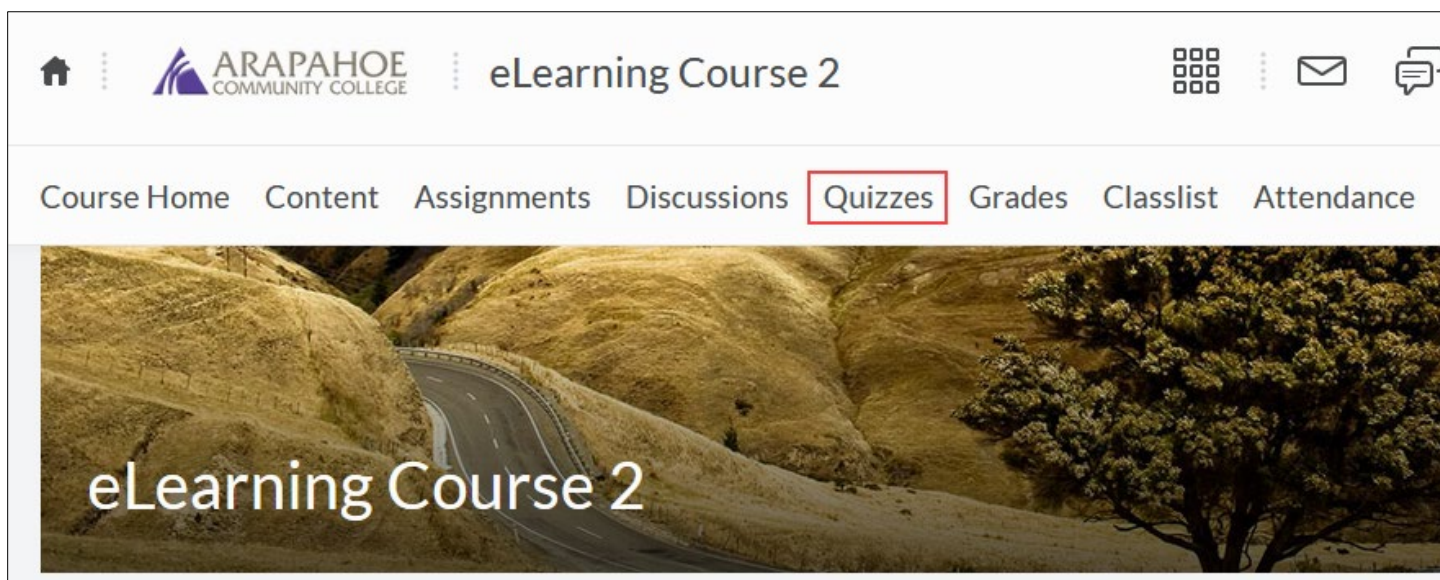# Creating Quizzes

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.
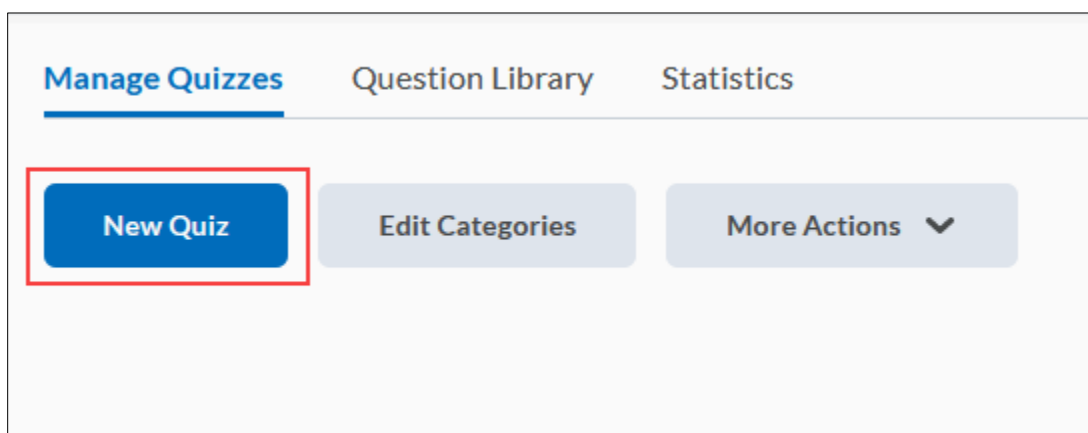
Contents

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.

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.**
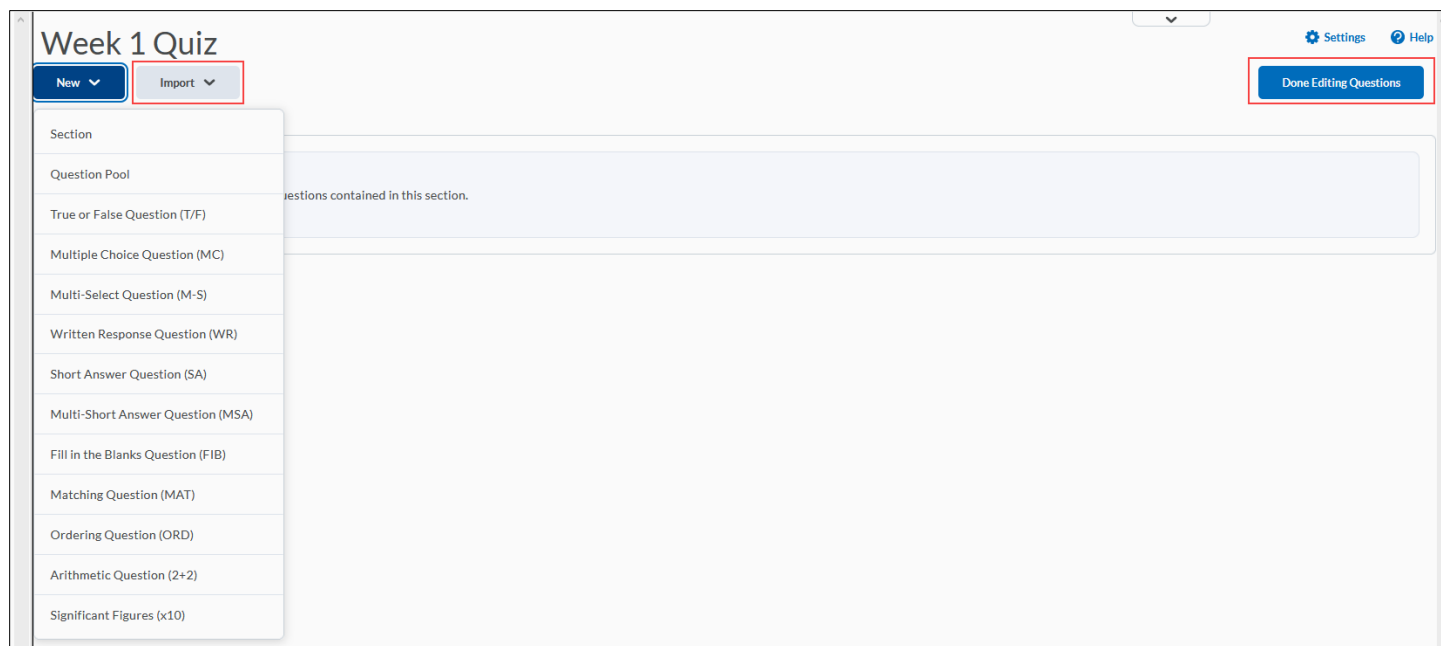
Step 5: To add a **Description/Introduction** to the quiz, select **Expand description / introduction**. To add a Page Header/Footer, select **Expand page header / footer** (both optional).
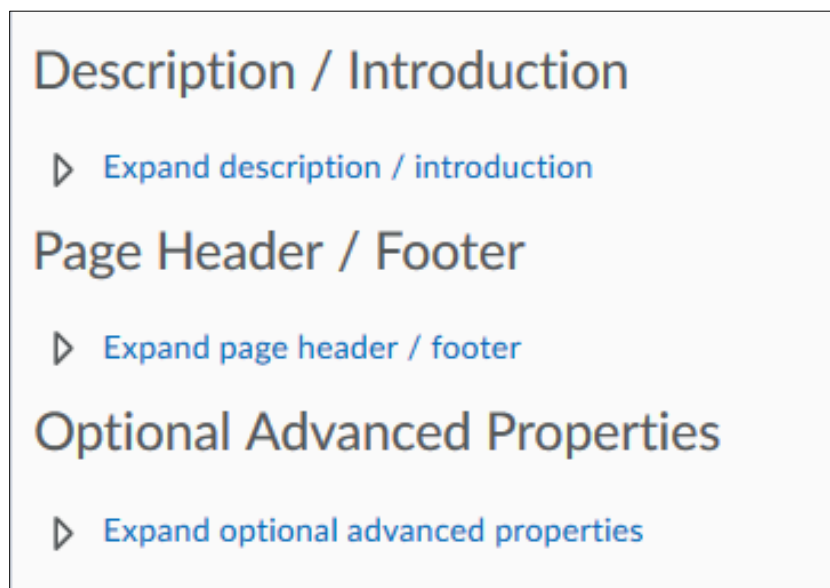
Step 6: Select **Optional Advanced Properties** to select from the following options:

- **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

[   ] ❓

Save and Close   Save   Cancel

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.

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**.
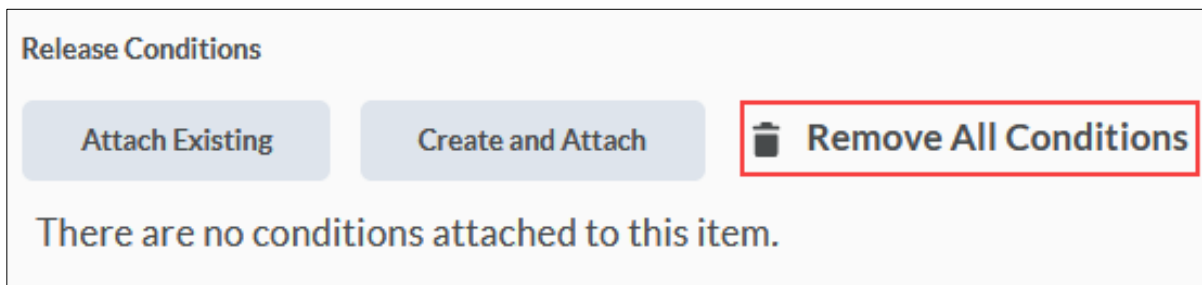
Optional Advanced Restrictions

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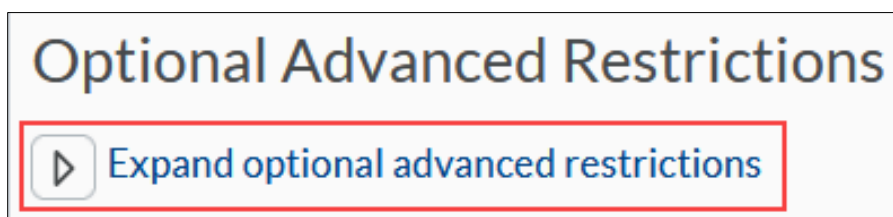
- **Password**: To access a quiz, users must enter the same password you specify here.
- **IP Restriction**: Users can only access a quiz from the IP address you specify here. Leave fields blank to allow multiple IP address access points. Select **Add new IP Range** to add Start and End addresses.

Timing

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

Recommended Time Limit

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

Revised: May 28, 2020

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.

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**.

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.

Revised: May 28, 2020

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

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

Revised: May 28, 2020

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.

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.

Understanding quiz objectives

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

Revised: May 28, 2020

Understanding Submission Views
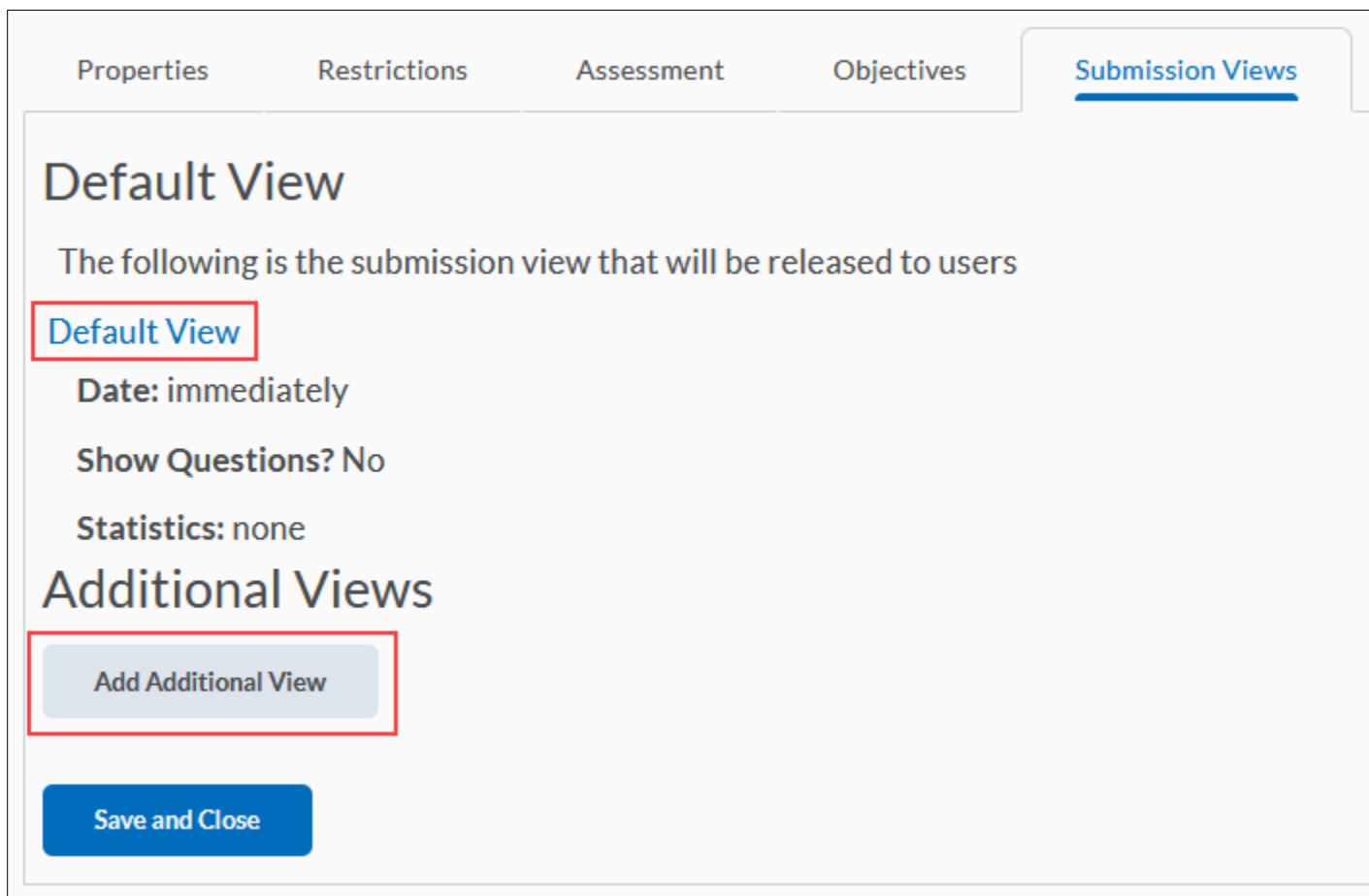
Default view

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.**

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.

- 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)**.

Revised: May 28, 2020

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**.
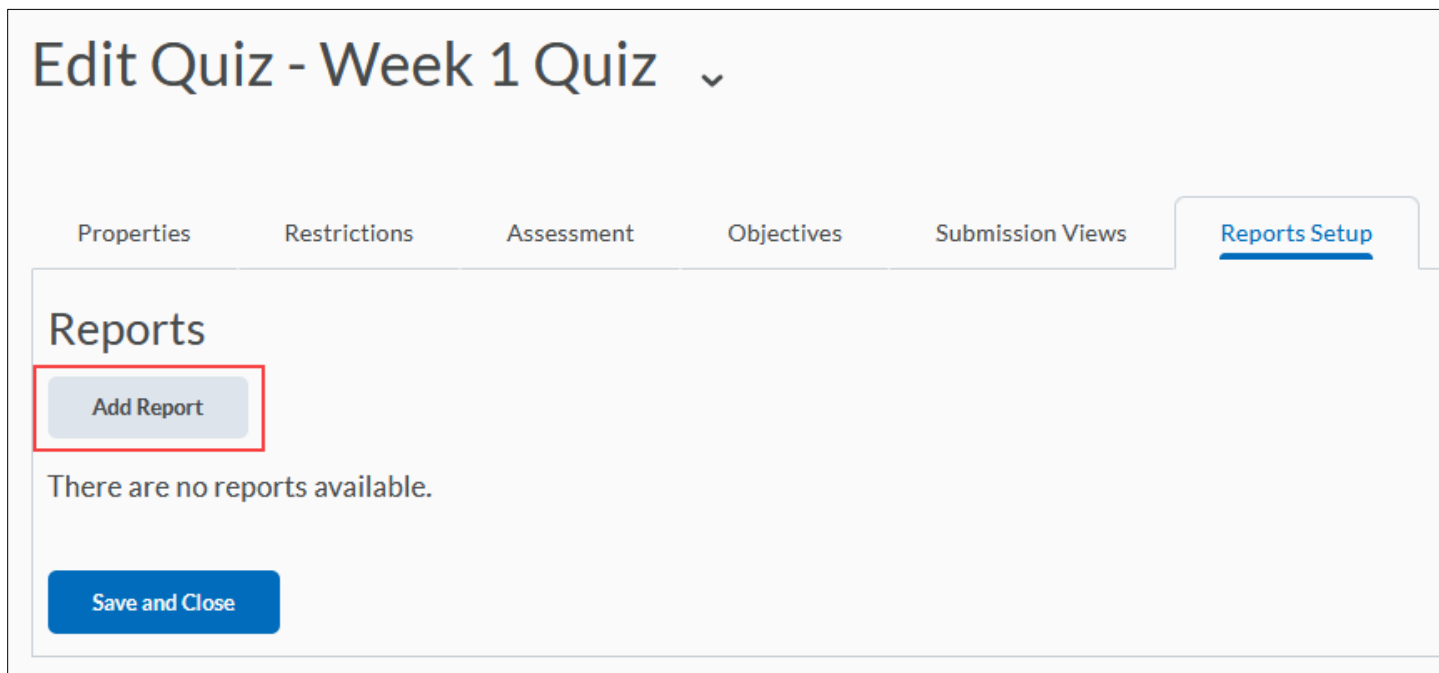
Understanding Reports Setup

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**.

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

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

Users Statistics includes:

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

Revised: May 28, 2020

Attempts Details includes:
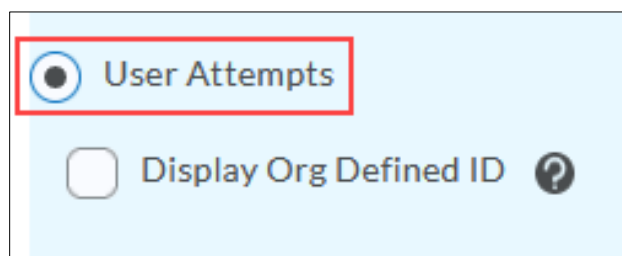
- Display Org Defined ID
- Display attempt duration
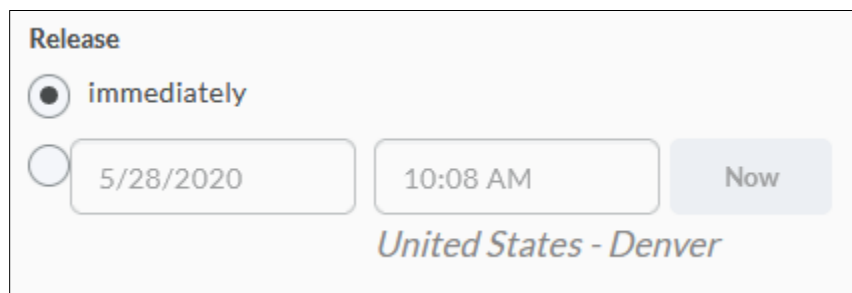
User Attempts includes:

- Display Org Defined ID

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

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.

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

Revised: May 28, 2020