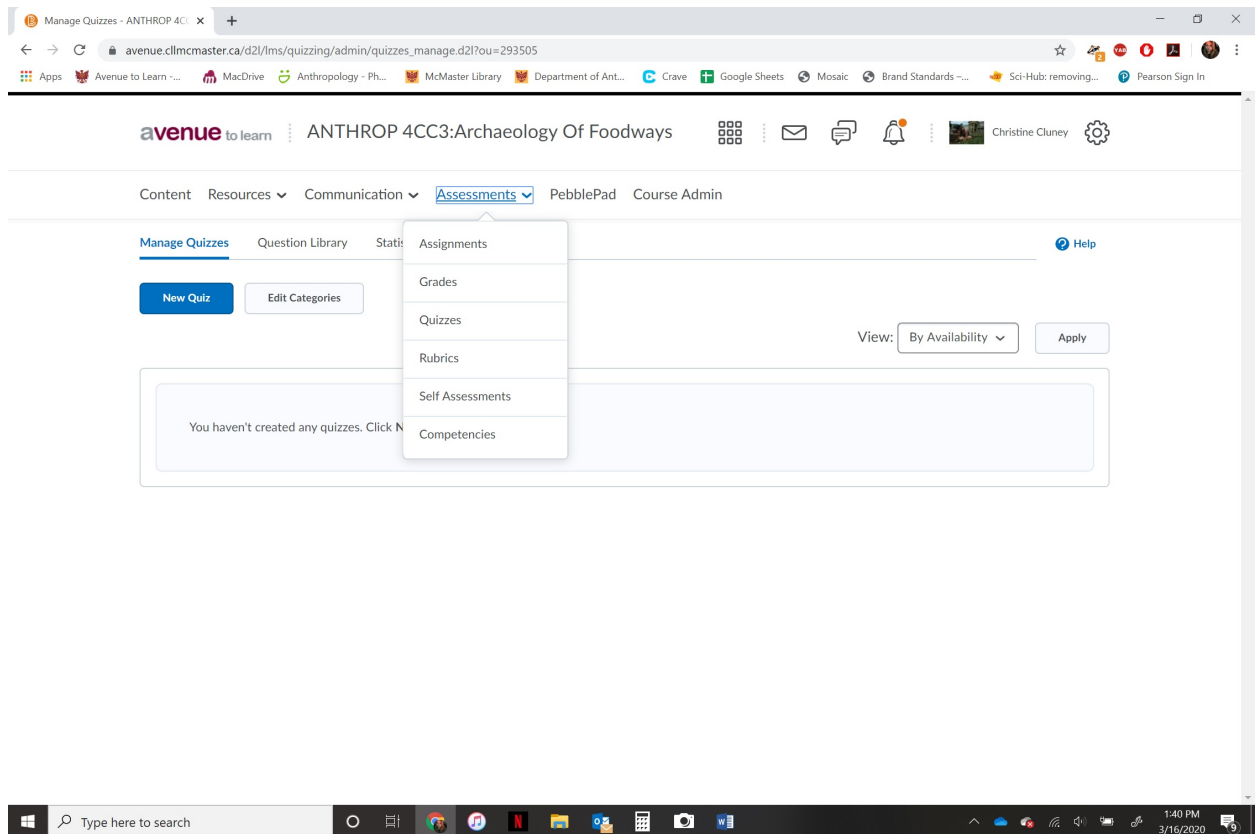


avenue to learn

Creating and Working Within QUIZZES--Christine Cluney, Instructional Assistant

The Basics:

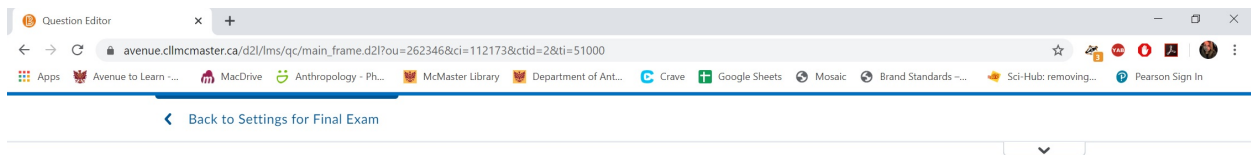
From your course homepage, Click “Assessments” then “Quizzes”. Click on the blue button “New Quiz”



To create a quiz, you can either add the questions one by one, or import them from a Question Library. I recommend using the Question Library if you plan on using some of the same questions again in the future (you can import them in subsequent years), or if you plan to set up a quiz that randomizes 50 of 100 questions, or something similar.

To add questions:

Once you click “New Quiz”, a new page will pop up. Give your quiz a name. Click “Add/Edit Questions” button. A new window will pop up asking if you want to add questions or import. Click “Add”.



Ready to begin adding quiz content?

Click the Add or Import button to get started



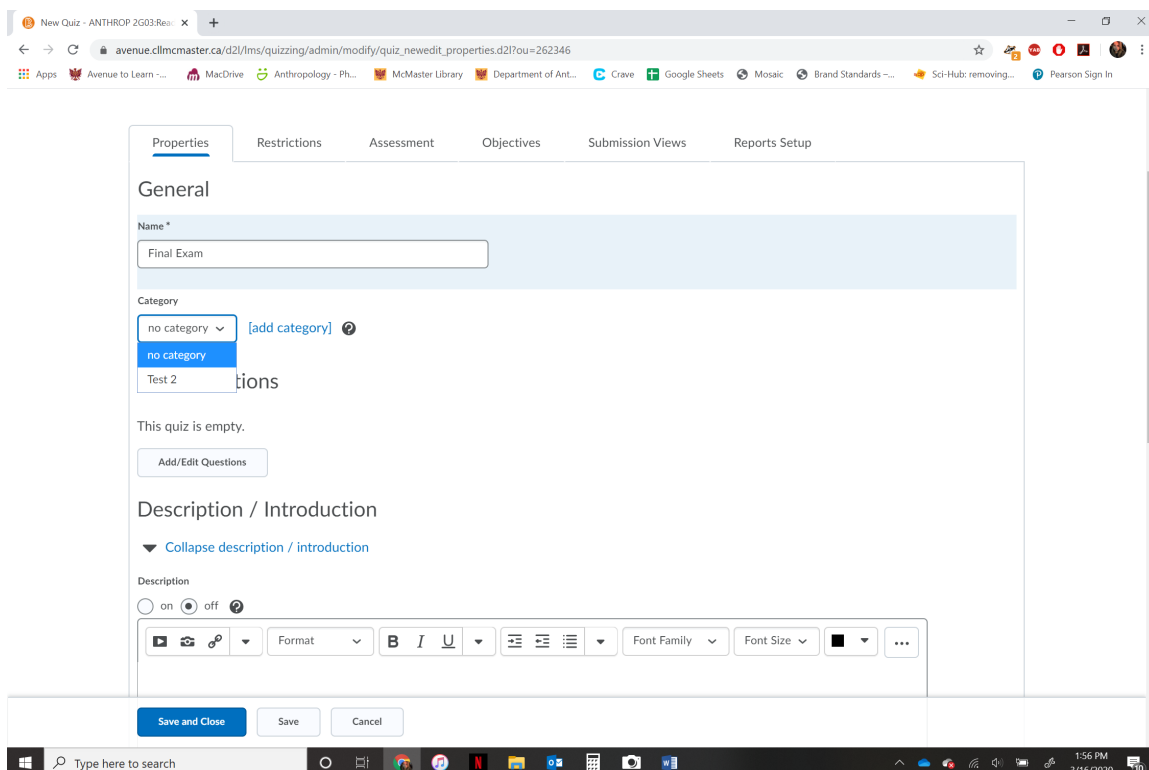
Add



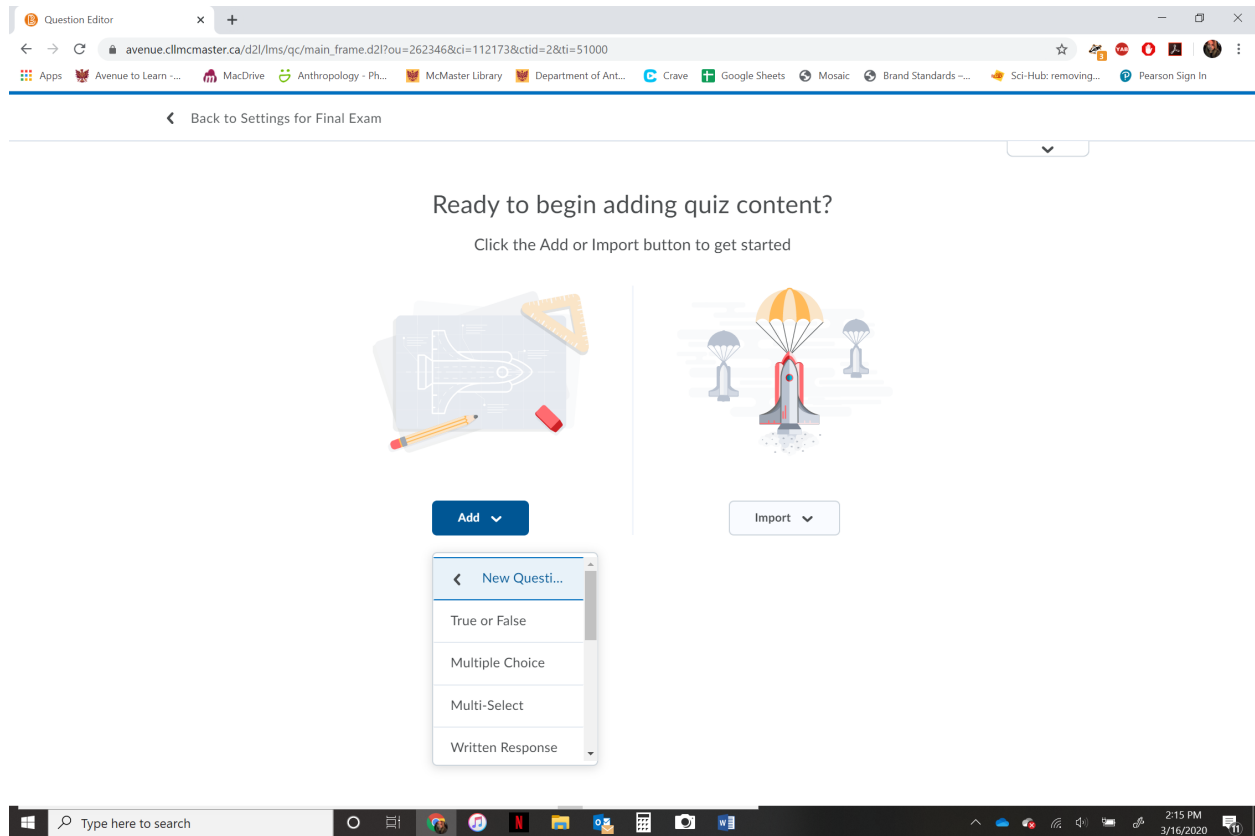
Import



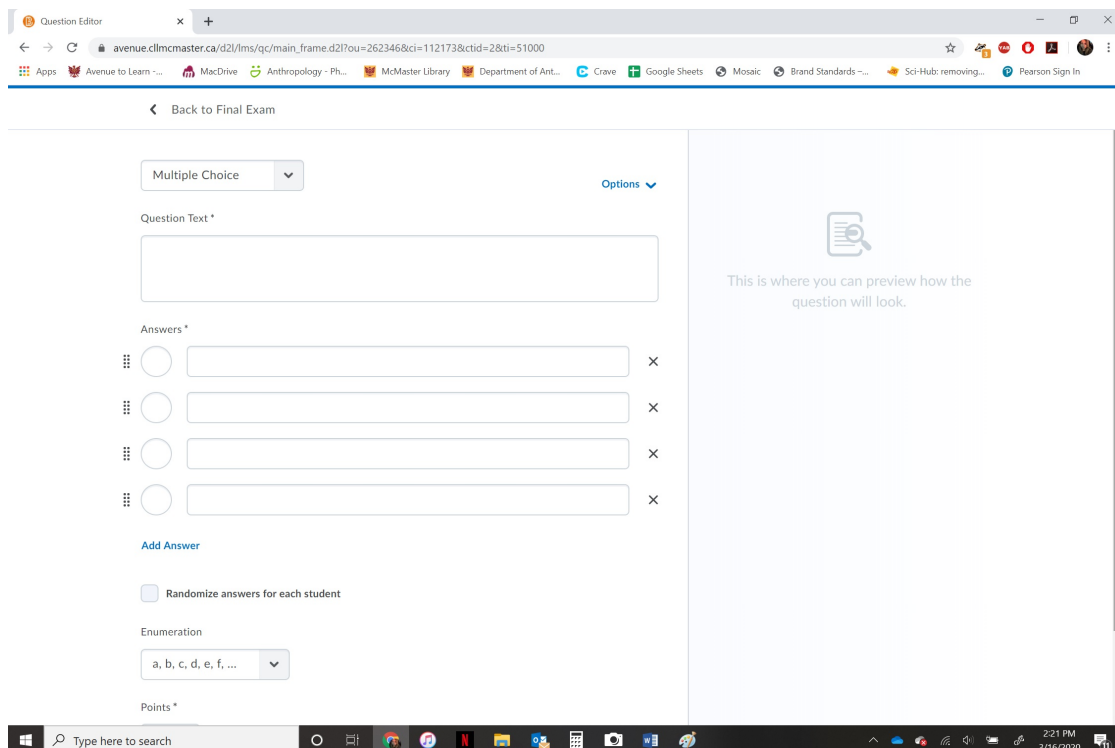
(Side note: IF you have your grade book set up in to different “categories” you can select the category here so that it is associated with that grade item. This will allow you to automatically have the grades appear in the grade book once marked. This can be changed at any point after the quiz is set up, as long as no one has taken the quiz yet!)



To create a question, select the type of question, and press go.



Once you choose what type of question you would like to add, a new window will open. As an example, the multiple choice looks like this:



Write the question text in the top box, then the options for students (you can add or remove the number of questions by pressing “Add Answer” or the “X” to remove. You have to select the “correct” answer in the left circle. From here you can randomize the answers for each student by checking the box (This means the students will have the same question, but whether the correct answer is a, b, c, or d. will be different for each student. You can also select different “enumerations” such as a,b,c,d or 1,2,3,4 for the questions. You can make questions worth different numbers of points, though the default is set to “1”. On the right, you can see what the question will look like for the students.

To set up a question library:

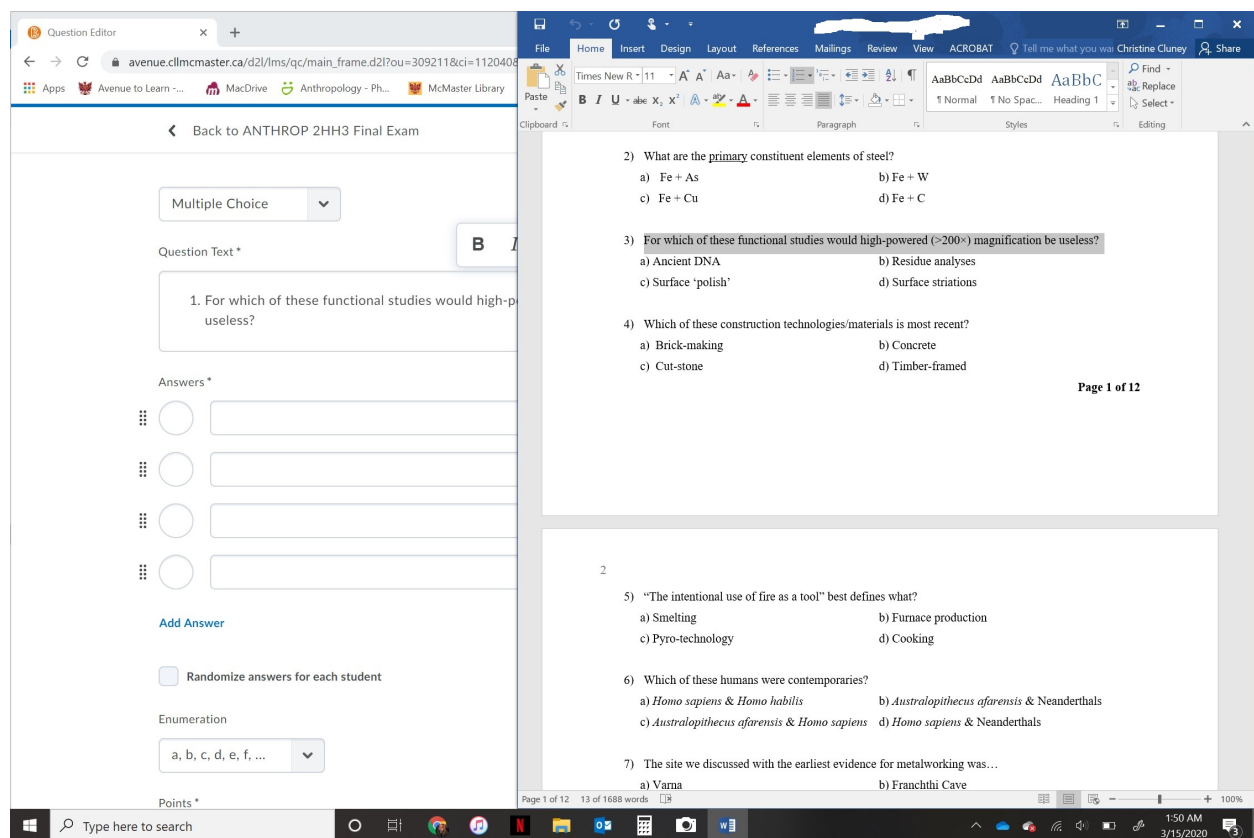
If you prefer to create your question in the question library instead, from your main course page, click “Assessments > Quizzes”, then click on the “Question Library” Tab. Click “New Questions” and select the type of question you would like to create.

The screenshot displays the 'Question Library' interface in the Avenue to Learn system. At the top, there's a navigation bar with 'Content', 'Resources', 'Communication', 'Assessments', 'PebblePad', and 'Course Admin'. Below this, the 'Question Library' section is active, showing a 'New' button and an 'Import' dropdown. A sidebar on the left lists various question types: True or False Question (T/F), Multiple Choice Question (MC), Multi-Select Question (M-S), Written Response Question (WR), Short Answer Question (SA), Multi-Short Answer Question (MSA), Fill in the Blanks Question (FIB), Matching Question (MAT), Ordering Question (ORD), and Arithmetic Question (2+2). The main area contains a table with columns for 'edit', 'Type', 'Points', 'Difficulty', 'Mandatory', and 'Last Modified'. The table lists several Multiple Choice (MC) questions, all with 1 point and a difficulty of 1, created on September 20, 2018. A 'Done Editing Questions' button is visible in the top right corner of the question library area.

Once you create your questions in the question library, when you create your quiz, instead of “add new question”, you would select “Import > Question Library”

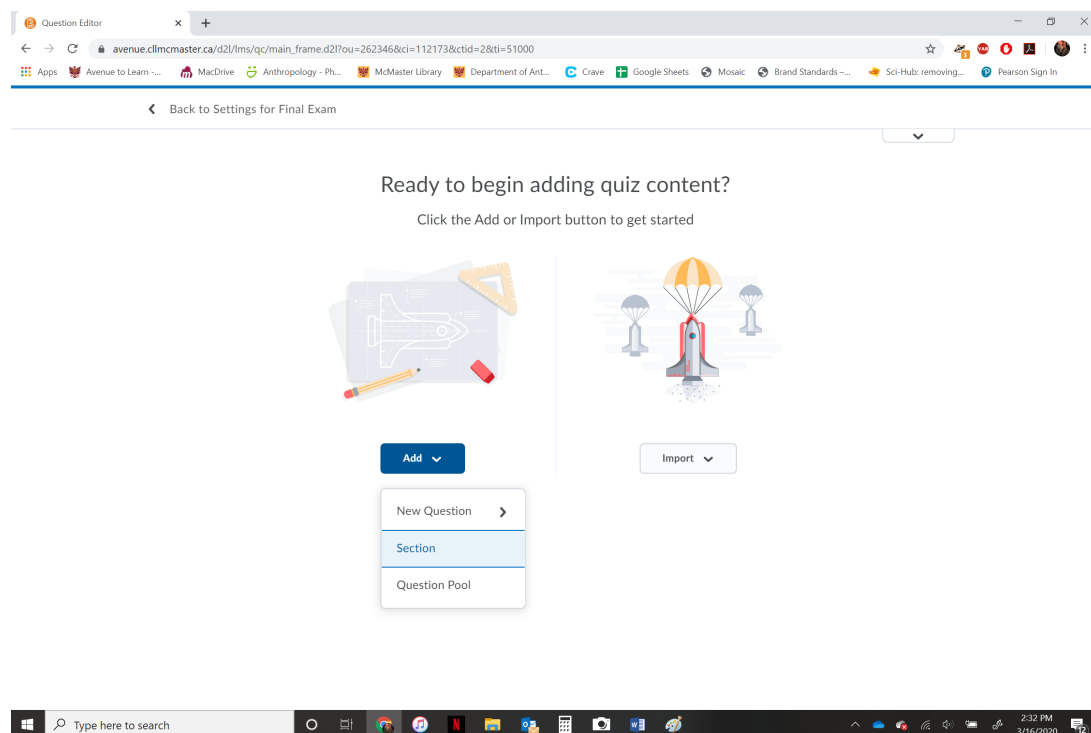
Creating the Questions

Unfortunately, I have not found a good way to import questions from a word file or similar, it seems to require more work. Generally, I keep half my computer screen open to Avenue Quizzes, and the other to a word file that I cut and paste in. Please select “remove formatting” when pasting in to the quiz. Click the blue “Save” button at the bottom of each question screen and you can select to add another question.



Creating “Sections” in your quiz:

You do not have to create sections in your quiz to add different kinds of questions, but if you prefer to keep them separate, or if you plan to shuffle the questions in one section but not others, you can create “Sections” in your tests (e.g. MC/TF/Short answer), instead of “New Question” first, click on “Section”:



You will be asked to name your section (I have made a T/F section as an example). Here, you have the option to “shuffle” questions within the section at this point as well, and can see the preview on the left. Click the blue “Save” button and you can add your questions from there.

Question Editor

Back to Final Exam

Section Title *

T/F questions

☐ Hide Section Title from students

Section Text

Please select either true or false in this section.

☐ Hide Section Text from students

☒ Shuffle questions in this section
Also shuffles sections and question pools in this section. Does not cascade to sub-sections.

Save Cancel

T/F questions

Please select either true or false in this section.

To add more sections, go back to the Final Exam home page, and add more sections from there using the same steps.

Restrictions Tab:

Once you have all of your questions for the test set (you can go back and edit these any time before the quiz is taken), you need to set the timing for your quiz. Click on the “Restrictions” tab. Here, select the availability of the quiz. Select the date and time the class will take the test. You can also click “Display in Calendar” to remind your students of the date.

The screenshot shows the 'Edit Quiz - Irish Quiz' interface with the 'Restrictions' tab selected. The interface includes several sections for configuring quiz availability and release conditions.

- Properties:** Includes a checkbox for 'Hide from Users'.
- Due Date:** Includes a checkbox for 'Has Due Date'. If selected, it shows a date field (3-22-2020), a time field (6:18 AM), and a 'Now' button. Below these fields is the text 'Canada - Toronto'.
- Availability:** Includes two checked checkboxes: 'Has Start Date' and 'Has End Date'.
 - Has Start Date:** Shows a date field (10-3-2018), a time field (3:30 PM), and a 'Now' button. Below these fields is the text 'Canada - Toronto'.
 - Has End Date:** Shows a date field (10-3-2018), a time field (4:30 PM), and a 'Now' button. Below these fields is the text 'Canada - Toronto'.
- Display In Calendar:** Includes an unchecked checkbox.
- Release Conditions:** Includes buttons for 'Attach Existing', 'Create and Attach', and 'Remove All Conditions'. Below these buttons is the text 'There are no conditions attached to this item.'

At the bottom of the form are three buttons: 'Save and Close' (in blue), 'Save', and 'Cancel'.

Scroll down further to see the Timing of your quiz. Select “Enforced Time Limit”, and how long the students have to take your test (Don’t worry about SAS students with extra time YET). Also click “Prevent the student from making further changes”. This way, the test will save whatever the student has done and lock them out if they haven’t yet saved and logged out.

To add special access for individual students (generally for those who need more time), from this page, click the “Add Users to Special Access” button. You can only do one student at a time for this step. Once you click on this button, you will need to search for the student who needs extra time (or needs to take on a different date). You can search by their name, or their “OrgDefinedID”, eg. cluneyc for me.

Once you find the student you want to add to special access, click a check box beside their name, and above change the time availability Change the timing under “time limit” e.g. 60 to 90 minutes AND the “availability” e.g. 3:30-5:00 PM. AFTER you change the time availability, or the date for them, then click the blue “Add Special Access” button.

Assessments Tab:

Under this tab, you can ask the system to automatically grade MC and T/F questions (make sure to choose the correct “Grade Item” that it corresponds to in your Gradebook).

The screenshot shows a web browser window with the URL `avenue.cllmcmaster.ca/d2l/lms/quizzing/admin/modify/quiz_newedit_assessment.d2l?d2l_jsfromtab=1&qj=90310&ou=262346`. The browser's address bar and tabs are visible at the top. The main content area is titled "Edit Quiz - Norse Quiz - ANTHR..." and contains several tabs: "Properties", "Restrictions", "Assessment" (which is selected and highlighted in blue), "Objectives", "Submission Views", and "Reports Setup".

Under the "Assessment" tab, the "Assessment" section contains the following options:

- Automatic Grade:** A checkbox labeled "Allow attempt to be set as graded immediately upon completion" is checked.
- Grade Item:** A dropdown menu shows "Quiz 1" with a small "v" icon. To its right is a link "[add grade item]" and a help icon.
- Auto Export to Grades:** A checkbox labeled "Allow automatic export to grades" is checked.
- Student View Preview:** A dropdown menu shows "33 / 33 - 100 %" with a small "v" icon.

Below the "Assessment" section is the "Attempts" section, which includes:

- Attempts Allowed:** A dropdown menu shows "1" with a small "v" icon. To its right is an "Apply" button. Below this, a note states: "Optional Advanced Attempt Conditions will appear if a number of attempts from 2 to 10 is applied."
- Overall Grade Calculation:** A dropdown menu shows "Highest Attempt" with a small "v" icon.

At the bottom of the form are three buttons: "Save and Close" (in blue), "Save", and "Cancel". The Windows taskbar is visible at the very bottom of the screen, showing the time as 2:25 AM on 3/15/2020.