Check List for Quiz Creation

☐ Set start date (When students can first access exam.)

☐ Set due date (Deadline for submission.)

☐ Set end date (No new exam access after this time. End date cannot be before due date. E.g., end date cannot be June 15, 10:00 AM if the due date is June 15, 11:00 AM. No student can access the exam after the end date. You can set an end date without a due date (making the due date informal). This can be problematic for students who begin before the end date, have an internet or power problem after the end date, then try to return.

☐ Do not randomize answer order when options are "all of the above" or similar (Switching randomization on and off is done question-by-question. Click [here](#) for an excellent help guide on all of the randomization options that can be used in creating an exam. You can also watch a [video](#) about using question pools.)

☐ Provide feedback at creation stage (As explained in [this](#) very helpful site, the feedback option "allows for questions to be pre-populated with generic feedback. This is best for pointing users to a specific page in a textbook or clarifying why an answer is incorrect." It is important to note that feedback has to be embedded in the exam before students gain access.)

Checklist for Quiz Creation (Continued)

☐ Set enforced time limit with grace period (Students see a countdown clock when beginning exam. They can submit exam after clock hits zero but before grace period expires. Grace period must be at least 1 minute. Your choice whether to allow student to continue working after grace period.)

☐ Set attempts to 1. This setting is on the "Assessments" tab and defaults to 1, but you might have changed it if experimenting while creating the exam.

☐ Check the display radio buttons on the "Properties" tab to be sure that students are able to see any instructions (e.g., whether student can or cannot circle backward to earlier questions) or descriptions of the exam that you provide.

☐ Associate exam with a grade item (This puts the exam grade into the D2L gradebook. Find the setting on the "assessment" tab of the quiz creation wizard. This website has a very good explanation of grading—including grading of essay/problem type questions—and associating the results with the gradebook.)

☐ Make the exam visible to students (By default, new quizzes are hidden from students while under construction. In order to make the exam visible, you must uncheck the "hide from users" box on the restrictions tab. If you do

not do so, students will never see the exam and therefore will be unable to take the exam. This is surprisingly easy to overlook!)

☐ Preview the exam (Preview the exam to be sure it looks as expected. There are two ways to do this. The first is to select "Preview" from the dropdown menu next to the exam name in your quiz list. The second is to impersonate "demo student" from your class list.)