



iLearn: Creating Quizzes

Center for Innovation in Teaching and Learning

Creating Quizzes

When creating a new quiz in D2L, there are several steps to consider. See the following guides for information on completing each step:

- [Creating New Quizzes](#)
- [Change Quiz Settings](#)
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- [Delete a Quiz](#)
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Creating New Quizzes

1. In your course, click **Quizzes** in the purple navigation bar.
2. Click **New Quiz**
3. Enter a name for the quiz.
4. Add questions to the quiz:
 - Select **Add Existing** to upload a question file or add questions from the Question Library to the quiz. (See Using the Question Library for more information.)
 - Select **Create New** to see a list of options for adding new questions, creating a new question section, or creating a new question category.
5. (Optional) Use the handlers to drag and re-order the questions.

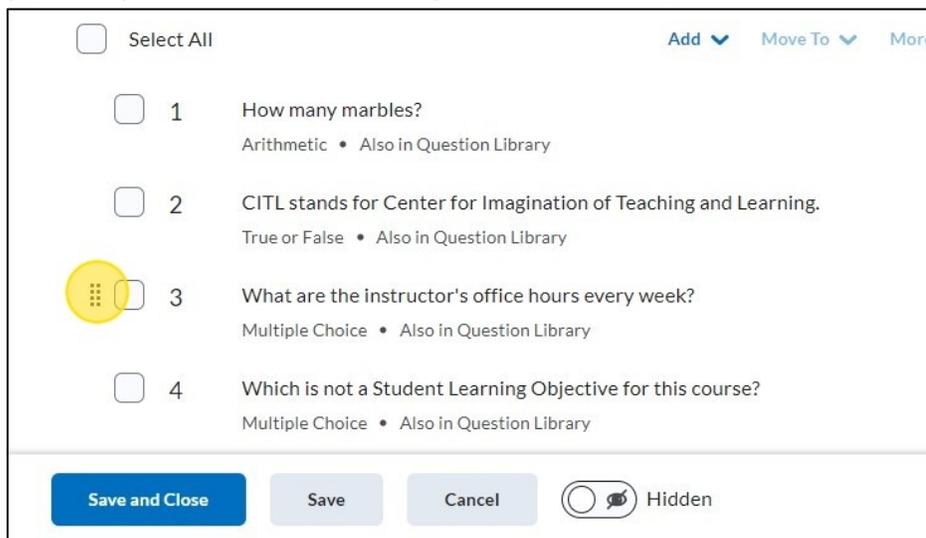


Figure: Hover over a question for dots to appear to the left of the question. You can use this to rearrange the question order.

6. Click **Save and Close**. To sync the quiz with the gradebook or change quiz options, see more information below.

Activate a Quiz

By default, a new quiz is set to hidden, meaning students cannot see or access it. You'll need to change the visibility setting before students can view and take the assessment. When a quiz is hidden, an eye icon with a slash will appear next to the quiz name on the "Manage Quizzes" page.

1. Click the drop-down arrow next to the quiz you want to activate.
2. Click **Make Visible to Users**

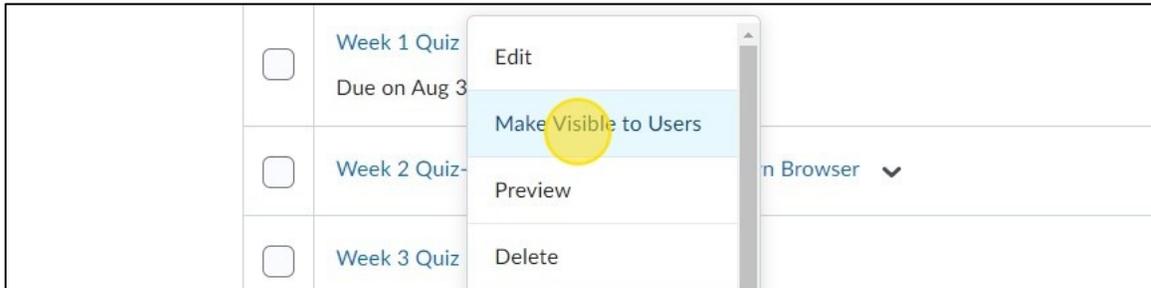


Figure: **Choose Make Visible to Users** in the dropdown menu.

3. The quiz is now active, and the Manage Quizzes page will appear. The eye icon will no longer be displayed next to the quiz name.

Synchronize a Quiz with a Grade Item

Synchronizing a quiz with a grade item links it to the grade book. Any auto-gradable questions will be scored by the system. If the quiz is set to publish scores automatically, users will see their score immediately after completing the quiz, and the score will be sent to the grade book. For quizzes with questions requiring manual grading, you can set it to update the grade book after evaluation.

1. Click the drop-down arrow next to the quiz, then click **Edit**
2. On the page that opens, click **Not in Grade Book**

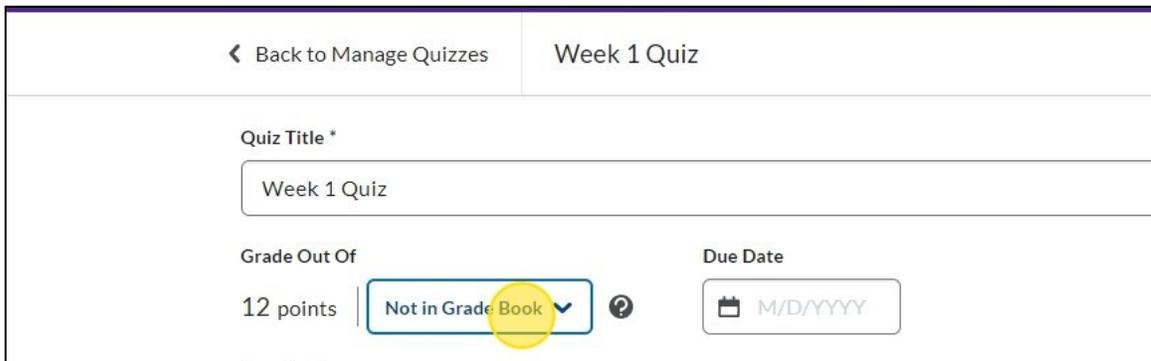
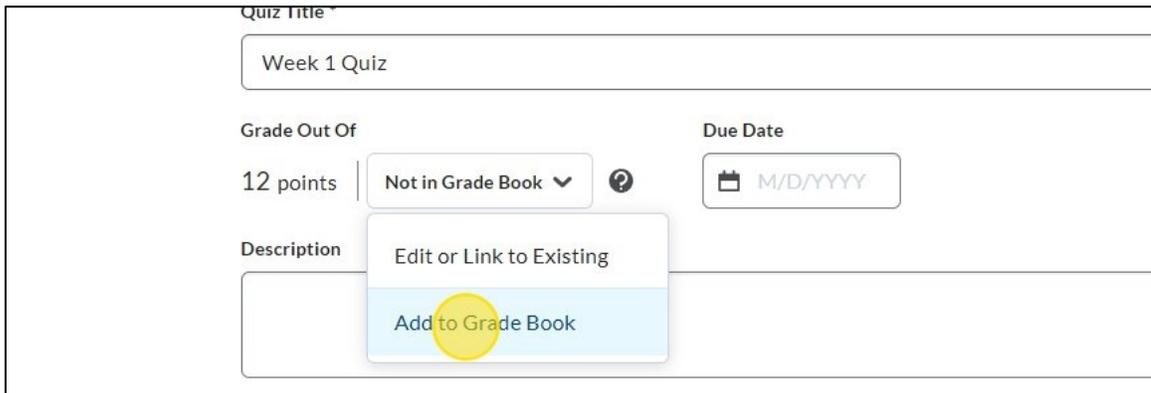
A screenshot of the 'Week 1 Quiz' edit page. At the top, there is a 'Back to Manage Quizzes' link and the title 'Week 1 Quiz'. Below that is a 'Quiz Title *' field containing 'Week 1 Quiz'. Underneath, there are two sections: 'Grade Out Of' and 'Due Date'. The 'Grade Out Of' section shows '12 points' and a dropdown menu currently set to 'Not in Grade Book' (highlighted with a yellow circle). There is also a help icon (?) next to it. The 'Due Date' section has a calendar icon and the text 'M/D/YYYY'.

Figure: Select **Not in Gradebook** under **Grade Out Of**

3. Choose an option for linking the quiz to the grade book:
 - Select **Edit or Link to Existing** to link the quiz to an existing grade item. In the popup window that opens, select the radio button to "Link to an Existing grade item." Choose the grade item from the dropdown list, then select OK.

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- Select **Add to Grade Book** to add a grade item with the same name as the quiz to the grade book. To make changes to this grade item, use the Grades area.



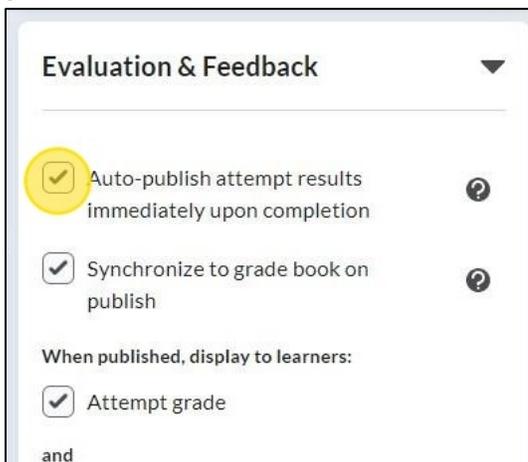
The screenshot shows a form for configuring a quiz. The 'Quiz Title' field contains 'Week 1 Quiz'. The 'Grade Out Of' field is set to '12 points'. The 'Due Date' field is empty with a placeholder 'M/D/YYYY'. The 'Description' field is empty. A dropdown menu is open, showing two options: 'Edit or Link to Existing' and 'Add to Grade Book'. The 'Add to Grade Book' option is highlighted with a yellow circle.

Figure: Select either "Edit or Link to Existing" or "Add to Gradebook"

4. By default, quiz scores are published automatically to students. To change this, go to Evaluation & Feedback and click the box to **Auto-publish attempt results immediately upon completion**.

Note: If there are questions on the quiz that cannot be auto graded by the system, they will be scored at 0 until manually evaluated.

To synchronize the quiz score with the grade item, select the checkbox **Synchronize to grade book on publish**.



The screenshot shows the 'Evaluation & Feedback' settings panel. It has a dropdown arrow on the right. The panel contains three checkboxes, all of which are checked. The first checkbox is 'Auto-publish attempt results immediately upon completion'. The second checkbox is 'Synchronize to grade book on publish'. The third checkbox is 'Attempt grade'. Below the checkboxes, there is a section labeled 'When published, display to learners:' followed by the word 'and'.

Figure: Check your settings under Evaluation & Feedback if you would like grades to auto-publish.

5. Click **Save and Close**

Delete a Quiz

1. Click the checkbox next to the quiz to be deleted.
2. Click **More Actions**

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3. Click **Delete**
4. On the pop-up screen, click **Delete**

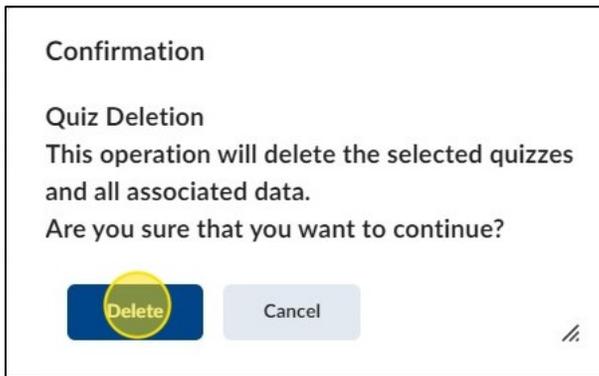


Figure: To confirm removal, click **Delete** again.

Restore a Deleted Quiz

1. In Quizzes, click **More Actions**
2. Click **Restore**
3. A new page will open with a list of deleted quizzes from the course. Locate the quiz to be restored. Under the Actions column, click **Restore**

	Awesome Eagle	Sep 20, 2024 9:57 AM	Restore
	Awesome Eagle	Sep 20, 2024 10:02 AM	Restore

Figure: Click **Restore** next to the quiz you want to restore.

4. Navigate back to the Quizzes area to see the restored quiz.