

Create a New Test with New Questions

- 1. Navigate to the Quiz tool by clicking Assessments and Tests in the nav bar.
- 2. Click on New Quiz.

3. Give your test a name and decide the following, which are available in the "Timing & Display" area: How many questions per page? If I separate them by page, do I want to restrict moving back and forth? Do I want to shuffle the questions so that students don't get the questions in the same order? These options increase the integrity of your test.

	_		
Quiz Title *		Availability Dates & Conditions	⊳
Grade Out Of Due Date		Always available	
3 points Ŷ In Grade Book ✓ Ø		Timing & Display	⊳
Description		No time limit	
		Attempts & Completion	⊳
Questions Eq. Previo	ew	3 attempts allowed	
Add Existing V Create New V Total Points 2	13	Evaluation & Feedback	⊳
Select All Add V Move To V More Actions	·	Auto-publish results Sync to grade book 1 result display	

Timing & Display
Set time limit
Paging
Add page break after each sectic 🗸
Prevent going back to previous pages
Shuffle Quiz
Shuffle questions and sections within the Shuffle questions and sections within the Shuffle questions and sections.
Display
Allow hints
Disable Email, Instant Messages, and
Alerts within Brightspace 🛛 🕢
Header and Footer
Manage Header and Footer

Then Click Create New to build a question.

4. Now you are in the Add/Edit Questions tool. New Question, and select the type of question you want to create.

Questions	
Add Existing 🗸	Create New 🐱
Des	New Question
Kea	Section
ſ	Question Pool

	Create New 🐱	
	New Question	Ŷ
(Multiple Choice	
1	True or False	
	Fill in the Blanks	
	Multi-Select	
	Matching	
	Ordering	~

5. Fill in the information needed to create the question: Question text and answers. Check the bubble next to the correct answer so that D2L knows the answer. You can randomize the order in which the answers present. Assign points. Click Save.

Back to Exam 1	
Multiple Choice 🗸 🗸	Options 🗸
Question Text *	The quiz tool can be accessed by clicking
The quiz tool can be accessed by clicking Assessments and then in the	the nav bar. Assessments and then in the nav bar.
Answers*	Quizzes
II Quizzes	× Tests
II V Tests	× Exams
II Exams	× Assignments
II Assignments	×
Points *	
Add Existing 🗸 Create New 🗸	Total Points 1
Select All	Add 🗸 Move To 🗸 More Actions 🗸
1 Example Question Multiple Choice	1 point

6. This will take you back to the page to continue building questions.

7. When you are done building questions, you can scroll back up to finish the settings. Here you can add a Description. You will also decide if you want to allow hints or disable the communication tools in D2L, via the Timing & Display area. If you'd like to be notified by email when students have submitted a test, input your email, in the Attempts & Completion area.

Timing & Display 👻	Attempts & Completion
 Set time limit Paging All questions displayed together Shuffle Quiz Shuffle questions and sections within the quiz. Does not cascade to sub-sections. Display Allow hints Disable Email, Instant Messages, and Alerts within Brightspace Header and Footer 	Attempts 1 attempt allowed Manage Attempts Category No category No category Notification Email To receive notifications when a quiz is attempted, enter an email address or multiple email addresses separated by a comma.
Manage Header and Footer	

8. The Availability Dates & Conditions area is where you are able to set your availability dates, timing, and Special Access if needed.

First, set the dates. Availability dates are the time frame the student can access the test, not how long they have to take the test.

Availability Dates & Conditions
Start Date
End Date
Release Conditions
Users are not able to access or view the quiz unless they meet the release conditions.
Add Release Condition 🗸
Special Access
Special Access allows quizzes to be available to only a select group of users or individualized due dates for certain users.
Manage Special Access
Password
Only users who enter this password will be granted access to write this quiz.
IP Restrictions
Manage IP Restrictions

9. Next set the amount of time the student has to take the test. This is done in the Timing & Display area by enabling "Set Time Limit". The default is to automatically submit the quiz attempt after the time limit is reached, this can be changed in the Timer Settings.

Timing & Display 🔹	Timing
Set time limit	 Asynchronous: Timer starts when the learner launches the quiz Synchronous: Timer starts on the start date
Time Limit *	When The Time Limit Expires O Automatically submit the quiz attempt
120 minute(s)	 Flag as "exceeded time limit" and allow the learner to continue working Do nothing: the time limit is not enforced
Asynchronous	
Auto-submit when time is up	
Timer Settings	OK Cancel

If a student needs time and a half or access to the test on a different day, you will use the Special Access setting, in the Availability Dates & Conditions area. Select "Manage Special Access" and use the setting "Allow selected users special access to this quiz" and click Add Users to Special Access and fill in the form.

10. Y can set how you would like to grade. You can allow the system to automatically grade it and send it to the Gradebook (you must attach a Grade Item for this function to work). If you do not want the students knowing their scores immediately, do NOT allow it to auto grade.

Quiz Title *	
Untitled	Attempts & Completion
Grade Out Of Due Date 1 point Not in Grade Book Description Edit or Link to Existing Add to Grade Book	Attempts 1 attempt allowed Manage Attempts Category
	No category ~
Questions	Notification Email To receive notifications when a quiz is attempted, enter
Add Existing V Create New V	Total Points 1
Select All Add V Mor	re To 🗸 More Actions 🗸
1 Example Question Multiple Choice	1 point Evaluation & Feedback
	Auto-publish attempt results immediately upon completion
	Synchronize to grade beek on publish
	When published, display to learners

You can use an auto grade feature later that will still grade for you, but that way it will only release the score when you are ready.

11. If you'd like students to see their results and feedback right away (such as which questions they got right or wrong, what the correct answer is, etc.) you will need to click on the Evaluation & Feedback area, and select your desired feedback in the "When publish, display tot learners drop down menu. Customize Quiz Results Displays option allows for different feedbacks to be released at different time. Ie. No feedback initially but the answer to all questions are released at the end of the week.

Evaluation & Feedback	•
Auto-publish attempt results immediately upon completion	Ø
Synchronize to grade book on publish	0
When published, display to learners:	
 Attempt grade 	-
and	
No questions	~
Customize Quiz Results Displays	
Learning Objectives	
No learning objectives	
Manage Learning Objectives	

12. It will bring up a menu that you can select what you would like them to see.

No questions	~	
No questions		
Incorrect questions only, with correct answ	wers	
Incorrect questions only, without correct a	answer	S
All questions, with correct answers		
All questions, without correct answers		

13. If you are done, click Save and Close.

The video <u>here</u> shows this process in action. Remember that it may differ slightly, but the instructions above match MSU's system exactly.

Respondus 4.0 for Uploading Tests: MSU also utilizes Respondus 4.0 for uploading tests. For more information, reach out to us at D2Lhelp@msutexas.edu.

