

# Creating Quizzes

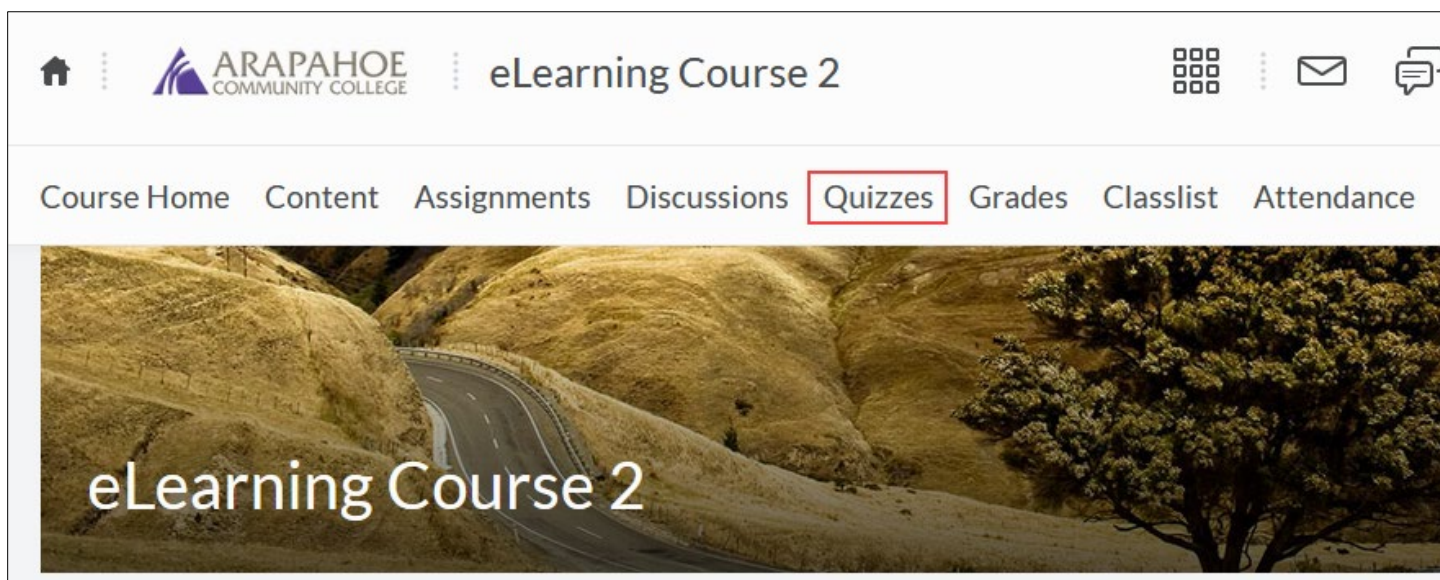
Creating a quiz involves a series of steps. After you name a quiz, you can access its tab menus to define general properties, restrictions, assessment, learning objectives, submission views and reports.

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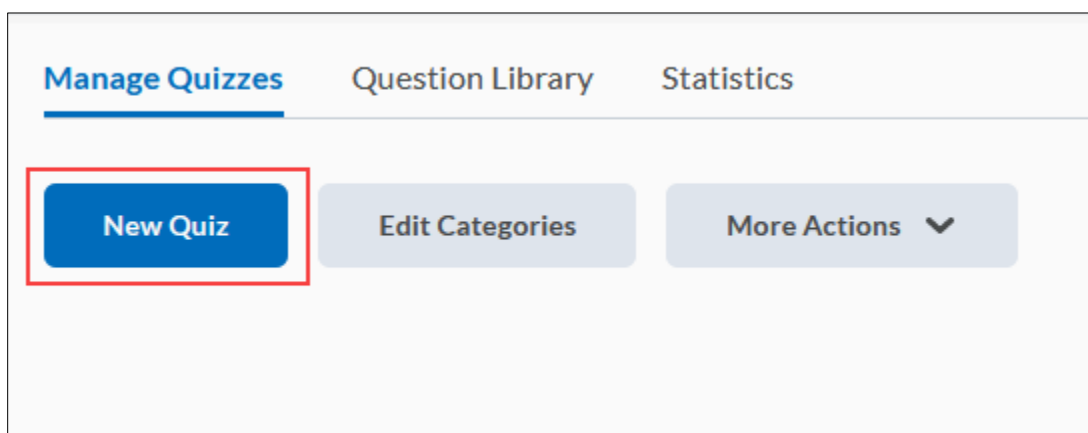
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## Create a quiz

**Step 1:** From the navigation bar, select **Quizzes**.



**Step 2:** On the **Manage Quizzes** page, select **New Quiz**.



**Step 3:** Enter a **Name** for the quiz.

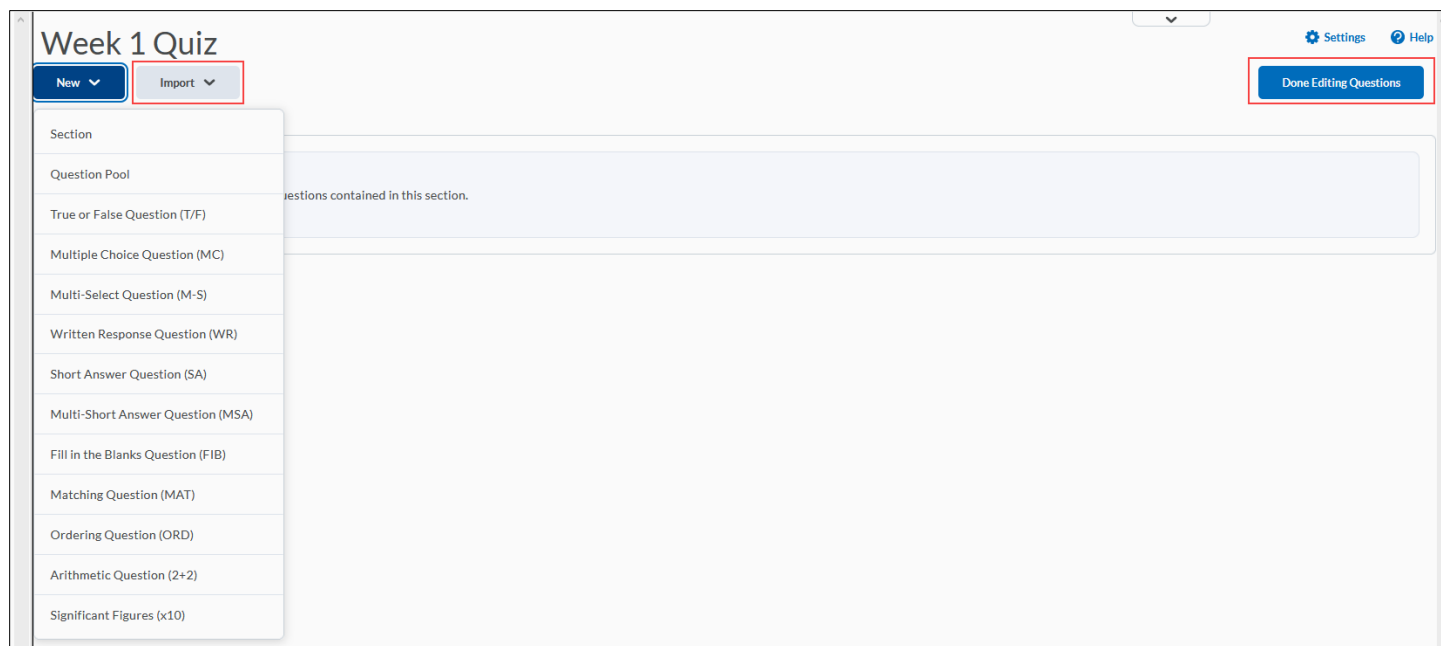
**Step 4:** Select a **Category** from the dropdown menu (optional) if you want to group your quiz with an existing category. If you have not set up categories for your quiz, you can also select **add category** to create a new category.

Select **Add/Edit Questions** to start adding your questions.

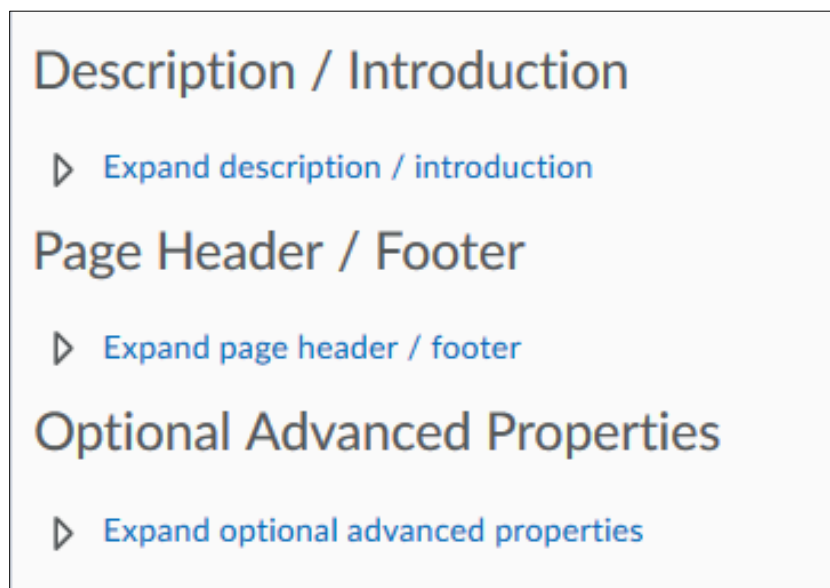
The screenshot shows the 'New Quiz' interface. At the top, there is a title 'New Quiz' with a dropdown arrow. Below the title are several tabs: 'Properties' (which is selected and underlined), 'Restrictions', 'Assessment', 'Objectives', 'Submission Views', and 'Reports Setup'. The 'General' section is active and contains two main input areas. The first is a text field labeled 'Name\*' with the text 'Week 1 Quiz' entered. The second is a dropdown menu labeled 'Category' with 'no category' selected, and a blue link '[add category]' with a help icon next to it. Below these fields is a section titled 'Quiz Questions' which contains the text 'This quiz is empty.' and a button labeled 'Add/Edit Questions'.

You can now create **New** questions using the appropriate options (question type) from the dropdown menu.

If you have existing questions in the **Question Library** that you would like to include in this quiz, select the **Import** button. When you have finished creating or importing questions, select **Done Editing Questions**.



**Step 5:** To add a **Description/Introduction** to the quiz, select **Expand description / introduction**. To add a **Page Header/Footer**, select **Expand page header / footer** (both optional).



**Step 6:** Select **Optional Advanced Properties** to select from the following options:

- **Allow hints:** Allows users to access hints to questions.
- **Disable right click:** (Ctrl-select on a Mac) Prevents users from printing quiz questions by right-clicking on a question when taking a quiz.
- **Note:** This option is not compatible with Macs when using Internet Explorer or Safari.)
- **Disable pager and alerts:** Users cannot access the Pager tool if they have a quiz attempt in progress.
- **Notification Email:** The email address or comma-separated list of email addresses specified in this field receive a message each time a user completes a quiz attempt.
- Select **Save** to save your changes before going to the **Restrictions** tab.

### Optional Advanced Properties

▼ Collapse optional advanced properties

Allow hints

Disable right click ?

Disable pager and alerts ?

Notification Internal Message

?

## Understanding Restrictions

### Dates and Restrictions

Unchecking the **Hide from Users** box allows users to see and take a quiz. You can specify a date range for which the quiz is available to users. You can also add quizzes associated with a date to your course calendar.

Properties **Restrictions** Assessment Objectives

Hide from Users

Due Date

Has Due Date

6/4/2020 2:34 PM Now

*United States - Denver*

Availability

Has Start Date

5/28/2020 8:34 AM Now

*United States - Denver*

Has End Date

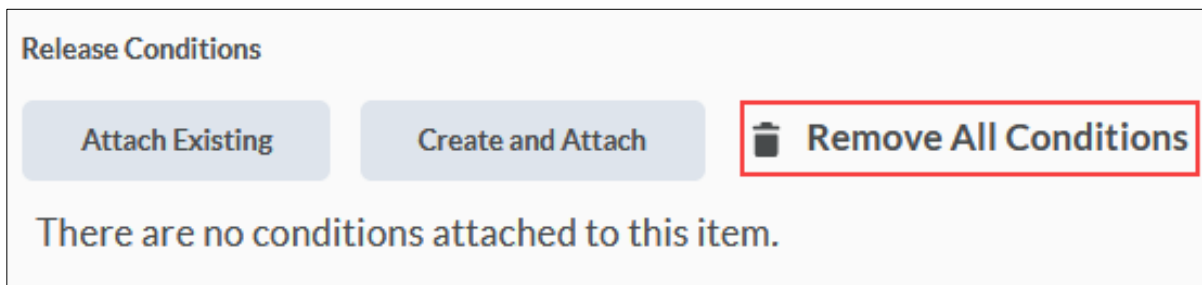
6/4/2020 2:34 PM Now

*United States - Denver*

Display In Calendar

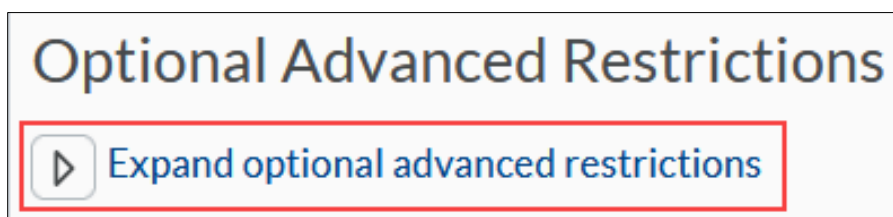
## Release Conditions

Create new, or attach existing release conditions if you want a quiz to be available to users only after they fulfill other specified tasks. Examples of release conditions include completing an Assignments submission, scoring a specified grade in a particular quiz, completing a survey, and being enrolled in a particular section. You can edit and change release conditions by selecting the **Remove** icon or **Remove All Conditions**.



## Optional Advanced Restrictions

To specify additional quiz restrictions, select **Expand optional advanced restrictions**.



- **Password:** To access a quiz, users must enter the same password you specify here.
- **IP Restriction:** Users can only access a quiz from the IP address you specify here. Leave fields blank to allow multiple IP address access points. Select **Add new IP Range** to add Start and End addresses.

## Optional Advanced Restrictions

Collapse optional advanced restrictions

**Password**

**IP Restriction (IPv4)**

IP Range Start	IP Range End	Delete
No IP Ranges have been defined for this Quiz.		

Add new IP Range

## Timing

You can specify a time limit that will be either recommended or enforced when users take the quiz.

### Recommended Time Limit

## Timing

Recommended Time Limit
  Enforced Time Limit

minute(s)

*Will be displayed before the quiz starts*

Show clock

Select this option to give students an unlimited amount of time to complete the quiz but provide a recommended length of time.



## Enforced Time Limit

Select this option to enforce a set amount of time to complete the quiz.

**Time Limit:** Enter a time limit for your quiz. The default time limit is 120 minutes.

**Grace Period:** Enter a grace period to allow users to submit their quiz without a late flag after the quiz time limit expires.

**Exceeded Time Limit Behavior:** If the student has not submitted the quiz by the end of the grace period, the quiz is flagged as having exceeded the time limit. You can choose from the following options:

- **Allow the student to continue working:** Student can continue working on the quiz attempt.
- **Prevent the student from making further changes:** Student can submit the quiz attempt without making further changes.

**Allow the student to continue working, but automatically score the attempt as zero after an extended deadline:** Student can continue working. Quiz will be automatically scored as zero after the specified limit.

### 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.

**Extended Deadline**

 ▼ minute(s) after the grace period ends

## Advanced Availability

You can search and assign specific users a different set of quiz availability dates and late submission properties. Special access properties enable you to increase the time limit for special-needs users and allow different start and end dates for individual users.

**Step 1: Select Add Users to Special Access.**

### Special Access

Type of Access

Allow selected users special access to this quiz

Allow only users with special access to see this quiz

Add Users to Special Access

**Step 2: Select the Special Access Properties you would like to assign. You will be able to modify the Due Date, Availability, Timing, and number of Attempts allowed.**

## Add Special Access to Quiz: Week 1 Quiz

### Special Access Properties

Due Date

Has Due Date

*United States - Denver*

Availability

Has Start Date

*United States - Denver*

Has End Date

*United States - Denver*

Timing

No changes  Recommended Time Limit  Enforced time limit

Attempts


Override attempts allowed

Attempts Allowed

Optional Advanced Attempt Conditions will appear if a number of attempts from 2 to 10 is applied.

**Step 3:** Select the **Users** you are allowing special access. Select **Add Special Access**.

### Users

Search For...  [Show Search Options](#)

<input type="checkbox"/>	First Name ▲, Last Name, Id
<input type="checkbox"/>	ACC Student19 (Id: student19)
<input checked="" type="checkbox"/>	ACC Student21 (Id: student21)
<input type="checkbox"/>	ACC Student22 (Id: student22)
<input type="checkbox"/>	ACC Student23 (Id: student23)
<input type="checkbox"/>	ACC Student24 (Id: student24)
<input type="checkbox"/>	ACC Student26 (Id: student26)

**Add Special Access**



**Step 4:** Select **Save** to save your changes.

### Special Access

Type of Access

Allow selected users special access to this quiz

Allow only users with special access to see this quiz

ACC Student21  

Always Available

**Save and Close**

## Understanding Assessment

### Assessment


**Automatic Grade:** Users can see quiz grade immediately after completion and submission.



**Grade Item:** Associates this quiz with a Grade Item in the grade book. You can select an existing grade item from the dropdown menu or create a new grade item by selecting **add grade item**. You can cause quiz scores to be automatically exported to the associated grade item by selecting **Allow automatic export to grades**.


**NOTE:** Please make sure that your grade item value matches the quiz point value.



**Auto Export to Grades:** The system can send auto-graded attempt scores directly to the grade book if a quiz is associated with a grade item.

### Assessment

**Automatic Grade**  
 Allow attempt to be set as graded immediately upon completion 

**Grade Item**  
Week 1 Quiz  [\[add grade item\]](#) 

**Auto Export to Grades**  
 Allow automatic export to grades 

**Student View Preview**  
 20 / 20 - A 

## Attempts

You can allow users one or more quiz attempts and calculate a grade based on their highest attempt, lowest attempt, first attempt, last attempt, or average of all attempts.

Select **Save** to save your changes.

### Attempts

**Attempts Allowed** ?

1

Optional Advanced Attempt Conditions will appear if a number of attempts from 2 to 10 is applied.

**Overall Grade Calculation**

Highest Attempt

## Understanding quiz objectives

You can associate a quiz with a set of learning objectives and a competency structure that was set up previously.

### Edit Quiz - Week 1 Quiz

Properties Restrictions Assessment Objectives Submission Views Reports Setup

#### Objectives

There are no associated learning objectives.

## Understanding Submission Views

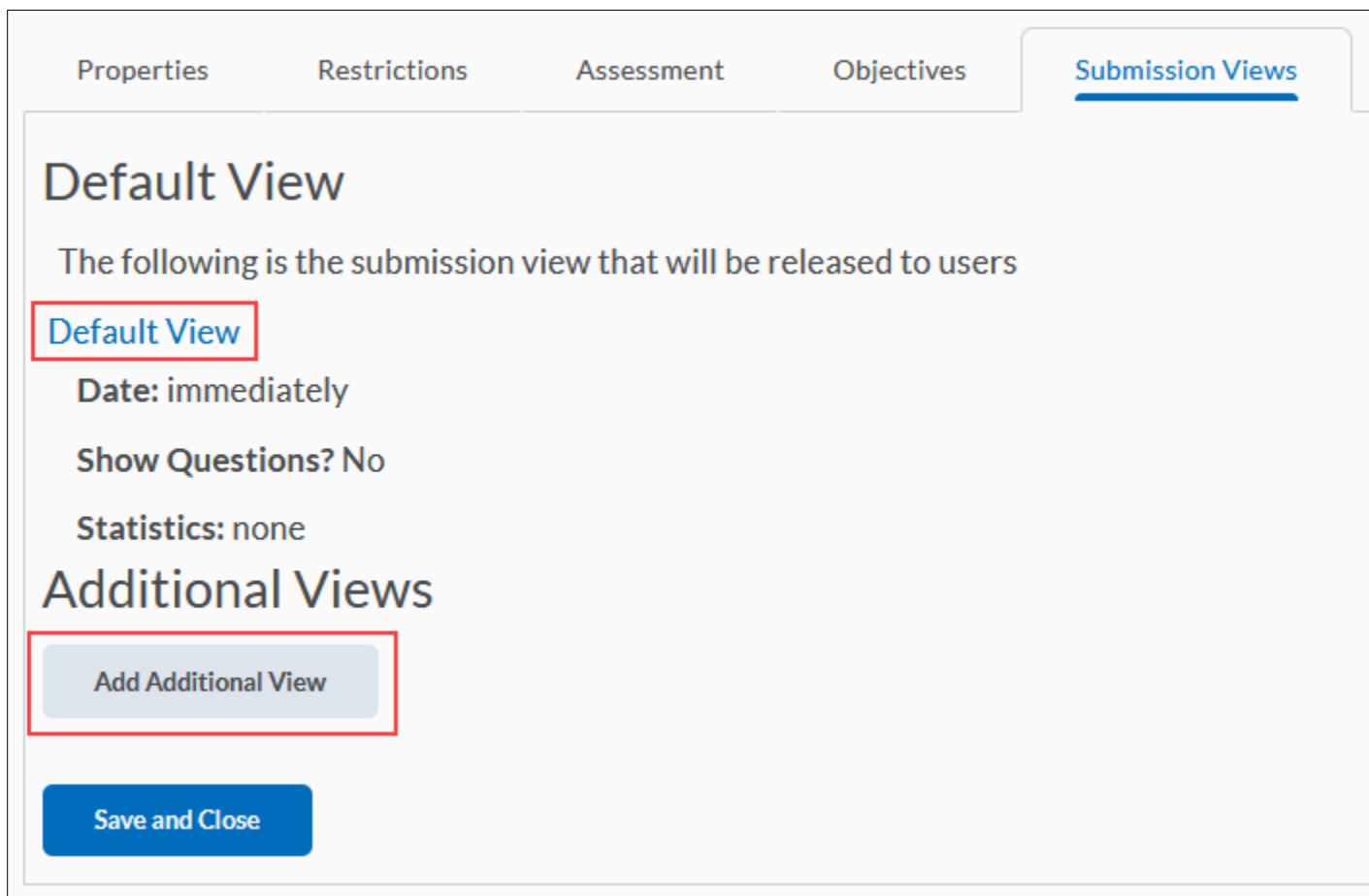
### Default view

A default quiz submission view will appear to users after each quiz attempt submission.

To make changes to the **Default View**, select it.

### Additional view

You create an additional view to use by selecting **Add Additional View**.



The screenshot shows a web interface for configuring submission views. At the top, there are five tabs: Properties, Restrictions, Assessment, Objectives, and Submission Views (which is selected and underlined). Below the tabs, the main content area is titled "Default View". Under this title, there is a descriptive sentence: "The following is the submission view that will be released to users". Below this sentence, there are three items listed: "Default View" (highlighted with a red box), "Date: immediately", "Show Questions? No", and "Statistics: none". Below these items, there is a section titled "Additional Views". Under this section, there is a button labeled "Add Additional View" (highlighted with a red box). At the bottom of the interface, there is a blue button labeled "Save and Close".

## Create an additional view

After selecting **Add Additional View**:

- In the **View Properties** section give the new view a name and add a message, (optional) that will display to users after each submission.

### Add View

#### View Properties

Name \*

Message

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Paragraph ⌵

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- In the **View Restrictions** section you may set a date and time to determine when users will see the submission view.
- You can also limit the **IP Address** and the amount of time (in minutes) that the view will be available (**Limited Duration**).

### View Restrictions

Date

5/28/2020

9:54 AM

Now

United States - Denver

IP Address

IP Restriction (IPv4) ?

Limited Duration

Limit the amount of time (in minutes) for which this view is available after the quiz is submitted

minutes

In the **View Details** section, under **Show Questions?**, after selecting **Yes**, you can customize settings to:

- **Show questions answered incorrectly**
- **Show questions answered correctly**
- **Show all questions without user responses**
- **Show all questions with user responses**
- **Show question answers**

You can also choose whether or not to:

- **Show question answers**
- **Show question score and out of score**

Whether you select **Yes** or **No**, you can choose to **Show attempt score and overall score** and **Show class average** and **Show score distribution** (under Statistics).

After changes are made, select **Save**.

### View Details

**Show Questions?**

Yes

Show questions answered incorrectly ?

Show questions answered correctly ?

Show all questions without user responses ?

Show all questions with user responses ?

Show question answers ?

Show question score and out of score

No ?

**Score**

Show attempt score and overall attempt score ?

**Statistics**

Show class average

Show score distribution

Save

Cancel

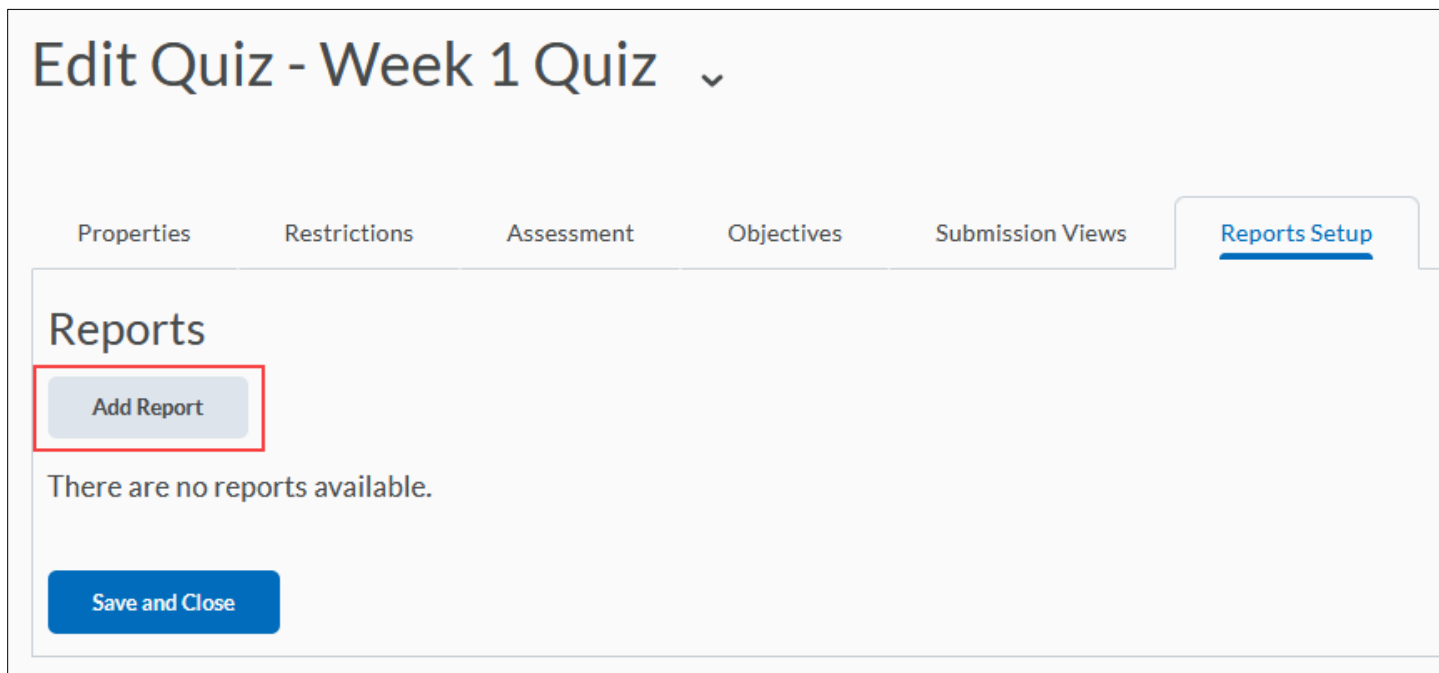


## Understanding Reports Setup

Use quiz reports to gather information on user performance. Quiz reports are different from quiz statistics; they collect and present more types of information than is available through statistics. Choose a report type to display question statistics, question details, users statistics, attempt details, or user attempts. You can also select a release date and choose which roles have permission to view each report.

### Create a Report

Select **Add Report**.



The screenshot shows the 'Edit Quiz - Week 1 Quiz' interface. At the top, there is a title 'Edit Quiz - Week 1 Quiz' with a dropdown arrow. Below the title, there are several tabs: 'Properties', 'Restrictions', 'Assessment', 'Objectives', 'Submission Views', and 'Reports Setup'. The 'Reports Setup' tab is selected and highlighted with a blue underline. Underneath the tabs, the word 'Reports' is displayed. A button labeled 'Add Report' is highlighted with a red rectangular box. Below the button, the text 'There are no reports available.' is shown. At the bottom left, there is a blue button labeled 'Save and Close'.

Type in a **Report Name** and select a **Report Type**:

**Question Statistics** includes options for:

- Display class average
- Display score distribution
- Include bonus questions
- Show Out Of value
- Display Standard Deviation
- Display Point Biserial
- Display Discrimination Index

## New Report

Report Name \*

Report Type

Question Statistics

Display class average ?

Display score distribution ?

Include bonus questions ?

Show Out Of value ?

Display Standard Deviation ?

Display Point Biserial ?

Display Discrimination Index ?

Question Details includes:

- Display difficulty for each question
- Include text responses
- Include bonus questions
- Display private comments from sections
- Display Standard Deviation
- Display Point Biserial
- Display Discrimination Index

Question Details

Display difficulty for each question ?

Include text responses ?

Include bonus questions ?

Display private comments from sections ?

Display Standard Deviation ?

Display Point Biserial ?

Display Discrimination Index ?

Users Statistics includes:

- Display class average
- Display score distribution
- Display Org Defined ID

Users Statistics

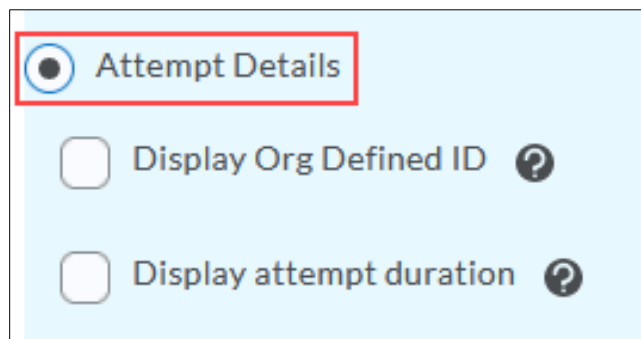
Display class average ?

Display score distribution ?

Display Org Defined ID ?

**Attempts Details** includes:

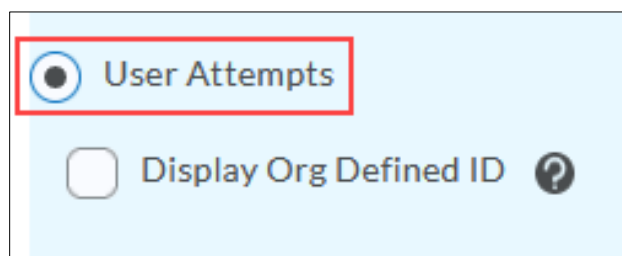
- Display Org Defined ID
- Display attempt duration



A screenshot of a configuration panel with a light blue background. At the top, the text "Attempts Details" is next to a radio button that is selected and highlighted with a red rectangular box. Below this, there are two unchecked checkboxes. The first checkbox is followed by the text "Display Org Defined ID" and a question mark icon. The second checkbox is followed by the text "Display attempt duration" and a question mark icon.

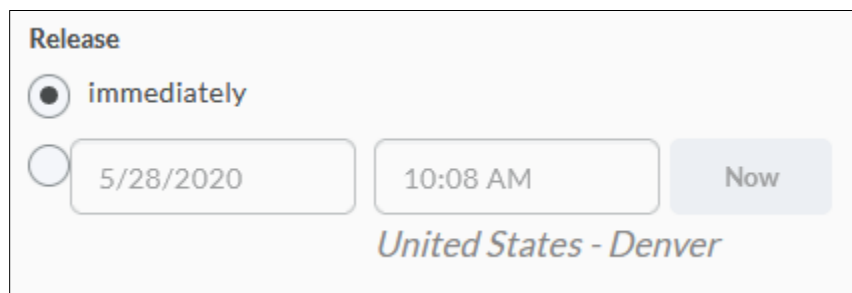
**User Attempts** includes:

- Display Org Defined ID



A screenshot of a configuration panel with a light blue background. At the top, the text "User Attempts" is next to a radio button that is selected and highlighted with a red rectangular box. Below this, there is one unchecked checkbox followed by the text "Display Org Defined ID" and a question mark icon.

In the **Release** section you can choose to **immediately** release the report after a quiz submission, or enter an alternate date and time.



A screenshot of a configuration section titled "Release" with a light gray background. It features a selected radio button labeled "immediately". Below it, there are two unselected radio buttons. The first is followed by a text input field containing "5/28/2020". The second is followed by a text input field containing "10:08 AM". To the right of these fields is a button labeled "Now". At the bottom of the section, the text "United States - Denver" is displayed in a smaller, italicized font.

In the **Release Report To** section, select the check boxes next to the roles you want to release the report to.

Select **Save** to save your report.


### Release Report To

<input type="checkbox"/>	Role
<input type="checkbox"/>	administrator
<input checked="" type="checkbox"/>	Instructor
<input checked="" type="checkbox"/>	Student
<input type="checkbox"/>	Designer II
<input type="checkbox"/>	Ed Tech 2020

Finally, you can select **Save and Close** to save all your quiz edits and go back to **Manage Quizzes**.

Properties   Restrictions   Assessment   Objectives

### Reports



<input type="checkbox"/>	Week 1 Quiz
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**Report Type:** User Attempts

**Release:** immediately