Quizzes

The electronic version of this PDF has a clickable Table of Contents and other bookmark links.

Table of Contents

Definitions

Desire2Learn (D2L) – The corporation that develops and supports the uiuLearn learning management system (LMS) web site. The shorter acronym "**D2L**" is used when referring to the uiuLearn LMS.
Brightspace – The official brand name of the LMS developed by D2L Corporation.

uiuLearn – UIU's own D2L Brightspace LMS web site that contains Upper Iowa University (UIU) online courses and related content.

Who is this tutorial for?

Audience: Instructors who want to use the Quizzes feature to the fullest extent in D2L.

Difficulty: Exercises are simplified for novice users, but even experienced D2L users will learn things they didn't know in this tutorial.

Content Scope: Question Library setup, creating Quizzes, importing questions from a standalone Quiz or external Question Library resource, Quiz security features, Quiz statistics, and user experience (UX) techniques that not only help students succeed, but also make an Instructor's work more efficient. This tutorial does not cover Rubrics.

Format: Easy-to-understand information with step-by-step exercises and D2L video links scattered throughout.

Introduction

The D2L Quizzes tool offers flexibility and efficiency with robust security features that make it an excellent tool for learning assessment. With the ability to auto-export scores to the gradebook, it creates a lasting record of academic performance—no file drawers taking up space in your office. It also provides statistics that will help you weed out "bad" questions and refine your assessment or perhaps tweak teaching strategy or course materials. ***Most publishers have D2L-compatible Quiz questions that can be imported from textbook sources, so ask your publisher salesperson about this.***

This tutorial covers:

- ***Question Library (QL):*** organization strategy, labeling, importing questions, and QL setup
- ***Quizzes:*** question types, quiz setup, gradebook associations, answer views, statistics, and quiz security features
- ***Related Issues:*** consistency in quiz-associated labeling, best practices such as Preview Quiz and accessibility

Why should I write my own quiz questions?

Especially since the advent of the internet, cheating has become a big academic issue. To best assess learning, develop your own unique quiz questions each time you teach a course. For more on this subject, read the May 2018 Inside Higher Ed article *Learning Tool or Cheating Aid?* by Lindsay McKenzie. If you import questions from a textbook source, edit them sufficiently to reduce the possibility of cheating.

Skip to Importing Quiz Questions to the QL

Question Library (QL)

You can always create a stand-alone quiz with questions that don't exist in the QL, but once you set up a library of questions, you will be able to quickly and easily pull questions from any section in the library to create a quiz. You can create, edit, and store questions for use in Quizzes in the QL, and especially if

there are several learning resources your quiz questions will focus on or be taken from, the QL offers great flexibility, efficiency, and organizational features.

To navigate to the QL, click Quizzes, then click the Question Library tab.

QL Organization

For optimal usability, planning an organization strategy for your QL is a must. For example, if your course resources include two textbooks, a web site, and some scientific journal articles, all of which you intend to quiz students on, you can have a separate QL Section for each resource, and if needed, you can create subsections for things like chapters. ***Organizing properly will enable you to quickly build a quiz using questions from one or all QL Sections, but only if labels clearly convey what's behind the proverbial QL curtain.*** In the case of comprehensive midterm or final exams when you want questions from all resources on all subjects, a QL really facilitates efficiency.

Section Titles/Labels

The QL Section Titles you choose to label the question folders are key to efficient QL use. Use clear, descriptive labels for Section folders so you always know where the questions came from or what course resource, topic or activity they are related to. *Chronological labels may possibly also help (e.g., Week 1), but using this as the only descriptor may be confusing if you ever change textbooks, need to reorder your lectures, etc.* Additionally, if someone takes over your course, having a structure that identifies the questions' relationship to course resources or other course activities will help them tremendously.

Navigation

The Question Library has two primary navigational areas: (image below)

Sidebar: The sidebar to the left of the page offers quick toggle open/close access to see subsections inside the main Section folders. Click on the "+" toggles to open/close Sections—if there is no toggle, there are no subsections. Click on the section names to open them for viewing in the main work area to the right of the sidebar. The screen shot below shows the sidebar on the left. The toggle for Textbook 1 has been clicked to reveal subsection folders for Chapters.

NOTE: Subsection Titles in the image below include the textbook name, chapter numbers, and subject information. This strategy of labeling will really help if you accidentally move items to the wrong folders.

QL Main Work Area: Sections in the main work area of the QL are indicated with a folder icon.
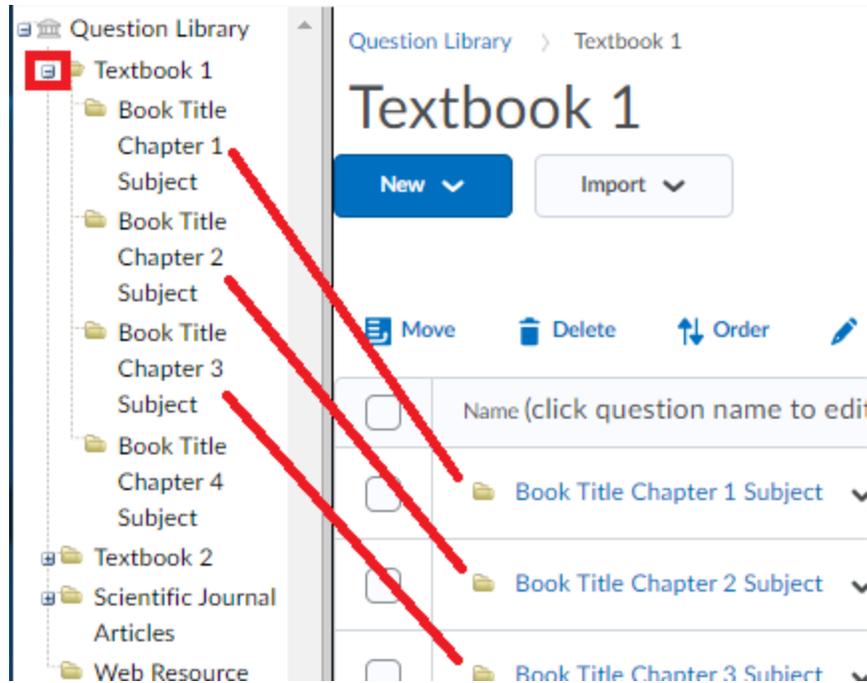
Creating Sections

When you have decided how to organize your QL, start creating Sections that will ultimately contain quiz questions. Let's create some sections.

1. Go to the Question Library by clicking Quizzes→then select the QL tab→click the blue New button→select Section from the dropdown menu.

Filename: Quizzes | Author: Jude Gustafson | Updated: 12/9/2019
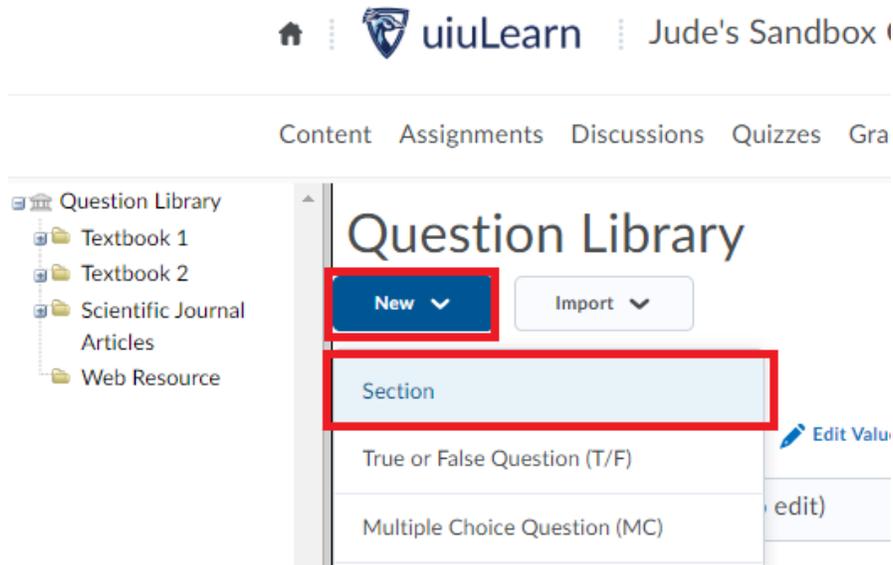
2. Type the Section Title into the textbox→make other desired optional additions and selections→ click the Save button.

NOTE: *Putting information such as year of publication, edition identifiers or publisher's web address in the Section Text area may be helpful to you in the future.*

Moving Sections

3. Back on the QL page, we see the new Textbook 1 Chapter 4 Section has been added, but it should be a subsection of Textbook 1. To reorganize Sections, select the checkbox to the left of the item to be moved→click the Move menu item above the table.

4. On the Move Objects window, click the Section location to which you want to move the item. In this example, we select the Textbook 1 Section.
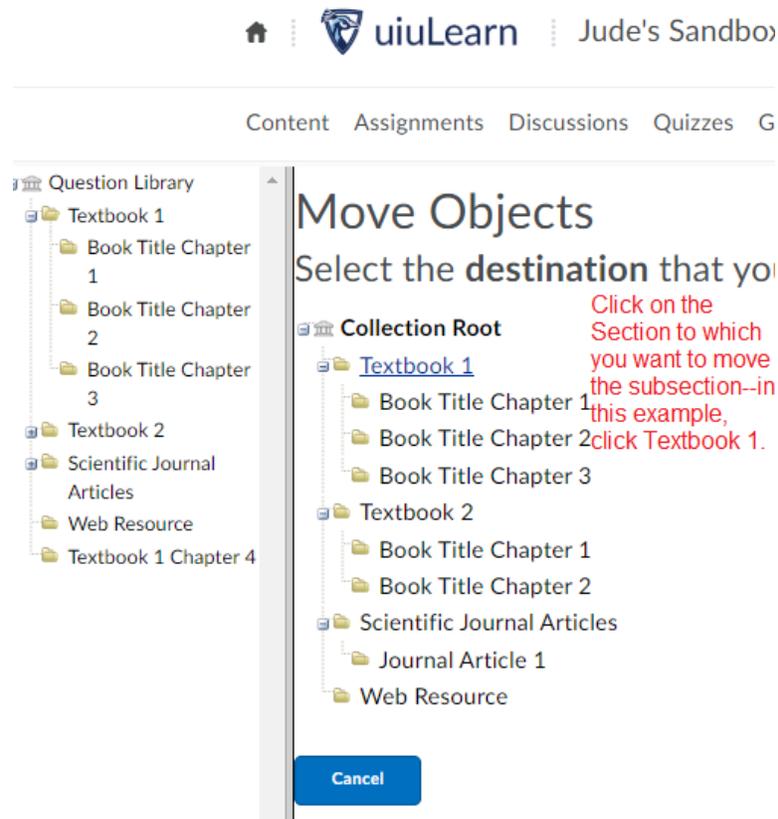
Editing QL Section Titles

1. (image below) Following on from the previous exercise, on the main QL page, if you click the sidebar toggle for Textbook 1, you will see the new item is now a subsection and is in the proper location. However the Section Title doesn't match the naming convention of other Chapter Sections. To edit a Section Title, click the name of the Section in the sidebar→click the down arrow to the right of the item to be renamed→click Edit.
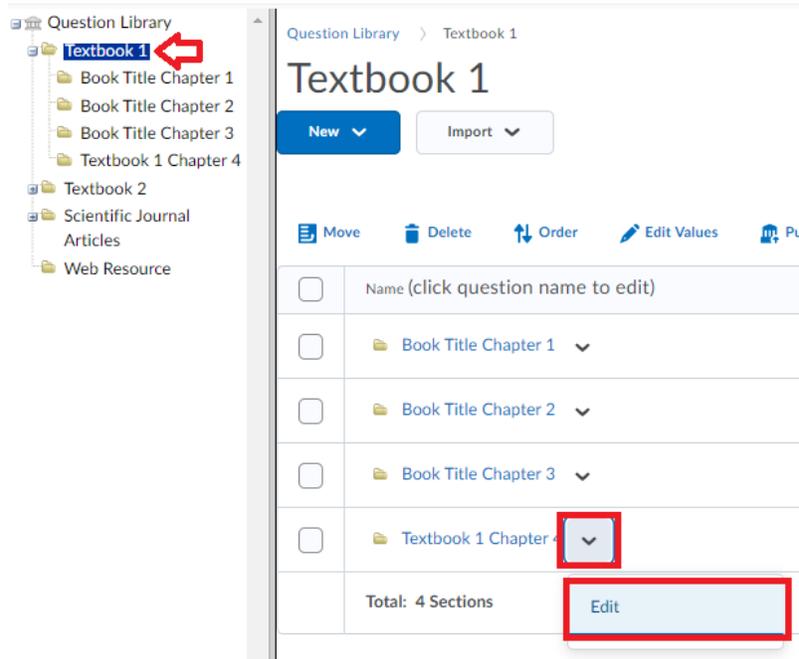
5. Type the correct Section Title→click Save. When finished, you will see the Section is in the proper QL location and named correctly.

[Back to Table of Contents](#)

Reorder Sections

6. If you wish to reorder your Section list, click on the Section you wish to reorder (stay on the QL main page if you want to reorder top Section levels)→click the Order icon above the table.

7. Click the checkbox to the left of the item to be moved→click the up/down arrows on the right until the item is in the proper location→click the Save button.

Moving Standalone Quizzes to the QL

If you already have standalone Quizzes created, it's easy to move questions from them to the Question Library.

Click Quizzes→click the the Question Library tab→for purposes of organization, click the blue New button→click Section and type a name that clearly identifies the Quiz (e.g., Wk 3 Digestive System Pre-Exam Quiz)→back in the Question Library, click on the Quiz section you just created→click Import→click Browse Existing Questions→click Source: copy test→click the name of the quiz you want to import into the QL→click the checkboxes to the left to select the questions you want to import to the QL→click Add.

Importing External Resource Quiz Questions to the QL

If you have a textbook that provides D2L-compatible test questions, you can easily import zip files exported from their web sites into D2L to your QL. When you shop for textbooks, if you want this option, make sure to find out if the books you are considering have D2L-compatible question libraries. Imported questions can be easily edited to make them unique. For more information on textbook questions and cheating, see the above section titled Why should I write my own quiz questions?

1. Export a D2L-compatible question zip file from your textbook provider web site and save it on your computer.
2. Navigate to the QL by clicking Quizzes→then click the Question Library tab. By default, you will land on the main QL page.
3. If you want the new question Section to be located in the main QL (not a subsection), just remain on the main QL page. If you want it to be a subsection of another Section, click on the Section you wish to import the questions to. Remember, you can always move it to another location later.

4. Click the Import button→select Upload a File.
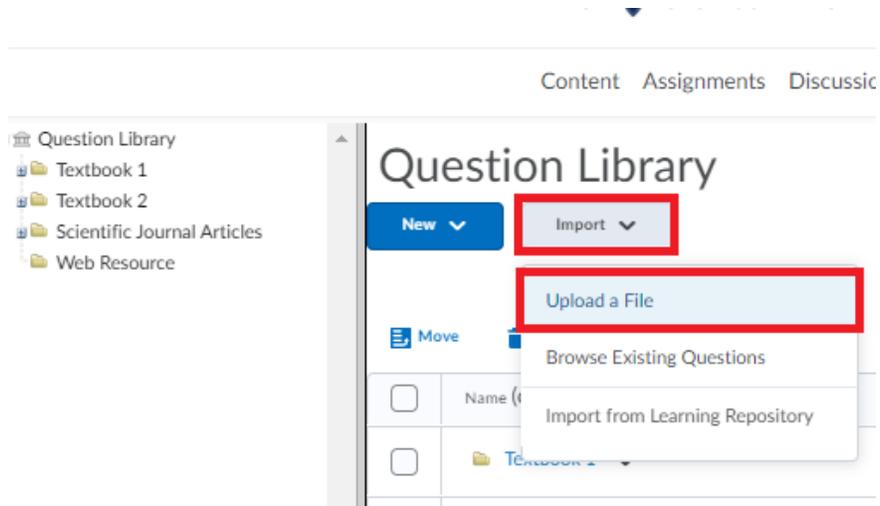
5. Now, you can either click (hold), drag & drop your textbook question zip file OR click the Browse button to search your computer for the zip file (or .csv). WAIT until you will see the processing is done.
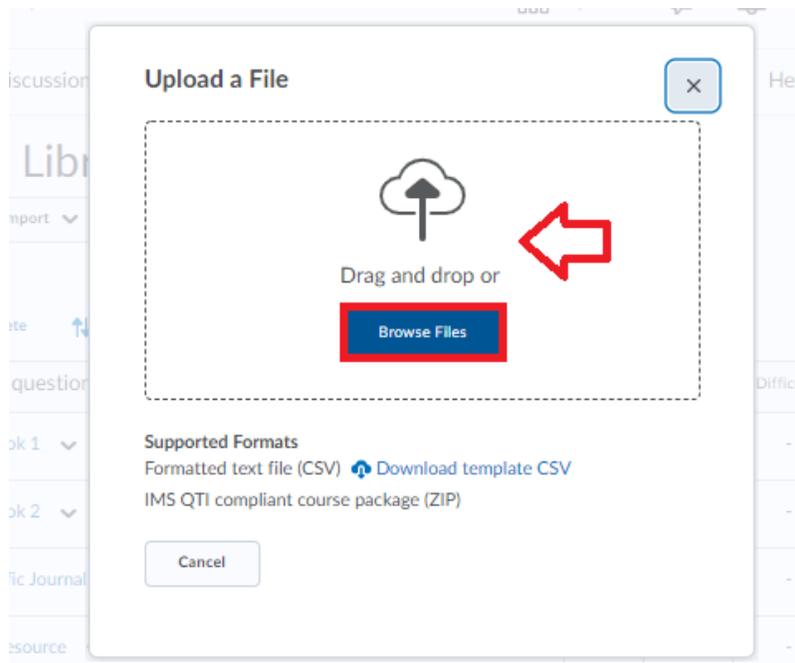
6. When you see the "Upload Complete" message, click the Import All button.

Wait until you see the Upload Complete message.
Upload a File

Upload Complete!

Found 96 questions and 1 sections   Review

Import All   Cancel
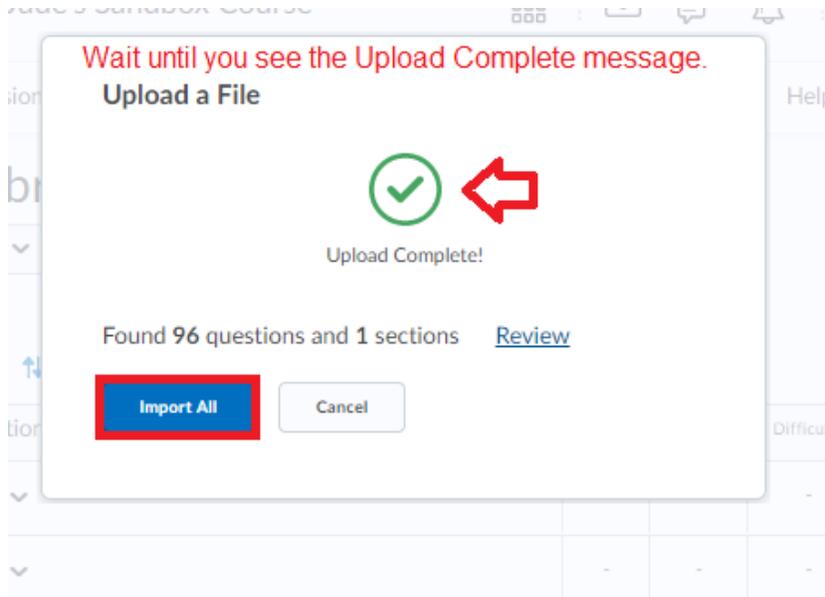
7. Refresh your browser to see the new folder. Click on the folder to view its contents. If you wish to reorganize QL contents, see Moving Sections and Reorder Sections above.
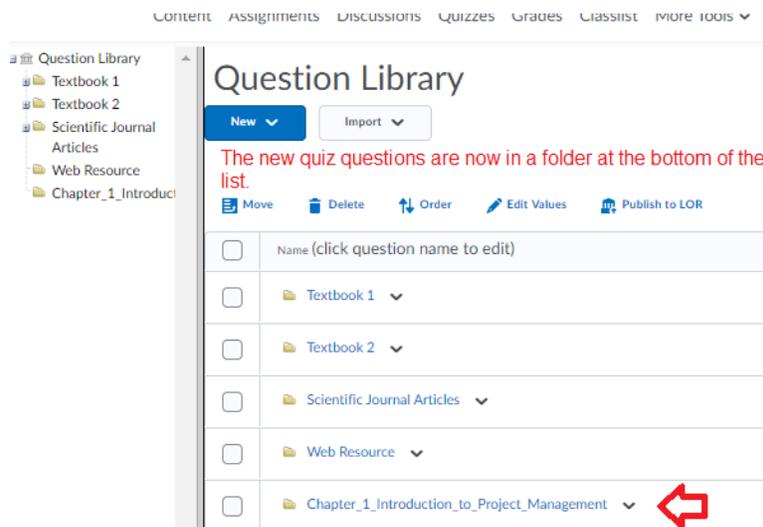
Quiz Accessibility Features

D2L Quizzes Special Access feature makes it easy for you to provide flexibility for students with disabilities. For example, you can specify date/time of availability to coordinate with proctors, you can allow additional time and/or also allow additional attempts for specific students. Step-by-step instructions for accessibility feature setup is covered in the Creating Quizzes section below.

Quiz Security Features

Creating your own unique quiz questions for each new session you teach is a cheater-proof essential mentioned earlier, but there is a lot of functionality built in to D2L that can help you feel more certain that quiz scores reflect the level of actual learning taking place in your classes. Step-by-step instructions for security feature setup are provided in the Creating Quizzes section, but considerations noted here will help you implement the best strategy for different assessments.

Before creating Quizzes, consider which features you want to use based on the type of quiz. For example, you won't want to shuffle questions (or answers) for a pre-exam quiz that requires students to work together. An informal practice exam type assessment might have unlimited attempts, and you may also want to enable hints or let students see answers to questions. Conversely, for a final exam, you probably will want to use all of the security features available with only one attempt, and maybe even wait to release grades until everyone has taken the exam. Remember to keep behavioral factors in mind; students may get used to one specific format (e.g., one question per page), so you may wish to strive for format consistency—it's up to you.

D2L's quiz security options include:

- 1 question per page
- Shuffle questions
- Random answers (not recommended—yields limited statistical outcomes)
- No backward movement
- No right click
- Time limits
- # of Attempts
- Password

Creating Quizzes

In addition to solid security options, D2L offers great testing flexibility with functionality that facilitates efficiency, creativity, and security. Here are some of the advantages of D2L's Quizzes Feature:

- 11 different question types
- media access to add images, videos, web links or documents to exams
- import quiz questions, pull questions from your Question Library or write your own questions
- auto-export scores to gradebook option
- class and user-specific statistics for whole quiz and specific questions
- student view of answers
- accessibility options for time and attempts flexibility for students with disabilities
- passwords
- start/end date and time (NOTE: end date is not the due date—students cannot access/take the quiz after an end date unless provided special access)

Quiz Question Types

There are 11 question types, many of which can send scores to the gradebook immediately after quiz submission.

- True/False
- Multiple Choice (only one correct answer)
- Multiple Select (more than one correct answer)
- Written Response
- Short Answer
- Multi-Short Answer
- Fill in the Blanks
- Matching
- Ordering
- Arithmetic
- Significant Figures

Quiz Statistics

Quiz statistical outcomes provide important learning assessment insights. They have potential to also point out problem quiz questions or potentially can also demonstrate the need to review curriculum alignment.

Back to Table of Contents

Best Practices Tips

- **UX Tip**: **Organization** and **consistency in content presentation** from one course to another makes digital content predictable, and therefore, facilitates efficiency and success. Although flexibility should be allowed for special instructional content, when faculty members work together to create general content standards, they can actually improve the likelihood for student success. With regard to Quizzes, as of Dec 2019, some UIU online Instructors create links to Quizzes in Content modules. Others don't refer to Quizzes in Content modules at all, <u>so students have to have a course schedule available to make sure they don't accidentally miss a quiz</u>, and students also need to know how to access these assessments from the Quizzes menu item. When courses are set up in very different ways, navigation can be confusing and slow down progress. If possible, coordinate with your Program Chair or Dean to see if there are content standards you should follow. Ultimately, best user experience (UX) could be facilitated by basic campus-wide standards so that no matter what online course a student takes from any UIU School, the experience is "intuitive" in organization and setup.
- A page of **Quiz Details** appears each time a student opens a Quiz. ***Encourage your students to read the details of the Quiz Details page carefully so that they know important limitations such as how much time and how many attempts they will be allowed***.
- ***Quizzes should all be tested in Preview mode.*** Instructors should walk through the Quiz Preview each time a quiz is built to make sure it is set up and working properly for students. To perform a Quiz Preview, quick Quizzes→on the Manage Quizzes tab, click the dropdown arrow to the right of the Quiz to be previewed→click Preview.

Support Resources

D2L Support

Need assistance using uiuLearn? Chat with D2L support at any time, 7 days a week, 365 days a year. (image below) Simply click the "More" dropdown menu, click Help, then select **Live Chat** w/Tech Support. Call D2L support at 877-325-7778 or [click here](#) to submit a request form for D2L support. ***Tutorials are available for students and faculty on the*** [D2L Brighspace web site](#).

Filename: Quizzes | Author: Jude Gustafson | Updated: 12/9/2019
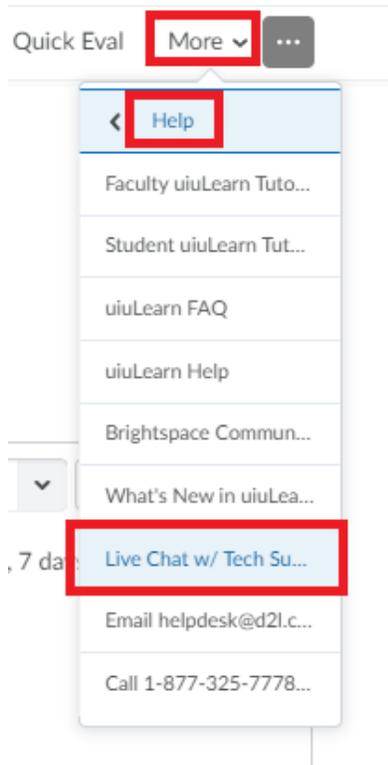
UIU Support

Create a [Helpdesk](#) support ticket.

UIU Instructional Designers and Areas of Responsibility

Kristal Davenport: CJ, PA, HS, SOC, Liberal Arts Self-paced
Jeff Childs, Caryl Cushion, & Erin Yourison: ACCT, BA, CS, ECON, FIN, GRAF, HSA, IS, IT, MBA, MKT, NUR, SA, SE
Michelle Klingfus: PSY
Eryn Ische: EDU, ECE, EXSS, FYS, HEA, SPED
Noriza Abu Hassan Shaari: BIO, CHEM, ES, GEOG, GEOL, MATH, PHY, Sci/Math Self-paced
Jared Roller: ANTH, ART, COMM, ENG, HIST, MUS, PHIL, PS, REL, SPN, THE

UIU LMS Administrator

Jude Gustafson gustafsonj72@uiu.edu

[Back to Table of Contents](#)