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# Western Online Quizzes

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## Introduction

All question development should begin in the Question Library. The Question Library is a central repository that stores and archives questions that you can reuse within a course. You can create multiple collections within the Question Library to organize your questions by type and topic.

## Creating Questions in the Question Library

Create a section in the Question Library

1. Click **Assessments** in the navbar and choose **Quizzes**.
2. From the link section directly under the navbar, click the **Question Library** link.
3. You are now in the Question Library. Click **New**, then choose **Section**.
4. Type a name in the **Section Title\*** field and click **Save** at the bottom. Name it so that it is identical or resembles the quiz that you will be creating from it.
5. Click on the section link that you just created to go into it.
6. Click **New** and choose a question type (i.e., Multiple Choice Question).
7. Fill in question details, choose the options you want, and click **Save**. The question details you need to provide will depend on the type of question you have created.
8. Repeat for all questions.
9. Click **Done Editing Questions** in the upper right corner of the page. (You will be taken back to the quizzes page.)

Repeat this process until you have created all of the questions for your quiz.

### Create a Quiz

Now that you have all your questions created in your question library, you can build your quiz.

1. To begin, click on the **Manage Quizzes** link.
2. Click on the **New Quiz** button.

### *Set Quiz Properties in the Properties Tab*

Now you will add the questions you created previously to your quiz.

1. Type the quiz name into the **Name\*** field. (Name it the same as the section you created in the question library).
2. **Add Quiz Questions** - Now you will add the questions that you created in the Question Library. There are two options. **Import** questions or add a **Question Pool**. See instructions for both options below.

#### A. **Import**

- i. Click the **Add/Edit Questions** button.
- ii. Click **Import** and choose **Browse Question Library**.
- iii. Click in the checkbox to the left of the section you created in the question library. All questions within that section will become selected (you will see a checkmark in the box to the left of each question).
- iv. Click the **Import** button. If this is a quiz you had previously added questions to, click on the drop-down arrow to the right of the **Import** button and select **Import to Top of the Quiz, Import to Bottom of the Quiz, or Import to Section** (then choose the section).
- v. Click the box in front of the section of questions you just chose to add the questions.
- vi. Click **Back to Settings for...** in the upper left corner.

- B. **Question Pool** (previously called Random Section) - Creating a question pool allows you to create a random set of questions for a quiz from the Question Library. For instance, a Question Pool will randomly pull a specified number of questions from a pool of questions. For example, 50 questions out of 100. To create a Question Pool, do the following:

- i. In the **Properties** tab, click the **Add/Edit Questions** button.
- ii. Click the **Add** drop-down button and choose **Question Pool**.
- iii. Enter a name in the **Question Pool Title \*** field.
- iv. Enter the number of questions you want the students to have presented to them from the pool in the **Number of Questions to Select \*** field.
- v. Enter the points that each question is worth in the **Points per Question \*** field.

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- vi. Click the **Browse Question Library** button.
- vii. Click on the box in front of the section that you want to add your questions from.
- viii. Click the **Add** button in the lower right-hand corner of the window.
- ix. Click the **Save** button in the lower corner of the screen.
- x. Click the **Back to Settings for...** link at the top of the screen above the Quiz name. You will be returned to your regular quiz editing window.
- xi. After you have added questions to the quiz, the following new options become available under the Quiz Questions section.
- xii. **Questions per page:** Type the number of questions you would like to appear per page in the box provided and click **Apply**. Note: if this is left blank, all questions will be on one page.
- xiii. **Paging:** Check this option to prevent students from moving backward through pages.
- xiv. **Shuffle questions at the quiz level:** Simply shuffles the order of all questions in the quiz.

The following tools must have the **On** option checked in order for them to appear to your students.

- Description - The description is shown before quiz availability.
- Introduction - The introduction is shown at quiz commencement.
- Page Header - The page header is shown at the top of every page while taking the quiz.
- Page Footer - The page footer is shown at the top of every page while taking the quiz.

3. Click **Save and Close** or move to the next tab.

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The screenshot shows the 'New Quiz' form in the Western Online system. The form is titled 'New Quiz' and has tabs for Properties, Restrictions, Assessment, Objectives, Submission Views, and Reports Setup. The 'Properties' tab is active, showing a 'General' section with a 'Name' field and a 'Category' dropdown menu. Below this is a 'Quiz Questions' section with a message 'This quiz is empty.' and an 'Add/Edit Questions' button. Further down are sections for 'Description / Introduction', 'Page Header / Footer', and 'Optional Advanced Properties', each with an expandable arrow. At the bottom are 'Save and Close', 'Save', and 'Cancel' buttons.

### Restrictions

- By default, the **Hide from Users** option is checked. Uncheck this when you are ready for students to see it.
- Select and enter the appropriate dates and times in the **Has Due Date**, **Has Start Date**, and **Has End Date** fields as needed.
- Select **Display In Calendar** to add the quiz dates and times you have provided to the course calendar (which appears on the course homepage).
- To enforce a time limit, scroll down to the **Timing** portion of the page.
  - Select the **Enforce Time Limit** option and then select the **Prevent the student from making further changes** option.
- Enter a **Grace Period** time (this has to be at least 1 minute).
- Use the **Special Access** option if a student needs a different set of date/time settings than the rest of the class.

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- Choose one of the two options for Special Access:
  - **Allow selected users special access to this quiz** (this is the default) - This allows a different date/time setting for specific students while the rest of the students have the original date/time settings.
  - **Allow only users with special access to see this quiz** - This only allows access to specified students while denying access to all other students.
- Click the **Add User to Special Access** button.
- Make the necessary date/time changes specific to the student(s).
- Place a check next to the student(s) you want to have special access.
- Click the **Add Special Access** button.
- Click **Save and Close** or move to the next tab.

The screenshot shows a software interface with five tabs: Properties, Restrictions, Assessment (selected), Objectives, and Submission Views. The Assessment tab is active, displaying the following settings:

- Assessment** (Section Header)
- Automatically Publish Evaluation**
  - ☒ Auto-publish attempt results immediately upon completion ?
- Grade Item**
  - A dropdown menu showing "Week 4 Activity - Sample Quiz" with a downward arrow. To its right is a blue link "[add grade item]" and a question mark icon.
- Synchronize to Grade Book**
  - ☒ Automatically update evaluations in grade book when published ?
- Student View Preview**
  - A progress bar showing "10 / 10 - 100 %" with a downward arrow.

### Assessment

- Under **Automatically Publish Evaluation**, select **Auto-publish attempt results immediately upon completion**.
- Click the **[add grade item]** link.
  - In the window that appears, enter a name for a grade item. It should match the name of the quiz.
  - Enter the total points that the quiz is worth in the **Maximum Points\*** field.
  - Click the **Save** button. The grade item window will close.
- Under **Synchronize to Grade book**, select **Automatically update evaluations in grade book when published**.
- Choose an option from the **Attempts Allowed** drop-down menu, then click **Apply**.
- Choose **Highest Attempt** (or another option, dependent upon your preferences) in the **Overall Grade Calculation** drop-down menu.

The screenshot shows a web browser window with the URL [https://wutest.desire2learn.com/102/fms/quizmgadmin/mod/quiz/newedit\\_assessment.d21d31\\_hfho...](https://wutest.desire2learn.com/102/fms/quizmgadmin/mod/quiz/newedit_assessment.d21d31_hfho...). The page title is "Edit Quiz - Exam". The navigation bar includes "Course Home", "Assessment", "Resources", "Communication", "Grade Tools", "Course Admin", and "Help". The "Assessment" tab is selected, showing options: "Properties", "Restrictions", "Assessment", "Objectives", "Submission Views", and "Reports Setup".

**Assessment**

**Automatic Grade**

☐ Allow attempt to be set as graded immediately upon completion

**Grade Item**

None [\[add grade item\]](#)

**Auto Export to Grades**

☐ Allow automatic export to grades

**Student View Preview**

- / -

**Rubrics**

[Add Rubric](#)

No rubrics selected.

[\[Create Rubric in New Window\]](#)

**ePortfolio Artifacts**

☐ Allow users to add the result of this quiz to their ePortfolio

**Attempts**

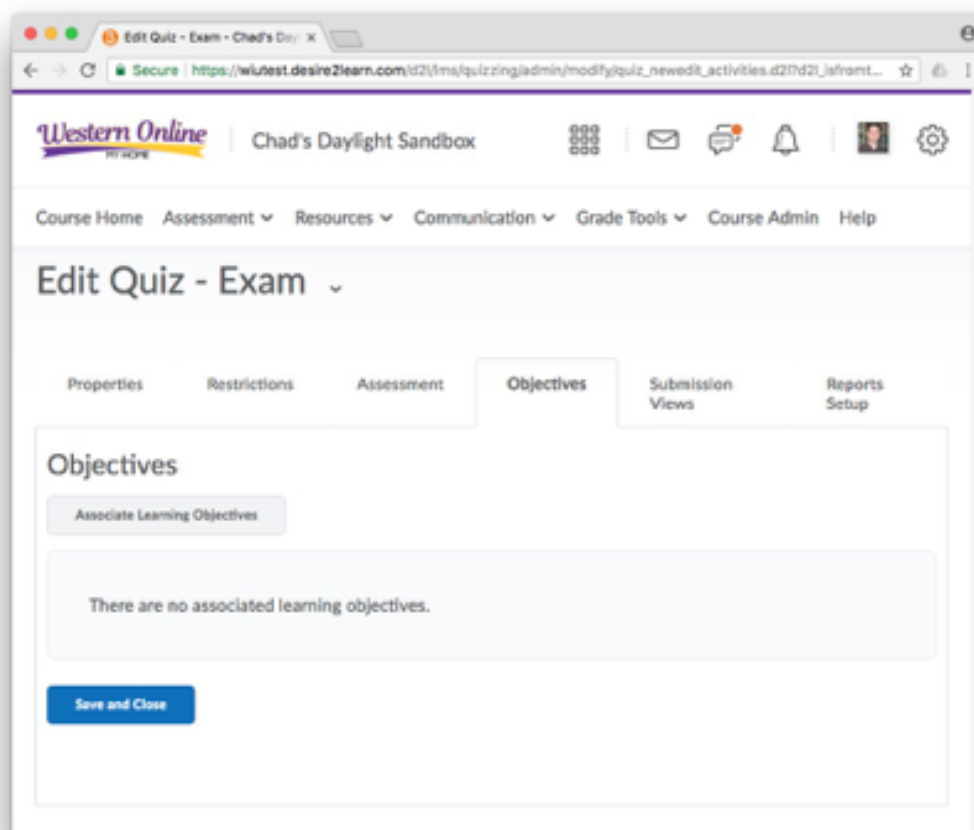
**Attempts Allowed**

[Save and Close](#) [Save](#) [Cancel](#) all attempts from 0 to 100% applied

### Objectives

Learning objectives can be created using the **Competencies** tool. Access the Competencies tool by clicking **Grade Tools** and choosing **Competencies**. Once you create the learning objectives, you can use the Objectives tab to add them to your quiz by clicking the **Associate Learning Objectives** button.

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### Submission Views

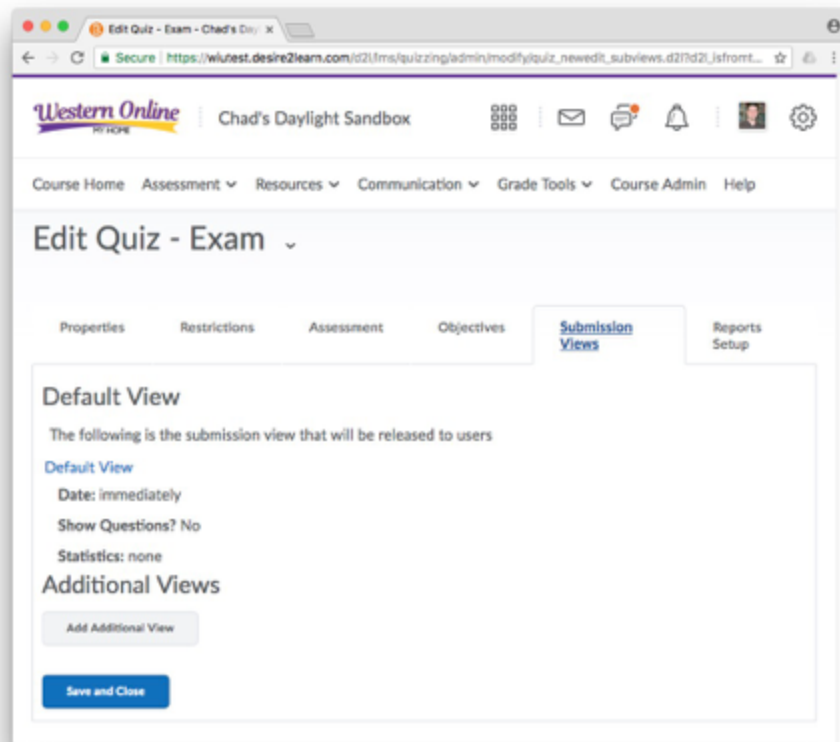
By default, students do not see what questions they got wrong or right. You have to tell the system to release that info. You can have it released as soon as they submit, or you can set a date for the info to be released. To have it released as soon as they submit the quiz, do the following:

- Click the **Default View** link.
- Choose **Yes** under **View Details**.
- Make the following selections based on your preferences:
  - **Show all questions with user responses.**
  - **Show question answers.**
  - **Show question score and out of score.**
- Click **Save**.

To have the info released at a certain date, do the following:

- Click the **Add Additional View** button.
- Give the view a name.
- Set the date you want it to be released.
- If you want the view to be limited, click the checkbox for **Limit the amount of time (in Minutes) for which this view is available after the quiz is submitted** and enter a time.  
**Note:** this time limit only works if the submission is released upon submission. It will not work if you set the submission view for a later date.
- Choose **Yes** under **View Details**.
- Choose **Show all questions with user responses**.
- Check **Show question answers**.
- Check **Show question score and out of score**.
- Click **Save**.

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### Reports Setup

There are five types of reports you can create for your quiz.

- Question Statistics
- Question Details
- Users Statistics
- Attempt Details
- User Attempts

To create a report, do the following:

- Click the **Add Report** button.
- Type in a name for the report.
- Choose the report type.
- Choose to release the report immediately or on a certain date.
- Choose who you want to release the report to.

The screenshot shows a web browser window with the URL [https://wutest.desire2learn.com/121/mq/quizzing/admin/modifyquiz\\_newedit\\_report.d21q?w=18100&ou=...](https://wutest.desire2learn.com/121/mq/quizzing/admin/modifyquiz_newedit_report.d21q?w=18100&ou=...). The page title is "New Report". The form has a "Report Name" field. Below it, the "Report Type" section has three radio buttons: "Question Statistics" (selected), "Question Details", and "Users Statistics". Under "Question Statistics", there are seven checked checkboxes: "Display class average", "Display score distribution", "Include bonus questions", "Show Out Of value", "Display Standard Deviation", "Display Point Biserial", and "Display Discrimination Index". Under "Question Details", there are six unchecked checkboxes: "Display difficulty for each question", "Include text responses", "Include bonus questions", "Display private comments from sections", "Display Standard Deviation", "Display Point Biserial", and "Display Discrimination Index". At the bottom, there are "Save" and "Cancel" buttons.

To view a report, do the following:

- Click **Assessments** in the nav bar and choose **Quizzes**.
- Click the drop arrow for the quiz you want to view the report for and choose **Reports**.
- Click the title of the report to go into it.
- Choose a date range for the report.
- Click **Generate CVS Report** for a spreadsheet version or **Generate HTML Report** to view the report as a web page.

## Resources

- [CITR homepage](#)
- [CITR Workshops](#)
- [Western Online Knowledge Base](#)
- [D2L Brightspace Quiz Resources and Tutorials](#)

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