

**“CHEAT SHEET” FOR CREATING AN EXAM IN D2L**  
**M. Ginn Spring 2017**

**MAIN TOOLBARS:**

- 1) **MANAGE QUIZZES** – where you work on the quizzes and make edits
- 2) **QUESTION LIBRARY** – where you create the questions
- 3) **STATISTICS** – where you view data after tests are taken
- 4) **LOCKDOWN BROWSER** – where you adjust settings for Respondus and webcam

**MANAGE QUIZZES:**

- 1) **Properties** – This is where you add/edit questions and adjust values. You can manipulate paging here too, as well as preview the test.
- 2) **Restrictions** – Determine active vs. Inactive status. Enter exam date window. Check to display in the calendar. Attach release conditions (such as Academic Integrity statement) before students can access test. Check security options. Determine time limit and grace period. Grant special access for early instructor previews or student make-ups.
- 3) **Assessment** – Check box for automatic grading. Check box for automatic export to grades. Determine attempts (1).
- 4) **Objectives** – This is where you can associate learning objectives (not been using).
- 5) **Submission Views** – Determine when they can view submission (immediately) and whether they can see questions (no). Add additional view for them to review the test later.
- 6) **Reports Setup** – This is where you can add reports related to stats and such (not been using).

**QUESTION LIBRARY:**

- Here’s where you go to write the new questions. Be careful to pull down the type of question from the menu and group it with the correct chapter for content purposes.

**STATISTICS**

- Look at class averages, user stats, question stats and question details

**LOCKDOWN BROWSER**

- This is where you require the Lockdown Browser and Respondus Monitor.
- NOTE: These settings do not always carry over when you copy a test between sections! Beware!!!
- Use the pull down menu to modify settings as well as review student video footage
- Check the number of flagged behaviors to indicate suspicious activity; take appropriate action