status, and difficulty level are included in the CSV file so that data can be analyzed without referring back to the learning environment.

Tip You can sort, query, hide and delete data to help your analysis and create charts or graphs to visually represent trends.



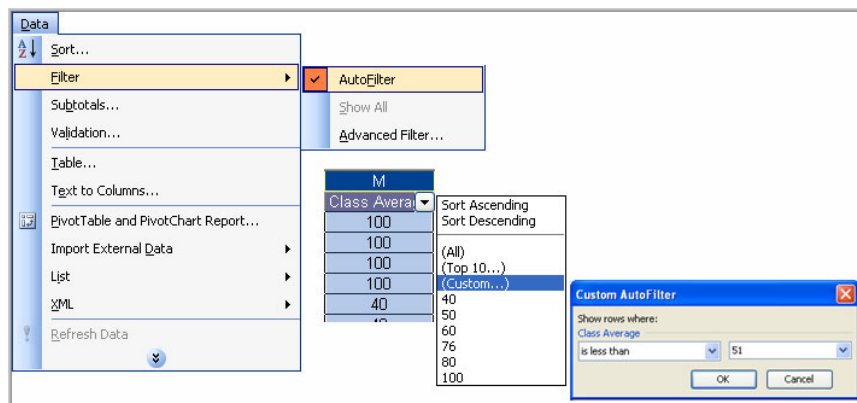
Question Stats graph

Question Details

Question Details CSV files contain detailed information about each question in the quiz, including a list of all of the answers provided for each quiz attempt, how many users chose each possible answer, the total number of responses, and the average score on the question. Question Details reports can help you evaluate trends in answers and look for questions that were unclear or difficult for a number of users.

The question title, text, bonus status, and difficulty level are included in the CSV file so that data can be analyzed without referring back to the learning environment.

Tip Create a column that calculates the average score for all question attempts as a percentage by dividing the Average Score column by the Out Of column and multiplying by 100. Next, create a custom filter for the new Attempt Average column that displays only rows where the attempt average is less than 51%. This way you can quickly review questions that users struggled with and adjust grades or your lesson plans accordingly.



Setting up filters in Excel

	B	C	E	H	J	M
1	Q #	Q Type	Q Text	Answer	# Responses	Attempt Average
6	2	MC	The title "In the Skin of a Lion" was taken from:	Oroonoko	1	40
7	2	MC	The title "In the Skin of a Lion" was taken from:	The Epic of Gilgamesh	2	40
8	2	MC	The title "In the Skin of a Lion" was taken from:	King Lear	0	40
9	2	MC	The title "In the Skin of a Lion" was taken from:	The Iliad	0	40
14	4	MC	Before she met Patrick, Anna was a:	Nun	2	50
15	4	MC	Before she met Patrick, Anna was a:	Nurse	1	50
16	4	MC	Before she met Patrick, Anna was a:	Teacher	1	50
17	4	MC	Before she met Patrick, Anna was a:	Doctor	0	50

Question Details CSV file with Attempt Average column added

What data is exported?


Description of exported data by question type

Question Type	What is exported
Multiple Choice	All of the possible answers and the number of responses for each answer.
True and False	All of the possible answers and the number of responses for each answer.
Long Answer	All of the responses provided listed on separate rows.
Short Answer	The correct answer for each blank and an additional row for all other answers, and the number of responses for the correct answer versus other answers.
Multi-Short Answer	The correct answers for each blank and an additional row for all other answers, and the number of responses for the correct answer versus other answers.
Fill in the Blanks	The correct answers and an additional row for other answers, and the number of responses for the correct answer versus other answers.
Multi-Select	All of the possible answers and the number of responses for each answer.
Matching	All of the possible matches and the number of responses for each match.
Ordering	All of the answers in the order match and the number of responses for each match.
Arithmetic	Questions broken down by results and units. Also lists which users had both results and units correct, only results correct, only units correct, and neither correct.
Significant Figures	Questions broken down by results and units. Also lists which users had both results and units correct, both results and units correct as well as significant figures, only results correct, only results and significant figures correct, only units correct, and neither results or units correct.

Exporting quiz reports

With the Learning Environment you can export quiz statistics and reports to a CSV file for data analysis. The CSV file contains all pertinent information on the quiz so that you can query, sort and evaluate the data without being connected to the learning environment.

You must set up quiz reports using the **Reports Setup** tab for the appropriate quiz before you can view or export reports. Refer to *Setting up quiz reports*, p. 35, for details.

- 1 From the Manage Quizzes page, click the name of the appropriate quiz.
- 2 Click the  **Reports** icon.
- 3 Click the name of the report you want to export. The Generate Reports page appears.
- 4 Select the **From** box and choose the applicable date from the drop-down lists if you want to include quizzes submitted on or after a certain date.
- 5 Select the **To** box and choose the applicable date from the drop-down lists if you want the report to include quizzes submitted on or before a certain date.
- 6 Click **Generate HTML Report** to view the report in your browser, or **Generate CSV Report** to save the report as a CSV file on your computer.

What data is exported?


Description of exported data by report type


Report Type	What is included
Question Statistics	The average score on questions by points and percentage. Unlike a report created using the Questions Stats tab on the Quiz Stats page, you can choose to exclude the: class average, score distribution, bonus questions, or the Out Of value.
Question Details	All of the answers provided for each quiz attempt, how many users chose each possible answer, the total number of responses, and the average score on each question. Unlike a report created using the Question Details tab on the Quiz Stats page, you can choose to exclude the: level of difficulty, text responses, or bonus questions. You can also choose to include private comments added to the report.

Report Type	What is included
User Statistics	<p>The class average, score distribution, and the grade of each user.</p> <p>Unlike a report created using the User Stats tab on the Quiz Stats page, you can choose to exclude: the class average, score distribution, or Org Defined ID.</p>
Attempt Details	<p>The Org Defined ID, username, first name, and last name of each user. Detailed information about each question. The users' responses for each question organized by attempt, including how long each attempt took.</p> <p>The ability to set a start or end date for which attempts to include.</p>
User Attempts	<p>The Org Defined ID, username, first name, and last name of each user. The users' score for each question in points and percentage organized by attempt, including how long each attempt took.</p> <p>The ability to set a start or end date for which attempts to include.</p>

Miscellaneous quiz tasks


Submitting a user's quiz (impersonating a user)

If a user leaves a quiz without submitting their quiz, the quiz will be displayed as In Progress on the Grade Quiz page, and the  **Impersonate** icon will appear beside their name. If you wish to submit the quiz for the user:

- 1 Select the  **Impersonate** icon beside the user's name and click **OK** in the Windows dialog that displays. You now see the user's view of the quiz.
- 2 Click **Go To Submit Quiz**.
- 3 Click **Submit Quiz** and choose **OK** in the Windows dialog that displays.
- 4 You are automatically returned to the Grade Quiz page as yourself (you are no longer impersonating the user).


Note This option is not available if your organization has turned on User Privacy. The user's quiz will not be submitted.

Copying a quiz

- 1 To copy an existing quiz, click the **Quizzes** link in your course navbar to access the Manage Quizzes page:
- 2 Click the  **Copy Quiz** icon. The Copy Quiz page displays.
- 3 Select the applicable quiz from the **Quiz to Copy** drop-down list.
- 4 Type a **New Quiz Name**.
- 5 Set the new quiz status as **Active** or **Inactive** using the **New Quiz Status** drop-down list.
- 6 Select **Edit quiz after copy completes** to be taken directly to the Edit Quiz area after creating your copy.
- 7 Click **Save**.


Re-Ordering quizzes

To change the order that your quizzes are listed on your Manage Quizzes page:

- 1 Click the  **Re-Order Quizzes** icon.
- 2 Select a quiz name and click the up or down arrows to move it through the list of quizzes.
- 3 Repeat the previous step for each quiz name until you have reached the desired order.
- 4 Click **Save**.

Deleting a quiz


On the Manage Quizzes page:

- 1 Click the  **Delete Quizzes** icon.
- 2 Check the boxes beside the quizzes you want to delete.
- 3 Click **Delete Selected**.

Previewing a quiz

The quiz preview option allows you to "write" a quiz before releasing it. While previewing a quiz you work through the steps of answering the questions, submitting the quiz, having the quiz graded (if auto-grading applies to it) in order to ensure that the automatic grading was set up properly, and finally viewing the reports you have setup.


It is always a good idea to preview a quiz before you release it in order to ensure the accuracy of the content and grading.

Click the  **Preview** icon beside a quiz in the quiz list on the Manage Quizzes page to view the quiz as a user would see it. If you have set up a random quiz, the questions will be randomly drawn.

Select the **Bypass Restrictions** box in order to bypass any restrictions on the quiz that users are subjected to, including conditional release, dates, attempts allowed, and quiz status.

Viewing course statistics

In this view, you will see a list of quizzes for the course. The average grade for each quiz is shown beside the quiz name.

- 1 From the Manage Quizzes page, click the  **Course Statistics** icon. The Course Statistics page displays with the average grade for each quiz.
- 2 Click on a quiz name to view the individual quiz statistics. The Quiz Statistics page displays the class calculations, a grade distribution graph, and user statistics.

- 3 Click the **User Stats**, **Question Stats**, and **Question Details** tabs to view statistics broken down by user and by question.
- 4 Click **Export** to save the quiz statistics as a CSV file on your computer.

Note the system will export the statistics from the tab you are currently viewing (for example, User Stats).

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