

Offline D2L Quiz Preparation

Open this document with **Acrobat Reader** on your computer.

D2L expects a comma separated values format ("csv") for imported text questions developed with this online form.

Objective type questions are easy for a computer to score. This document helps you see how multiple choice, multiple selection, true-false, matching and ordering questions can be created outside of d2l and imported into the **Question Library** of any class shell. Two other question types are short answer and long answer which the instructor must manually grade.

Each question type in this document has an input page and an **Add to Collection** button which appends your question to the **Question Collection** field. You can edit the question and add it to the collection. Carefully use the button to clear all all fields on each question page (only after you have used the Add to Collection feature).

When you are ready, click in the Collection field, use Edit > Select All > Edit > Copy. Your quiz text is now on the Clipboard. Open either Notepad (Windows) or TextEdit (Macintosh) and use Edit > Paste and then File > Save As to open the save as dialog box. Instead of the .TXT extension use .CSV instead (this is a critical step).

Create **Sections** in the **Quiz Library** to hold related questions, open this folder and use the **Import** button > **Import Source is From a D2L Text Format File** > **Choose File** to locate your csv document. Create new quizzes of the sections. See the last section of this form for additional details.

NOTES:

- 1) Do not add A) B) C) etc to the possible responses. D2L will add these references later.
- 2) Copy questions from word processing files one segment at a time, i.e. copy the question and paste to this form, copy each individual response and paste to this form. *If you have an Internet connection, you can copy and paste directly into D2L quiz questions.*
- 3) If your question, answers, feedback or hints includes a comma, you must enclose the text in quote marks because a comma will advance the sequence and truncate the entry.
- 4) Title is not a required field, it is a tool for organizing questions and setting a keyword to help you search for questions to include in a quiz.
- 5) Adding text to Hint and Feedback fields is optional.
- 6) Files (uploaded images or audio) can be linked to questions after import.
- 7) When you add subjective questions (long and short answer questions), it is best to create a quiz in two parts, objective questions for automatic grading and subjective questions that you will grade individually.



Question Collection

This is the holding tank for your questions. NOTE questions are separated by an empty line. Question text might be hidden from view, click in the field and scroll through the text. You can carefully edit text in this field. Select all of this text and copy to the Clipboard. Open NotePad (Windows) or TextEdit (Macintosh), paste Clipboard contents into a new document. Save the file with .csv extension. Import the csv file to the D2L Question Library.

Clear this field before beginning a new quiz, Edit > Select All > Edit > Delete.

TYPE	Multiple Choice Question
Title	
Question Text	

Points	<input type="text"/>	Difficulty	<input type="text"/> (Enter 1 to 4)
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	% Correct	Answer
Option		
Option		
Option		
Option		
Option		
Option		
Hint		
Feedback		

TYPE	True False Question
Title	
Question Text	

Points		Difficulty		(Enter 1 to 4)
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	Mark 0 wrong or 1 correct (if FALSE is correct, mark it 1!)
TRUE	
FALSE	
Hint	
Feedback	

TYPE	Multiple Select Question
Title	
Question Text	

Points		Difficulty		(Enter 1 to 4)
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	% Correct	Answer
Option		
Option		
Option		
Option		
Option		
Option		
Hint		
Feedback		

TYPE	Matching Question
Title	
Question Text	

Points	<input type="text"/>	Difficulty	<input type="text"/>	(Enter 1 to 4)
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	Choice	Match
Pair 1		
Pair 2		
Pair 3		
Pair 4		
Pair 5		
Pair 6		
Hint		
Feedback		

Both the Choice and Match list order will be randomized for each student.

TYPE	Ordering Question
Title	
Question Text	

Points	<input type="text"/>	Difficulty	<input type="text"/>	(Enter 1 to 4)
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	Ordered List (Correct Sequence)
Item	
Item	
Item	
Item	
Item	
Item	
Item	
Hint	
Feedback	

Both the Ordered list will be randomized for each student.

TYPE	Short Answer Question
Title	
Question Text	

Points		Difficulty		(Enter 1 to 4)
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	% Correct	Short Answer Match
Answer		
Hint		
Feedback		

Short Answer Questions have more options in D2L. Use this format as a start and embellish by editing in D2L's Question Library.

TYPE	Long Answer Question
Title	
Question Text	

Points	<input type="text"/>	Difficulty	<input type="text"/>	(Enter 1 to 4)
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	Long Answer Match
Option	
Answerkey	
Hint	
Feedback	

Long Answer Questions are essay like responses and will be graded by the instructor. Consider breaking a quiz into two parts, computer-graded and instructor-graded questions to give students immediate feedback on objective questions.

Sample Quiz Question Types

Preview sample questions by clicking each button. To fully experience the offline quiz preparation process, click the Add Sample Question button to copy several questions to the Collection field. Go to the Collection page and review the instructions for creating a csv file and uploading to D2L.

Quiz Preparation Details

Quizzes are best organized into Sections (Chapters) in the Quiz Library. Sections appear as a list of folders in the Library and can contain different question types.

Create Questions

Use this form for [offline quiz preparation](#). Open your quizzes in Word, copy text chunks to this form. Use the Title field for your reference, it is not shown to students. You might add a reference to the SLO # measured by the question. (*In SOCRATES, SLOs are not listed by number, you will have to copy the SLOs to your course and make a numbered list instead of a bulleted list for this reference idea to work.*)

Create Sections

Log into D2L and visit a class (your Development class is a good place to evaluate this process). Go to Quizzes > Question Library > Create New > Section and click the GO button. Give the new section a meaningful name and click the Save button. Sections appear in the Question Library as folders. Click a folder name to enter the section and import your question file. Click the IMPORT button and browse to the csv file and click the Save button. Import > Browse to CSV file > Save. If your questions have no errors you will see a list of imported questions listed by title. Add new questions or upload more. I like to edit the section name and add the number of questions to the section name.

Create Grade Items

Go to Grades and create Graded Items for Quizzes if quiz is to be graded. The name should match your quiz name (and be "a meaningful name"). The quiz name can include choices you've made -- "ungraded" or "2 attempts" as a reminder to you and your students.

Create a Quiz

Use the links Quiz > New. On the [Properties tab](#) add a meaningful name with details for the quiz ("Chapter 1" is less informative than "Ch 1 - Introduction to Ornithology"). Also select the Grade Item (or create one now), check Auto Export to Grades and Automatic Grade. Beware of the Disable Pager Access if you will allow multiple attempts on quizzes. On the [Restrictions tab](#) set the Status to Active, set dates, time limit and special access. On the [Attempts tab](#) you can set 1, 2, 3 or Unlimited attempts allowed. On the [Submission Views tab](#) set/confirm what students see on completion of the quiz. You might add a new Submission View to show all answers after the quiz closes.

Add Questions to a Quiz tab

Assuming you have added questions to the Question Library, in the Layout/Questions tab click the Add/Edit Questions button > Create New: Question or Section > IMPORT > Source: From an Existing Collection > Source Collection: Question Library > Source Section: folder name. All imported questions are listed by Title, mark individual questions or use the checkbox to import all questions > Save.

The Layout/Questions tab includes options to limit the number of questions per page and to prevent back tracking to earlier questions.

Preview Quiz

Return to Quizzes and click the icon to Preview the quiz. Review the automatic instructions. Click Start Quiz and click OK in the dialog box. The quiz appears as student will see it. Click the Exit Preview button to return to the Quiz list.

Survival Tips

In D2L, each quiz is built from choices on several tab screens. Keep notes on your choices so you can replicate successful settings for each quiz and in future semesters, reset dates and features.

Quiz Settings Notes (Print Reference)

Quiz List

Look at the status (Active / Inactive) for each quiz. Use the checkboxes and the Pencil icon to quickly change the active status of quizzes, edit the name or category.

Individual Quizzes

Properties tab

Name, Auto Export to Grades (on if a grade item selected), Automatic Grade check, Email Notification, Disable Pager Access, add custom message, header or footer.

Restrictions tab

Status (Active / Inactive), Start and End Dates (aka "quiz window"), Release Conditions, Set Password, Time Limit, Special Access (extended time).

Attempts tab

Attempts Allowed, Grade Calculation.

Objectives tab

Associate Learning Objectives if any.

Submission Views tab

Default View settings, Add Additional View to appear at end of quiz window.

Reports Setup tab

Add Reports button (name a report, select options, select role to view report).

Layout / Questions tab

Add / Edit Questions button, Place X questions per page, Block backward movement through pages, Edit Values (points, difficulty, bonus, mandatory)

