

QUIZZES

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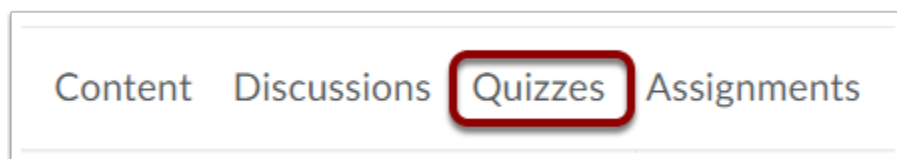
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Quiz Settings

How Do I Randomize my Quiz Questions?

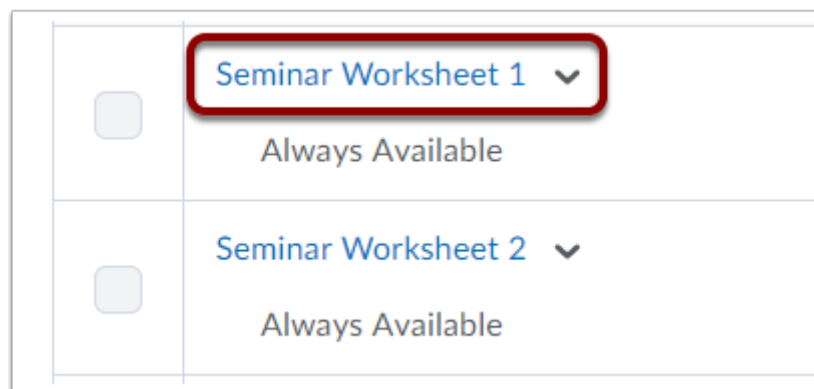
This article reviews how to set a quiz to randomly select a set of questions from a question bank.

Quizzes Tab



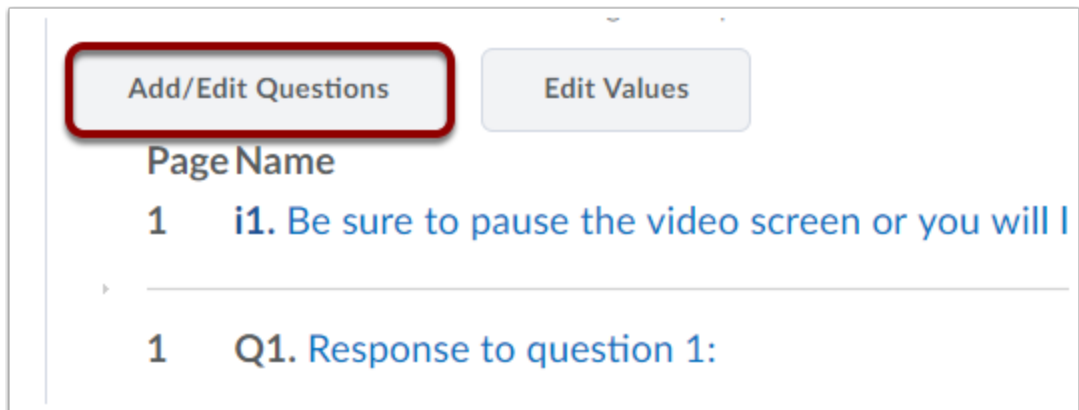
Click on the Quizzes tab at the top of your screen

Edit Quiz



Click on the quiz you would like to edit.

Edit Question



Add/Edit Questions **Edit Values**

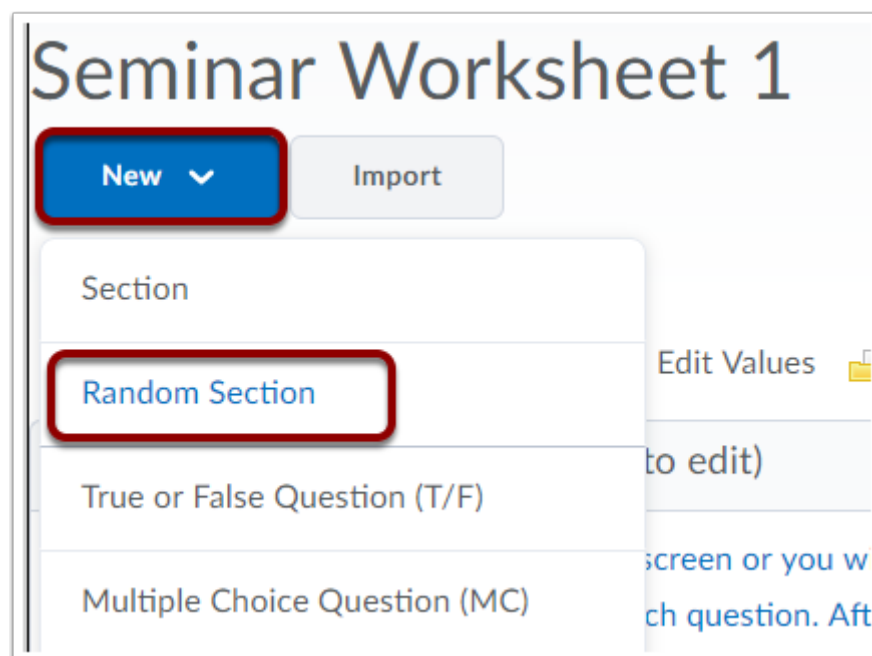
Page Name

1 i1. Be sure to pause the video screen or you will I

1 Q1. Response to question 1:

Click on the Add/Edit Questions button.

Add Random Section



Seminar Worksheet 1

New **Import**

Section

Random Section

True or False Question (T/F)

Multiple Choice Question (MC)

Click the New button and then select Random Section from the pull down menu.

Name Random Section

The screenshot shows a web form titled "New Random Section" with a "General" tab. A red circle with the number "1" points to the "Section Name*" text input field, which contains the text "Random Section|". Below this are sections for "Parent Section", "Question Library", and "Message" (with a rich text editor). At the bottom, a red circle with the number "2" points to the "Save" button, which is highlighted in blue. A "Cancel" button is also visible next to it.

Fill in the required **Section Name** and then click on the **Save** button at the bottom of the page.

Edit Random Sections Folder

<input type="checkbox"/>	? Response to question 2: ▼
<input type="checkbox"/>	? Response to question 3: ▼
<input type="checkbox"/>	? Response to question 4: ▼
<input type="checkbox"/>	? Response to question 5: ▼
<input type="checkbox"/>	Random Section ▼
Total: 1 Random Section 5 Questions 1 Information Item	

Click on the new Random Section folder you just created.

Import Questions

Random Section

Import

Click on the **Import** button to initiate the import.

NOTE: You can't add question to a **Random Section** without Importing them.

Select Quiz

Source Collection

Question Library

Source Section

-- Choose a section from which to import --

-- Choose a section from which to import --

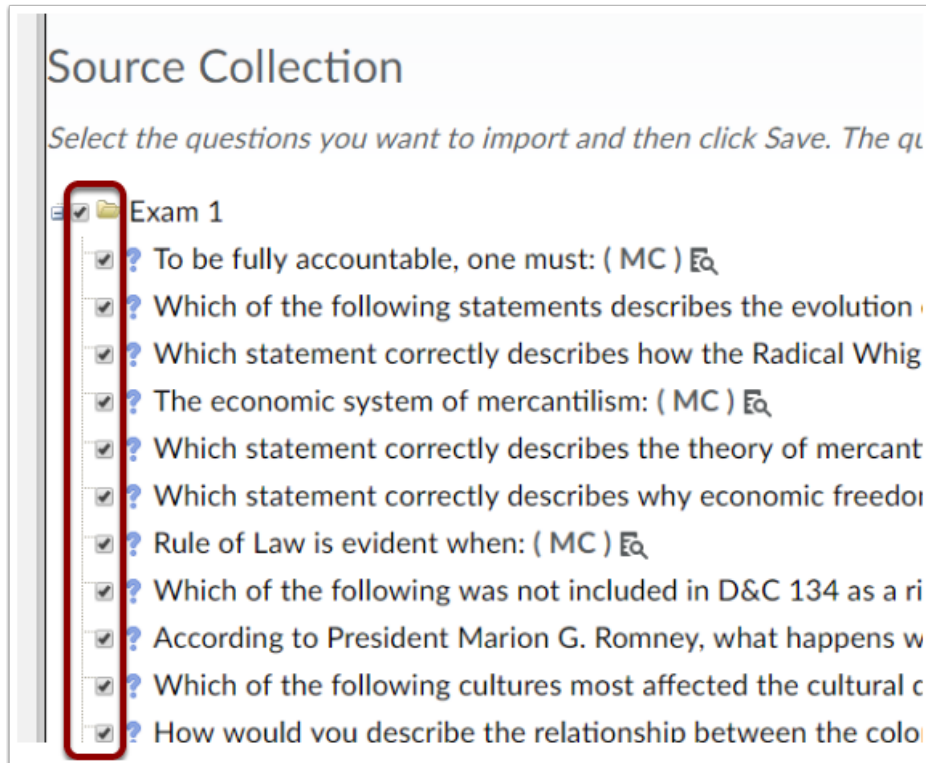
Collection Root

- Exam 1
- Exam 2
- Exam 3
- Exam 4
- Exam 5
- Exam 6
- Final
- Final (Alt)

Save Cancel

Click on the quiz or library you would like import the questions from.

Select Questions



Source Collection

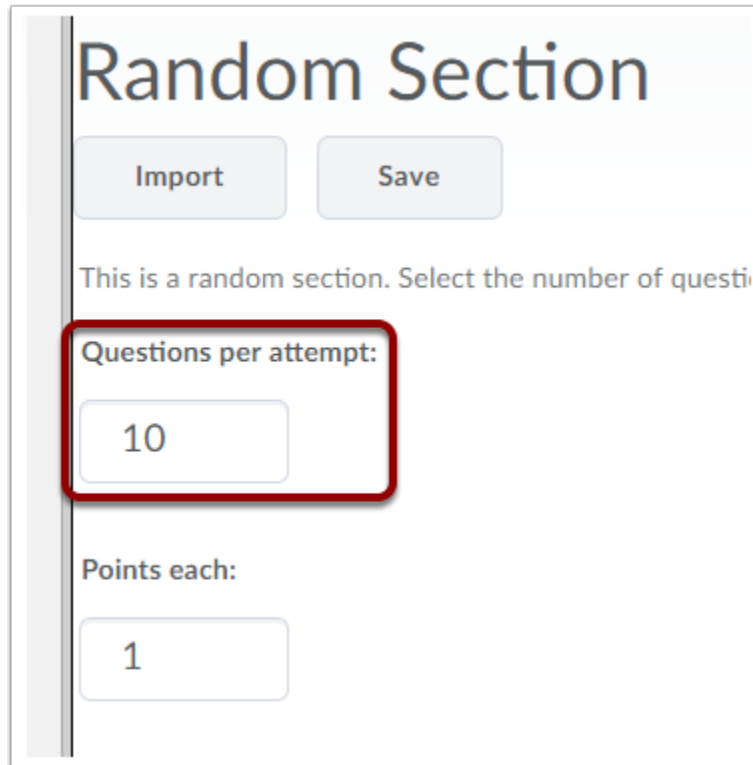
Select the questions you want to import and then click Save. The qu

☒ Exam 1

- ☒ ? To be fully accountable, one must: (MC) EQ
- ☒ ? Which of the following statements describes the evolution
- ☒ ? Which statement correctly describes how the Radical Whig
- ☒ ? The economic system of mercantilism: (MC) EQ
- ☒ ? Which statement correctly describes the theory of mercant
- ☒ ? Which statement correctly describes why economic freedo
- ☒ ? Rule of Law is evident when: (MC) EQ
- ☒ ? Which of the following was not included in D&C 134 as a ri
- ☒ ? According to President Marion G. Romney, what happens w
- ☒ ? Which of the following cultures most affected the cultural c
- ☒ ? How would you describe the relationship between the colo

Select the questions you wish to randomize, then click "Save" at the bottom of the screen

Question Quantity



Random Section

Import Save

This is a random section. Select the number of questions per attempt:

Questions per attempt:

10

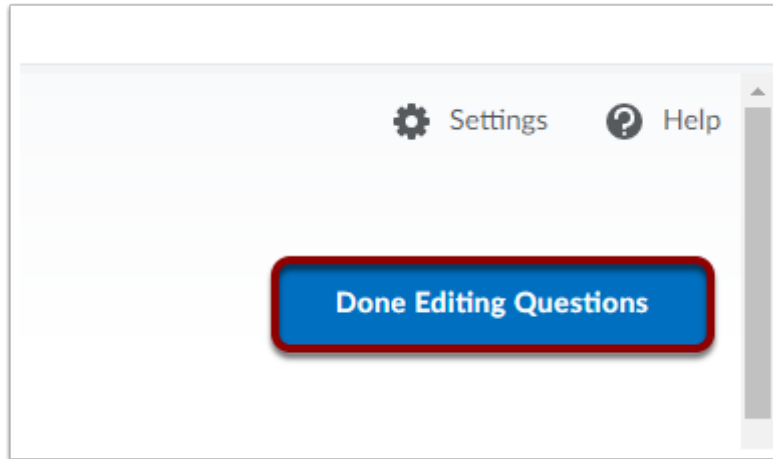
Points each:

1

Fill in the box with the number of questions you would like to use in the quiz.

NOTE: If you select the same number of questions that you have in the random section, all of the questions will be used in random order.

Done Editing Questions

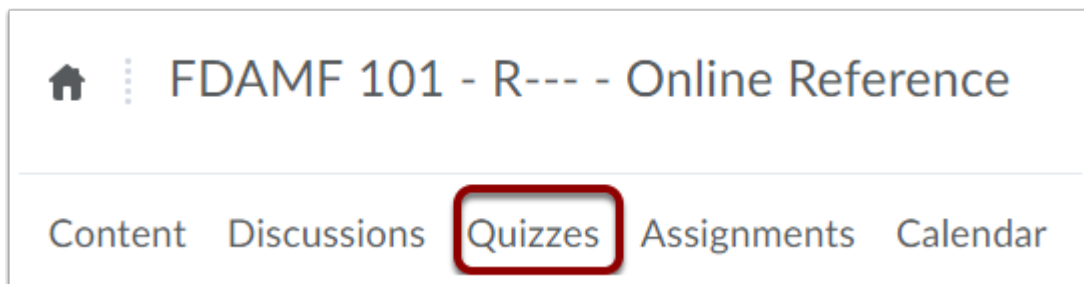


Select the Done Editing Questions button on the right side of the screen

How Do I Edit Quiz Questions?

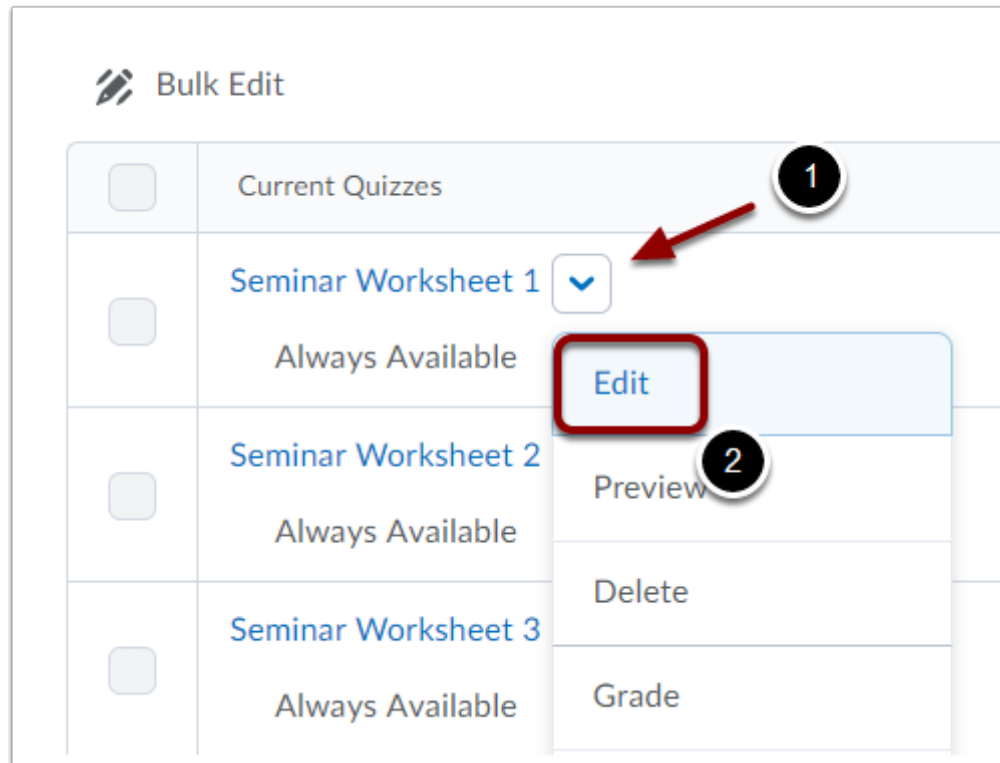
[A quick guide at editing Quiz settings after a Quiz has been created.](#)

Quizzes



Click on the Quizzes tab.

Edit the Quiz



1. Find the Quiz you wish to **Edit**, and select the drop down arrow next to the Quiz.
2. Select the **Edit** option at the top of the list.

Add/Edit Questions

Quiz Questions

Questions per page: Apply ?

Paging: ☐ Prevent moving backwards through pages ?

☐ Shuffle order of questions at the quiz level
Also shuffles order of sections existing at the quiz level

Add/Edit Questions Edit Values

Page Name










1 i1. Be sure to pause the video screen or you will lose t...

1 Q1. Response to question 1:

1 Q2. Response to question 2:

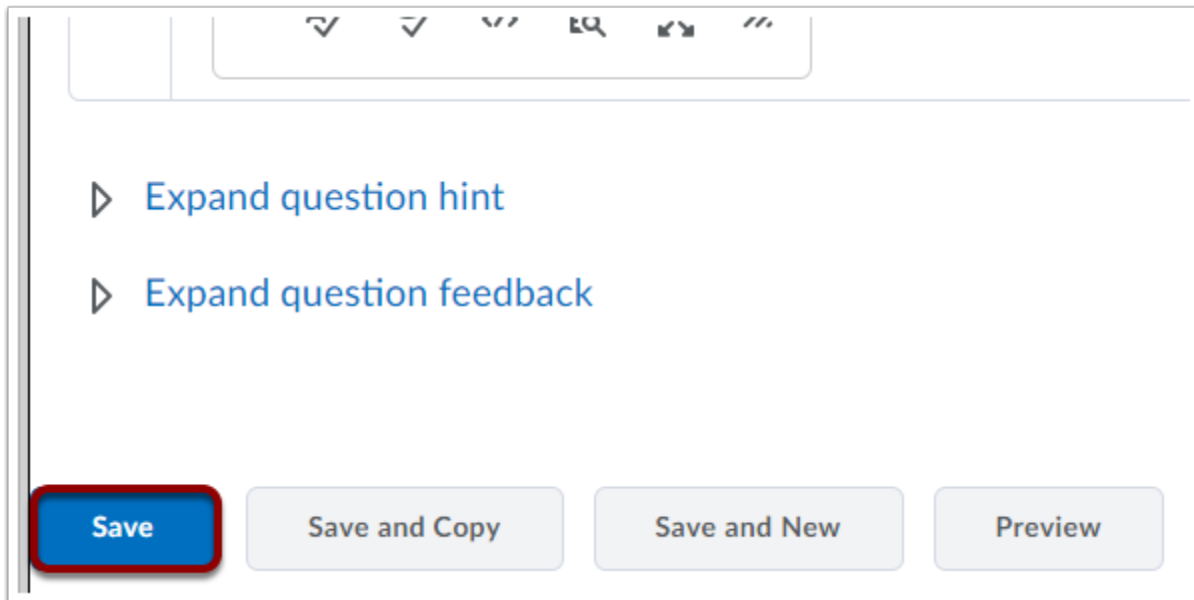
Select the Add/Edit Questions button to open the editing interface.

Select Question to be Edited

	Move		Delete		Order		Edit Values
<input type="checkbox"/>	Name (click question name to edit)						
<input type="checkbox"/>	 The Final Exam is worth how many points? ▾						
<input type="checkbox"/>	 Teach One Another activities include: ▾						
<input type="checkbox"/>	 This course requires you to purchase a textbook. ▾						
<input type="checkbox"/>	 You can go at your own pace through the entire course. ▾						
<input type="checkbox"/>	 Each lesson corresponds to one week and includes how many h						
Total: 5 Questions							

Click on the Question that you wish to Edit.

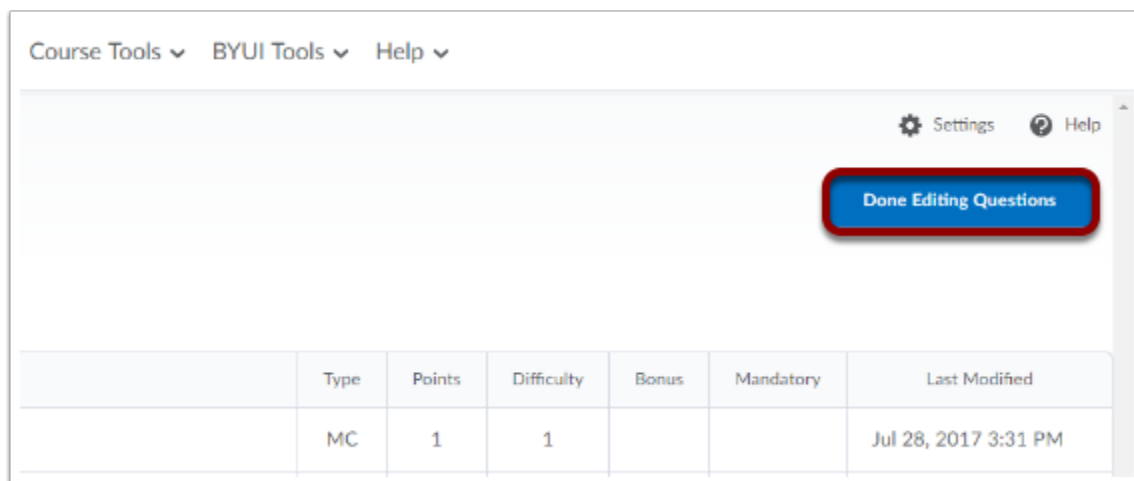
Save the Edited Question



The screenshot shows a question editing interface. At the top, there is a toolbar with icons for undo, redo, bold, italic, link, unlink, and strikethrough. Below the toolbar, there are two expandable sections: "Expand question hint" and "Expand question feedback". At the bottom of the interface, there are four buttons: "Save", "Save and Copy", "Save and New", and "Preview". The "Save" button is highlighted with a red border.

After you are done making the desired edits click the **Save** button found at the bottom of the page.

Close the Editing Window

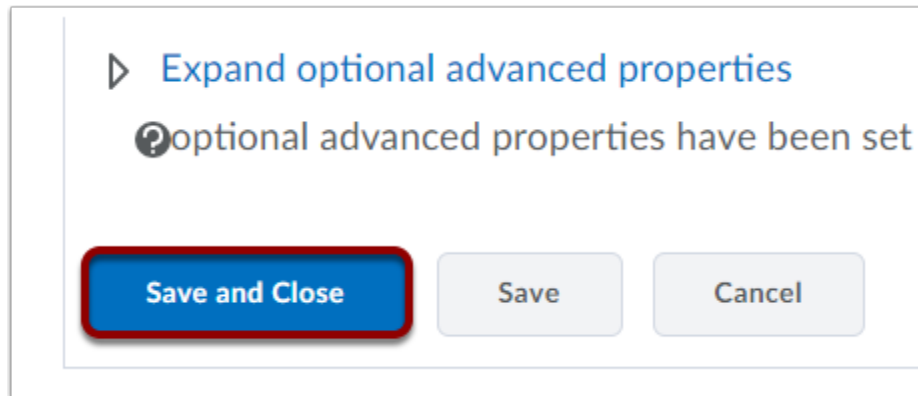


The screenshot shows the quiz editing page. At the top, there are navigation links: "Course Tools", "BYUI Tools", and "Help". Below these links, there is a "Settings" button and a "Help" button. A "Done Editing Questions" button is highlighted with a red border. Below the buttons, there is a table with the following data:

	Type	Points	Difficulty	Bonus	Mandatory	Last Modified
	MC	1	1			Jul 28, 2017 3:31 PM

Click the **Done Editing Questions** button to exit the quiz edit page.

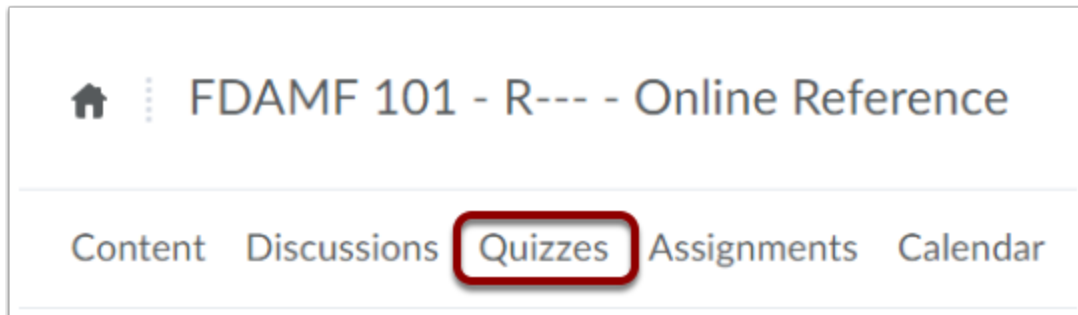
Save and Close the Quiz



Click Save and Close at the bottom of the page.

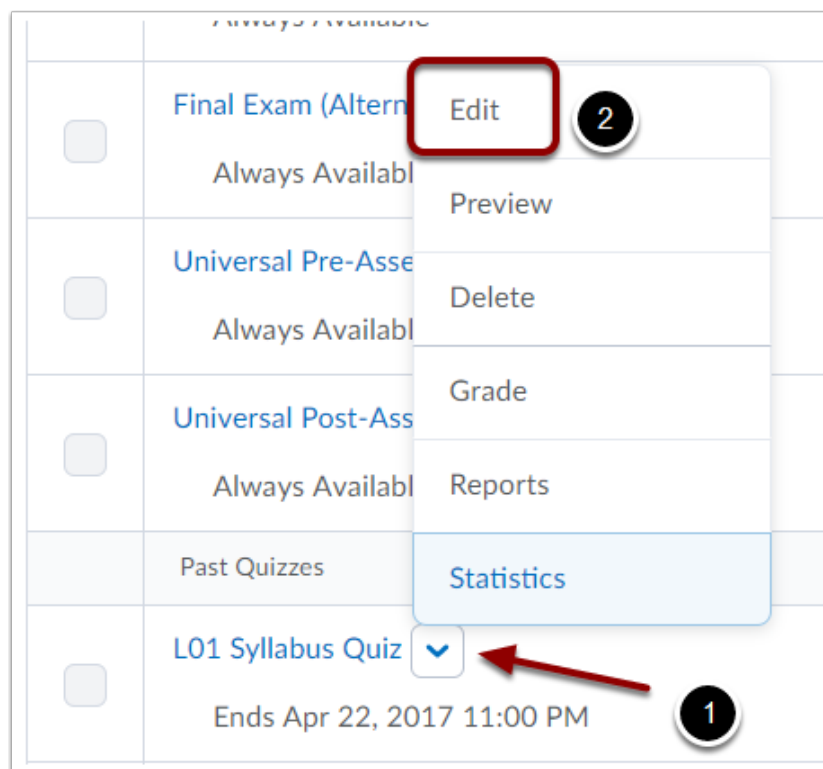
How Do I Edit Quiz Settings?

Navigate to the Quizzes Tab



Select the Quizzes tab near the top of the page.

Drop Down Arrow and Edit



1. Select the **drop down arrow** next to the quiz to be edited

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2. Select Edit.

Editing

General

Name *

L01 Syllabus Quiz

Category

Lesson 01 [add category] ?

Quiz Questions

Questions per page: [] Apply ?

Paging: ☐ Prevent moving backwards through pages ?

☐ Shuffle order of questions at the quiz level
Also shuffles order of sections existing at the quiz level

Add/Edit Questions Edit Values

Page Name

1 Q1. The Final Exam is worth how many points?

1 Q2. Teach One Another activities include:

1 Q3. This course requires you to purchase a textbook.

1 Q4. You can go at your own pace through the entire course.

Edit whichever settings you prefer

Save

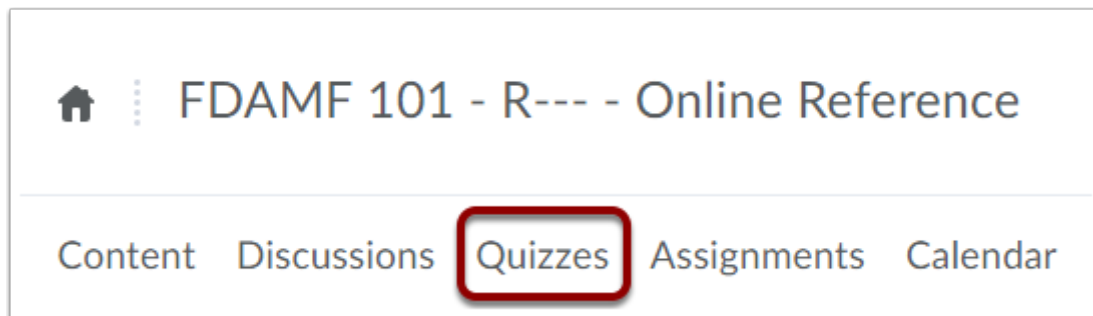
1 Q4. You can go at your own pace through the er

Save and Close Save Cancel

When done Click the Save and Close button at the bottom of the page

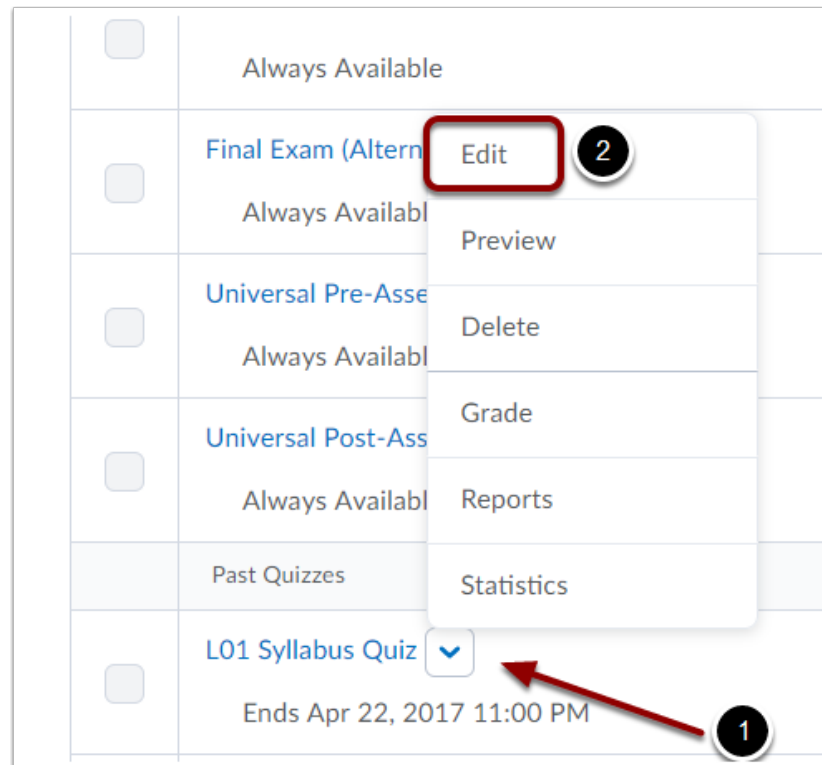
How Do I Add Password Protection to a Quiz?

Navigate to the Quizzes Tab



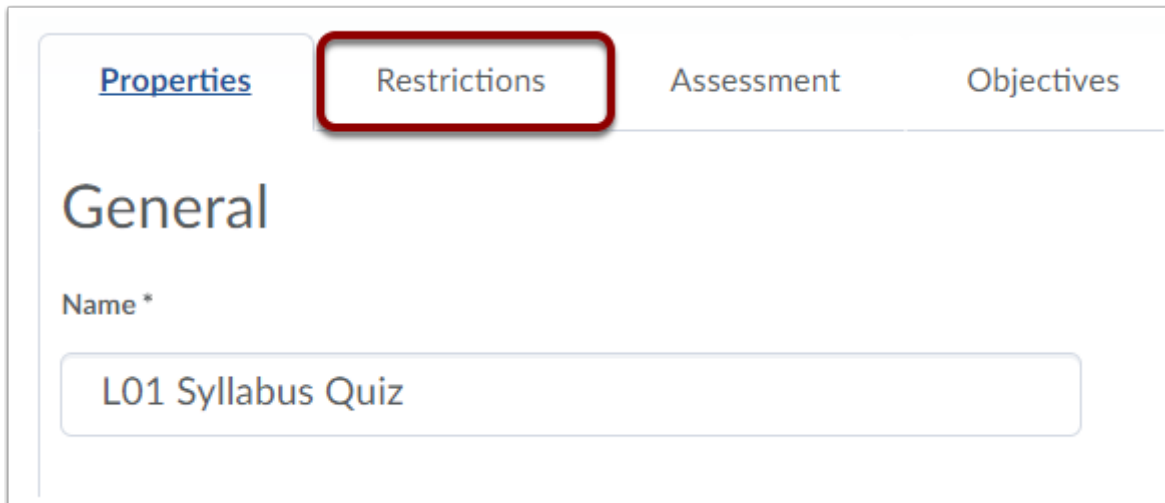
Select the Quizzes tab, near the top of the page.

Drop Down Arrow and Edit



1. To the right of the quiz you wish to edit, there will be a **drop down arrow**, select it.
2. In the drop down menu, select **Edit**.

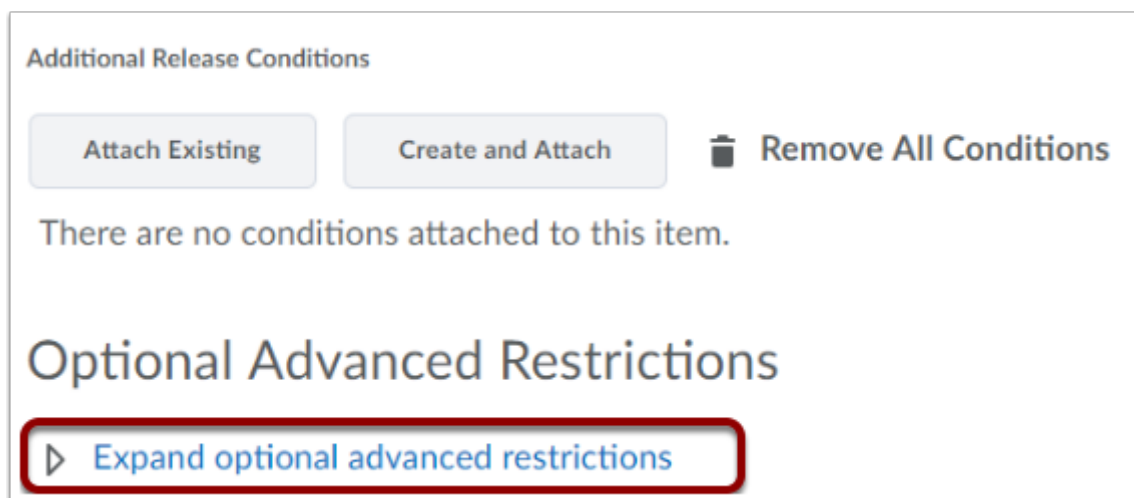
Restrictions Tab



The screenshot shows a tabbed interface with four tabs: [Properties](#), **Restrictions** (highlighted with a red box), [Assessment](#), and [Objectives](#). Below the tabs, the section is titled "General". Under "Name *", there is a text input field containing "L01 Syllabus Quiz".

In the row of tabs underneath the quiz title select the **Restrictions** tab.

Advanced Restrictions



The screenshot shows the "Additional Release Conditions" section. It contains three buttons: "Attach Existing", "Create and Attach", and "Remove All Conditions" (with a trash icon). Below these buttons, it says "There are no conditions attached to this item." Under the heading "Optional Advanced Restrictions", there is a button with a right-pointing triangle icon and the text "Expand optional advanced restrictions", which is highlighted with a red box.

Select Expand optional advanced restrictions.

Password

Optional Advanced Restrictions

☐ Collapse optional advanced restrictions

Password

?

Type in the Password area the password that you would like to set for the quiz.

Save and Close

Special Access

Type of Access

☒ Allow selected users special access to this quiz

☐ Allow only users with special access to see this quiz

Add Users to Special Access

Save and Close


Save

Cancel

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Scroll to the bottom and select **Save and Close**.

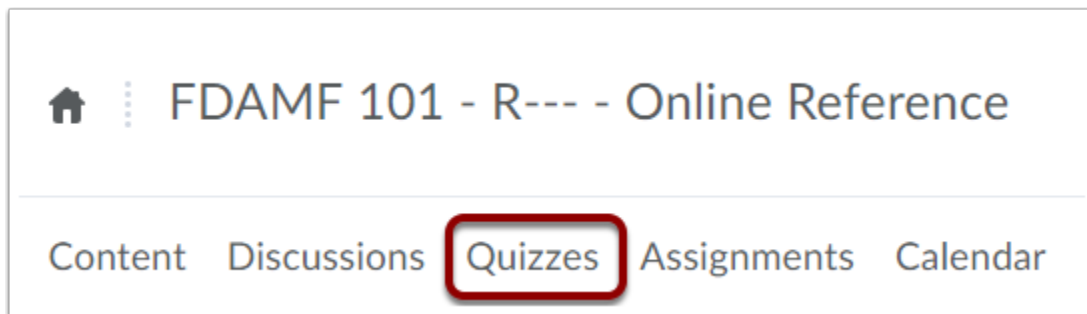
Password Protection Check

	Past Quizzes
<input type="checkbox"/>	<div>L01 Syllabus Quiz ▾ </div> <div>Ends Apr 22, 2017 11:00 PM</div>
<input type="checkbox"/>	<div>L03 Exam 01 ▾</div> <div>May 5, 2017 12:00 AM - May 8, 2017 11:59 PM</div>

After saving and closing, on the main quizzes page there will appear a **lock** next to the quiz. This indicates that there is a password protecting that quiz.

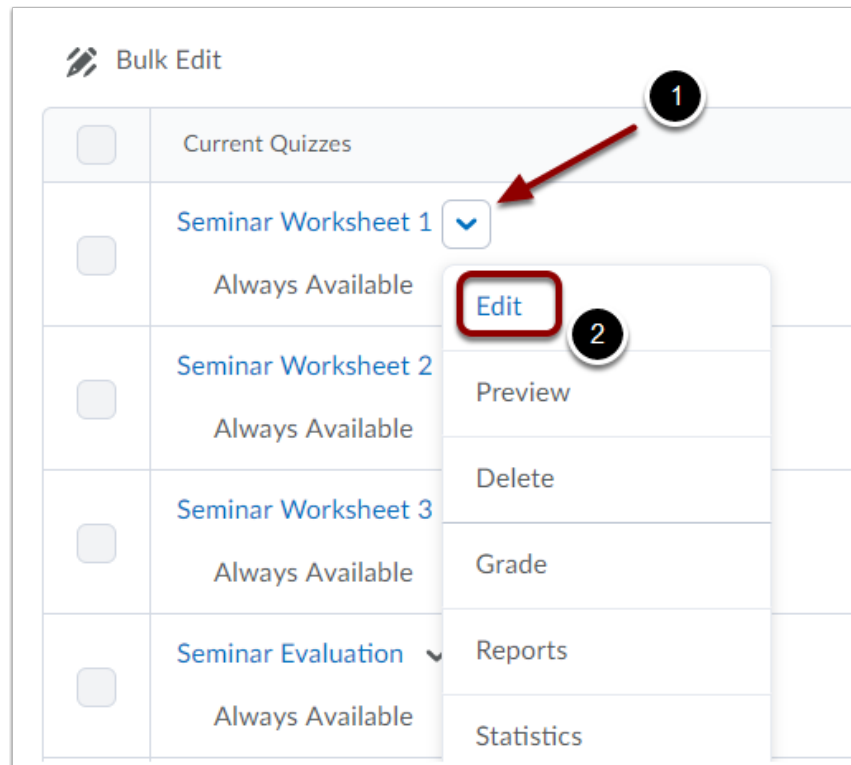
How Do I Grant a Student an Exception to a Quiz Time Limit?

Quizzes Tab



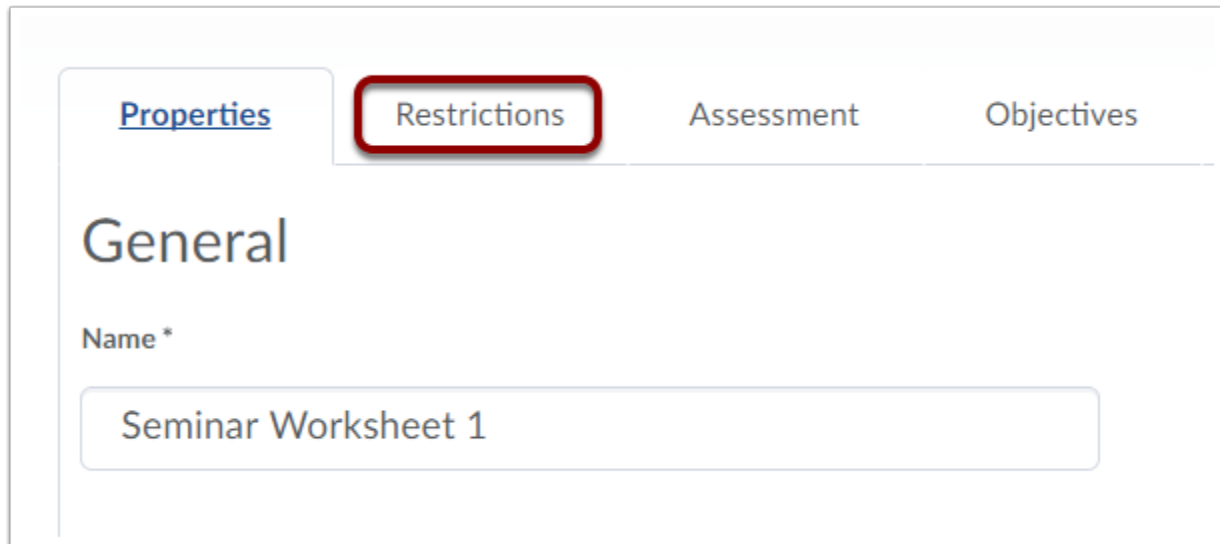
Select the Quizzes tab near the top of the page.

Edit Quiz



1. To the right of the quiz you wish to edit, there will be a **drop down arrow**, select it.
2. In the drop down menu, select **Edit**.

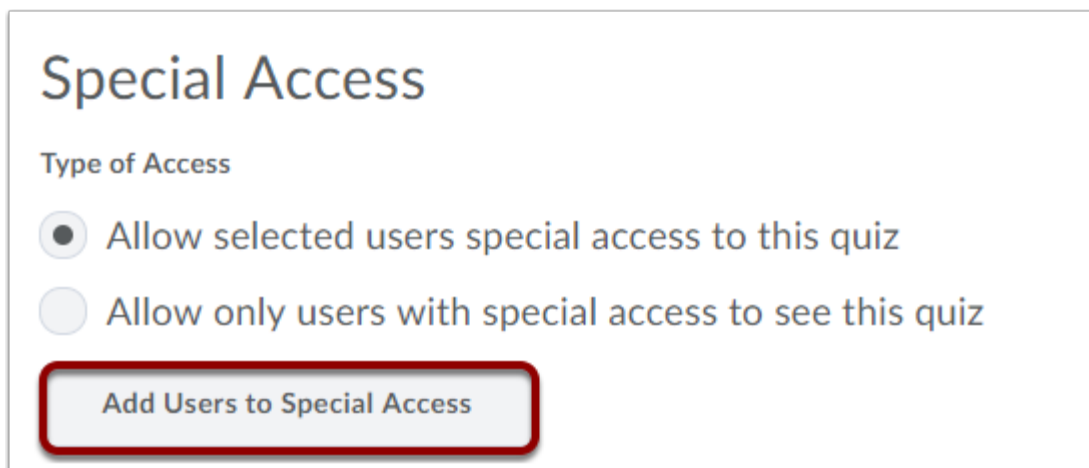
Restrictions Tab



The screenshot shows a web interface with four tabs: [Properties](#), **Restrictions**, [Assessment](#), and [Objectives](#). The **Restrictions** tab is highlighted with a red border. Below the tabs, the word "General" is displayed. Under "General", there is a label "Name *" followed by a text input field containing the text "Seminar Worksheet 1".

Underneath the blue bar, find and open the **Restrictions Tab**

Add Users to Special Access



The screenshot shows a section titled "Special Access". Below the title, there is a label "Type of Access" followed by two radio button options:

- ☒ Allow selected users special access to this quiz
- ☐ Allow only users with special access to see this quiz

Below these options is a button labeled "Add Users to Special Access", which is highlighted with a red border.

Scroll down and select **Add Users to Special Access**

Timing

The screenshot shows the 'Timing' settings interface. At the top, there are three radio button options: 'No changes' (callout 1), 'No enforced time limit' (callout 2), and 'Enforced time limit' (callout 3, which is selected). Below these is a 'Time Limit' input field with the value '120' and the unit 'minute(s)'. Below that is a section for 'Assign an alternative grace period' (callout 4), which includes a checkbox and a 'Grace Period' input field with the value '5' and the unit 'minute(s) before flagged as late'. At the bottom is a section for 'Assign alternative late behaviour' (callout 5), which includes a checkbox and a list of three options under the heading 'What should happen after the grace period?': 'Quiz is flagged as late, but student can continue working.' (selected), 'Quiz is flagged as late, and student is prevented from making further changes.', and 'Quiz is flagged as late, but student can continue working. Quiz will be automatically scored as zero after the specified limit.'

Scroll down to the section titled **Timing** and select the desired options.

1. Select this option to keep time settings the same as the normal settings
2. Select this option if you don't want students with special access to have a time limit. An option appears to give students a suggested amount of time
3. This option allows you to establish an enforced time limit of your choosing in minutes
4. A grace period allows students to submit assignments after the due time without it being marked as late based on the number input. This box must be checked for the grace period to function.
5. This option lets you decide what I-Learn does when a student tries to submit an assignment late

Select Users to Add

Users

View By: User ▼ Apply

🔍 [Show Search Options](#)

<input type="checkbox"/>	First Name ▲, Last Name, Id
<input checked="" type="checkbox"/>	[Redacted]
<input type="checkbox"/>	[Redacted]
<input type="checkbox"/>	[Redacted]

2

Add Special Access Cancel

1. Check the box next to the names of the people you want to grant special access to
2. Click Add Special Access

Save and Close



Special Access



Type of Access

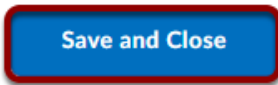
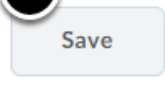
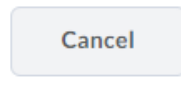
☒ Allow selected users special access to this quiz

☐ Allow only users with special access to see this quiz

Add Users to Special Access

[User Name] 120 minute(s)  

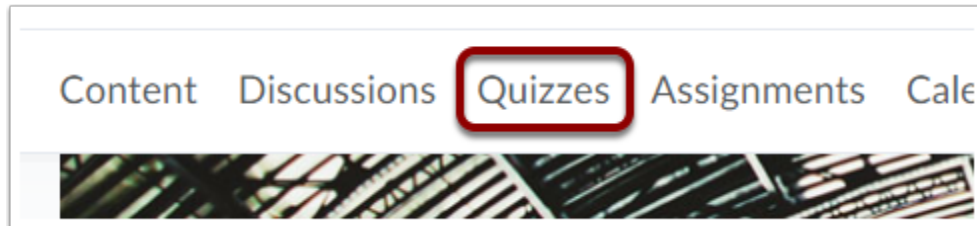
Always Available  

1. Alarm clocks by User's names indicate changes to time settings.
2. Hit **Save and Close** to finish.

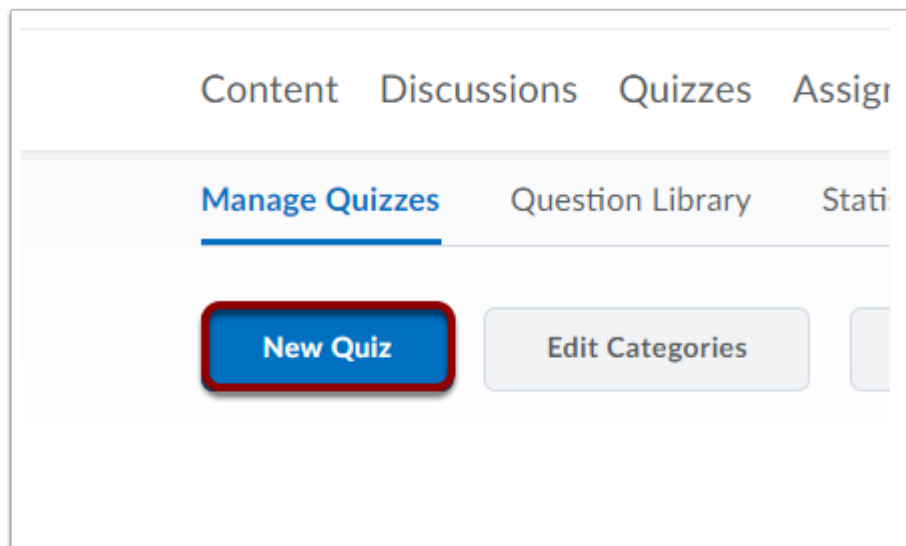
How Do I Create a New Quiz?

Quizzes Tab



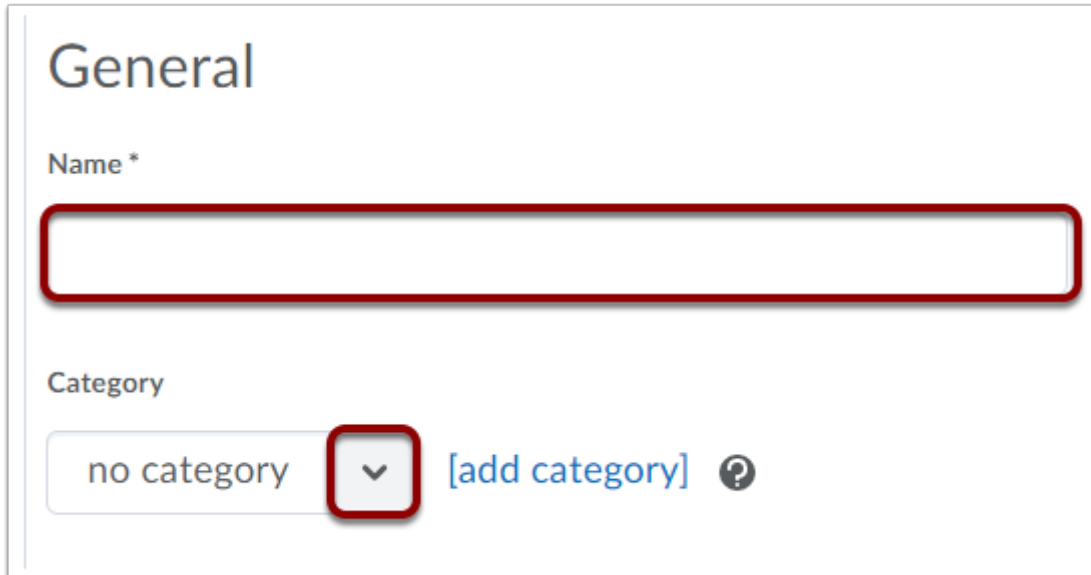
Click on the Quizzes tab.

New Quiz



Click on the New Quiz button.

Complete Required Fields



General

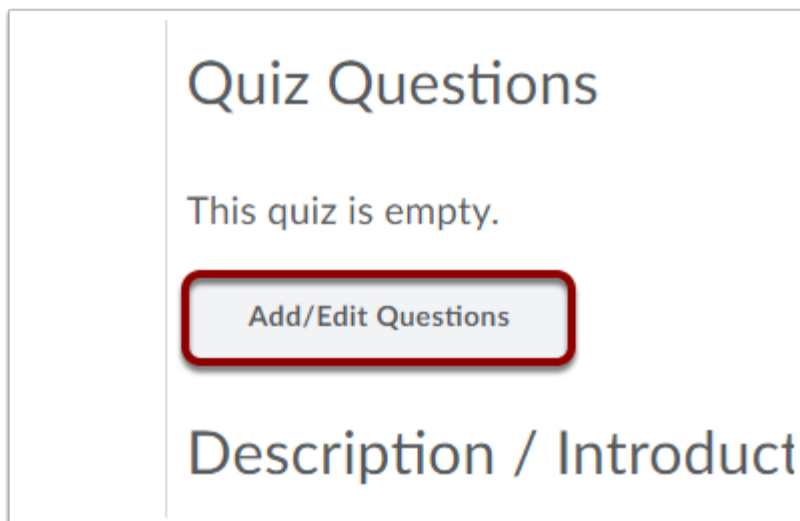
Name *

Category

no category ▼ [add category] ?

Fill out the fields according to your desired preferences such as Quiz Name and Category

Quiz Questions



Quiz Questions

This quiz is empty.

Add/Edit Questions

Description / Introduction

Click on Add/Edit Questions to create the questions.

Options

Optional Advanced Properties

1

☐ Collapse optional advanced properties

☐ Allow hints

☐ Disable right click ?

☐ If you turn on this option, users cannot access the progress. ?

2

Make sure all options are set to the desired preferences.

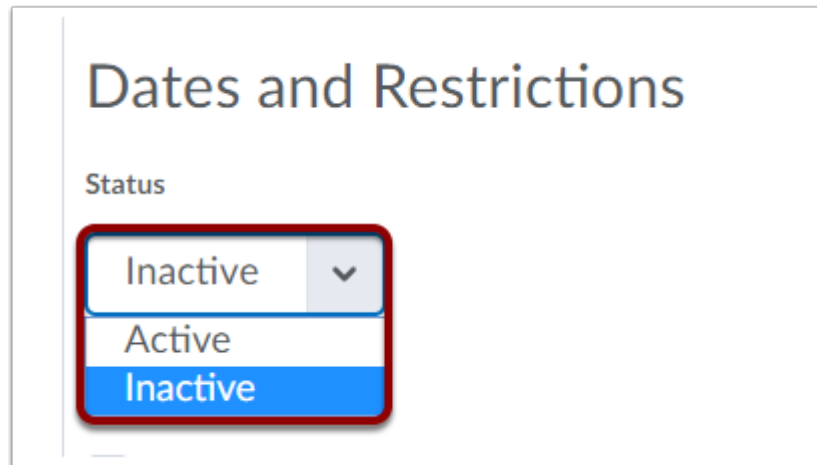
Restrictions

[Properties](#) **Restrictions** [Assessment](#)

General

Click on the Restrictions tab.

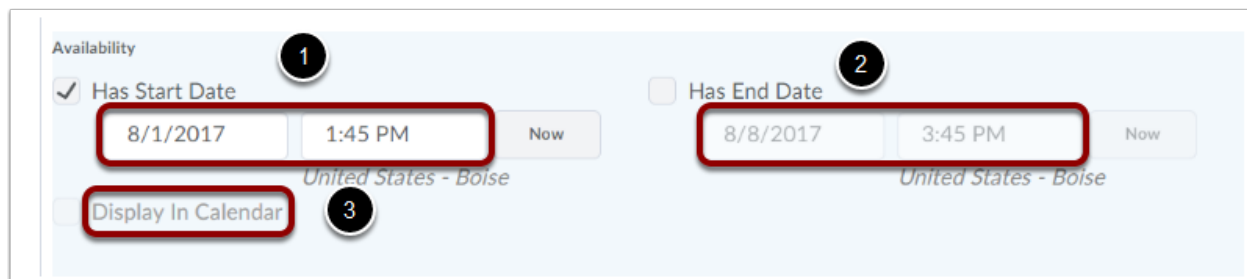
Status



The screenshot shows a form titled "Dates and Restrictions". Under the "Status" label, there is a dropdown menu. The menu is open, showing three options: "Inactive" (selected), "Active", and "Inactive". The "Inactive" option at the bottom is highlighted in blue. A red rectangle is drawn around the dropdown menu.

Click on the Status drop down menu and select active.

Start/End Date

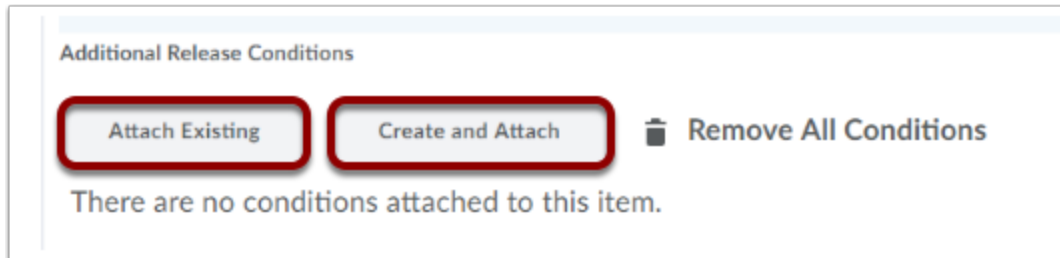


The screenshot shows a form titled "Availability". It contains three main sections, each with a red box and a numbered circle (1, 2, 3) indicating the steps to set the availability.
1. "Has Start Date" is checked. The date is set to "8/1/2017" and the time to "1:45 PM".
2. "Has End Date" is unchecked. The date is set to "8/8/2017" and the time to "3:45 PM".
3. "Display In Calendar" is unchecked.
Below the date and time fields, the text "United States - Boise" is visible. A "Now" button is next to each date and time field.


Set the Availability settings to the desired preferences.

1. If the quiz has a start date, click on the dialog box for **Has Start Date** and type in the date.
2. If the quiz has an end date, click on the dialog box for **Has End Date** and type in the date.
3. If you would like these dates to show on the students I-Learn calendar check this box.

Additional Release Conditions



Additional Release Conditions

Attach Existing **Create and Attach**  **Remove All Conditions**

There are no conditions attached to this item.

Attach release conditions, if desired.

Save & Close

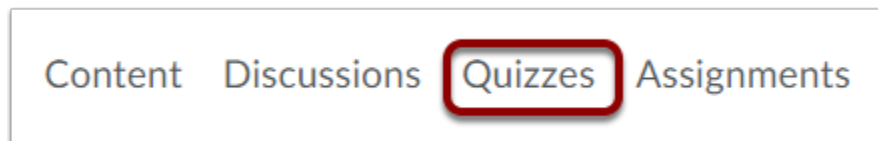


Save and Close **Save** **Cancel**

Click **Save & Close** to save your changes.

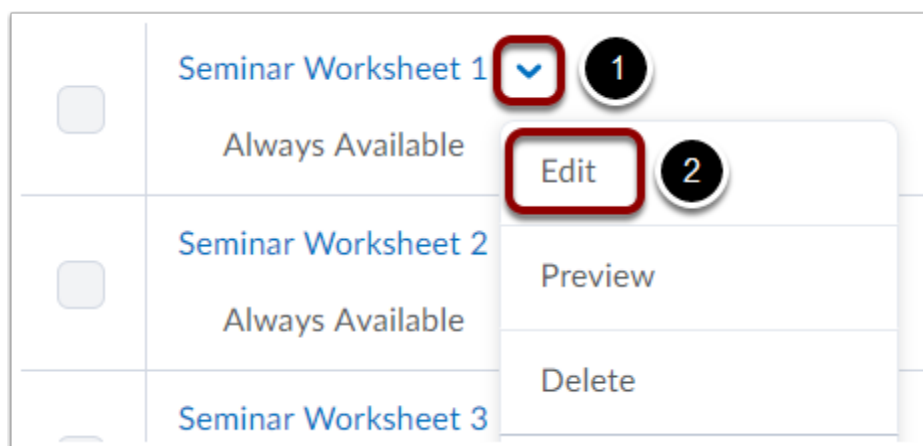
How Do I Put a Quiz in Active/Inactive Status?

Quizzes



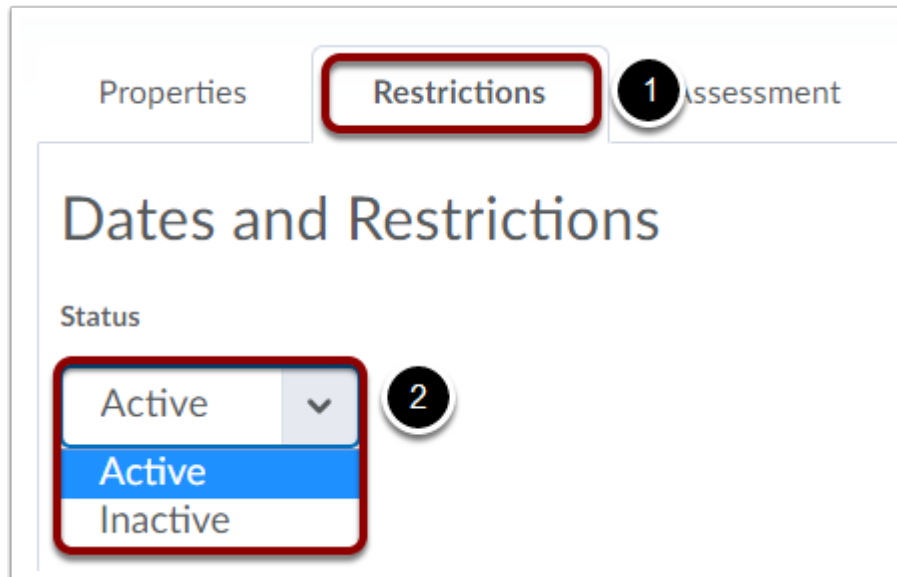
Click on the Quizzes tab.

Edit Quiz



1. Click the Drop Down Menu next to the quiz you want to activate/deactivate
2. Click Edit.

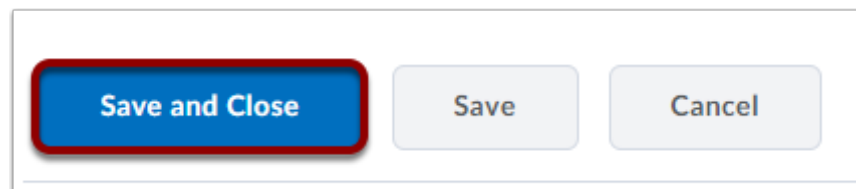
Restrictions



The screenshot shows a web interface with three tabs: "Properties", "Restrictions", and "Assessment". The "Restrictions" tab is selected and highlighted with a red border and a circled "1". Below the tabs is a section titled "Dates and Restrictions". Under this title is a "Status" label and a drop-down menu. The drop-down menu is open, showing "Active" (highlighted in blue) and "Inactive" options. The entire drop-down menu is highlighted with a red border and a circled "2".

1. Click on the **Restrictions** tab.
2. Select either **Active** or **Inactive** from the drop-down menu.

Save

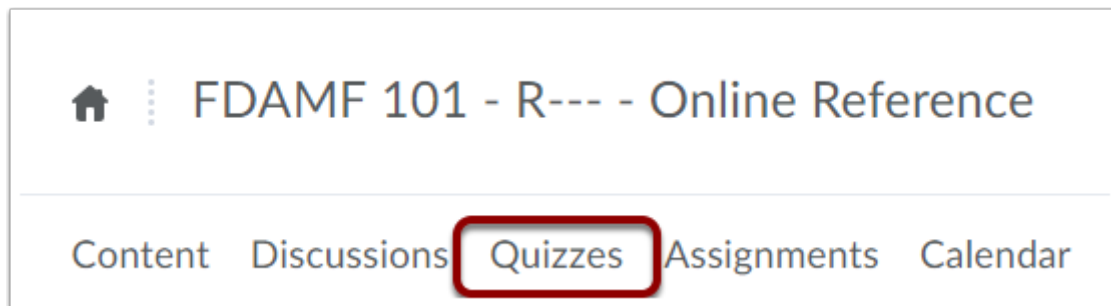


The screenshot shows three buttons: "Save and Close", "Save", and "Cancel". The "Save and Close" button is highlighted with a red border.

Click on **Save and Close**.

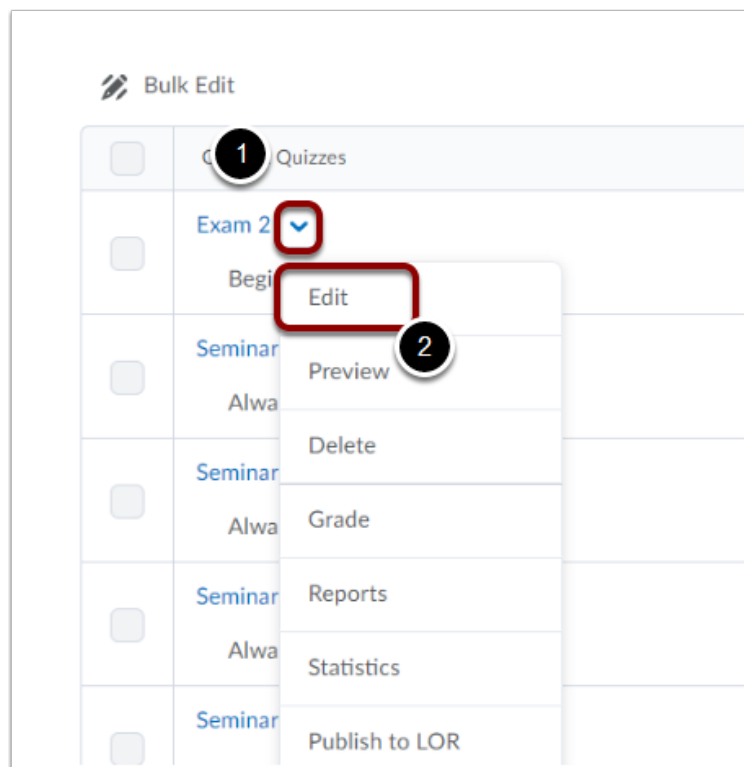
How Do I Change the Number of Attempts on a Quiz?

Quizzes



Click on the Quizzes tab.

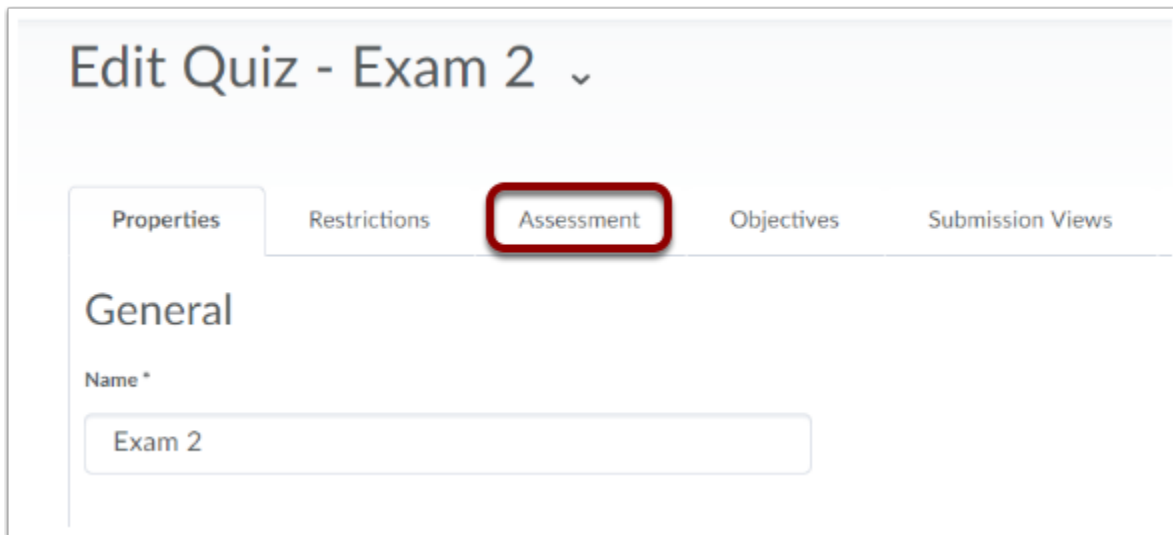
Edit Quiz



BYU-Idaho Online Knowledgebase

1. Click on the Drop Down Menu next to the quiz you want to edit.
2. Click Edit.

Assessment



The screenshot shows a web interface for editing a quiz. At the top, it says "Edit Quiz - Exam 2" with a dropdown arrow. Below this is a horizontal tab bar with five tabs: "Properties", "Restrictions", "Assessment", "Objectives", and "Submission Views". The "Assessment" tab is highlighted with a red rectangular border. Below the tabs, the "General" section is visible, containing a "Name *" label and a text input field with the value "Exam 2".

Click on the Assessment tab.

Attempts Allowed

Unlimited

1

2

3

4

5

6

7

8

9

10

Unlimited

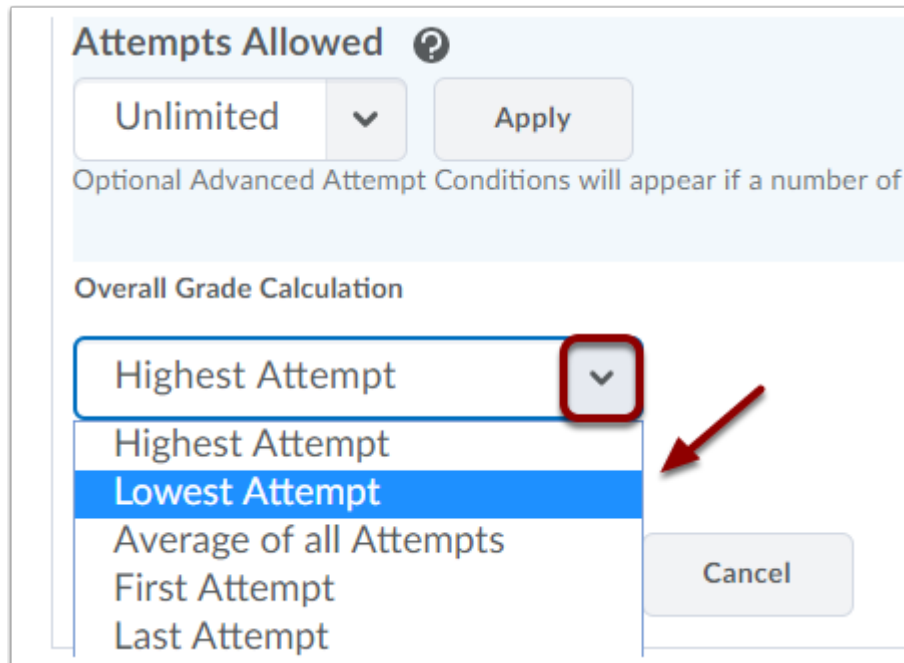
Apply

Optional Advanced Attempt Conditions will appear if a number of attempts from 2 to 10 is applied.

Overall Grade Calculation

1. Scroll down and click the drop down menu next to **Attempts Allowed** and select the number of attempts to be applied.
2. Click Apply

Overall Grade Calculation



Attempts Allowed ?

Unlimited ▼ Apply

Optional Advanced Attempt Conditions will appear if a number of

Overall Grade Calculation

Highest Attempt ▼

Highest Attempt

Lowest Attempt

Average of all Attempts

First Attempt

Last Attempt

Cancel

Select which attempt you want to count under the Overall Grade Calculation menu.

Save

Attempts Allowed ?

Unlimited ▼

Apply

Optional Advanced Attempt Conditions will appear if a number of attempts from 2 to 10 is

Overall Grade Calculation

Highest Attempt ▼

Save and Close

Save

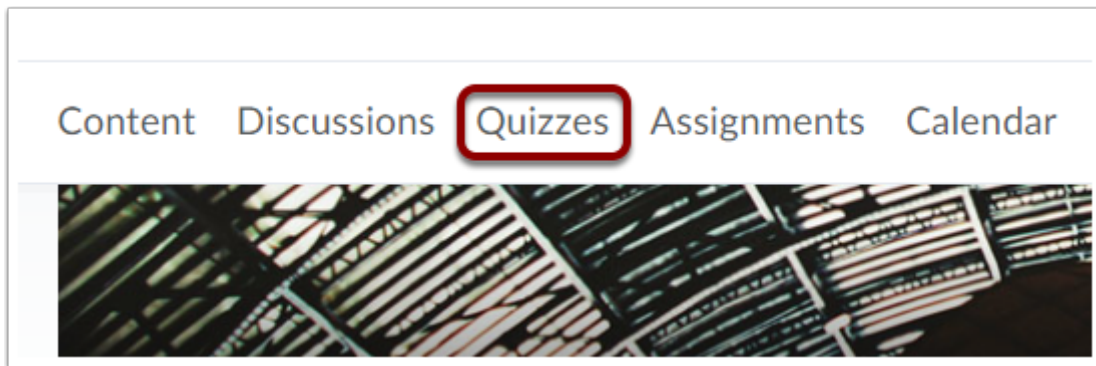
Cancel

Click on **Save and Close**.

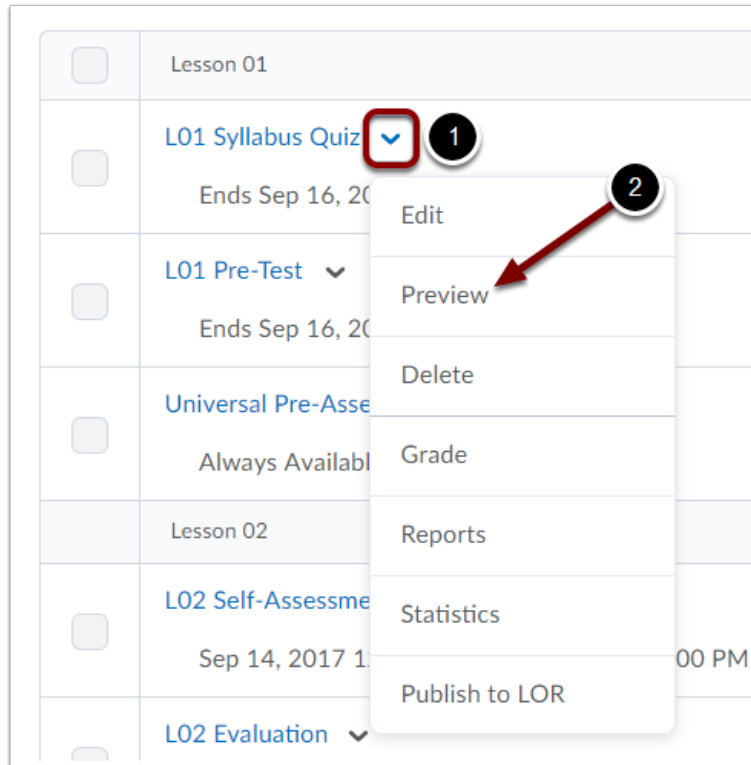
How Do I Preview a Quiz?

There are two ways to preview a Quiz.

Method 1 - Quizzes Tab



Preview



1. Click on the pull down menu next to the quiz to be previewed.
2. Click Preview

Start Quiz

Preview Quiz - L01 Syllabus Quiz ▾

☒ Bypass Restrictions ⓘ 1

Quiz Details

Current Time
8:42 AM [Update](#)

Current User
FTC -

Quiz Period
Ends Sep 16, 2017 11:00 PM

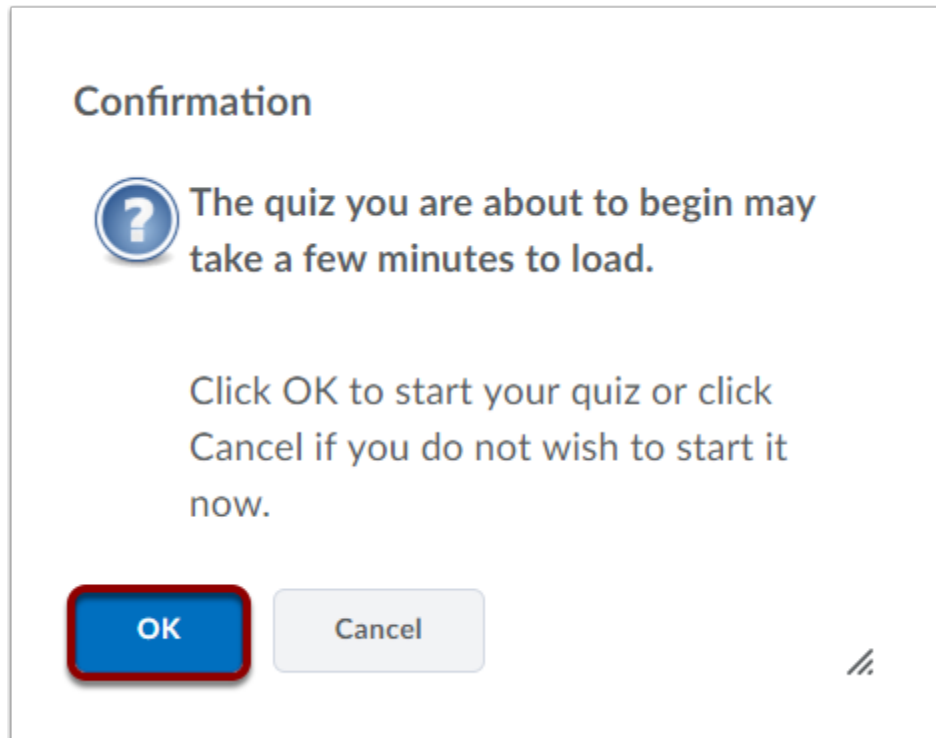
Time Allowed
unlimited (estimated time required: 2:00:00)

Attempts
Allowed - 1, Completed - 0

[Start Quiz!](#) 2

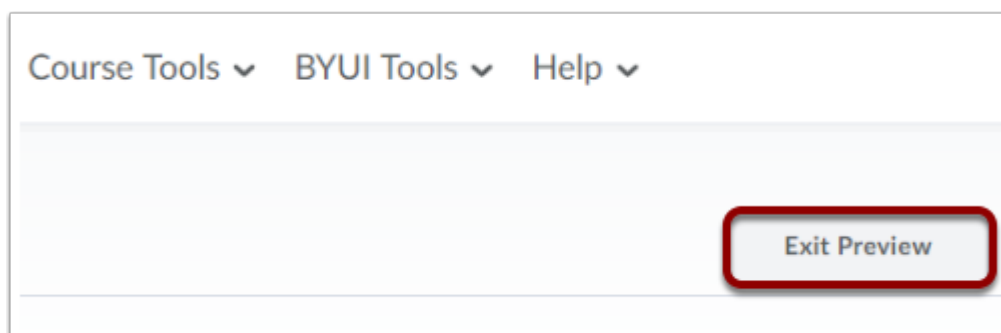
1. You may need to check the Bypass Restrictions box if the settings would otherwise restrict access to the quiz
2. Click Start Quiz

Confirm



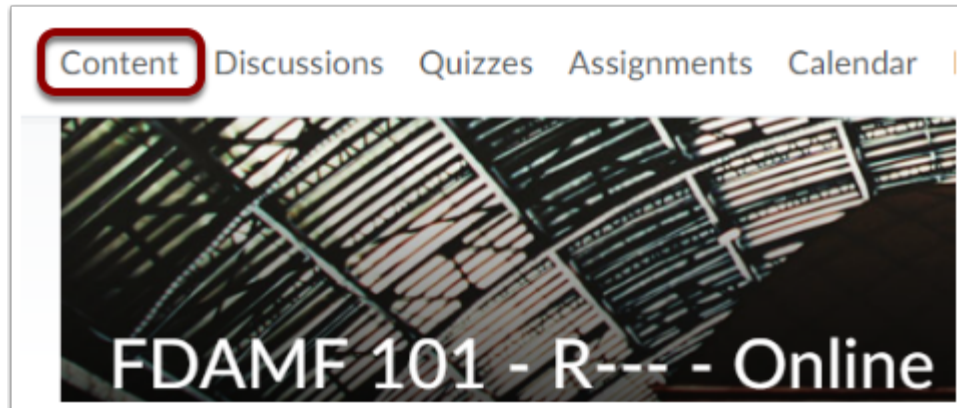
Click OK

Exit Preview

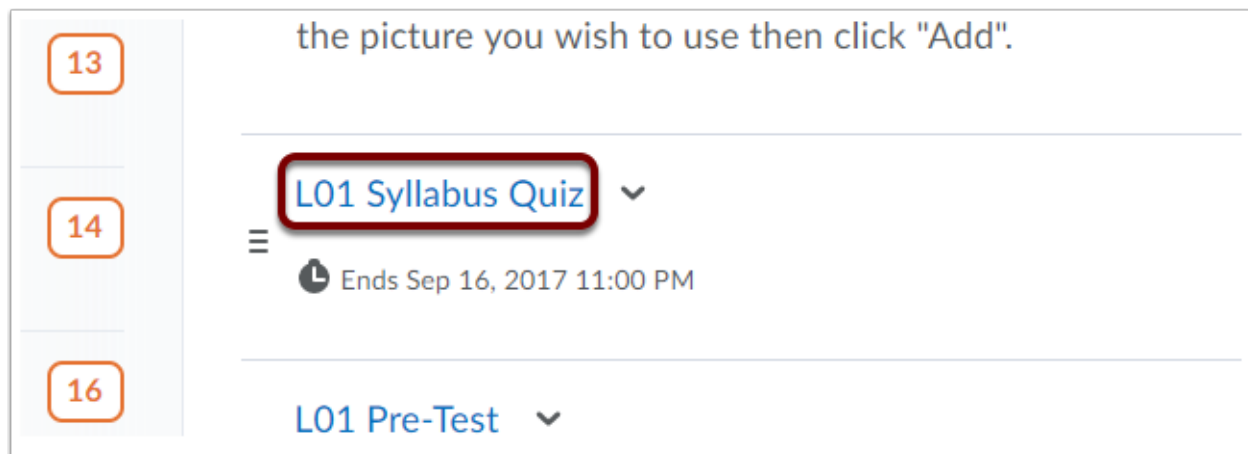


When finished click the **Exit Preview** button in the upper right hand corner of the screen.

Method 2 - Content Tab



Select Quiz



Click on the quiz to be previewed

Preview

L01 Syllabus Quiz ▾

Instructions

This quiz will help you identify key items from the syllabus that will help you have success in

Take the quiz according to the "[Syllabus](#)".

Or locate in the instructions by clicking on Content above, selecting the desired lesson, and

[Quiz Setup](#) [Preview](#) [Reflect in ePortfolio](#)

Click on the **Preview** button

Start Quiz

L01 Syllabus Quiz

Summary

☒ Bypass Restrictions 1

Quiz Details

Current Time
8:50 AM [Update](#)

Current User
FTC -

Quiz Period
Ends Sep 16, 2017 11:00 PM

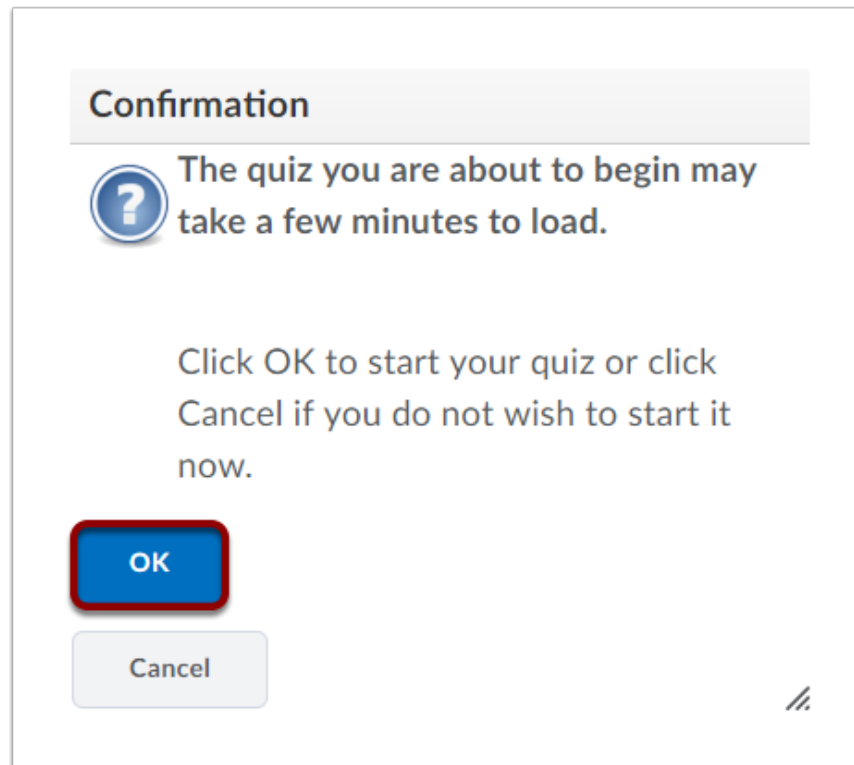
Time Allowed
unlimited (estimated time required: 2:00:00)

Attempts

Start Quiz! 2 0

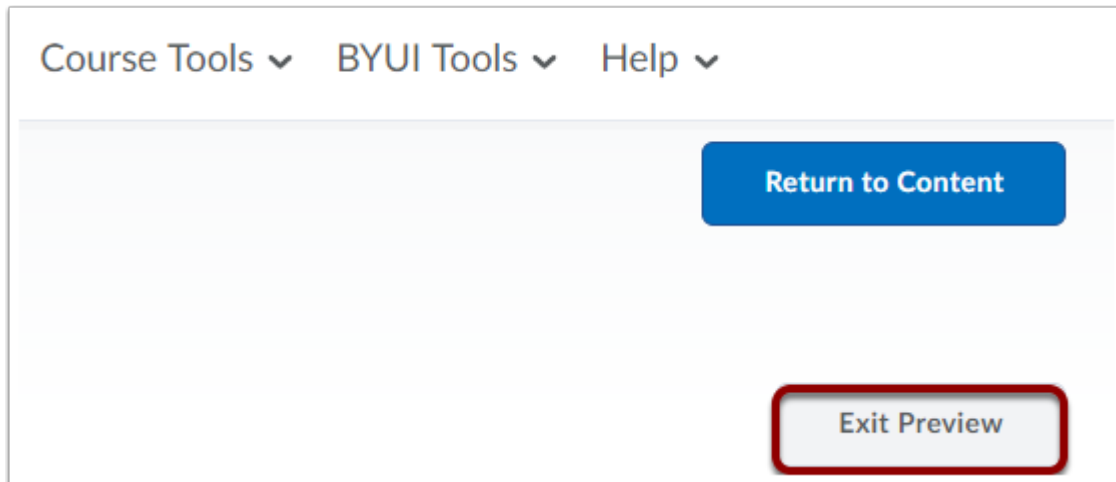
1. You may need to check the Bypass Restrictions box if the settings would otherwise restrict access to the quiz
2. Click Start Quiz

Confirm



Click OK


Exit Preview



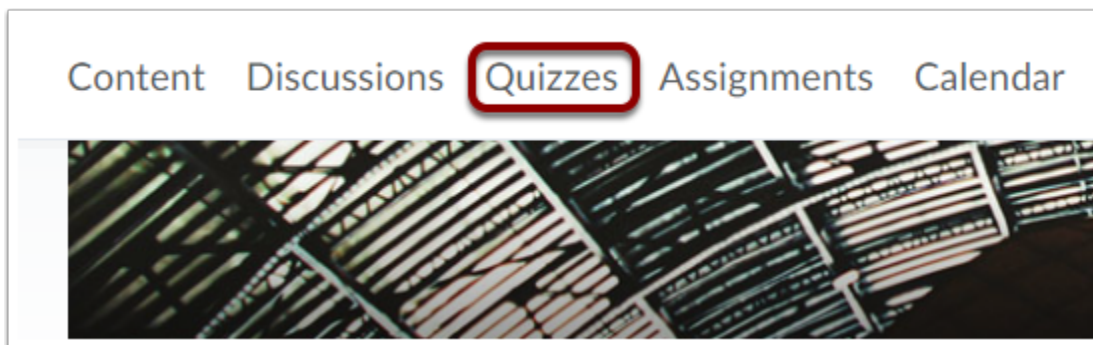
When finished click the **Exit Preview** button in the upper right hand corner of the screen.

How Do I Add or Edit Submission Views in a Quiz?

Submission Views control the visibility of question feedback, question answers, student responses and quiz scores after the student submits their quiz. You can edit the default submission view or add additional submissions to release different information on different dates.

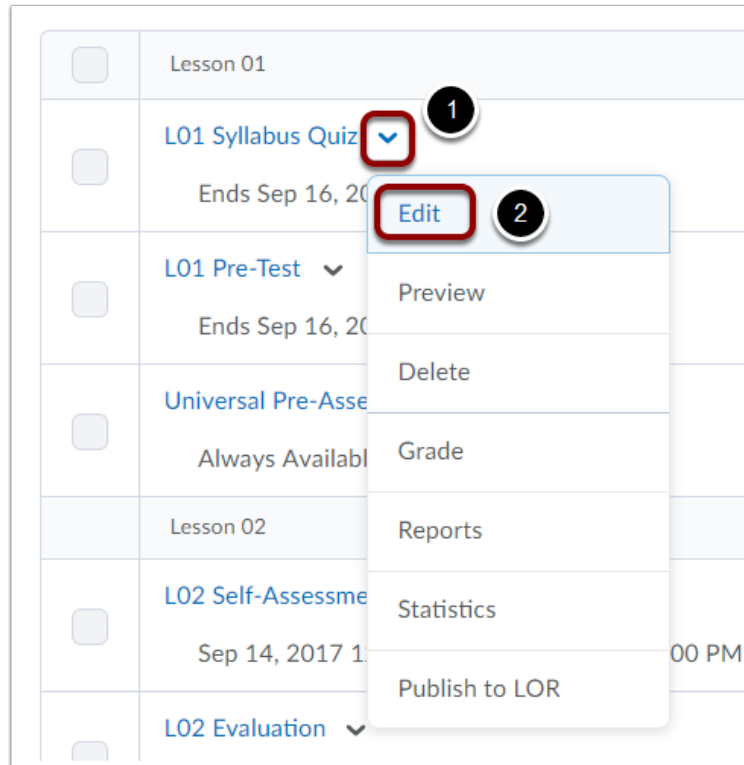
 Online instructors should consult with their course council via the OCR before making changes to the settings below, as the changes below can have academic honesty repercussions.

Quizzes



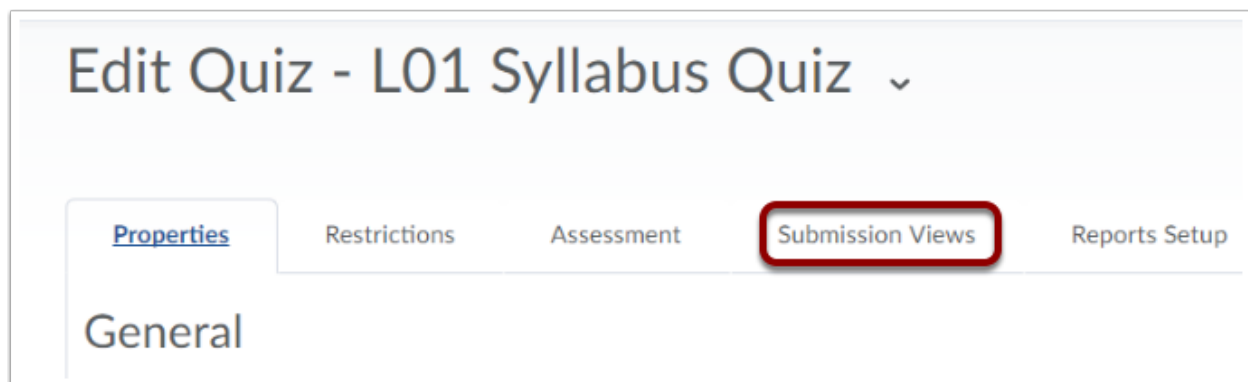
Click on the Quizzes tab.

Edit Quiz



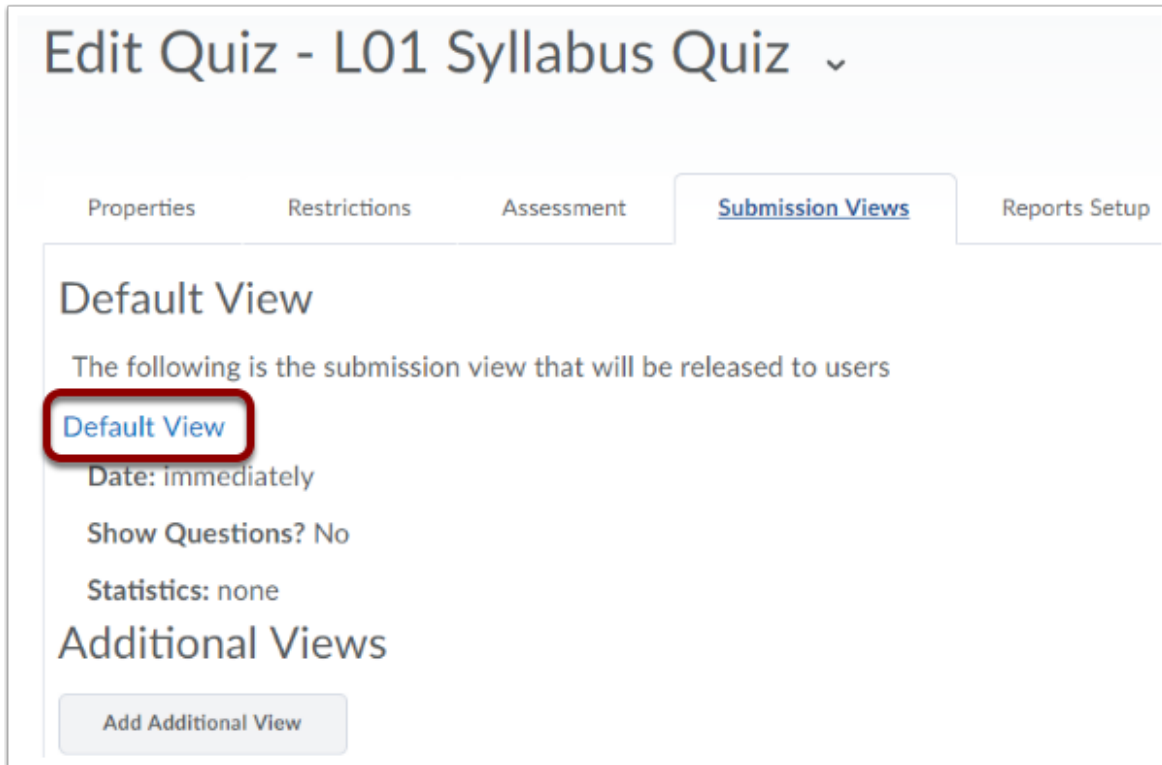
Click on the Drop Down Menu next to the quiz you want to edit, then click Edit.

Submission Views Tab



Click on the Submission Views tab

Default View



Edit Quiz - L01 Syllabus Quiz ▾

Properties Restrictions Assessment Submission Views Reports Setup

Default View

The following is the submission view that will be released to users

Default View

Date: immediately

Show Questions? No

Statistics: none

Additional Views

Add Additional View

Click the **Default View** in blue text to change the default view settings.





NOTE: This view determines what students will see immediately upon completion of the quiz.


Submission View Message


Add View





View Properties


Message









Paragraph

B *I* U 





Your quiz has been submitted successfully.



View Details

Add text to create the message students see when they submit their quiz here

Select Settings

The screenshot shows a 'View Details' settings form. A red box labeled '1' encompasses the 'Show Questions?' section. Within this section, a red box labeled '2' highlights the radio button options: 'Show questions answered incorrectly', 'Show questions answered correctly', 'Show all questions without user responses', and 'Show all questions with user responses'. Red arrows point from the '2' callout to each of these four options. Below the 'Show Questions?' section is a 'Score' section with a red box labeled '3' around the 'Show attempt score and overall attempt score' checkbox. At the bottom is a 'Statistics' section with a red box labeled '4' around the 'Show class average' checkbox.

View Details

Show Questions?

☐ Yes

☐ Show questions answered incorrectly ?

☐ Show questions answered correctly ?

☐ Show all questions without user responses ?

☒ Show all questions with user responses ?

☐ Show question answers ?

☒ Show question score and out of score

☐ No ?

Score

☒ Show attempt score and overall attempt score ?

Statistics

☐ Show class average

1. Select the option(s) that best suit your preferences.

2. Click on the grey question marks to learn more about the various submission view options.

IMPORTANT: If you have given your students question specific feedback then you must select the "Yes" radio button along with the "Show all questions with user responses" option in order to make your canned questions specific feedback available to students. They will find your feedback in the Class Progress area.

3. Display score out of total

4. Display the class average to the students

Add Additional Views

The screenshot shows the 'Submission Views' tab selected in a navigation bar. Below the navigation bar, the 'Default View' section is visible, containing the text 'The following is the submission view that will be released to users' and a link 'Default View'. Below this, the settings for the default view are listed: 'Date: immediately', 'Show Questions? No', and 'Statistics: none'. The 'Additional Views' section is also visible, featuring a button labeled 'Add Additional View' which is highlighted with a red border. At the bottom of the form is a blue button labeled 'Save and Close'.

Properties Restrictions Assessment **Submission Views** Reports Setup

Default View

The following is the submission view that will be released to users

[Default View](#)

Date: immediately

Show Questions? No

Statistics: none

Additional Views

[Add Additional View](#)

[Save and Close](#)

Use this feature to add additional submission views. Additional views can be created to release more quiz information on a specific date.


Name Additional View


Add View


View Properties


Name *

Message











Paragraph





B


I


U
































Name the Submission View

Release Date

View Restrictions

Date

8/2/2017

9:32 AM

Now

United States - Boise

IP Address

☐ IP Restriction (IPv4) ?

Limited Duration

☐ Limit the amount of time (in minutes) for which this view is available after the quiz is submitted

Select the date you wish the submission view to be released to students

Select Settings

View Details

Show Questions?

- ☐ Yes
- ☐ Show questions answered incorrectly ?
- ☐ Show questions answered correctly ?
- ☐ Show all questions without user responses ?
- ☒ Show all questions with user responses ?
- ☐ Show question answers ?
- ☒ Show question score and out of score
- ☐ No ?

Score

- ☒ Show attempt score and overall attempt score ?


Statistics

- ☐ Show class average

The same settings available for default view are available for additional view as well

1. Toggle to show questions once students finish taking a quiz. There are options to display questions in various ways, select the one that suits the quiz the best
2. Display score out of total
3. Display the class average

Save and Close



☐

Student view 2

Date: Aug 2, 2017 9:32 AM

Show Questions? No

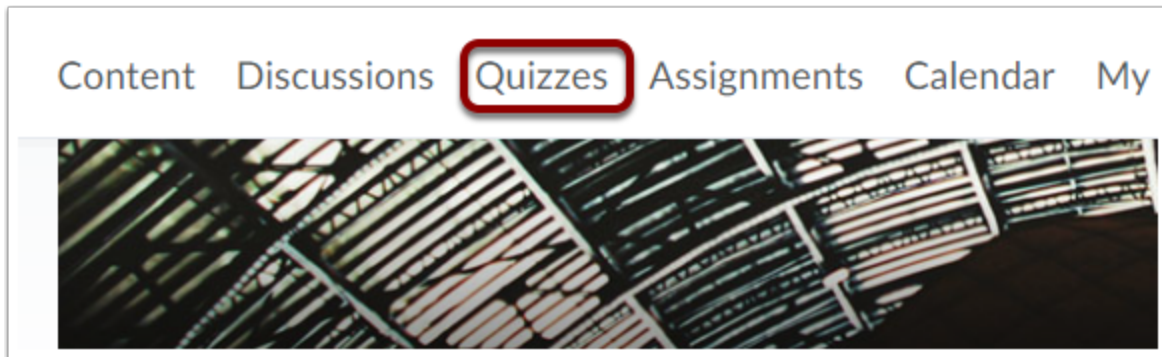
Statistics: none

Save and Close

Always remember to Save and Close

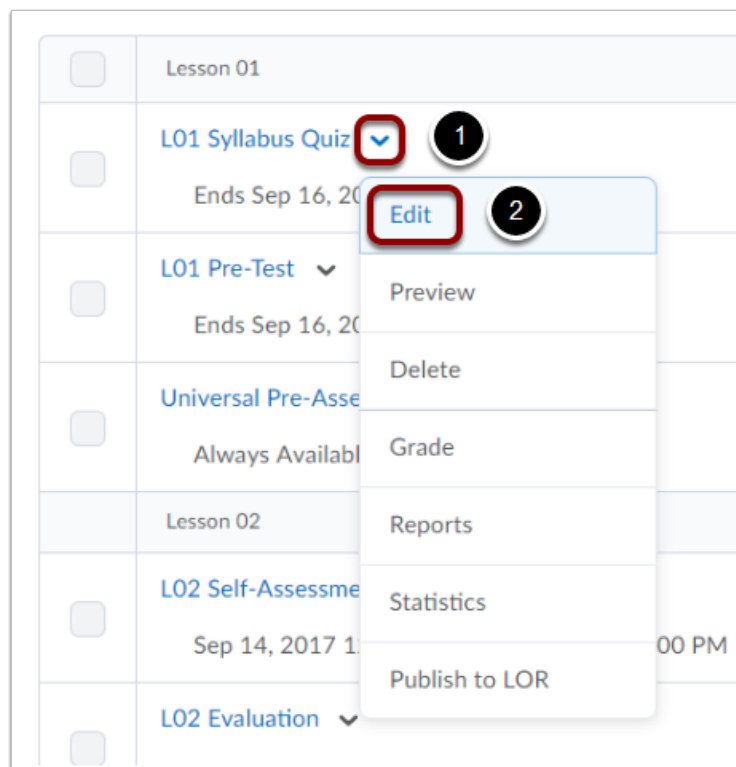
How Do I Place a Time Limit on a Quiz?

Quizzes Tab



Click the Quizzes tab

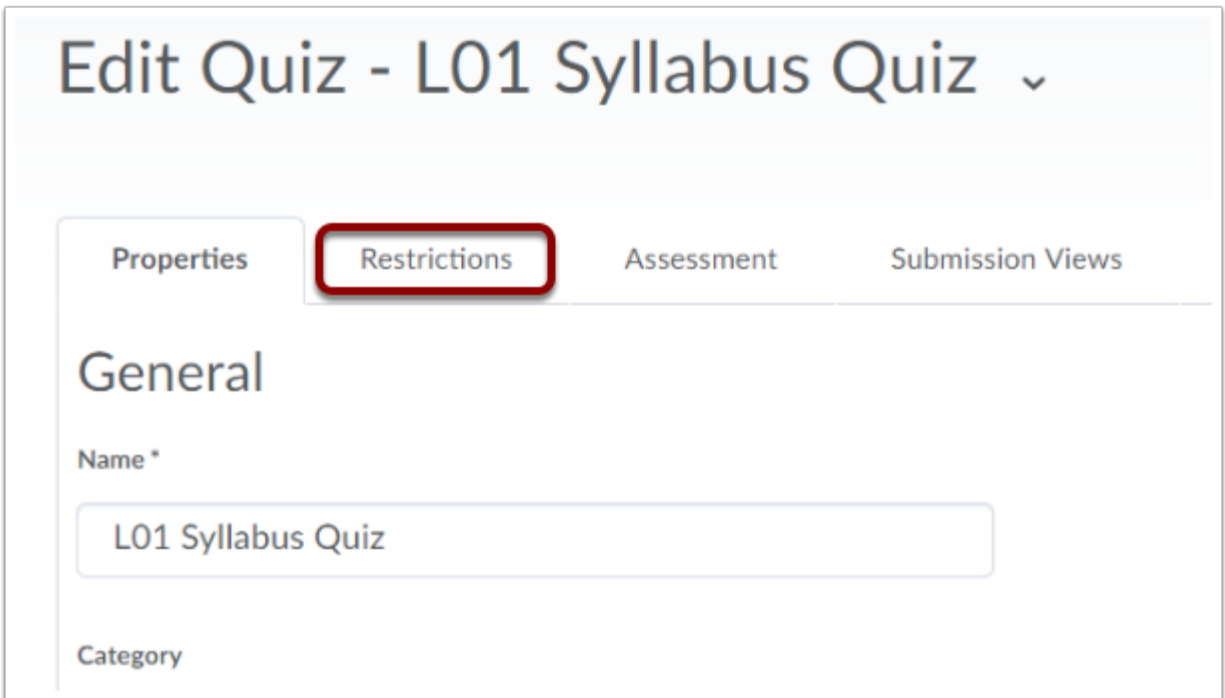
Edit Quiz



BYU-Idaho Online Knowledgebase

1. Click on the pull down Menu next to the Quiz you would like to add the question to
2. Click on Edit

Restrictions



Edit Quiz - L01 Syllabus Quiz ▾

Properties Restrictions Assessment Submission Views

General

Name *

L01 Syllabus Quiz

Category

Click the Restrictions tab.

No Time Limit

Timing

☒ No Time Limit ☐ Enforce a time limit

Recommended Length

120 minute(s)

Will be displayed before the quiz starts

☒ Show clock

1. The default setting is to have no time limit
2. You can still input a recommended time limit that will be displayed to the student during the quiz, however there is no consequences for exceeding the recommended time limit.
3. Check this box to show a clock during the quiz.

Enforce a Time Limit

Timing

☐ No Time Limit ☒ Enforce a time limit **1**

2 **Time Limit** 120 minute(s)

3 **Grace Period** 5 minute(s) before flagged as late

1. Check this option to enforce a time limit
2. Put the desired time limit in this box
3. Put in the desired number of minutes for the Grace Period before the quiz is flagged as late. If no Grace Period is desired then leave this box blank.

Late Behavior

Late Behaviour

1 What should happen after the grace period?

☐ Quiz is flagged as late, but student can continue working.

☐ Quiz is flagged as late, and student is prevented from making further changes.

☒ Quiz is flagged as late, but student can continue working. Quiz will be automatically scored as zero after the specified limit.

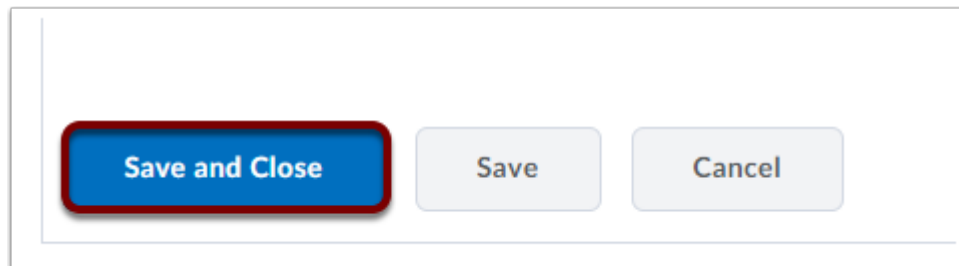
3 **Late Limit** 1 minute(s) after grace period ends

The late Behavior options allow you to determine what should happen after the established grace period ends.

BYU-Idaho Online Knowledgebase

1. This option flags the quiz as late but has not other consequence.
2. This option flags the quiz as late and prevents the student from answering any further questions.
3. This option flags the quiz as late, and allows the student to continue answering question, but only up until the determined late limit passes. Once the Late Limit passes the student receives a zero on the quiz.

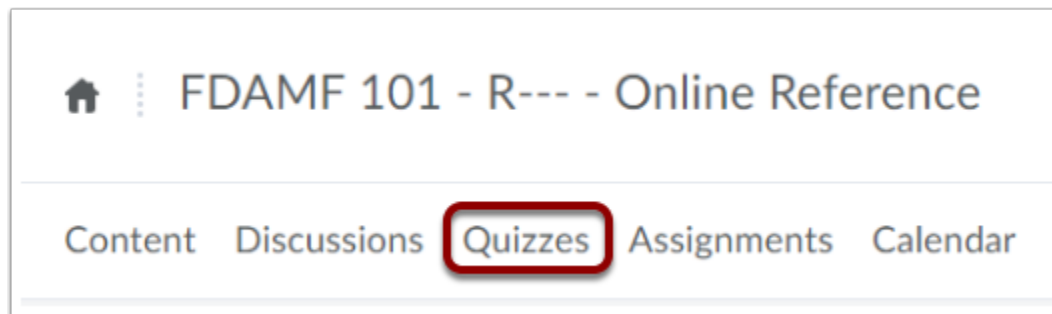
Save and Close



Click **Save and Close** to save your changes.

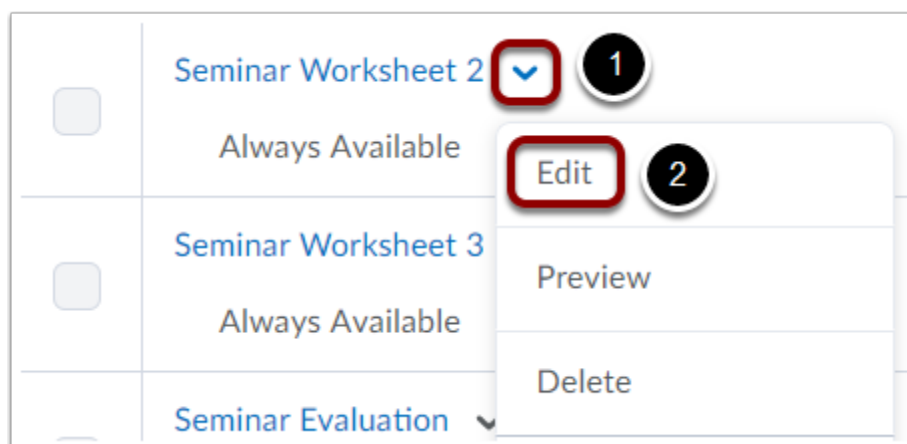
How Do I Give a Student a Due Date Extension on a Quiz ?

Quizzes Tab



Select the Quizzes tab near the top of the page.

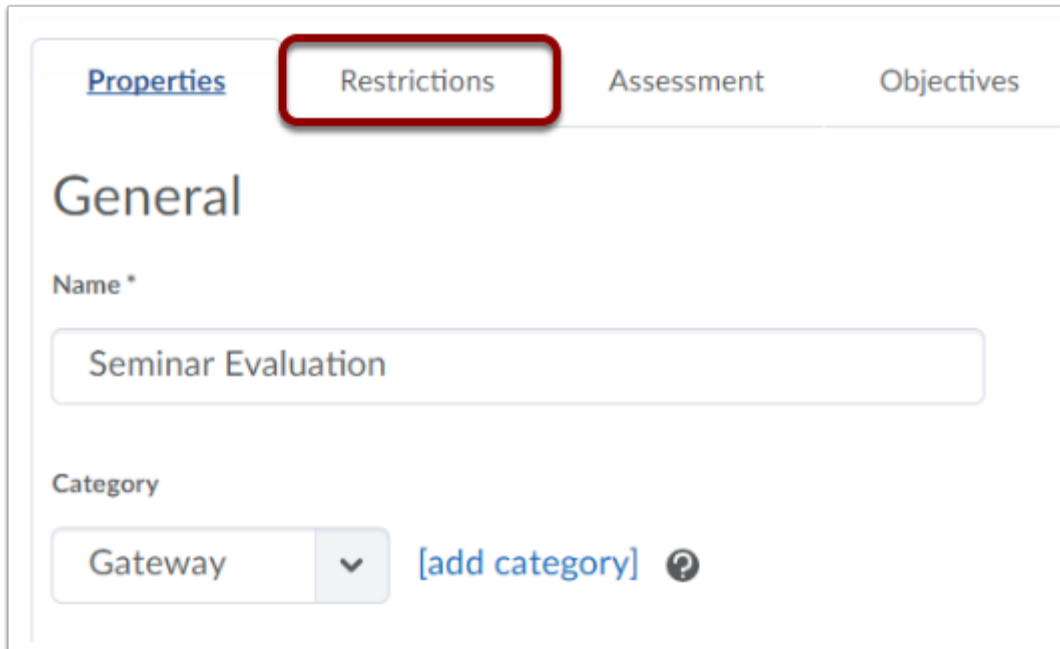
Edit Quiz



1. Click on the dropdown menu to the right of the quiz you wish to edit.

2. Select Edit.

Restrictions Tab



The screenshot shows a web interface with four tabs: [Properties](#), **Restrictions** (highlighted with a red box), [Assessment](#), and [Objectives](#). Below the tabs is a section titled "General" containing a "Name *" field with the text "Seminar Evaluation" and a "Category" dropdown menu showing "Gateway". To the right of the dropdown are links for "[add category]" and a help icon (?).

Click on the Restrictions Tab

Add Users to Special Access

Special Access

Type of Access

☒ Allow selected users special access to this quiz

☐ Allow only users with special access to see this quiz

Add Users to Special Access

Save and Close Save Cancel

Scroll down and click on the Add Users to Special Access button

Special Access Dates

Availability

☒ Has Start Date

8/2/2017

10:45 AM

Now

United States - Boise

☐ Has End Date

8/9/2017

12:45 PM

Now

United States - Boise

Timing

☒ No changes ☐ No enforced time limit ☐ Enforced time limit

Check the box and input the desired exception dates.

Select Users to Add

The screenshot shows a web interface titled "Users". At the top, there is a "View By:" dropdown menu set to "User" with an "Apply" button next to it. Below this is a search bar labeled "Search For..." with a magnifying glass icon and a link "Show Search Options". A table of users is displayed below the search bar. The table has a header row with a checkbox and the text "First Name ▲, Last Name, Id". There are seven rows of user data. A red rectangle highlights the checkbox column, and a circled "1" points to the first checkbox. Two checkboxes are checked. At the bottom of the interface, there is a blue button labeled "Add Special Access" and a grey button labeled "Cancel". A circled "2" points to the "Add Special Access" button.

<input type="checkbox"/>	First Name ▲, Last Name, Id
<input type="checkbox"/>	[User Name]
<input checked="" type="checkbox"/>	[User Name]
<input type="checkbox"/>	[User Name]
<input checked="" type="checkbox"/>	[User Name]
<input type="checkbox"/>	[User Name]
<input type="checkbox"/>	[User Name]

1. Check the box next to the names of the people you want to grant special access to
2. Click Add Special Access

Save and Close



Special Access

Type of Access



☒ Allow selected users special access to this quiz

☐ Allow only users with special access to see this quiz

Add Users to Special Access

Test - **195 - American Government**  

Begins Aug 2, 2017 10:45 AM

Test - **195 - American Government**  

Begins Aug 2, 2017 10:45 AM

Save and Close Save Cancel

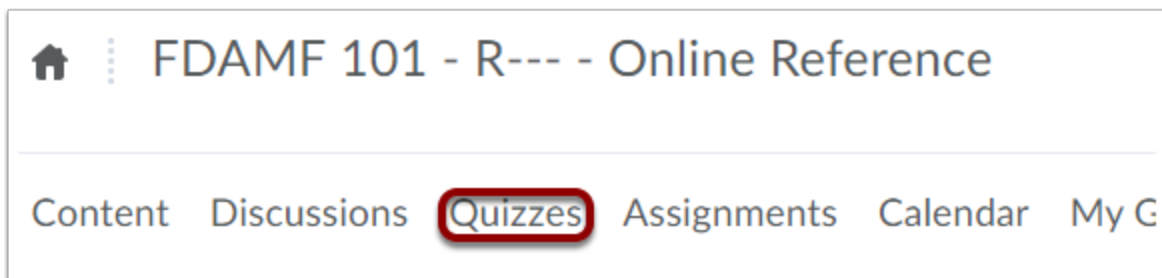
Observe the students name now listed under the Add Users to Special Access button.

Save & Close

How Do I Automatically Publish Quiz Grades to the Gradebook?

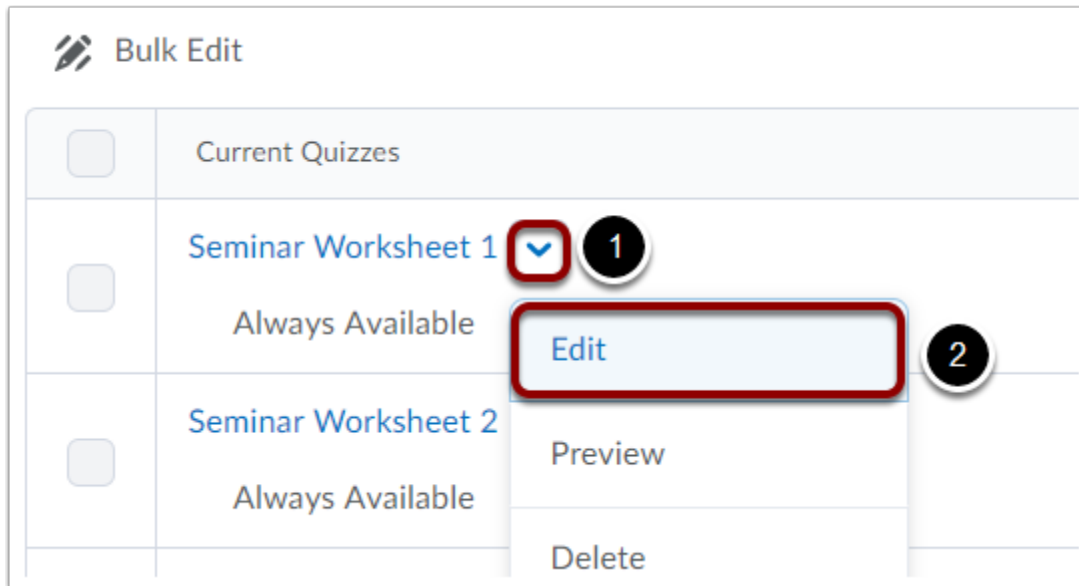
If you have a quiz made up entirely of questions that are automatically graded by the system, then the grades should automatically publish to the gradebook. This article shows the settings necessary to make this change.

Quizzes



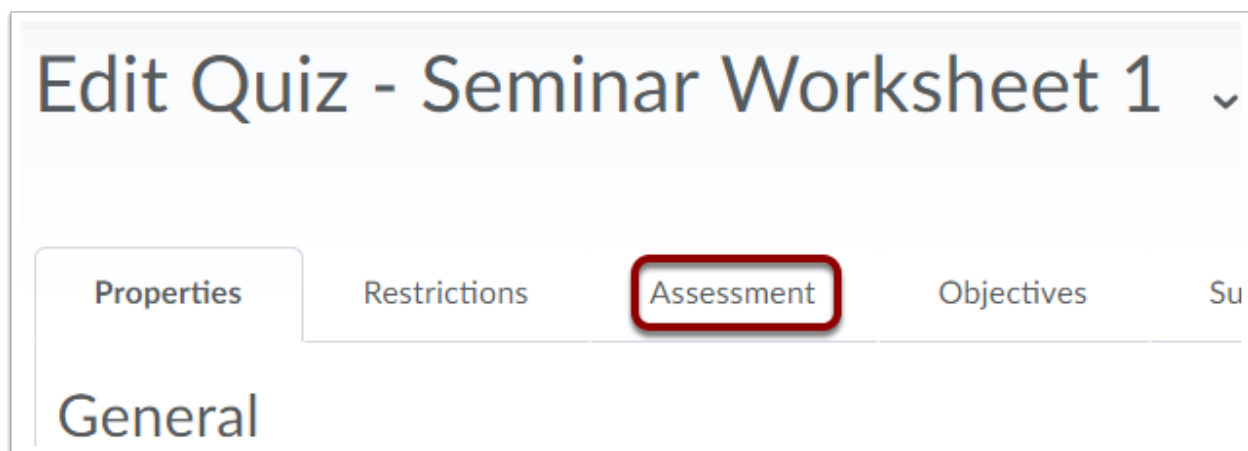
Click on the Quizzes tab.

Edit Quiz



Click on the Drop Down Menu next to the quiz you wish to edit, then click Edit.

Assessment



Click on the Assessment tab.

Set Automatic Export Settings

Assessment

Automatic Grade
☒ Allow attempt to be set as graded immediately upon completion ?

Grade Item

Worksheet 1 ▼

[\[add grade item\]](#) ?

Auto Export to Grades
☒ Allow automatic export to grades ?

Check the top two boxes.

NOTE: Be sure that the quiz has a Grade Item or the **Auto Export to Grades** box will be grayed out.

- 💡 If the quiz has at least one long answer type question in it, be sure to leave the **Automatic Grade** box unchecked, otherwise it will automatically assign a 0 to the long answer question. You will still want to check the **Auto Export to Grades** box.

Save and Close

Overall Grade Calculation

Highest Attempt ▼


Save and Close

Save

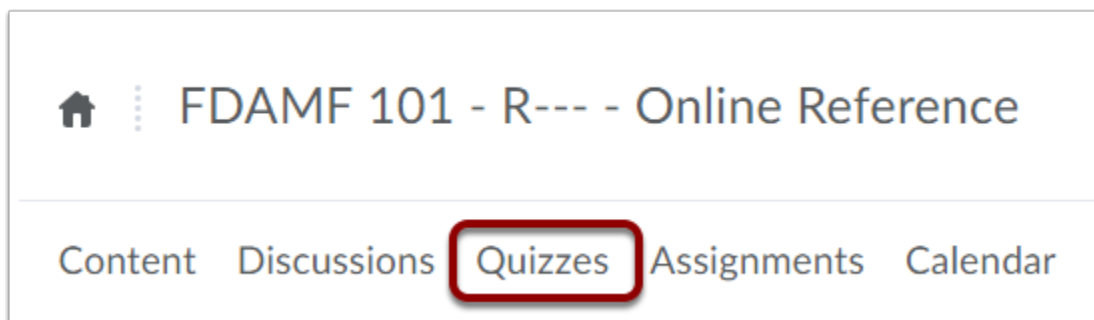
Cancel

Click Save and Close

How Do I Arrange for an I-Learn Test to be Held in the Testing Center?

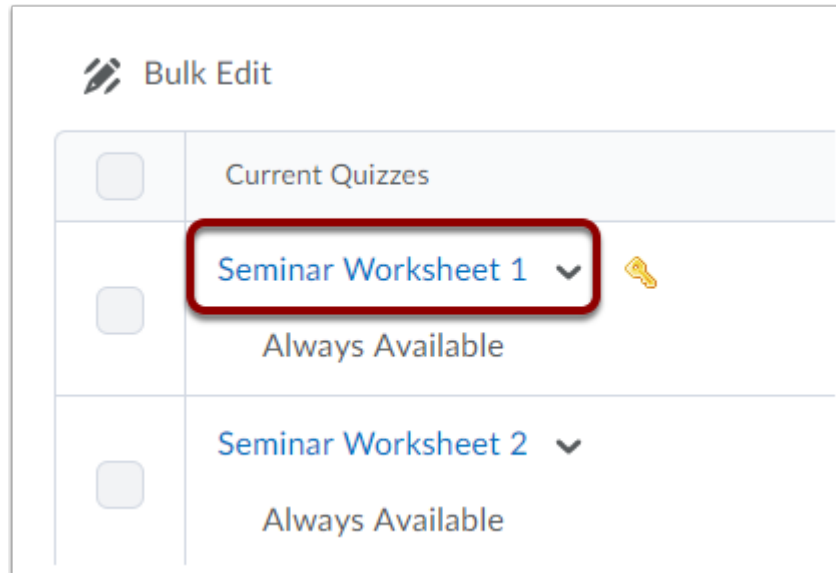
 I-Learn tests can be proctored in the Testing Center. In addition to setting up I-Learn quiz restrictions, faculty must contact the testing center and schedule a test by filling out the [Qualtrics form found on this webpage](#).


Quizzes




Click on Quizzes.

Manage Quizzes

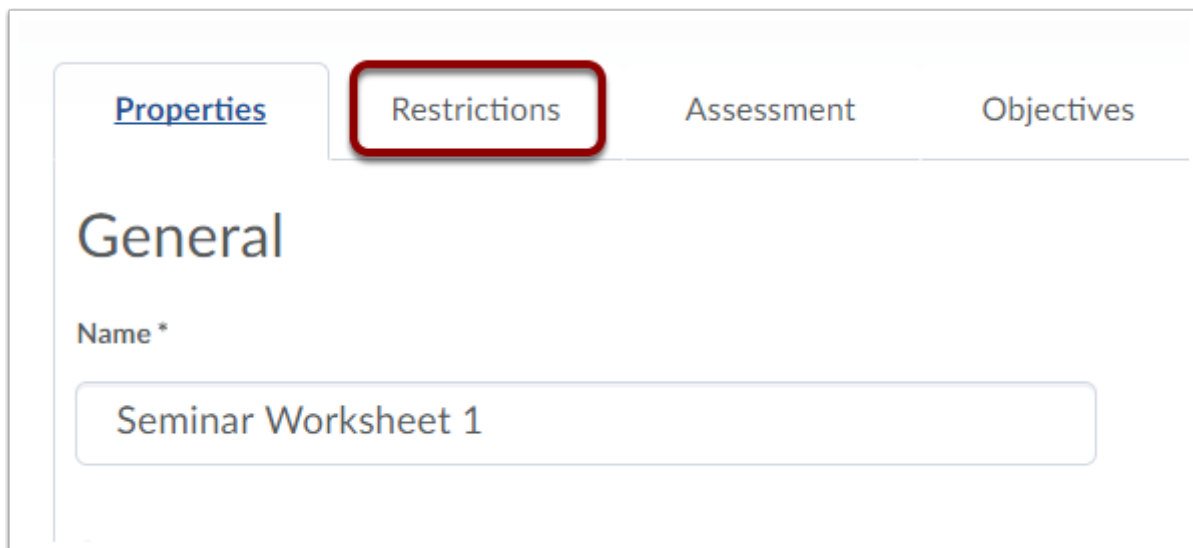


 Bulk Edit

<input type="checkbox"/>	Current Quizzes
<input type="checkbox"/>	<div><div>Seminar Worksheet 1 ▼</div><div>Always Available</div></div> 
<input type="checkbox"/>	<div><div>Seminar Worksheet 2 ▼</div><div>Always Available</div></div>

Select the exam you will be proctoring in the testing center.

Edit Quiz



[Properties](#) **Restrictions** [Assessment](#) [Objectives](#)

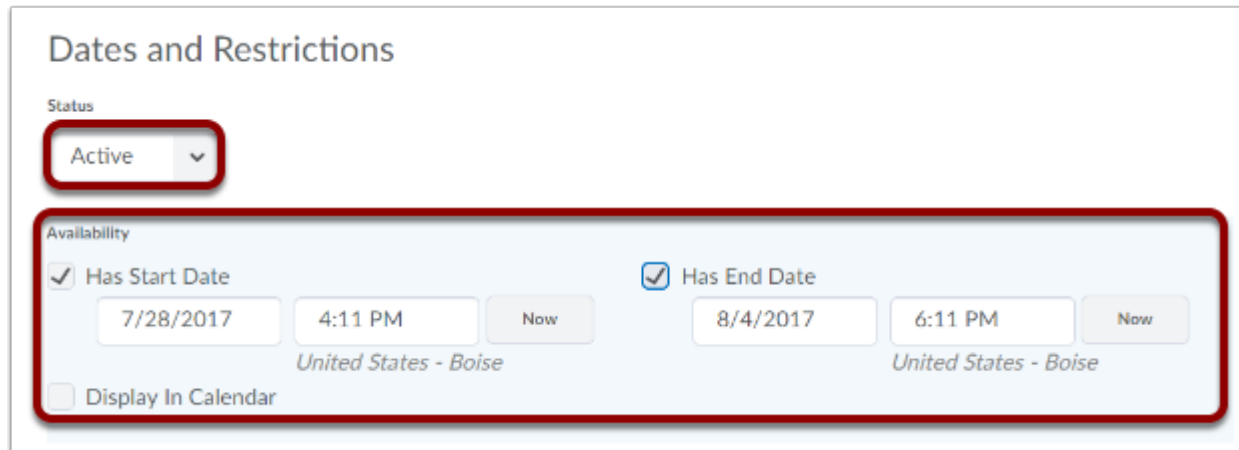
General

Name *

Seminar Worksheet 1

Click on the Restrictions tab.

Check Status & Dates



Dates and Restrictions

Status

Active

Availability

☒ Has Start Date

7/28/2017 4:11 PM Now

United States - Boise

☒ Has End Date

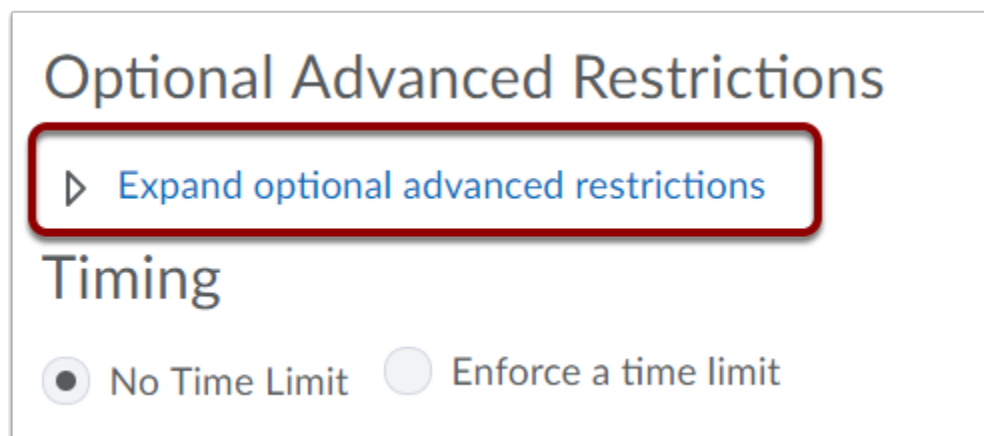
8/4/2017 6:11 PM Now

United States - Boise

☐ Display In Calendar

Ensure that your exam has been set to "Active" status and that it has appropriate start and end dates.

Add a Password



Optional Advanced Restrictions

▶ [Expand optional advanced restrictions](#)

Timing

☒ No Time Limit ☐ Enforce a time limit

Show additional options by clicking on [Expand optional advanced restrictions](#).

Optional Advanced Restrictions

☐ Collapse optional advanced restrictions

Password


?

IP Restriction (IPv4)

IP Range Start	IP Range End	Delete
No IP Ranges have been defined for this Quiz.		

Add new IP Range

Add a password.

 Don't make passwords too difficult to remember. Proctors will view these passwords on their screens, quickly memorize them, and then enter them into the student's workstations.

Examples of bad passwords: VLS4\$fG \$%\$hnJJ |^><^|

Examples of good passwords: boat53 Vygotsky Idaho@rocks

If you need help creating a password you can go to <http://www.dinopass.com/>

Optional Advanced Restrictions

▼ Collapse optional advanced restrictions

Password

?

IP Restriction (IPv4)

IP Range Start	IP Range End	Delete
No IP Ranges have been defined for this Quiz.		


Add new IP Range


Save and Close

Save

Cancel

Click Save and Close.

 Bulk Edit

<input type="checkbox"/>	Current Quizzes
<input type="checkbox"/>	<div>Seminar Worksheet 1 ▼ </div> <div>Jul 28, 2017 4:11 PM - Aug 4, 2017 6:11 PM</div>
<input type="checkbox"/>	<div>Seminar Worksheet 2 ▼</div> <div>Always Available</div>

Your exam will now display a lock symbol to denote that it is password protected.



Once you have saved the exam settings and scheduled with the testing center, your test is ready to go. Inform students when and where they can take the exam.

Contact the Testing Center

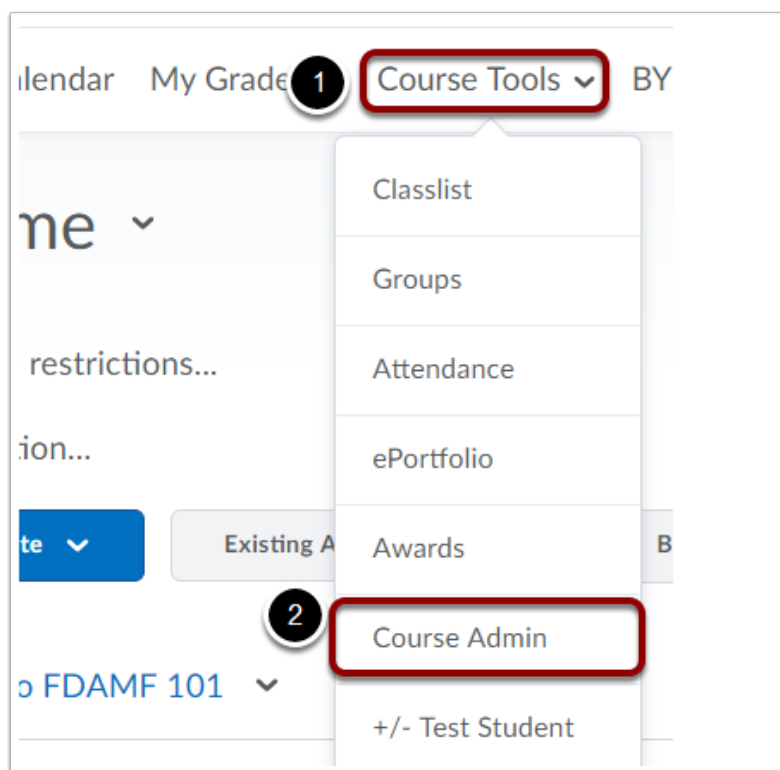
Fill out the following form to allow the testing center to proctor your new test.

https://byui.az1.qualtrics.com/jfe/form/SV_dbt31PQSylqal2p

How Do I Set Up A Password-Protected PDF Quiz?

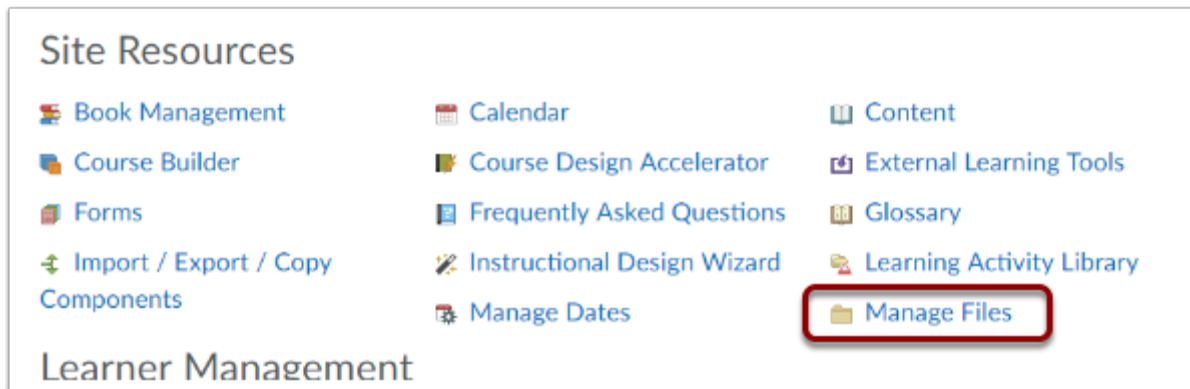
This article explains how to set up a password-protected PDF as an I-Learn quiz.

Manage Files



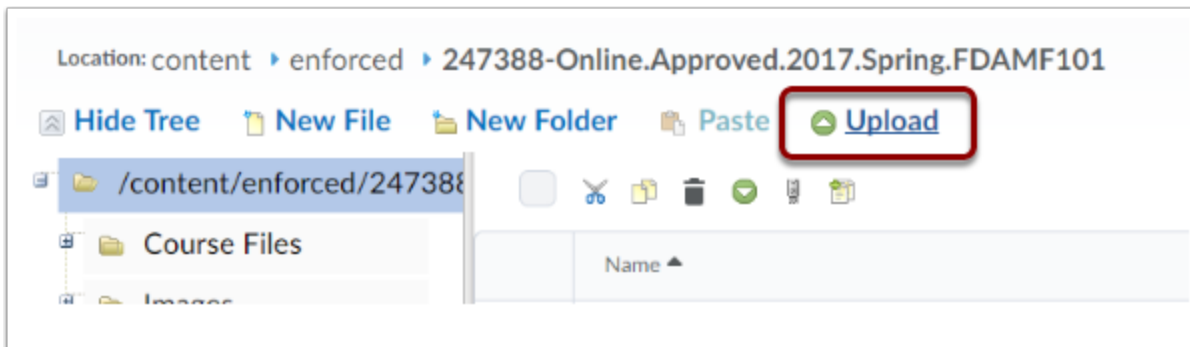
In your I-Learn course, click **Course Tools**, then **Course Admin**.

BYU-Idaho Online Knowledgebase



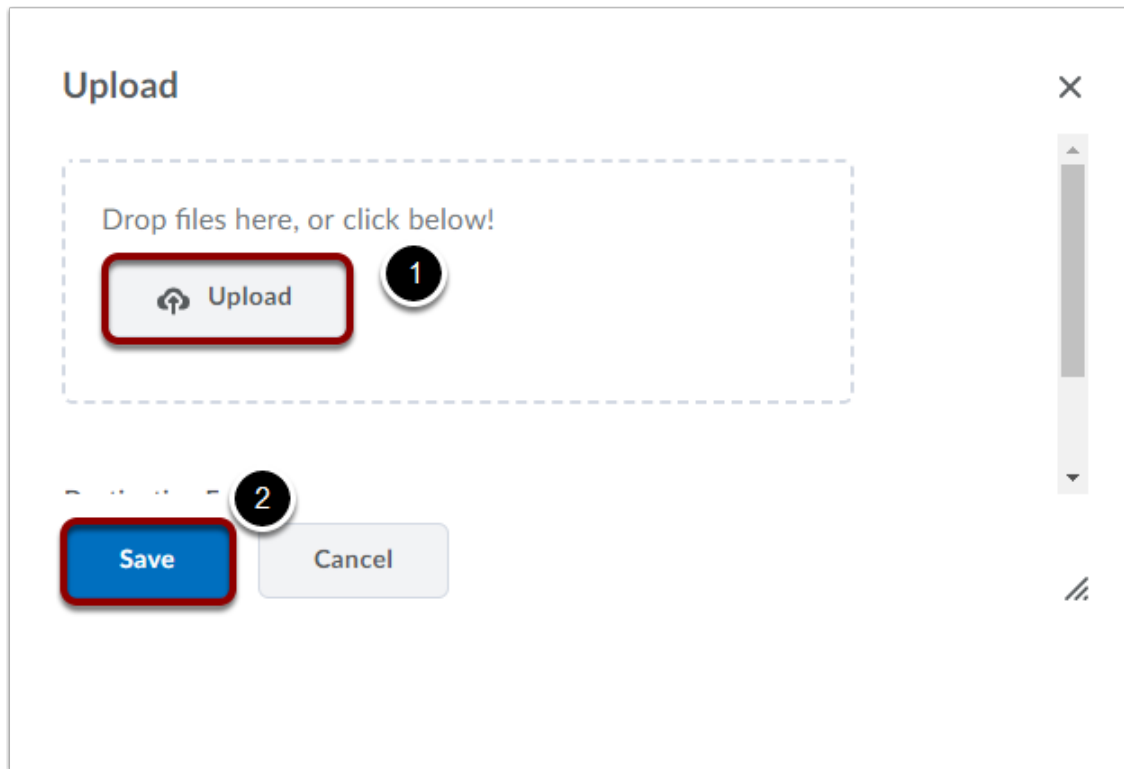
Click Manage Files.

Upload the PDF



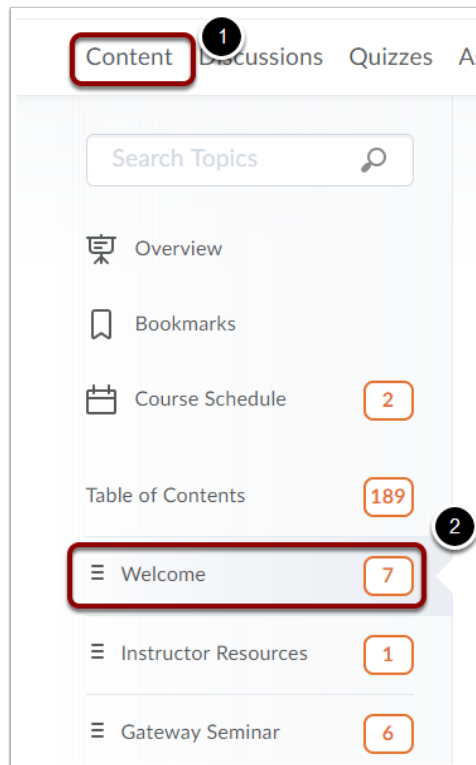
Click the Upload button.

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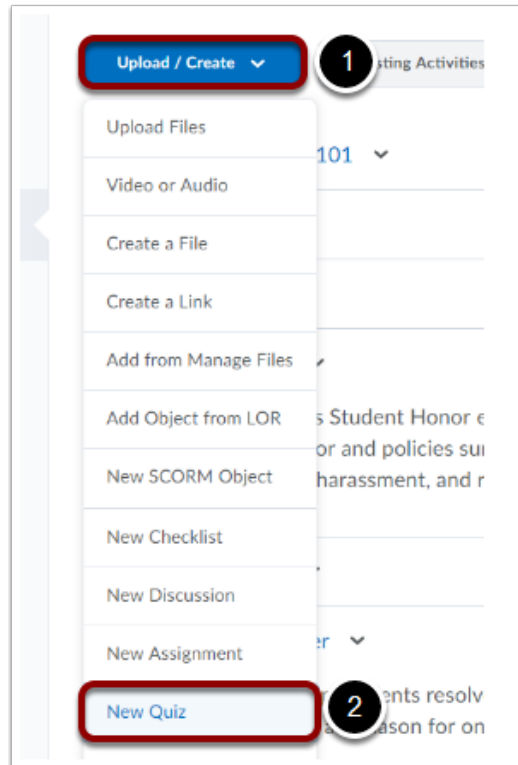
Select **Upload** again to access the PDF on your computer. Then, click **Save**

Content



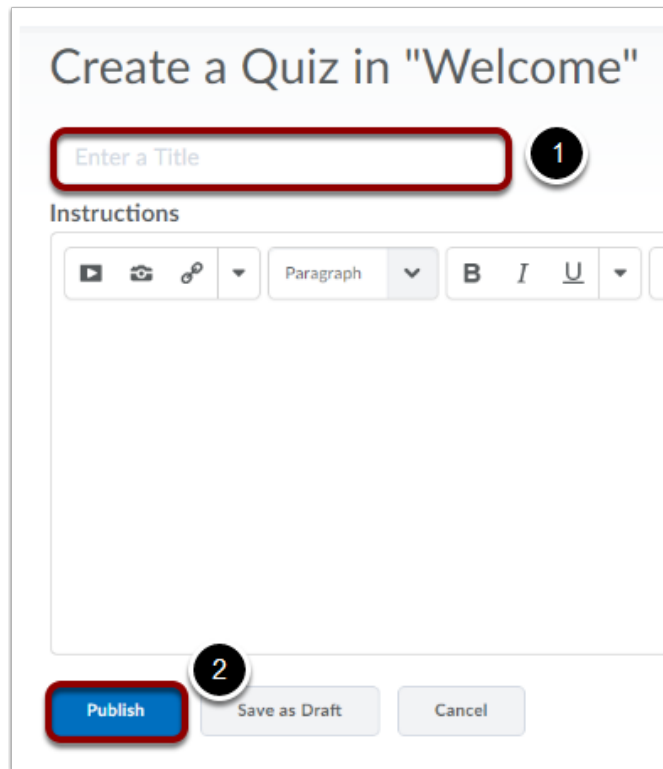
Click the Content tab, then select the **module** where you would like to put the quiz.

New Quiz



Select Upload/Create then New Quiz

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Create a Quiz in "Welcome"

Enter a Title

Instructions

Paragraph B I U

Publish Save as Draft Cancel

Give the new quiz a **name**, then click **Publish**

Quiz Setup

[Table of Contents](#) > [Welcome](#) > [PDF Quiz](#)

PDF Quiz


 ▾

Instructions

Add Instructions...

Quiz Setup

Preview

 |

Click Quiz Setup.

Add/Edit Questions

General

Name *

Category

no category ▼

[\[add category\]](#) ⓘ

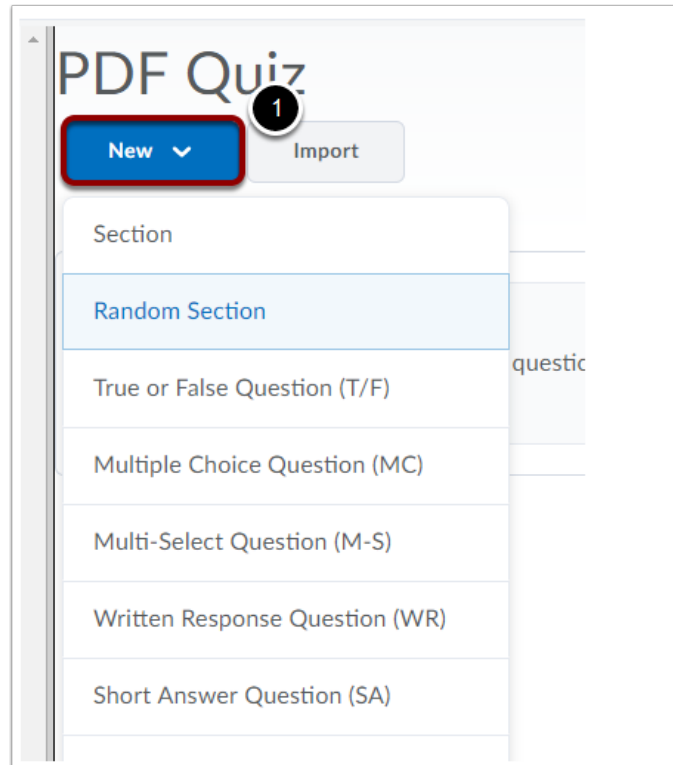
Quiz Questions

This quiz is empty.

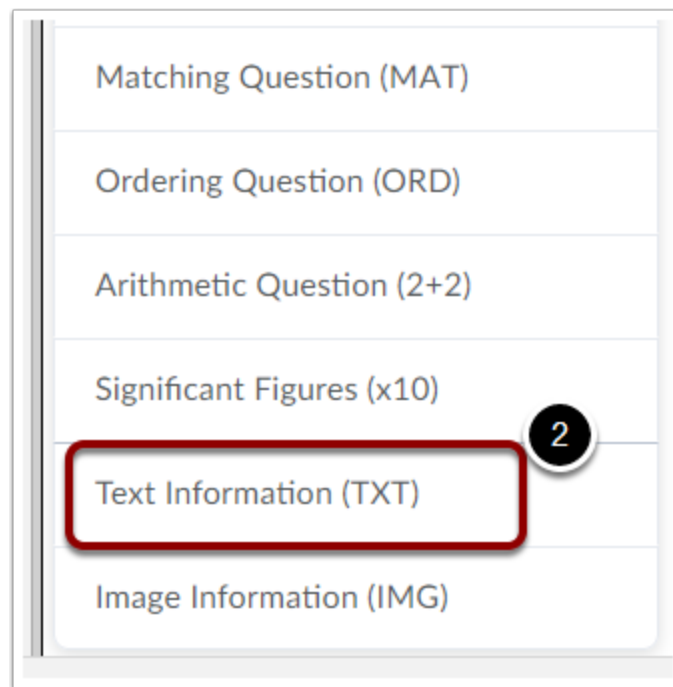
Add/Edit Questions

Click Add/Edit Questions

New Question

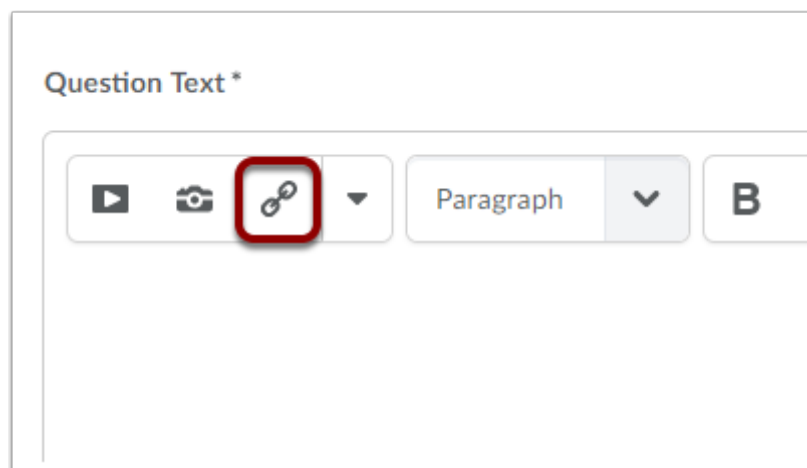


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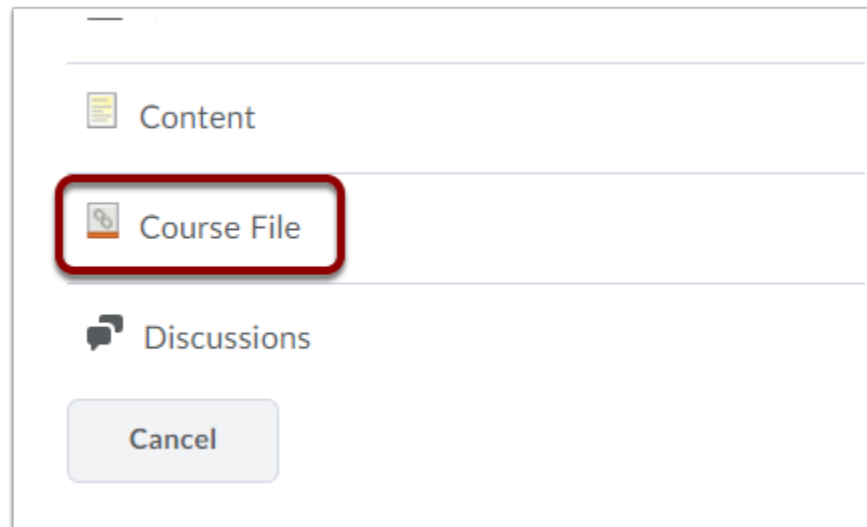
Click New, then Text Information (TXT)

Add Link

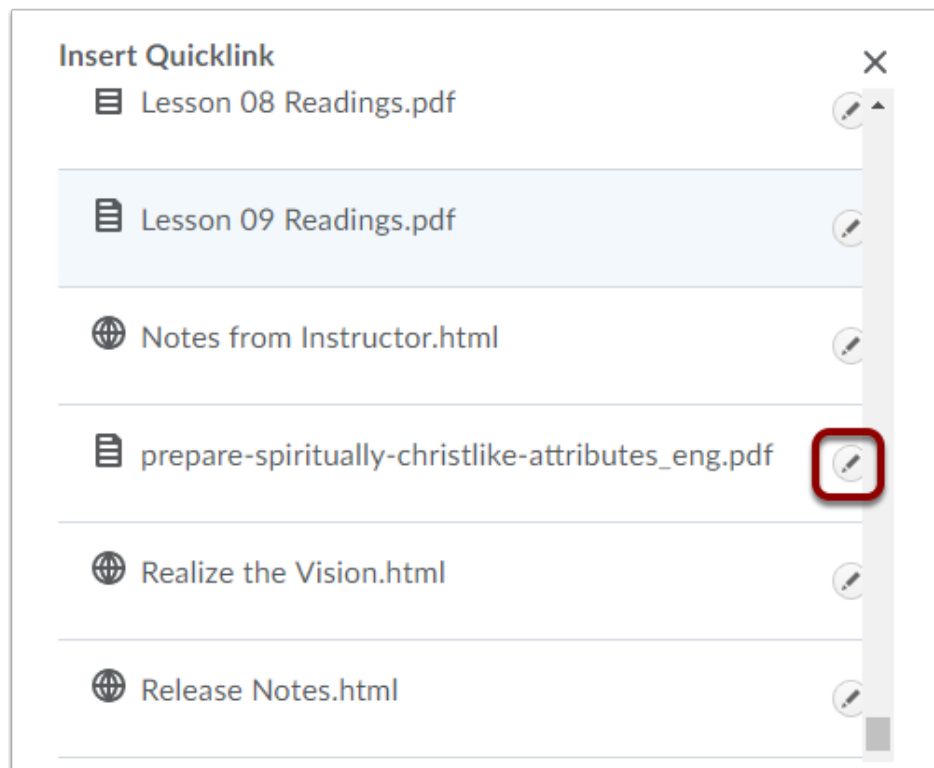


Select the Quick Link button in the Question Text box

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Select Course File



Select the pencil icon next to the PDF that you uploaded earlier

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Insert Quicklink

HTML Properties

Title *

prepare-spiritually-christlike-attributes_eng.p

Target *

☐ Whole Window

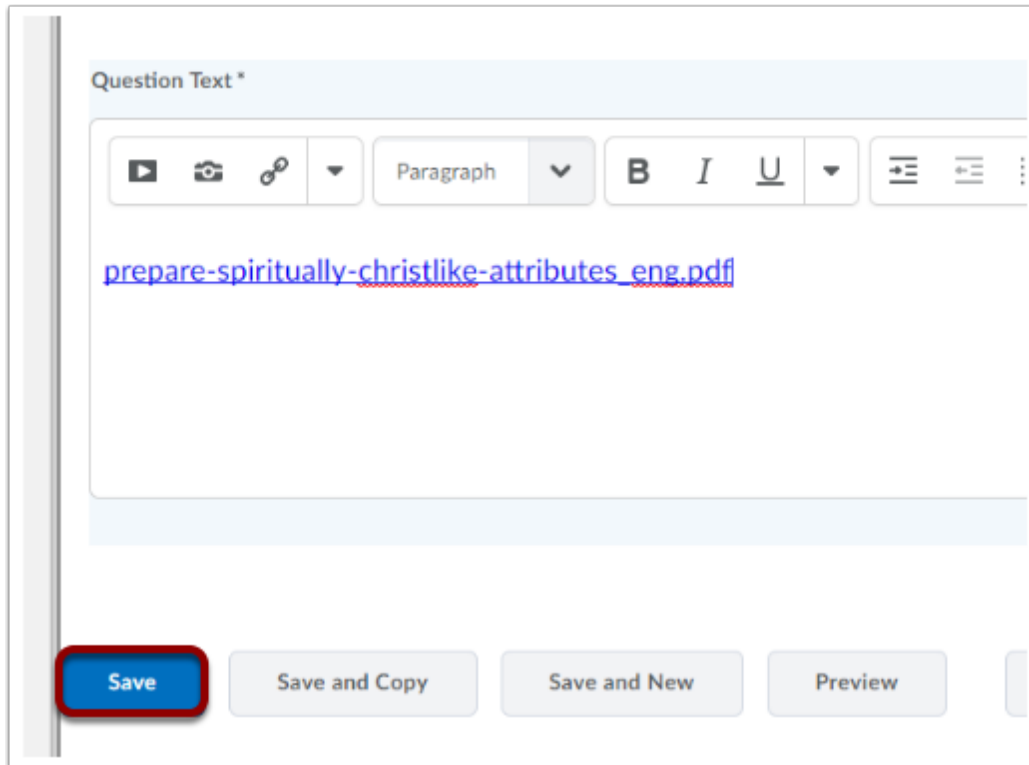
☒ Same Frame

☐ New Window

Insert

Select Same Frame, then Insert

Save And Close



Question Text *

[prepare-spiritually-christlike-attributes_eng.pdf](#)

Save Save and Copy Save and New Preview

Click Save

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Done Editing Questions

Points	Difficulty	Bonus	Mandatory	Last Modified
-	-	-	-	Aug 1, 2017 3:36 PM

20 per page

Click Done Editing Questions

Quiz Questions

Questions per page:

Apply

?

Paging: ☐ Prevent moving backwards through pages

?

☐ Shuffle order of questions at the quiz level
Also shuffles order of sections existing at the quiz level

Add/Edit Questions

Edit Values

Save and Close

Save

Cancel

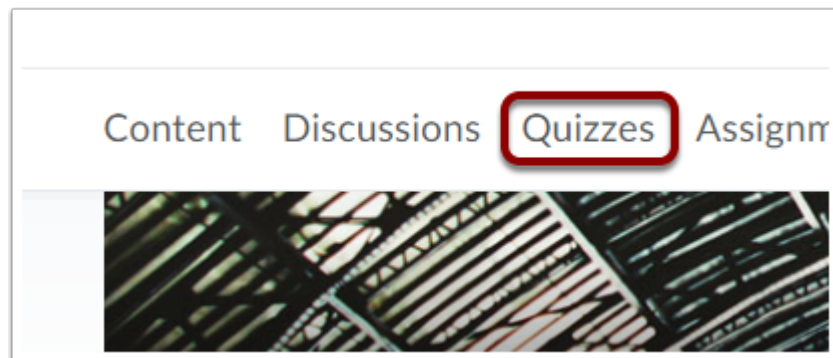
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Click Save and Close

Quiz Questions

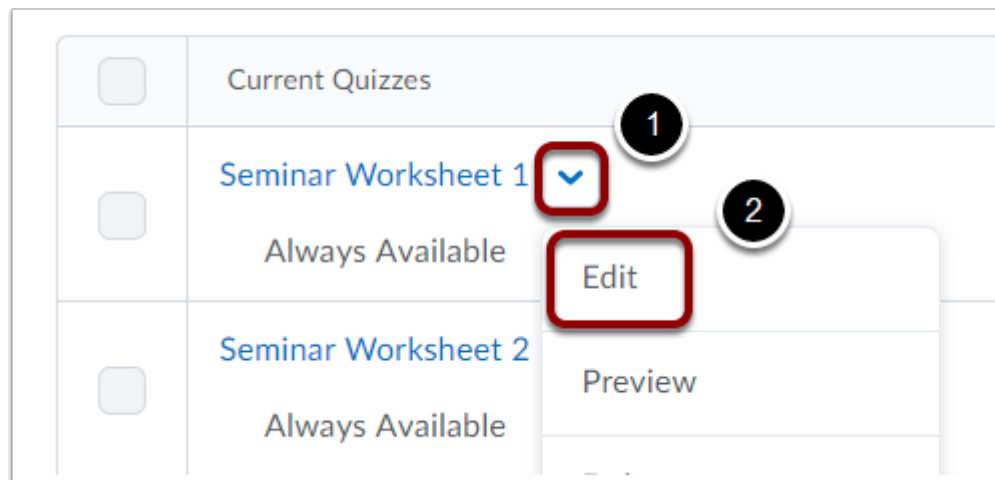
How Do I Create a Multiple Choice (MC) Question in a Quiz?

Quizzes Tab



Click the Quizzes tab.

Edit Quiz



1. Click on the **dropdown arrow** next to the quiz you will be editing.
2. Click on **Edit**.

Add/Edit Questions

Quiz Questions

Questions per page: Apply ?

Paging: ☐ Prevent moving backwards through pages ?

☐ Shuffle order of questions at the quiz level
Also shuffles order of sections existing at the quiz level

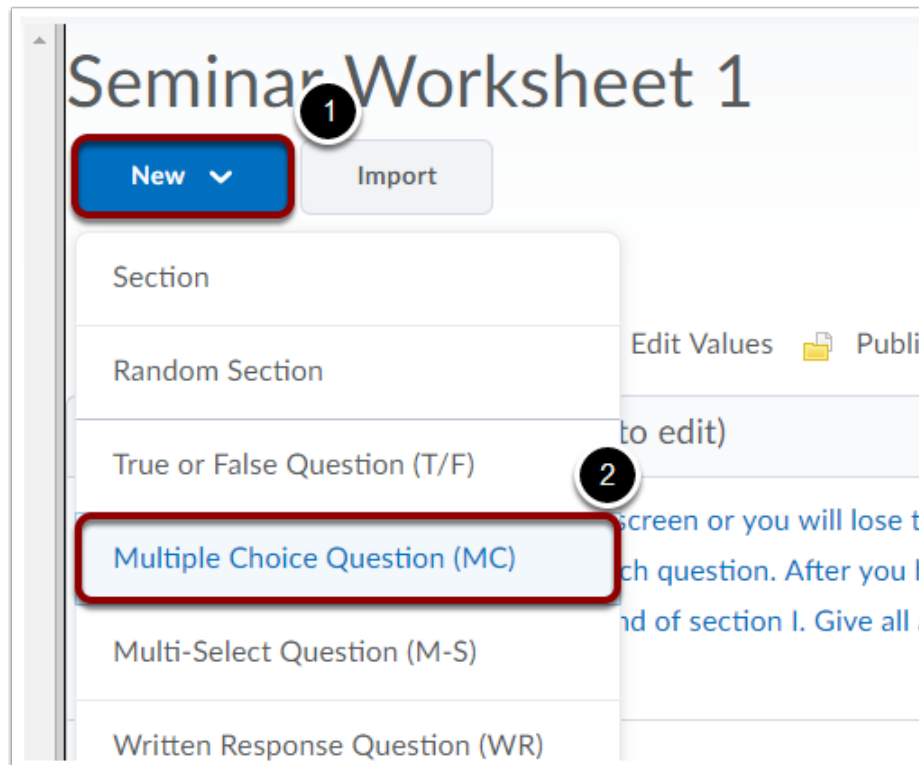
Add/Edit Questions Edit Values

Page Name

1 i1. Be sure to pause the video screen or you will lo

Click on the Add/Edit Questions button.

Question Type



1. Click on the **New** button in the upper left corner.
2. Select the **Multiple Choice Question** type.

General Info

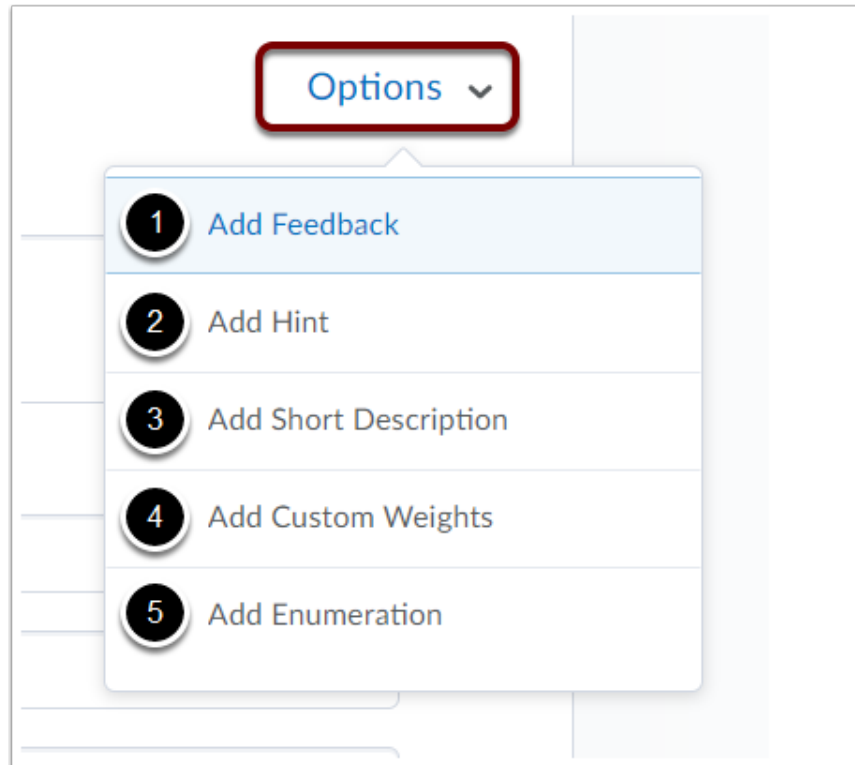
If your screen doesn't match the image below you may be using the old editor. For instructions on using the old editor [click here](#). If you would like to switch to the new question editor [click here](#).

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The screenshot shows the 'Multiple Choice' question creation interface. At the top, there is a dropdown menu set to 'Multiple Choice' and a blue 'Options' link with a dropdown arrow. Below this is the 'Question Text*' field, which is a large text box with a red border and a black circle containing the number '1' in the center. Underneath is the 'Answers*' section, which contains four rows. Each row has a radio button on the left, a text input field in the middle, and a small 'x' icon on the right. The second row's text input field has a red border and a black circle containing the number '2' in the center. Below the 'Answers*' section is the 'Add Answer' section, which includes a checkbox labeled 'Randomize answers for each student' with a red border and a black circle containing the number '3' in the center. Below that is the 'Points*' section, which has a text input field containing the number '1' with a red border and a black circle containing the number '4' in the center. At the bottom, there are two buttons: a blue 'Save' button with a dropdown arrow and a grey 'Cancel' button.

1. Write the question in this text box.
2. Provide answers here (use the circles on the left to select the correct answer).
3. Use this option to randomize the order of the answers.
4. Assign a point value for this question.

Options



Click on the Options button to see the following option.

1. Add Feedback - This allows you to add individualized feedback for each answer
2. Add Hit - This provides a hint box to add to the question.
3. Add Short Description - This adds an additional text box to the question.
4. Add Custom Weights - Assign each answer with a custom point value.
5. Add Enumeration - Use this option to add a) b) c) or 1) 2) 3).

Save

Points *

Save

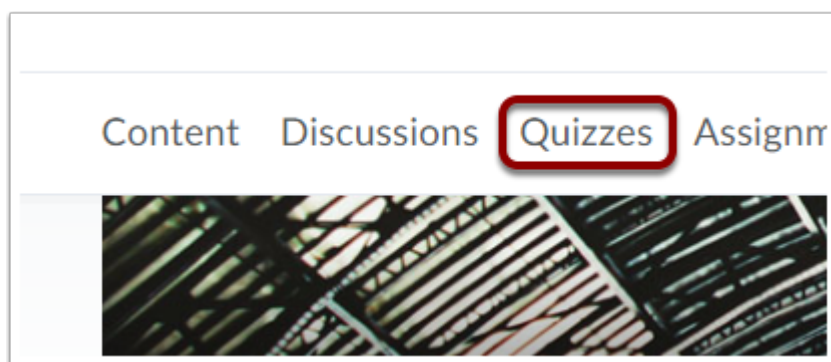
▼

Cancel

Click **Save** to save your question.

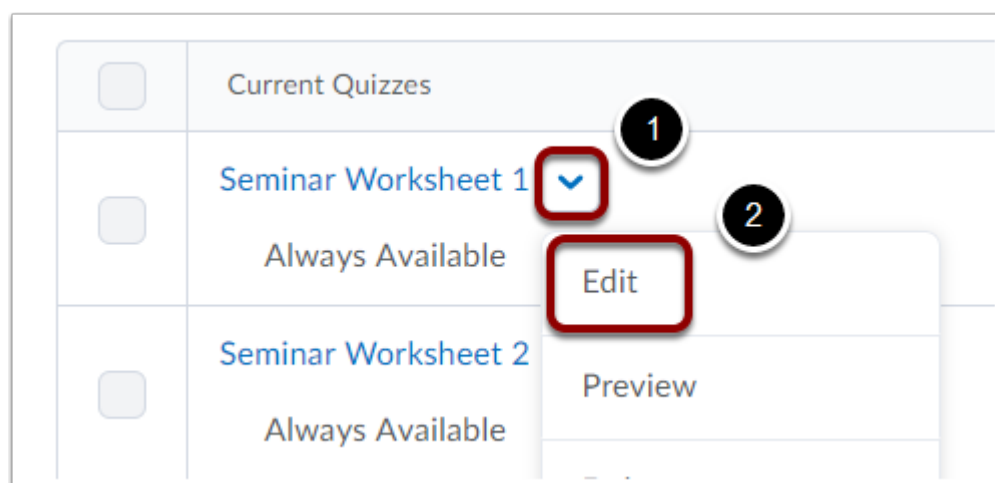
How Do I Create a Multiple Choice (MC) Question in a Quiz With the Old Question Editor?

Quizzes Tab



Click the Quizzes tab.

Edit Quiz



1. Click on the **dropdown arrow** next to the quiz you will be editing.
2. Click on **Edit**.

Add/Edit Questions

Quiz Questions

Questions per page: Apply ?

Paging: ☐ Prevent moving backwards through pages ?

☐ Shuffle order of questions at the quiz level
Also shuffles order of sections existing at the quiz level

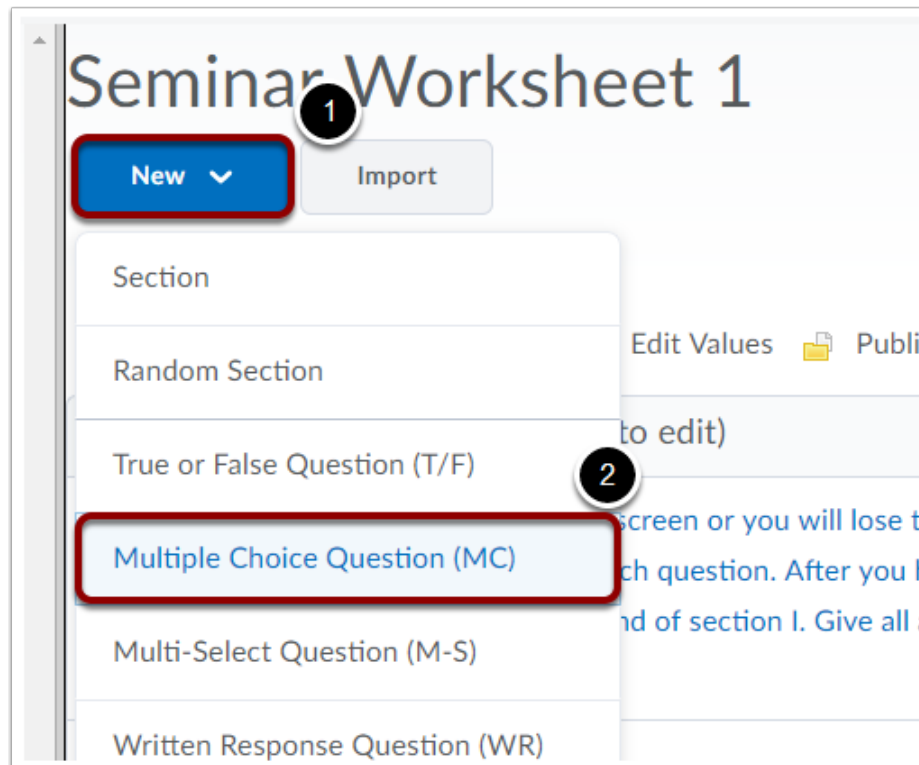
Add/Edit Questions Edit Values

Page Name

1 i1. Be sure to pause the video screen or you will lo

Click on the Add/Edit Questions button.

Question Type



1. Click on the **New** button in the upper left corner.
2. Select the **Multiple Choice Question** type.

General Info

If your screen doesn't match the image below you may be using the new editor. For instructions on using the new editor [click here](#). If you would like to switch to the new question editor [click here](#).

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The screenshot shows a web form titled "New Multiple Choice Question" with a "General" tab. The form includes the following fields and controls:

- Title:** A text input field with a red border and a black circle containing the number "1" above it. The label "(optional)" is to the right.
- Points *:** A text input field containing the number "1", with a red border and a black circle containing the number "2" to its right.
- Difficulty:** A dropdown menu showing "1" and a downward arrow.
- Question Text *:** A large text area with a red border and a black circle containing the number "3" in the center. Above the text area is a rich text editor toolbar with icons for video, image, link, format (dropdown), bold (B), italic (I), underline (U), and list (bulleted, numbered, and nested).

1. Enter the title for the question here. This step is optional.
2. Assign a point value for this question.
3. Write the question in this text box.

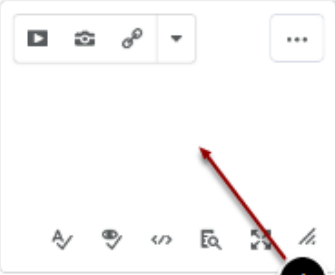
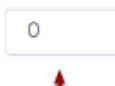
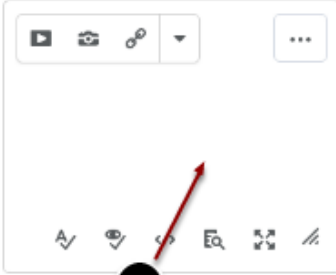

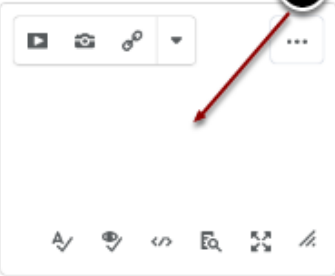
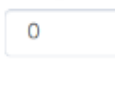
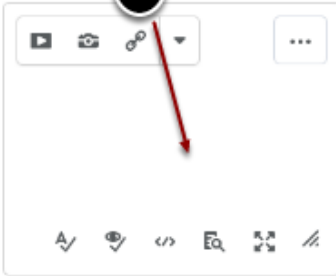



Options

The screenshot shows the 'Options' configuration panel for a quiz question. It includes the following elements:

- Image:** A button labeled 'Insert an Image' with a callout number 1.
- Description:** A text input field with a callout number 2.
- Options:** A section header.
- Enumeration:** A dropdown menu currently showing 'no enumeration' with a callout number 3.
- Style:** A section with three radio button options: 'Vertical' (selected), 'Horizontal', and 'Drop-down (no HTML formatting)', with a callout number 4.
- Randomize options:** A checkbox that is currently unchecked, with a callout number 5.


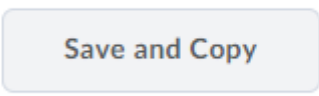

1. This option will help you to insert an image into the question.
2. Here you can write a description to the question to help students.
3. Enumeration - Use this option to add a) b) c) or 1) 2) 3).
4. Style - Here you can change the style that the answers appear.
5. Randomize - If you check this box then the answers will appear in a random order.

Answers

#	Value	Weight (%)	Feedback	Remove
1				
2				
				

1. Type the answers you want to appear here.
2. Enter a weight for each response. If there is only one correct answer enter 100 for that response. If there are two correct answers enter 50 for both.
3. Write specific feedback that students can see when the quiz is released.
4. Click the trashcan to delete a response.

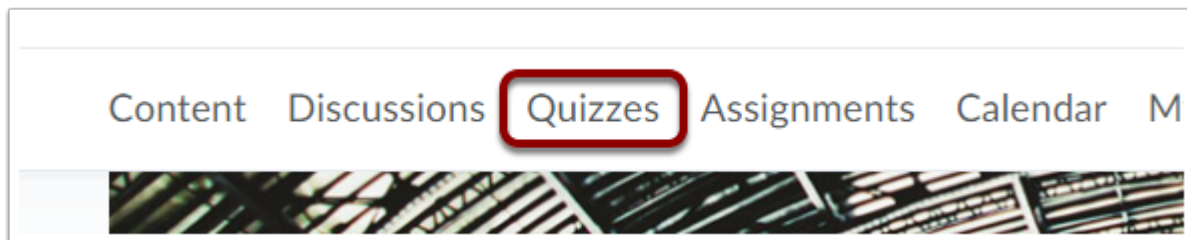
Save



Click **Save** to save your question.

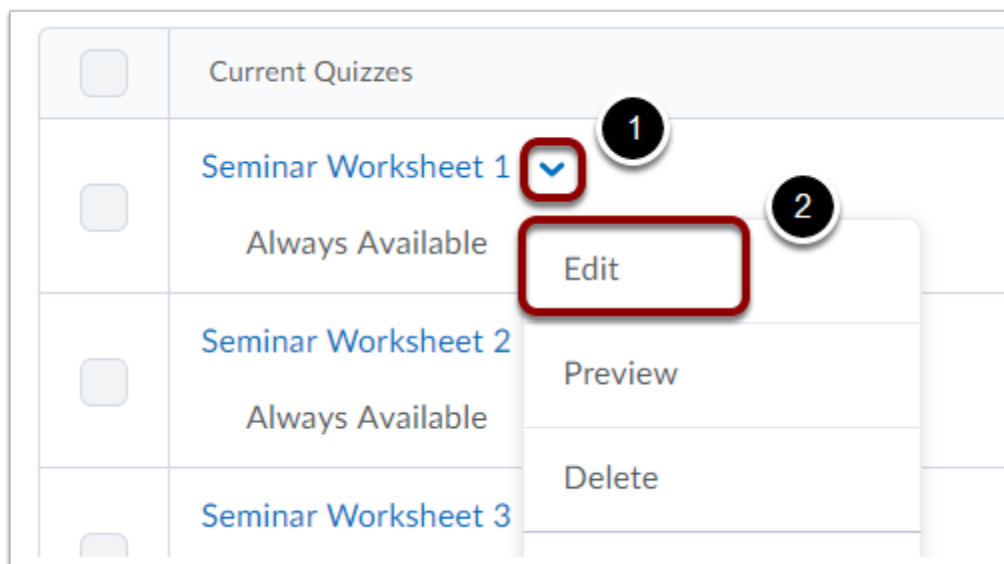
How Do I Create a True/False (T/F) Quiz Question Type?

Quizzes Tab



Click on the Quizzes tab

Edit Quiz



1. Click on the **drop down** Menu next to the Quiz you would like to add the question to
2. Click on **Edit**

Add/Edit Questions

Quiz Questions

Questions per page: Apply ?

Paging: ☐ Prevent moving backwards through pag

☐ Shuffle order of questions at the quiz level
Also shuffles order of sections existing at the quiz level

Add/Edit Questions

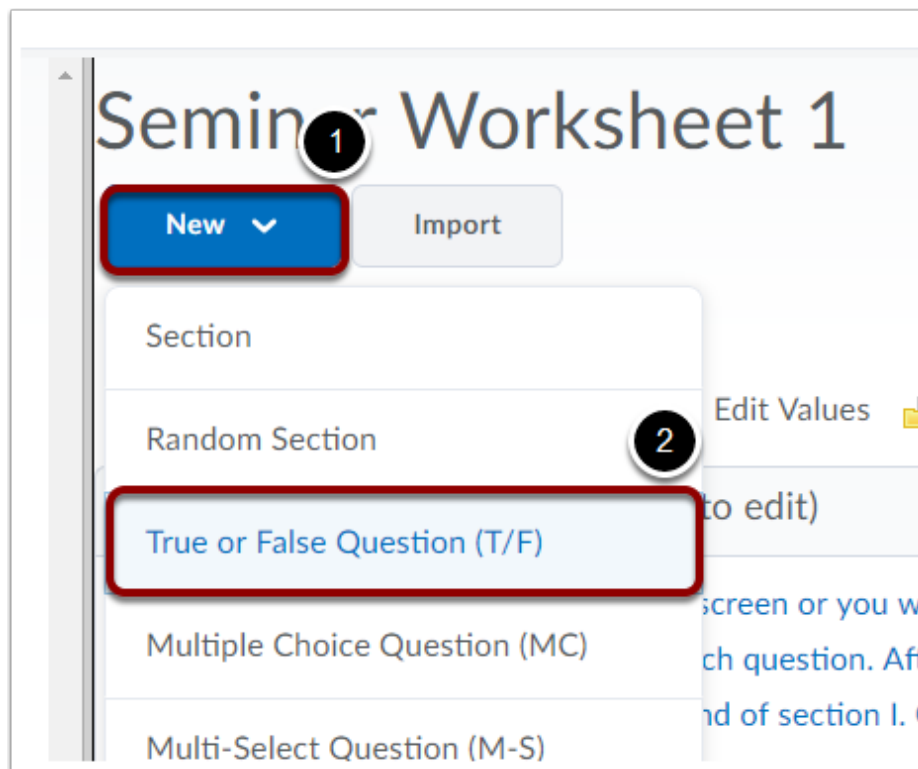
Edit Values

Page Name

Click on the Add/Edit Questions button

Question Type

If your screen doesn't match the image below you may be using the old editor. For instructions on using the old editor [click here](#). If you would like to switch to the new question editor [click here](#).



1. Click on the New button in the upper left corner
2. Select the True/False Question type.

General Info

If you are using the old editor please update to the new question editor. [Here's how](#). Or you can view instructions on how to use the old editor [here](#).

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True or False Options

Question Text *

Answers *

True

False

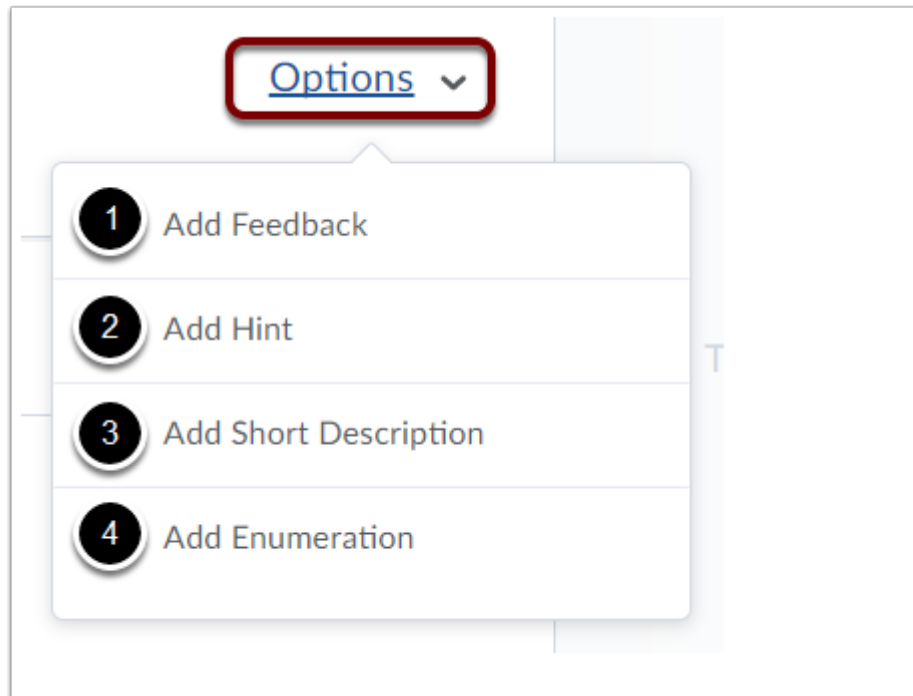
Points *

1

Save Cancel

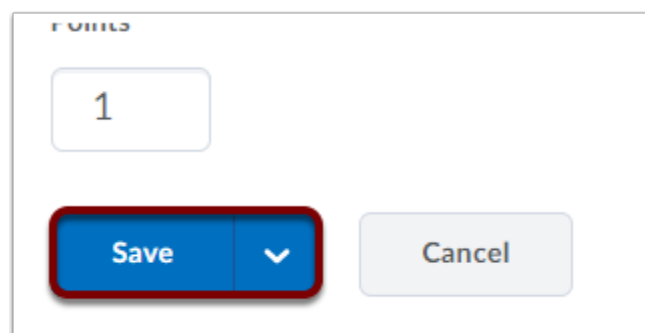
1. Write the question text here.
2. Write the text of the quiz question.
3. Provide the number of points you wish to award for this question.

Options



1. Add Feedback - Add customized feedback for both responses.
2. Add Hint - Adds a hint text field.
3. Add Short Description - Adds a text box for you to add a short description to provide further details.
4. Add Enumeration - Use this option to add a) b) c) or 1) 2) 3).

Save

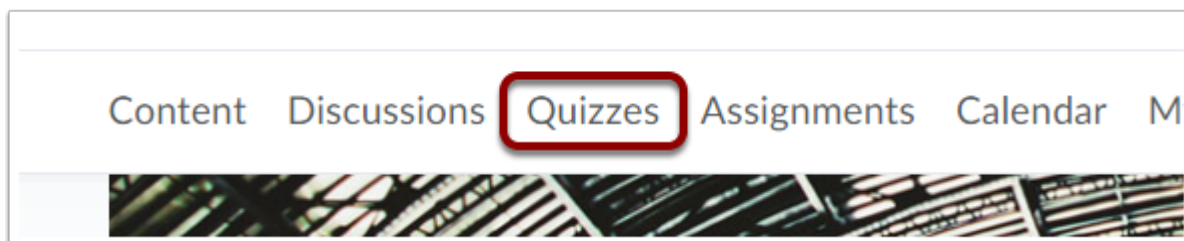


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Click **Save** to save your question

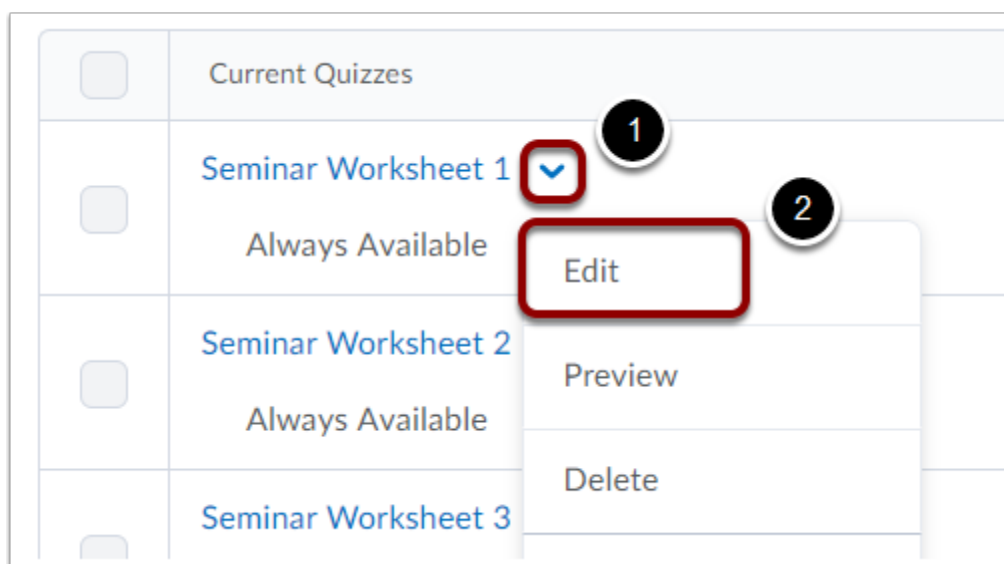
How Do I Create a True/False (T/F) Quiz Question Type With the Old Question Editor?

Quizzes Tab



Click on the Quizzes tab


Edit Quiz



1. Click on the drop down Menu next to the Quiz you would like to add the question to
2. Click on Edit

Add/Edit Questions

Quiz Questions

Questions per page: Apply 

Paging: ☐ Prevent moving backwards through pag

☐ Shuffle order of questions at the quiz level
Also shuffles order of sections existing at the quiz level

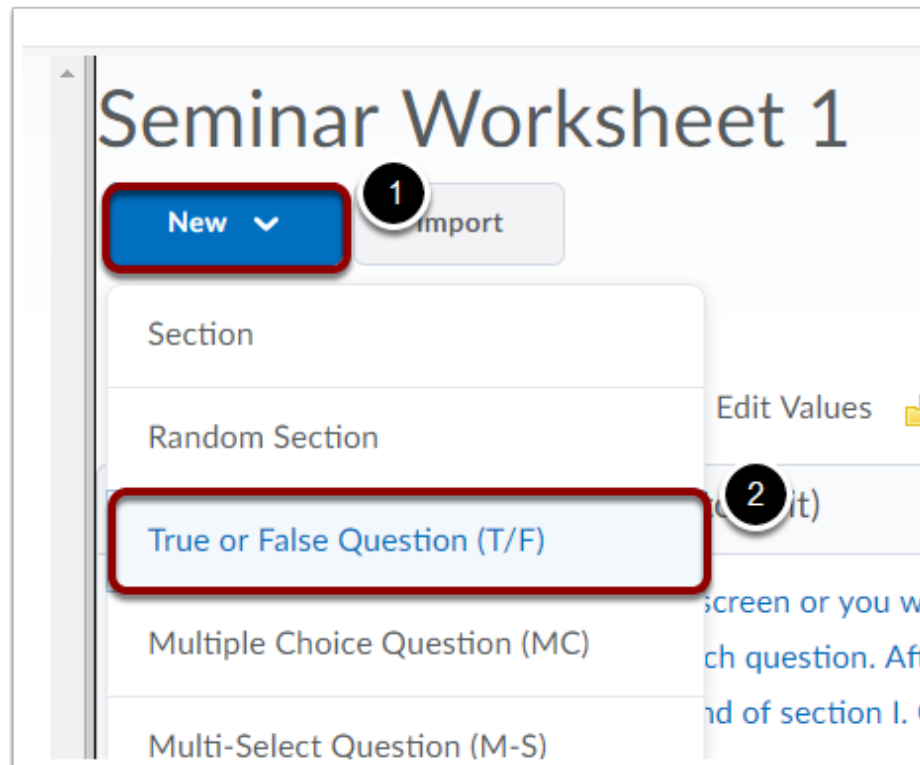
Add/Edit Questions

Edit Values

Page Name

Click on the Add/Edit Questions button

Question Type



1. Click on the New button in the upper left corner
2. Select the True/False Question type.

General Info

If your screen doesn't match the image below you may be using the new editor. For instructions on using the new editor [click here](#). If you would like to switch to the old question editor [click here](#).

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General

Title **1**

(optional)

Points *

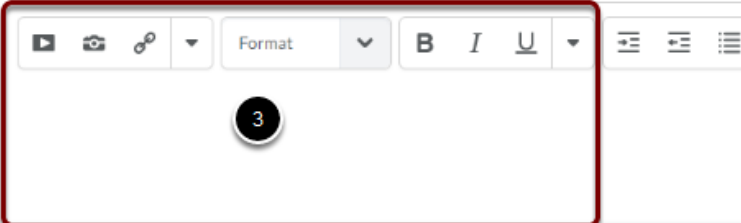
2

Difficulty

▼

Question Text *

3



1. Enter a title for the question if you want.
2. Provide the number of points you wish to award for this question.
3. Write the text of the quiz question.

Options

Image

1

Insert an Image

2

Description:

Options

Enumeration

3

no enumeration

4

Style

☒ Vertical ☐ Horizontal ☐ Drop-down (no HTML formatting)

1. Insert an Image - This button will walk you through inserting an image.
2. Description - Adds a text box for you to add a short description to provide further details.
3. Add Enumeration - Use this option to add a) b) c) or 1) 2) 3).
4. Style - This changes if the answers appears vertical, horizontal or in a drop-down menu.

Answers

#	Value	Weight (%)	Feedback
1	True	<div>0</div> <div>1</div>	<div>2</div>
2	False	<div>0</div>	

1. Weight - Assign a weight to each response. Enter 100 for the correct answer.
2. Feedback - Write specific feedback for each response.

Save

Save

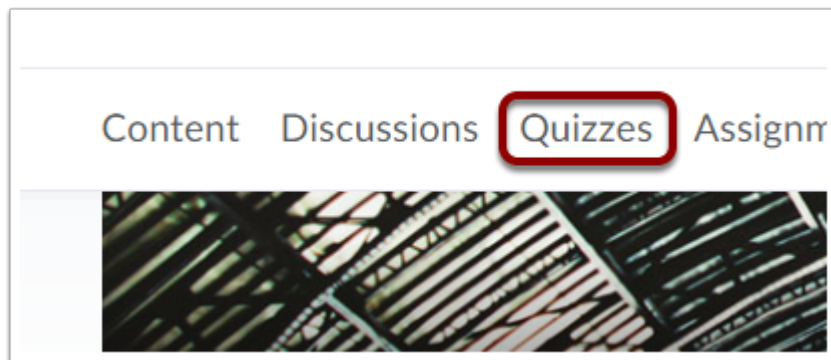
Save and Copy

Click **Save** to save your question

How Do I Create a Multi-Select (M-S) Question in a Quiz?

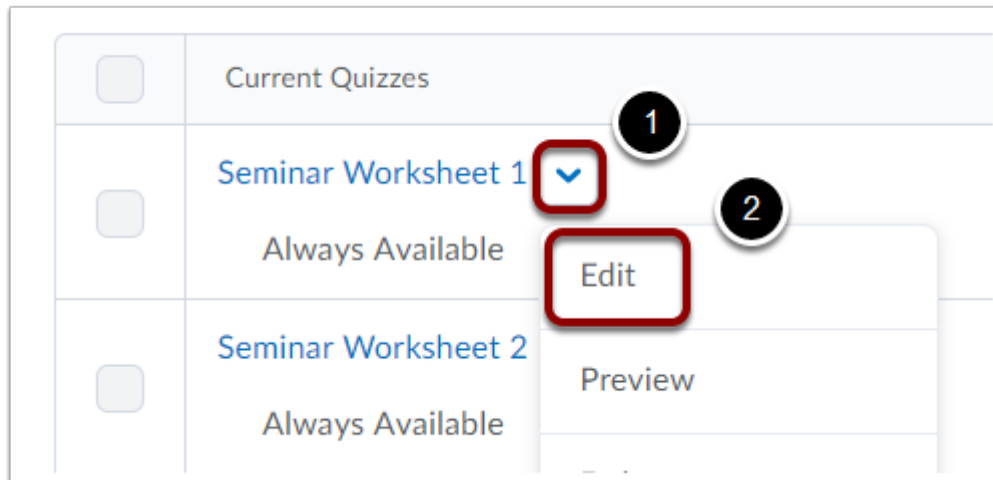
A Multi-Select question is the same as a Multiple Choice question except that it allows for multiple correct answers

Quizzes Tab



Click on the Quizzes tab.

Edit Quiz



1. Click on the pull down Menu next to the Quiz you would like to add the question to.
2. Click on Edit.

Add/Edit Questions

A screenshot of the 'Quiz Questions' settings page. It includes a 'Questions per page' input field with an 'Apply' button and a help icon. Below is a 'Paging' section with a checkbox for 'Prevent moving backwards through pages' and a help icon. Further down is a checkbox for 'Shuffle order of questions at the quiz level' with a descriptive note. At the bottom, there are two buttons: 'Add/Edit Questions' (highlighted with a red box) and 'Edit Values'. Below the buttons is a 'Page Name' section showing a list of questions, with the first one being '1. Be sure to pause the video screen or you will lo'.

Quiz Questions

Questions per page: [Apply](#) [?](#)

Paging: ☐ Prevent moving backwards through pages [?](#)

☐ Shuffle order of questions at the quiz level
Also shuffles order of sections existing at the quiz level

[Add/Edit Questions](#) [Edit Values](#)

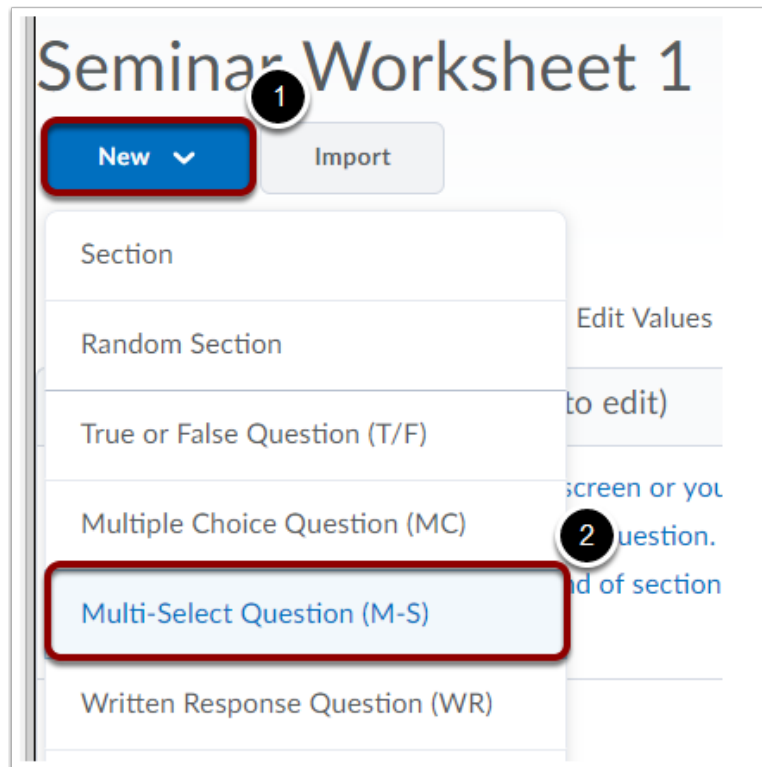
Page Name

1 [1. Be sure to pause the video screen or you will lo](#)

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Click on the Add/Edit Questions button.

Question Type



1. Click on the New button in the upper left corner.
2. Select the Multi-Select Question type.

General Info

The image shows a 'General' configuration form for a quiz. It includes three numbered callouts: 1 points to the 'Title' field, which is optional; 2 points to the 'Points' field, which is required and currently set to 1; and 3 points to the 'Question Text' field, which is required and includes a rich text editor with icons for video, image, link, and text formatting (bold, italic, underline).

General

Title **1**
 (optional)

Points * **2**

Difficulty
 ▼

Question Text * **3**

▼ ▼ **B** *I* U ▼

1. Give the quiz question a title if desired. This is optional.
2. Provide the number of points you wish to award for this question.
3. Write the text of the quiz question.

Options

The screenshot shows a form titled "Options" for configuring a quiz. It is divided into four sections:

- Image:** Contains a button labeled "Insert an Image". This button is highlighted with a red rectangle and a black circle containing the number "1".
- Description:** A large, empty text area for providing a description.
- Enumeration:** Contains a dropdown menu currently set to "no enumeration". This dropdown is highlighted with a red rectangle and a black circle containing the number "2".
- Style:** Contains two radio buttons: "Vertical" (which is selected) and "Horizontal".

1. Insert an Image if you desire.
2. Select the way the quiz will be numbered.

More Options

Style

☒ Vertical ☐ Horizontal 1

Grading 2

☒ All or nothing ☐ Right minus wrong ☐ Correct answers

Randomize options

☐ 3

1. Select the **Style** you want the question to be presented to the student.
2. Choose the desired **Grading** scheme.

All or Nothing - Users receive full points for the question if they select all of the correct answers and none of the incorrect answers. Users receive zero points if they miss any correct answers or select any incorrect answers.

Right Minus Wrong - Users receive points equal to the number of right answers they choose minus the number of incorrect answers they choose. To determine how much each answer is worth, the system takes the total number of points assigned to the question and divides it by the total number of answer choices.

- **EXAMPLE of Right Minus Wrong** - If a question is worth 10 points and has 5 answer choices, each correct answer is worth 2 points, and each incorrect answer is worth 2 points ($10/5 = 2$). If a user gives 3 correct answers and 2 incorrect answers, 2 is the total number of points received for the question $[(3-2)*2 = 2]$.
- **NOTE:** Users can receive a minimum of zero on a question: they cannot receive a negative mark.

Correct answers - Users receive points for each correct answer they select and for each incorrect answer they leave blank. Incorrect answers selected and correct answers left blank are ignored.

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- **EXAMPLE** Consider a question with a total of six potential answers, two answers being correct (in this case, choices a) and b) are the correct choices). The total points available for this question is 4.

3. Select this box if you want the answers to this question to be presented in random order.

Question Answer

The screenshot shows a table interface for managing question answers. The table has five columns: #, Value, Correct, Feedback, and Remove. There are three rows of answer options. Red arrows and numbered callouts (1-5) highlight specific features: 1 points to the '+ Add Option' button; 2 points to the 'Value' column; 3 points to the 'Correct' column checkboxes; 4 points to the 'Feedback' column; and 5 points to the trash can icon in the 'Remove' column.

#	Value	Correct	Feedback	Remove
1	<div>Value input area with icons</div>	<input type="checkbox"/>	<div>Feedback input area with icons</div>	<div>Trash can icon</div>
2	<div>Value input area with icons</div>	<input type="checkbox"/>	<div>Feedback input area with icons</div>	<div>Trash can icon</div>
	<div>Value input area with icons</div>		<div>Feedback input area with icons</div>	

1. If additional answers are needed click **Add Option**.
2. Put a single answer in each box.
3. Check the box for each correct answer.
4. Add answer specific feedback if desired.
5. Click on the **trash can** to delete an answer option.

Save

▶ Expand question hint

▶ Expand question feedback

Save

Save and Copy

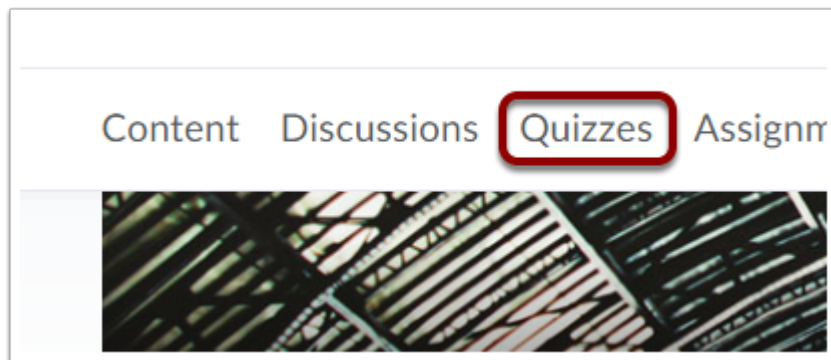
Save and P

Click **Save** to save your question.

How Do I Create a Written Response (WR) Question in a Quiz?

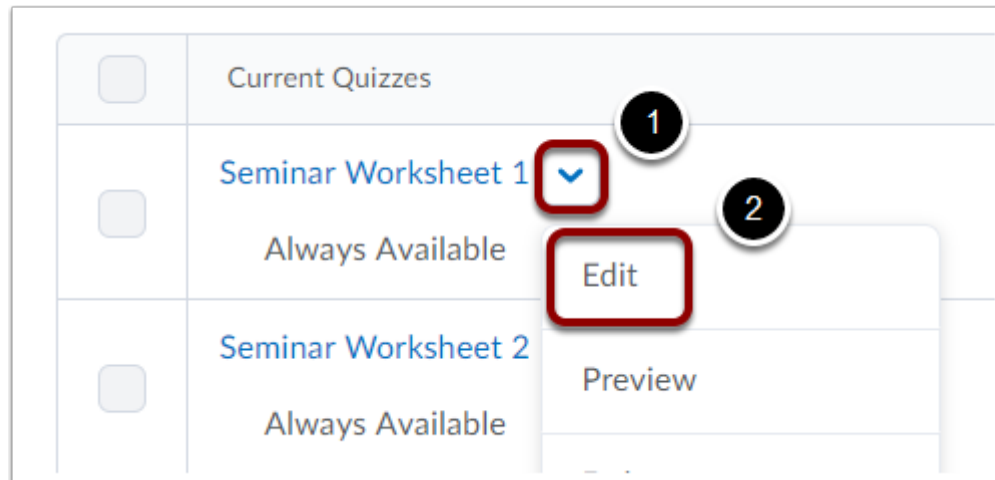
Written Response quiz questions is used when an essay or long textual response is required from a student.

Quizzes Tab



Click the Quizzes tab

Edit Quiz



1. Click on the pull down Menu next to the Quiz you would like to add the question to
2. Click on Edit

Add/Edit Questions

A screenshot of the 'Quiz Questions' settings page. It includes a 'Questions per page' input field with an 'Apply' button and a help icon. Below is a 'Paging' section with a checkbox for 'Prevent moving backwards through pages' and a help icon. Further down is a checkbox for 'Shuffle order of questions at the quiz level' with a descriptive note. At the bottom, there are two buttons: 'Add/Edit Questions' (highlighted with a red box) and 'Edit Values'. Below the buttons is a 'Page Name' section showing a list of questions, with the first one being '1. Be sure to pause the video screen or you will lo'.

Quiz Questions

Questions per page: [Apply](#) [?](#)

Paging: ☐ Prevent moving backwards through pages [?](#)

☐ Shuffle order of questions at the quiz level
Also shuffles order of sections existing at the quiz level

[Add/Edit Questions](#) [Edit Values](#)

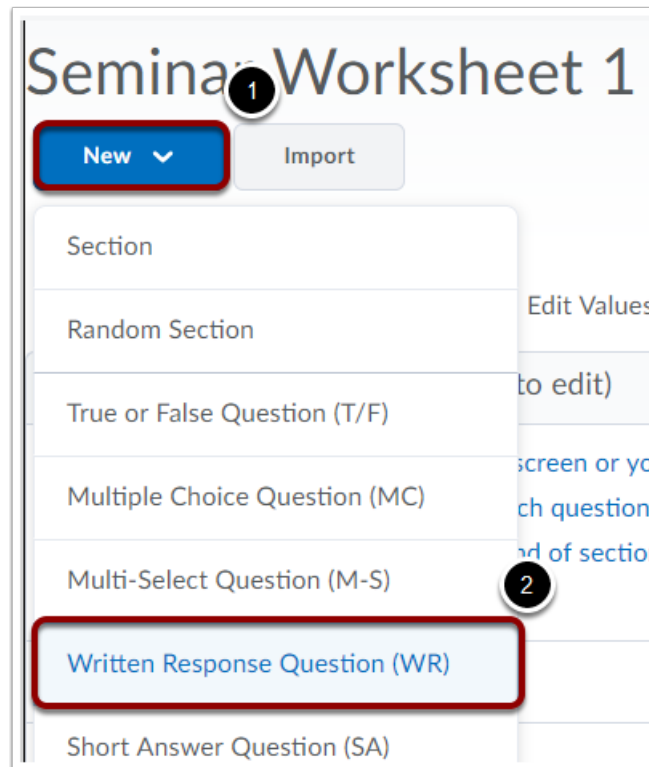
Page Name

1 [1. Be sure to pause the video screen or you will lo](#)

BYU-Idaho Online Knowledgebase

Click on the Add/Edit Questions button

Question Type



1. Click on the New button in the upper left corner
2. Select the Written Response Question type.

General Info

If your screen doesn't match the image below you may be using the old editor. For instructions on using the old editor [click here](#). If you would like to switch to the new question editor [click here](#).

BYU-Idaho Online Knowledgebase

Written Response ▾ Options ▾

Question Text * 1

☐ Enable HTML Editor for student responses 2

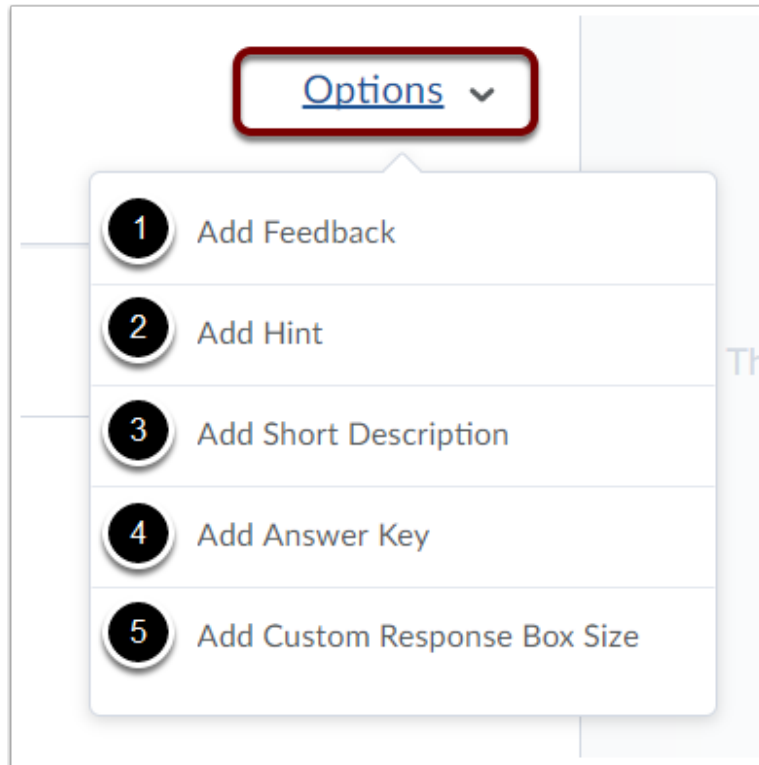
Points *

1 3

Save ▾ Cancel

1. Write the text of the quiz question.
2. This will allow students more text editing options like adding lists or changing font color.
3. Provide the number of points you wish to award for this question.

Options



1. Add Feedback - This allows you to add individualized feedback for each answer
2. Add Hit - This provides a hint box to add to the question.
3. Add Short Description - This adds an additional text box to the question.
4. Add Answer Key - Only the evaluator will see this text field.
5. Add Custom Response Box Size - Change the size of the text box in which students enter their responses.

i Regardless of the initial size of this box as set here, students will be always be able to manually adjust the size of the box when taking the quiz.

Save

Points *

Save

▼

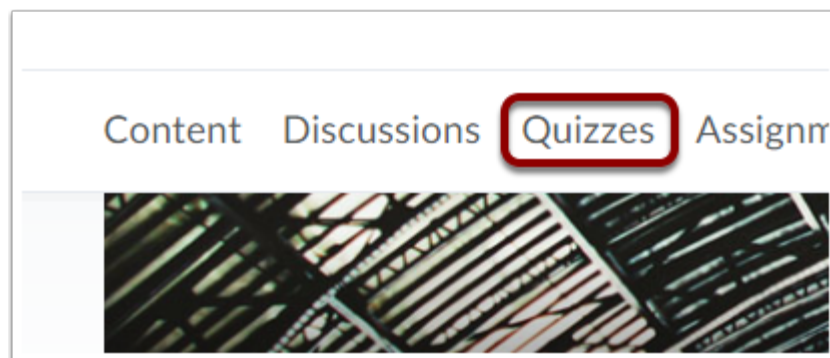
Cancel

Click **Save** to save your question.

How Do I Create a Written Response (WR) Question in a Quiz With the Old Question Editor?

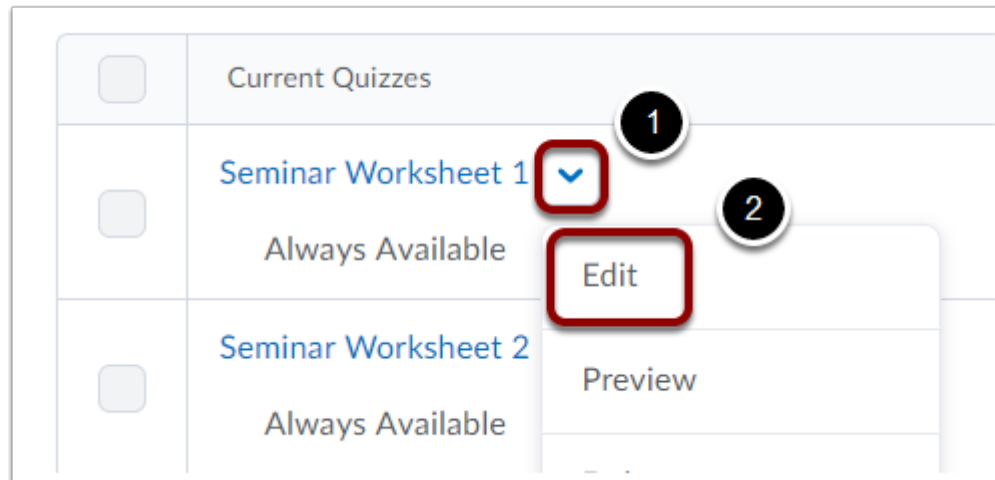
Written Response quiz questions is used when an essay or long textual response is required from a student.

Quizzes Tab



Click the Quizzes tab.

Edit Quiz



1. Click on the pull down Menu next to the Quiz you would like to add the question to.
2. Click on Edit.

Add/Edit Questions

A screenshot of the 'Quiz Questions' settings page. It includes a 'Questions per page' input field with an 'Apply' button and a help icon. Below is a 'Paging' section with a checkbox for 'Prevent moving backwards through pages' and a help icon. Further down is a checkbox for 'Shuffle order of questions at the quiz level' with a descriptive note. At the bottom, there are two buttons: 'Add/Edit Questions' (highlighted with a red box) and 'Edit Values'. Below the buttons is a 'Page Name' section showing a list of questions, with the first one being '1. Be sure to pause the video screen or you will lo'.

Quiz Questions

Questions per page: [Apply](#) [?](#)

Paging: ☐ Prevent moving backwards through pages [?](#)

☐ Shuffle order of questions at the quiz level
Also shuffles order of sections existing at the quiz level

[Add/Edit Questions](#) [Edit Values](#)

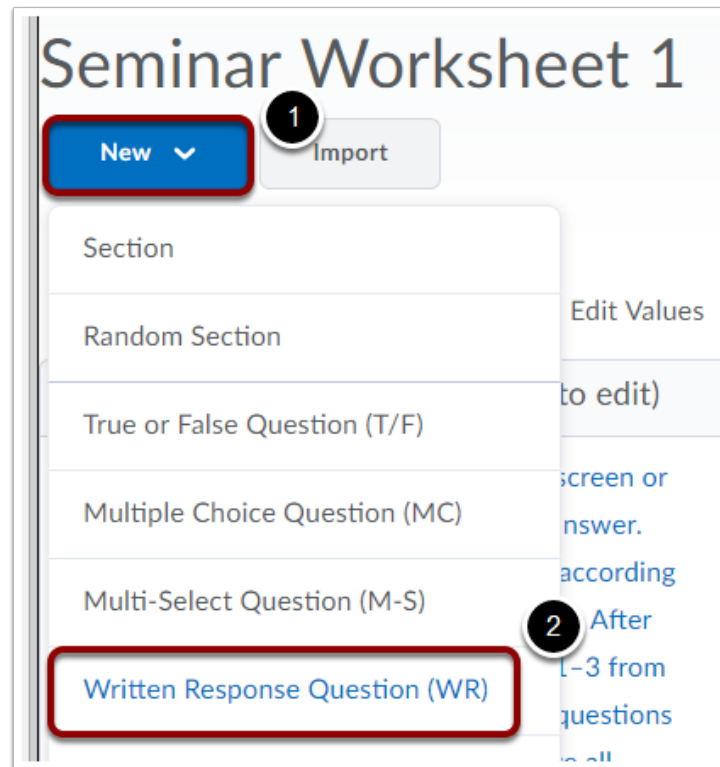
Page Name

1 [1. Be sure to pause the video screen or you will lo](#)

BYU-Idaho Online Knowledgebase

Click on the Add/Edit Questions button.

Question Type



1. Click on the New button in the upper left corner.
2. Select the Written Response Question type.

General Info

If your screen doesn't match the image below you may be using the new editor. For instructions on using the new editor [click here](#). If you would like to switch to the new question editor [click here](#).

New Written Response Question

General

Title 1

(optional)

Points *

2

Difficulty

▼

Question Text *

3

Rich text editor toolbar: Video, Image, Link, Format (B, I, U), Bulleted List, Numbered List, Indented List, Full Screen.

1. Give the quiz question a title if desired. This is optional.
2. Provide the number of points you wish to award for this question.
3. Write the text of the quiz question.

Options

The screenshot displays a configuration interface for a quiz question. It is divided into two main sections: 'Image' and 'Options'.

- Image Section:** Labeled 'Image' at the top. It contains a button labeled 'Insert an Image' which is highlighted with a red rectangular box. To the right of this button is a black circle containing the number '1'.
- Description:** Below the image section is a text label 'Description:' followed by a large, empty, light-colored rectangular text area.
- Options Section:** Labeled 'Options' at the top. Below it is the label 'Input Box' followed by a black circle containing the number '2'.
- Input Box Configuration:** Below the 'Input Box' label is a configuration bar, also highlighted with a red rectangular box. It contains two sets of controls: 'Rows' with a value of '5' and a downward arrow, and 'Columns' with a value of '80' and a downward arrow.

1. Insert an image if you desire.
2. Alter the size of the box students see to input their response into.

NOTE: Regardless of the initial size of this box as set here, students will be always be able to manually adjust the size of the box when taking the quiz.

Question Answer

The screenshot shows a form titled "Initial Text" at the top. Below the title is a large text area with a red border, containing a circular callout with the number "1". Above this text area is a toolbar with icons for video, image, link, and a dropdown menu, followed by a "Format" dropdown and buttons for bold (B), italic (I), and underline (U). Below the first text area is a checkbox labeled "Allow HTML Editor to be used for responses" with a red border and a circular callout with the number "2". Below the checkbox is a section titled "Answer Key" with another large text area containing a circular callout with the number "3". This second text area also has a toolbar identical to the one above it.

1. Put in the question text in this box.
2. Check this box if you want to allow the students to have access to the HTML editor for their answer. This will give the student access to the same HTML tool bar you have access to when writing the quiz question
3. Provide information to be referenced during grading.

NOTE: The information in the answer key is not visible to students.

Save

The screenshot shows a horizontal bar with three buttons. The first button is blue with the text "Save" and is highlighted with a red border. The second button is light gray with the text "Save and Copy". The third button is light gray with the text "Save and New".

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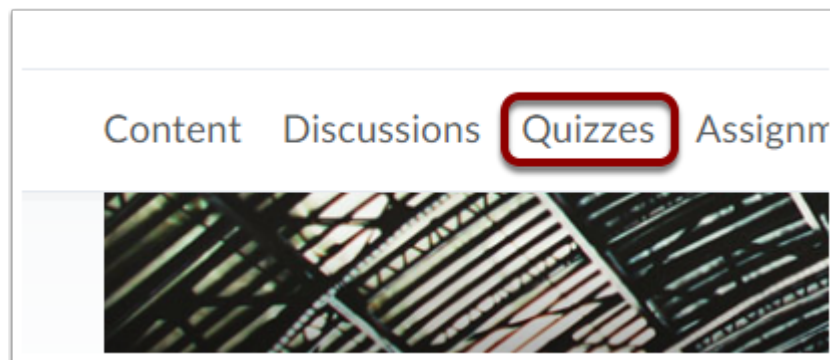
Click **Save** to save your question.

How Do I Create a Short Answer (SA) / Multiple Short Answer (MSA) Question in a Quiz?

Short answer questions require respondents to create one word or brief sentence answers in response to open-ended questions.

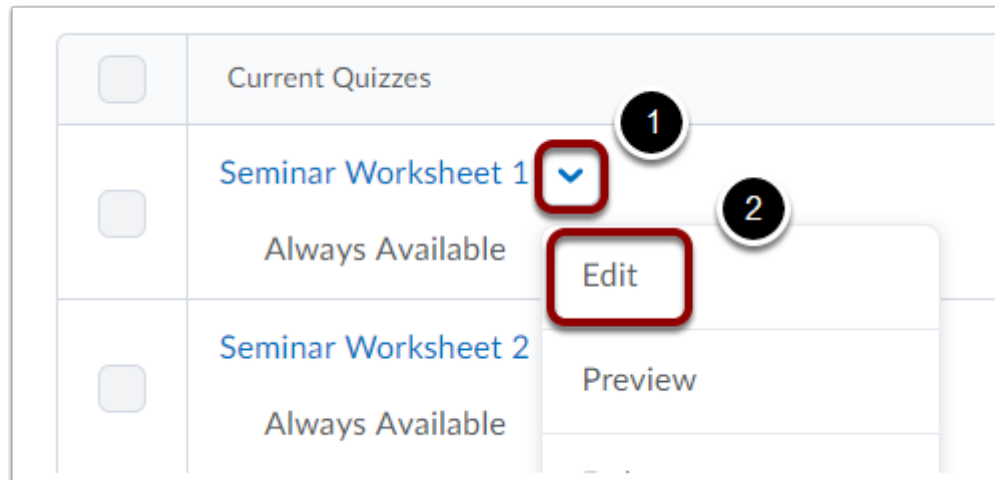
NOTE: Short Answer Quiz and Multiple Short Answer quiz questions are essentially the same and so will not be treated separately. Essentially if you understand the workings of one you understand the working of both. See the General Info step #3 to see how to add multiple short answers.

Quizzes Tab



Click on the Quizzes tab.

Edit Quiz



1. Click on the pull down Menu next to the Quiz you would like to add the question to
2. Click on Edit

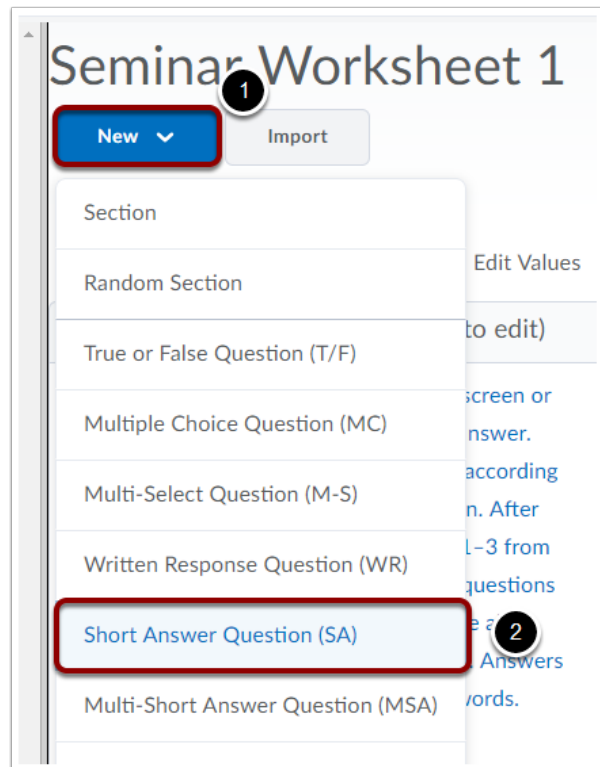
Add/Edit Questions

A screenshot of a web interface titled 'Quiz Questions'. It contains several settings and buttons. At the top, there is a 'Questions per page:' label followed by an input field, an 'Apply' button, and a help icon (a question mark in a circle). Below this is a 'Paging:' label followed by a checkbox, the text 'Prevent moving backwards through pages', and another help icon. Further down is a checkbox labeled 'Shuffle order of questions at the quiz level' with a subtext 'Also shuffles order of sections existing at the quiz level'. At the bottom, there are two buttons: 'Add/Edit Questions' and 'Edit Values'. The 'Add/Edit Questions' button is highlighted with a red box. Below the buttons, the text 'Page Name' is visible, followed by a list of questions starting with '1 i1. Be sure to pause the video screen or you will lo'.

BYU-Idaho Online Knowledgebase

Click on the Add/Edit Questions button.

Question Type



1. Click on the New button in the upper left corner.
2. Select the Short Answer Question type.

General Info

If your screen doesn't match the image below you may be using the old editor. For instructions on using the old editor [click here](#). If you would like to switch to the old question editor [click here](#).

BYU-Idaho Online Knowledgebase

Short Answer ▾ Options ▾

Question Text * 1

Answers for Blank 1 * 2

abc ▾ Enter an answer for this blank...

Add Blank 3

Points * 4

1

Save ▾ Cancel

1. Write the text of the quiz question.
2. Type the answer for the question. If you want to enter multiple answers use the Enter key.
3. This will add a second slot for students to add answers. Therefore student will be given the chance to type in two responses.
4. Provide the number of points you wish to award for this question.

Save

Save ▾ Cancel

Click **Save** to save your question.

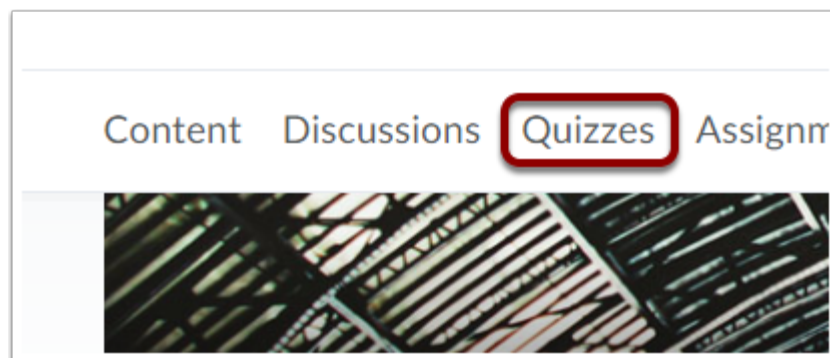
How Do I Create a Short Answer (SA) / Multiple Short Answer (MSA) Question in a Quiz With the Old Question Editor?

Short answer questions require respondents to create one word or brief sentence answers in response to open-ended questions.

NOTE: Short Answer Quiz and Multiple Short Answer quiz questions are essentially the same and so will not be treated separately. Essentially if you understand the workings of one you understand the working of both.

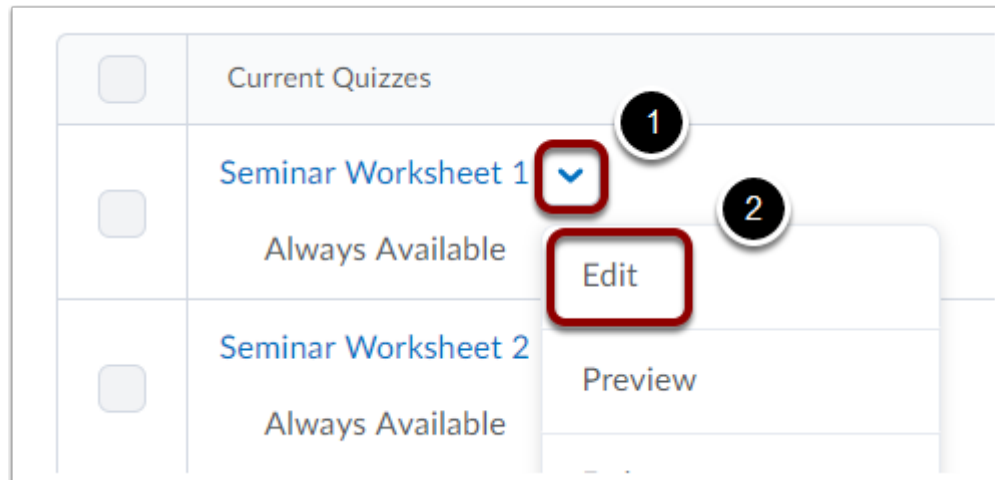
We will be using the Short Answer Quiz question for this example.

Quizzes Tab



Click on the Quizzes tab.

Edit Quiz



1. Click on the pull down Menu next to the Quiz you would like to add the question to.
2. Click on Edit.

Add/Edit Questions

A screenshot of the 'Quiz Questions' settings page. It includes a 'Questions per page' input field with an 'Apply' button and a help icon. Below is a 'Paging' section with a checkbox for 'Prevent moving backwards through pages' and a help icon. Further down is a checkbox for 'Shuffle order of questions at the quiz level' with a descriptive note. At the bottom, there are two buttons: 'Add/Edit Questions' (highlighted with a red box) and 'Edit Values'. Below the buttons is a 'Page Name' section showing a list of questions, with the first one being '1. Be sure to pause the video screen or you will lo'.

Quiz Questions

Questions per page: [Apply](#) [?](#)

Paging: ☐ Prevent moving backwards through pages [?](#)

☐ Shuffle order of questions at the quiz level
Also shuffles order of sections existing at the quiz level

[Add/Edit Questions](#) [Edit Values](#)

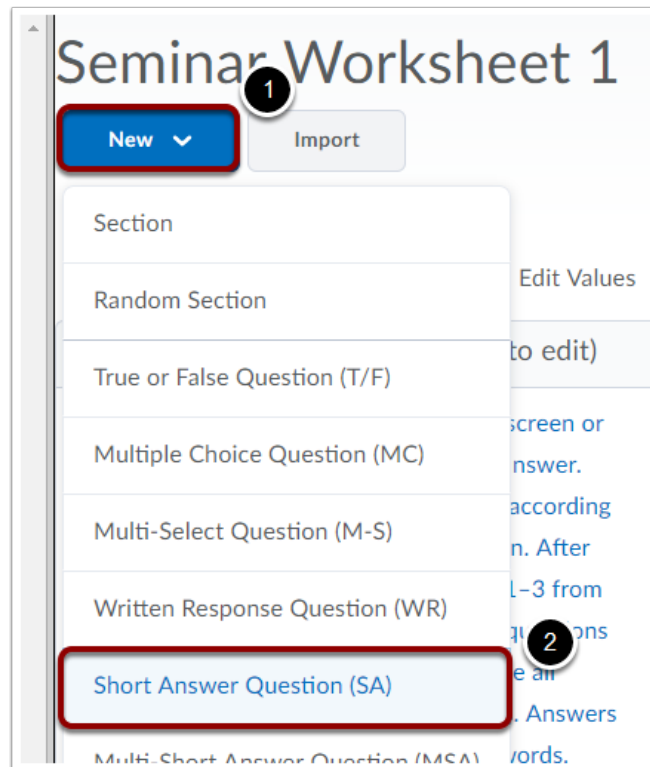
Page Name

1 [1. Be sure to pause the video screen or you will lo](#)

BYU-Idaho Online Knowledgebase

Click on the Add/Edit Questions button.

Question Type



1. Click on the New button in the upper left corner
2. Select the Short Answer Question type.

General Info

If your screen doesn't match the image below you may be using the new editor. For instructions on using the new editor [click here](#). If you would like to switch to the new question editor [click here](#).

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The screenshot shows a web form titled "New Short Answer Question". Under the "General" tab, there are three main sections:

- Title:** A text input field with a red border and a circled "1" above it. To its right is the text "(optional)".
- Points *:** A numeric input field containing the number "1", with a red border and a circled "2" to its right.
- Difficulty:** A dropdown menu showing "1" and a downward arrow.
- Question Text *:** A large text area with a red border and a circled "3" in the center. Above the text area is a rich text editor toolbar with icons for video, image, link, format (bold, italic, underline), and list (bulleted, numbered, link).

1. Enter a title for the question if you want.
2. Provide the number of points you wish to award for this question.
3. Write the text of the quiz question.

Question Answer

The screenshot shows the 'Question Answer' interface. At the top, there is a '+ Add Blank' button and a '1' in a circle. Below this, for 'Blank # 1', there are 'Rows: 3' and 'Columns: 60' dropdowns. To the right is a '+ Add Answer' button with a '1' in a circle, and a 'Check Answers' button. A table with four columns (Answer, Weight (%), Evaluation, Remove) is shown. The 'Answer' column has two empty input fields, with a '3' in a circle and two red arrows pointing to them. The 'Weight (%)' column has two '0' values, with a '4' in a circle pointing to the top one. The 'Evaluation' column has two sets of radio buttons for 'Case Insensitive', 'Case Sensitive', and 'Regular Expression'. The 'Remove' column has two trash can icons, with a '5' in a circle pointing to the top one. Below the table, there is a section for 'Blank # 2' with similar controls and a 'Check Answers' button.

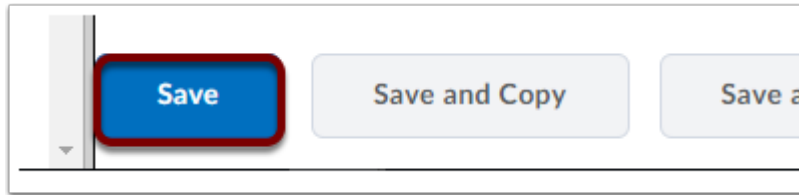
1. If additional blanks in the question are needed click **Add Blank**.
2. If additional answers for each blank are needed (i.e. variations of the correct answer) click **Add Answer**.
3. Blanks where correct responses are input.
4. Input the weight % of the answer. This can be different for each answer if some questions are more correct than others.
5. Click on the trash can to reduce the number of answers or blanks.

Preview

The screenshot shows a row of five buttons: 'Save' (blue), 'Save and Copy', 'Save and New', 'Preview' (highlighted with a red border), and 'Cancel'.

Click the **Preview** button to see how your question will look to the students.

Save

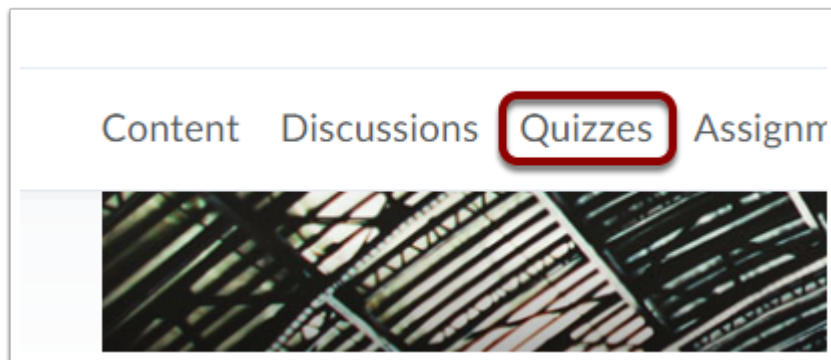


Click Save to save your question.

How Do I Create a Fill in the Blank (FIB) Question in a Quiz?

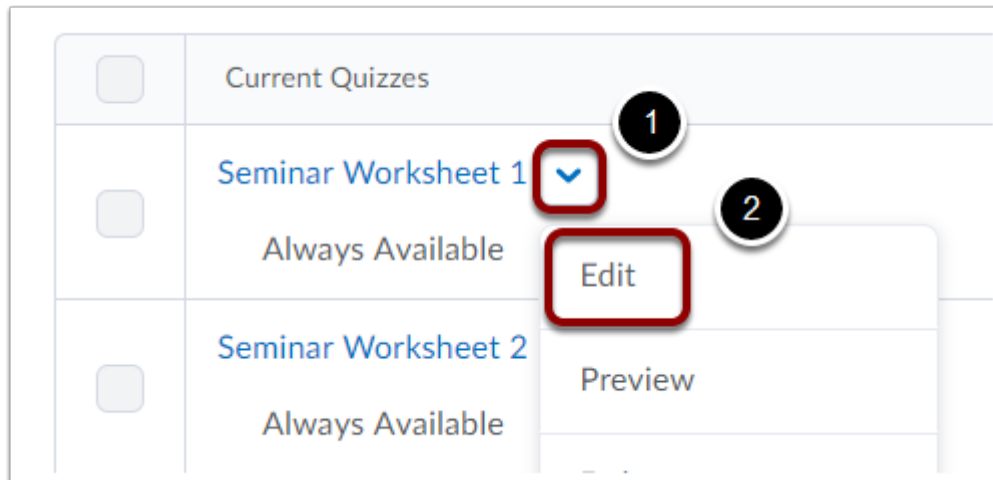
Fill in the blanks (FIB) questions require respondents to fill in one or more missing words for an incomplete sentence, statement, phrase, list, or key terminology.

Quizzes Tab



Click the Quizzes tab.

Edit Quiz



1. Click on the pull down Menu next to the Quiz you would like to add the question to.
2. Click on Edit.

Add/Edit Questions

A screenshot of the 'Quiz Questions' settings page. It includes a 'Questions per page' input field with an 'Apply' button and a help icon. Below is a 'Paging' section with a checkbox for 'Prevent moving backwards through pages' and a help icon. Further down is a checkbox for 'Shuffle order of questions at the quiz level' with a descriptive note. At the bottom, there are two buttons: 'Add/Edit Questions' (highlighted with a red box) and 'Edit Values'. Below the buttons is a 'Page Name' section showing a list of questions, with the first one being '1. Be sure to pause the video screen or you will lo'.

Quiz Questions

Questions per page: [Apply](#) [?](#)

Paging: ☐ Prevent moving backwards through pages [?](#)

☐ Shuffle order of questions at the quiz level
Also shuffles order of sections existing at the quiz level

[Add/Edit Questions](#) [Edit Values](#)

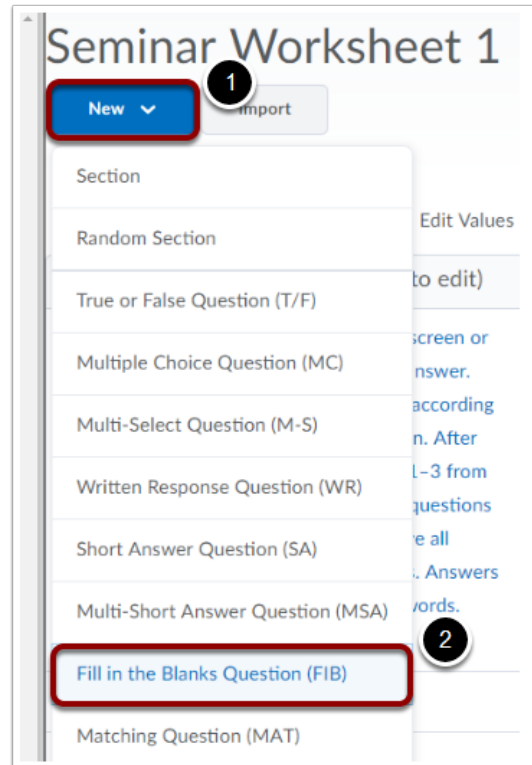
Page Name

1 [1. Be sure to pause the video screen or you will lo](#)

BYU-Idaho Online Knowledgebase

Click on the Add/Edit Questions button.

Question Type



1. Click on the New button in the upper left corner.
2. Select the Fill in the Blank Question type.

General Info

The screenshot shows a web form titled "New Fill in the Blanks Question". Under the "General" section, there are four fields: "Title" (with a red box and callout 1), "Points*" (with a red box and callout 2), "Difficulty" (a dropdown menu with "1" selected), and "Image" (with a red box and callout 3). The "Image" field contains a button labeled "Insert an Image". Below these fields is a "Description:" label followed by a large text area.

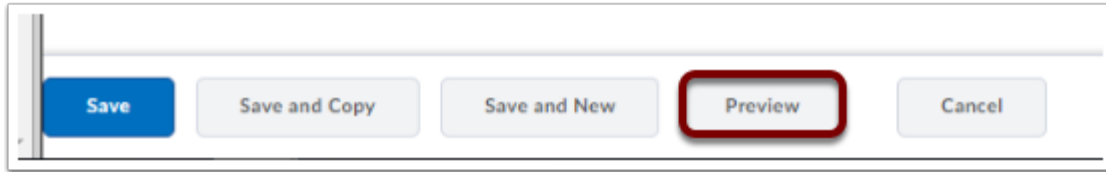
1. Give the quiz question a title if desired. This is optional.
2. Provide the number of points you wish to award for this question.
3. Insert an optional image if desired.

Question Answer

The screenshot shows the 'Question Answer' interface. At the top, there are two buttons: '+ Add Blank' (1) and '+ Add Text' (2). Below these, there are two text input fields: 'Text # 1:' and 'Text # 2:'. The 'Text # 1:' field has a rich text editor toolbar (3) and a 'Remove' button. The 'Text # 2:' field has a similar toolbar. Below the text fields, there is a 'Blank # 1:' section. It includes a 'Size' dropdown set to '30', an '+ Add Answer' button (5), and a 'Check Answers' button. Below this, there is a table with columns: 'Answer' (4), 'Weight (%)' (6), 'Evaluation', and 'Remove'. The 'Answer' column has a text input field. The 'Weight (%)' column has a text input field set to '0'. The 'Evaluation' column has three radio buttons: 'Case Insensitive' (selected), 'Case Sensitive', and 'Regular Expression'. The 'Remove' column has a trash can icon (7). A red arrow points from the trash can icon in the 'Remove' column to the trash can icon in the 'Text # 1:' field's 'Remove' button.

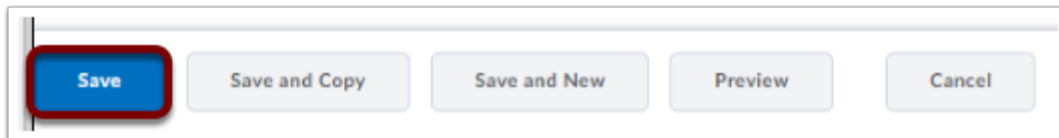
1. Click **Add Blank** to create additional blank fields
2. Click **Add Text** to create additional text fields.
3. Add the initial text for the fill in the blank
4. Input the answer.
5. If additional answers for each blank are needed (i.e. variations of the correct answer) click **Add Answer**.
6. Input the weight % of the answer. This can be different for each answer if some questions are more correct than others.
7. Click on the trash can to reduce the number of text boxes, blanks, or answers.

Preview



Click the **Preview** button to see how your question will look to the students.

Save

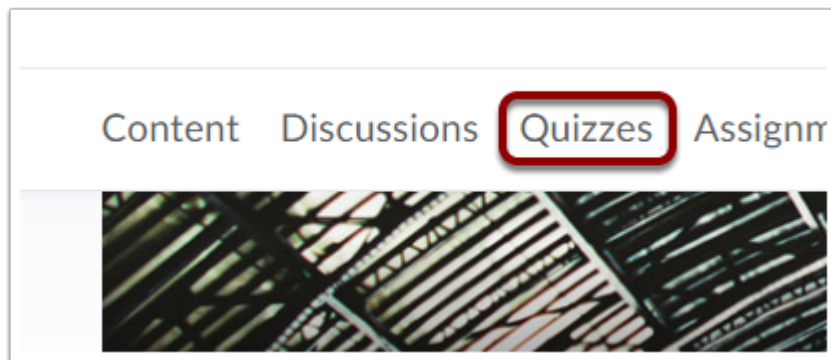


Click **Save** to save your question.

How Do I Create an Ordering (ORD) Question in a Quiz?

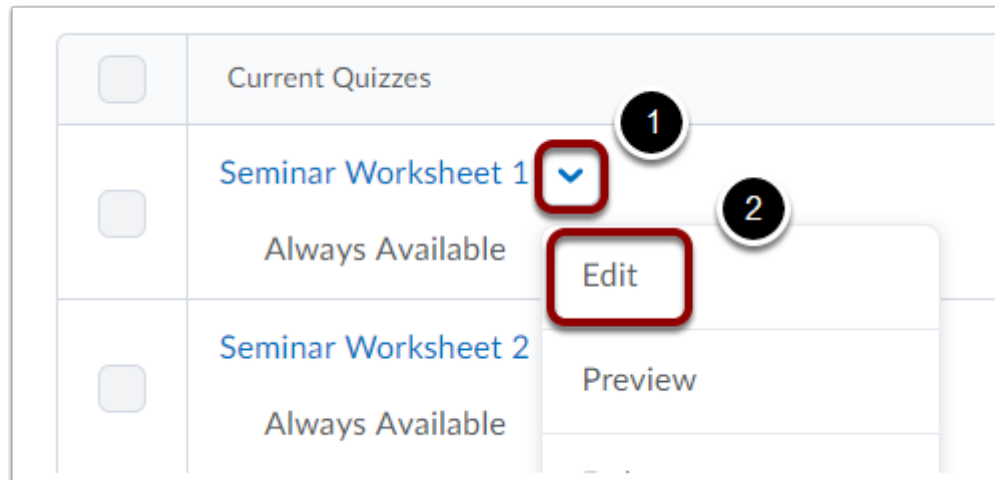
Ordering (ORD) questions require students to arrange a series of items into a correct sequential order.

Quizzes Tab



Click on the Quizzes tab.

Edit Quiz



1. Click on the pull down Menu next to the Quiz you would like to add the question to.
2. Click on Edit.

Add/Edit Questions

A screenshot of the 'Quiz Questions' settings page. It includes a 'Questions per page' input field with an 'Apply' button and a help icon. Below is a 'Paging' section with a checkbox for 'Prevent moving backwards through pages' and a help icon. There is also a checkbox for 'Shuffle order of questions at the quiz level' with a descriptive note. Two buttons are visible: 'Add/Edit Questions' (highlighted with a red box) and 'Edit Values'. At the bottom, there is a 'Page Name' section showing a list of questions, with the first one being '1. Be sure to pause the video screen or you will lo'.

Quiz Questions

Questions per page: [Apply](#) [?](#)

Paging: ☐ Prevent moving backwards through pages [?](#)

☐ Shuffle order of questions at the quiz level
Also shuffles order of sections existing at the quiz level

[Add/Edit Questions](#) [Edit Values](#)

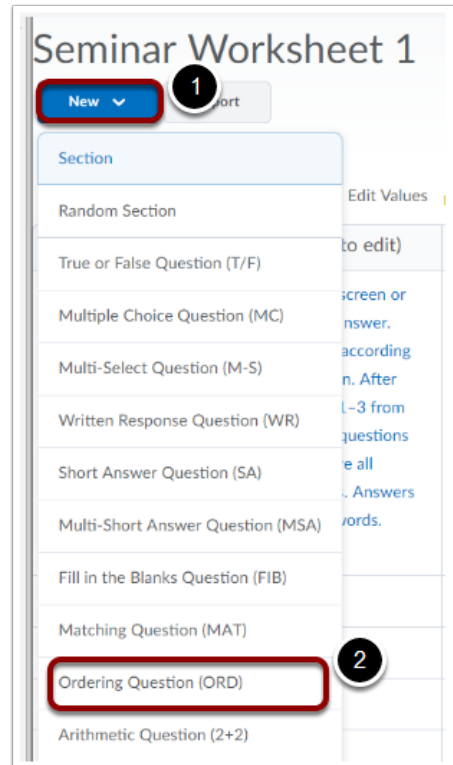
Page Name

1 [1. Be sure to pause the video screen or you will lo](#)

BYU-Idaho Online Knowledgebase

Click on the Add/Edit Questions button.

Question Type



1. Click on the New button in the upper left corner.
2. Select the Ordering Question type.

General Info

The screenshot shows a web form titled "New Ordering Question" with a "General" tab. It contains three main input areas highlighted with red boxes and numbered callouts: 1. A "Title" field with a red box and callout 1, labeled "(optional)". 2. A "Points *" field with a red box and callout 2, containing the value "1". 3. A "Question Text *" field with a red box and callout 3, featuring a rich text editor toolbar with icons for video, image, link, format, bold, italic, underline, and list, and a large text area below.

1. Give the quiz question a title if desired. This is optional.
2. Provide the number of points you wish to award for this question.
3. Write the text of the quiz question.

Other Choices

Insert an Image 1

Description:

2

Options

3

Grading

☐ Equally weighted ☒ All or nothing ☐ Right minus wrong

1. Upload an image to include in the question if you want.
2. Add a description to the question.
3. Choose the preferred **Grading** option
 - **Equally Weighted** - The total points value is divided equally among all possible correct matches. Users receive equally weighted points for each correct answer.
 - **All or Nothing** - Users receive the total points value for correctly matching every answer or else they receive none at all.
 - **Right Minus Wrong** - Users receive points equal to the number of right answers they choose minus the number of incorrect answers they choose. To determine how much each answer is worth, the system takes the total number of points assigned to the question and divides it by the total number of answer choices.

Example - If a question is worth 10 points and has 5 answer choices, each correct answer is worth 2 points, and each incorrect answer is worth 2 points ($10/5 = 2$). If a user gives 3 correct answers and 2 incorrect answers, 2 is the total number of points received for the question $[(3-2)*2 = 2]$.

Question Answer

The screenshot shows a table with four columns: #, Value, Correct Order, and Feedback. The first row is highlighted. Callout 1 points to the '+ Add Item' button. Callout 2 points to the 'Value' column. Callout 3 points to the 'Correct Order' column. Callout 4 points to the 'Feedback' column. Callout 5 points to the 'Remove' column.

#	Value	Correct Order	Feedback	Remove
1				
2				

1. Click here to add additional Ordering Choices.
2. Add the steps in the process in the text boxes.
3. Select the number that corresponds to the correct order of that step.
4. Add feedback for the students to see when they finish the quiz.
5. Click the trashcan to delete this option.

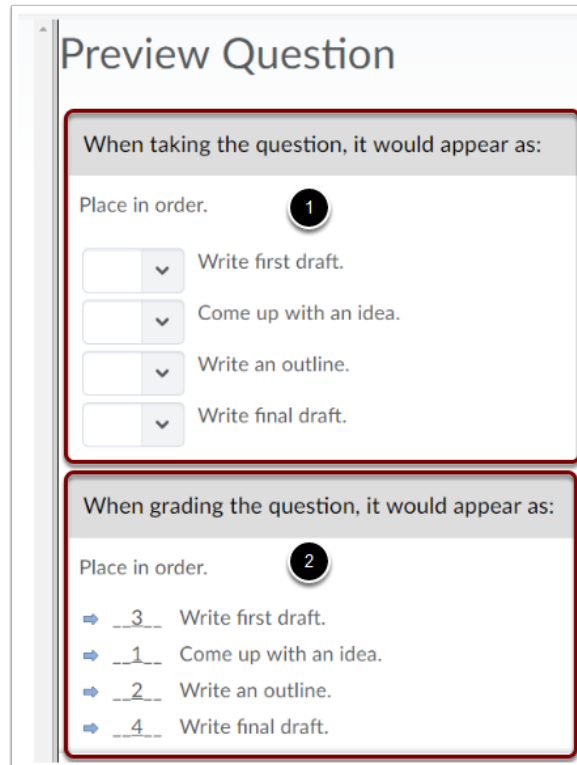
Preview

The screenshot shows a row of five buttons: Save, Save and Copy, Save and New, Preview, and Cancel. The Preview button is highlighted with a red border.

[Save](#) [Save and Copy](#) [Save and New](#) [Preview](#) [Cancel](#)

Click the **Preview** button to see how your question will look to your students.

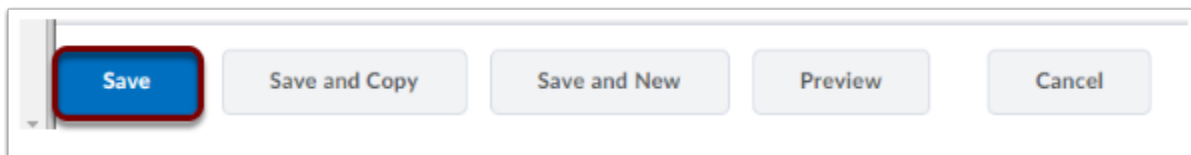
Check Question



The image shows a 'Preview Question' dialog box with two sections. The first section, 'When taking the question, it would appear as:', is labeled with a circled '1'. It contains a 'Place in order.' label and four items, each with a dropdown menu and a description: 'Write first draft.', 'Come up with an idea.', 'Write an outline.', and 'Write final draft.'. The second section, 'When grading the question, it would appear as:', is labeled with a circled '2'. It contains a 'Place in order.' label and four items, each with a blue arrow, a blank space for a number, and a description: 'Write first draft.', 'Come up with an idea.', 'Write an outline.', and 'Write final draft.'.

1. See how the question looks to the students.
2. See how the question looks when being graded.

Save



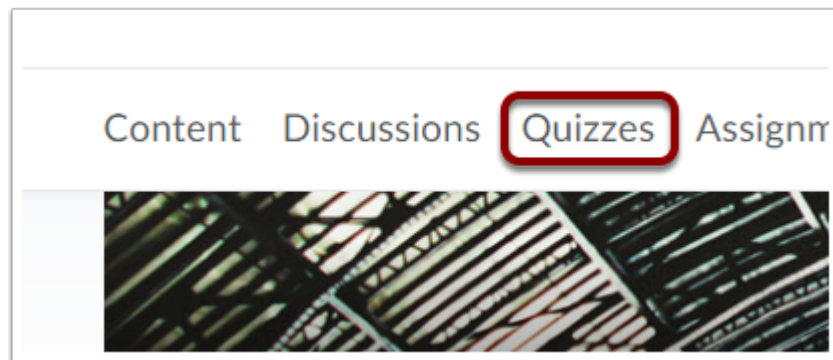
The image shows a row of five buttons: 'Save', 'Save and Copy', 'Save and New', 'Preview', and 'Cancel'. The 'Save' button is highlighted with a red border.

Click **Save** to save your question

How Do I Create a Matching (MAT) Question in a Quiz?

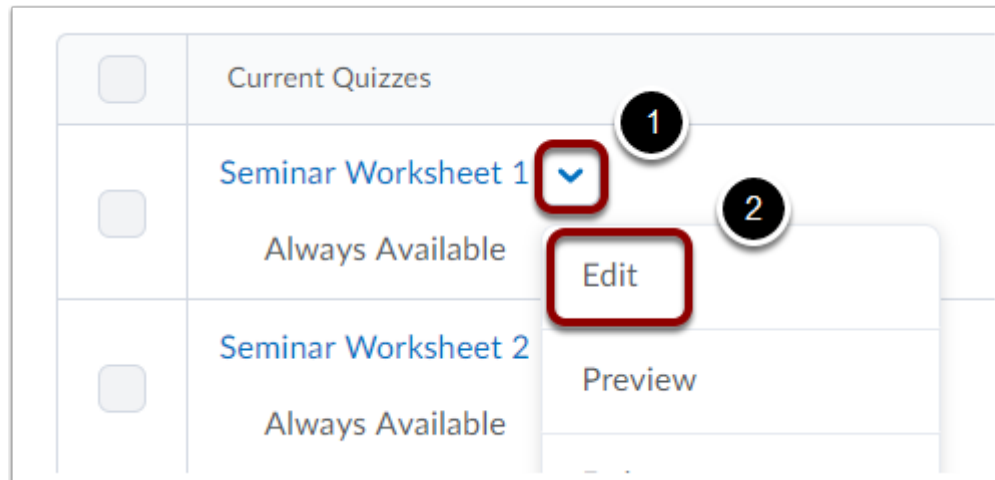
Matching questions require students to choose from a set of possible match choices from drop-down lists and correctly pair them with related items. This question type enables you to assess users' recognition of information and demonstrate comprehension of specific relationships.

Quizzes Tab



Click the Quizzes tab.

Edit Quiz



1. Click on the pull down Menu next to the Quiz you would like to add the question to.
2. Click on Edit.

Add/Edit Questions

A screenshot of the 'Quiz Questions' settings page. It includes a 'Questions per page' input field with an 'Apply' button and a help icon. Below is a 'Paging' section with a checkbox for 'Prevent moving backwards through pages' and a help icon. Further down is a checkbox for 'Shuffle order of questions at the quiz level' with a descriptive note. At the bottom, there are two buttons: 'Add/Edit Questions' (highlighted with a red box) and 'Edit Values'. Below the buttons is a 'Page Name' section showing a list of questions, with the first one being '1. Be sure to pause the video screen or you will lo'.

Quiz Questions

Questions per page: [Apply](#) [?](#)

Paging: ☐ Prevent moving backwards through pages [?](#)

☐ Shuffle order of questions at the quiz level
Also shuffles order of sections existing at the quiz level

[Add/Edit Questions](#) [Edit Values](#)

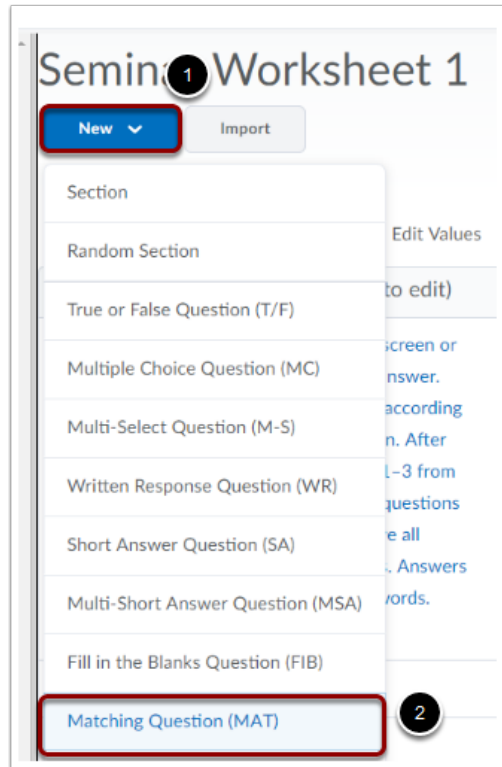
Page Name

1 [1. Be sure to pause the video screen or you will lo](#)

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Click on the Add/Edit Questions button.

Question Type



1. Click on the New button in the upper left corner
2. Select the Matching Question type.

General Info

General

Title **1**





 (optional)

Points * **2**

Difficulty




▼

Question Text * **3**



Format ▼

B *I* U ▼



1. Give the quiz question a title if desired. This is optional.
2. Provide the number of points you wish to award for this question.
3. Write the text of the quiz question.

Grading Choice

Image

1

Insert an Image

Description:

Choices

Grading

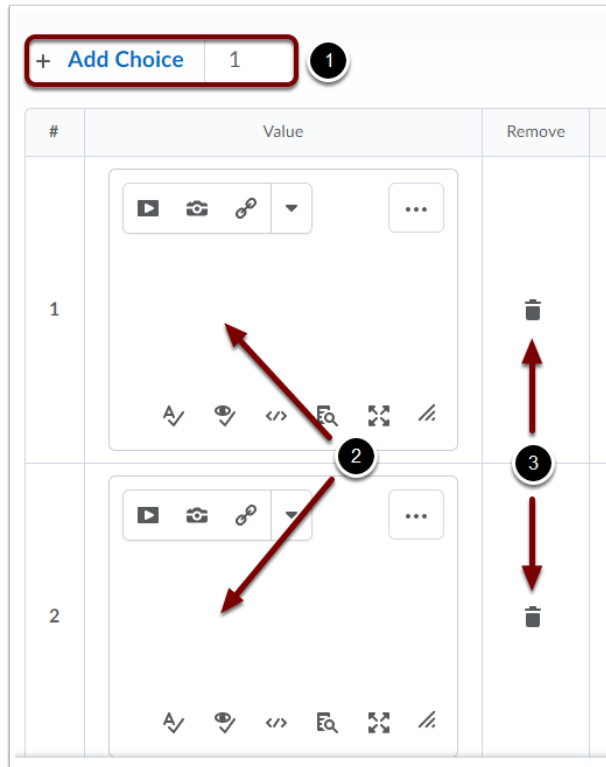
2

☐ Equally weighted ☒ All or nothing ☐ Right minus wrong

1. Insert an Image if you want to add an image to your question.
2. Choose the preferred **Grading** option.
 - **Equally Weighted** - The total points value is divided equally among all possible correct matches. Users receive equally weighted points for each correct answer.
 - **All or Nothing** - Users receive the total points value for correctly matching every answer or else they receive none at all.
 - **Right Minus Wrong** - Users receive points equal to the number of right answers they choose minus the number of incorrect answers they choose. To determine how much each answer is worth, the system takes the total number of points assigned to the question and divides it by the total number of answer choices.

Example - If a question is worth 10 points and has 5 answer choices, each correct answer is worth 2 points, and each incorrect answer is worth 2 points ($10/5 = 2$). If a user gives 3 correct answers and 2 incorrect answers, 2 is the total number of points received for the question $[(3-2)*2 = 2]$.

Add Choices



1. Click here to Add additional choices.
2. Add the items to be matched in the text boxes.
3. Click here to reduce the number of choices.

Add Matches

Matches

Matches are randomized when taking the question.

+ Add Match 1

#		Value	Correct Choice	Remove
1	1	<div><div><div><div><div></div><div></div><div></div><div></div></div><div></div></div></div><div><div><div>$\sqrt{}$</div><div></div><div></div><div></div><div></div><div></div></div></div></div>	<div>1</div> <div></div>	
2	2	<div><div><div><div><div></div><div></div><div></div><div></div></div><div></div></div></div><div><div><div>$\sqrt{}$</div><div></div><div></div><div></div><div></div><div></div></div></div></div>	<div>2</div> <div></div>	

1. Click here to add additional Matches.
2. Add the items being matched to in the text boxes.
3. Select the corresponding choice number in the **Correct Choice** drop-down list next to a match value. This creates a matched pair.
4. Click the trash can to reduce the number of Match choices.

Preview

A screenshot of the bottom toolbar of the application. It contains five buttons: 'Save' (blue), 'Save and Copy' (light gray), 'Save and New' (light gray), 'Preview' (light gray, highlighted with a red rectangle), and 'Cancel' (light gray).

Click the **Preview** button to see how your question will look to your students.

Check Question

When taking the question, it would appear as:

Complete the following.

Red 1. Roses are

Blue 2. Violets are

When grading the question, it would appear as:

Complete the following.

➡ 1 Red 1. Roses are

➡ 2 Blue 2. Violets are

1. See how the question looks to the students.
2. See how the question looks when being graded.

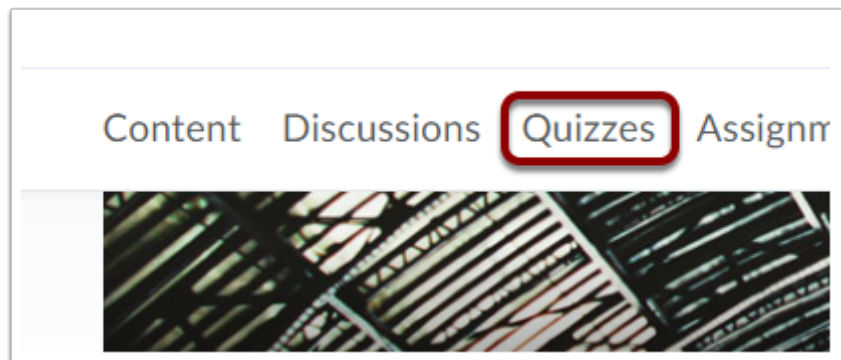
Save

Click Save to save your question.

How Do I Create an Arithmetic (2+2) Question in a Quiz?

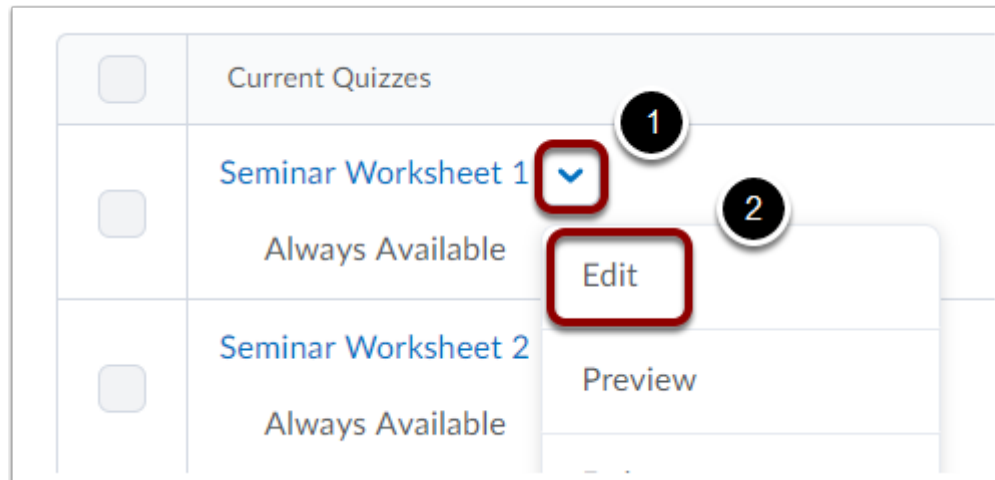
The Arithmetic question type allows each student to receive a unique question by including set variables that randomly generate numbers within the problem.

Quizzes Tab



Click on the Quizzes tab.

Edit Quiz



1. Click on the pull down Menu next to the Quiz you would like to add the question to.
2. Click on Edit.

Add/Edit Questions

A screenshot of the 'Quiz Questions' settings page. It includes a 'Questions per page' input field with an 'Apply' button and a help icon. Below is a 'Paging' section with a checkbox for 'Prevent moving backwards through pages' and a help icon. Further down is a checkbox for 'Shuffle order of questions at the quiz level' with a descriptive note. At the bottom, there are two buttons: 'Add/Edit Questions' (highlighted with a red box) and 'Edit Values'. Below the buttons is a 'Page Name' section showing a list of questions, with the first one being '1. Be sure to pause the video screen or you will lo'.

Quiz Questions

Questions per page: [Apply](#) [?](#)

Paging: ☐ Prevent moving backwards through pages [?](#)

☐ Shuffle order of questions at the quiz level
Also shuffles order of sections existing at the quiz level

[Add/Edit Questions](#) [Edit Values](#)

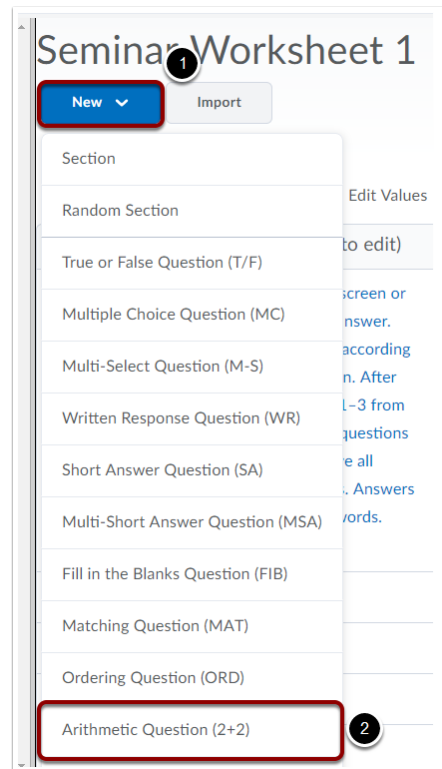
Page Name

1 [1. Be sure to pause the video screen or you will lo](#)

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Click on the Add/Edit Questions button.

Question Type



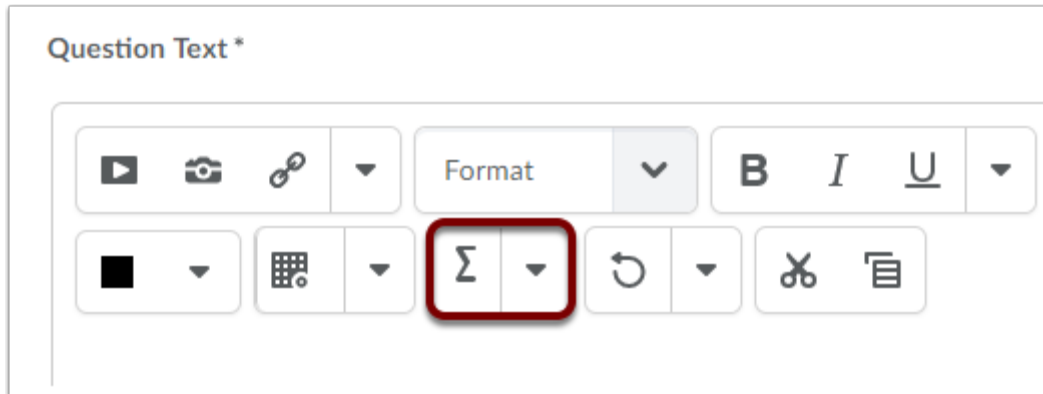
1. Click on the New button in the upper left corner
2. Select the Arithmetic Question type.

General Info

The screenshot shows a web form titled "New Arithmetic Question" with a "General" section. It includes a "Title" field (optional), a "Points" field (required), a "Difficulty" dropdown menu, and a "Question Text" field (required). The "Question Text" field has a toolbar with icons for video, image, link, and a dropdown menu, followed by a three-dot menu icon. Red boxes and numbered circles highlight these elements: 1 points to the Title field, 2 points to the Points field, 3 points to the main text area of the Question Text field, and 4 points to the three-dot menu icon in the Question Text field's toolbar.

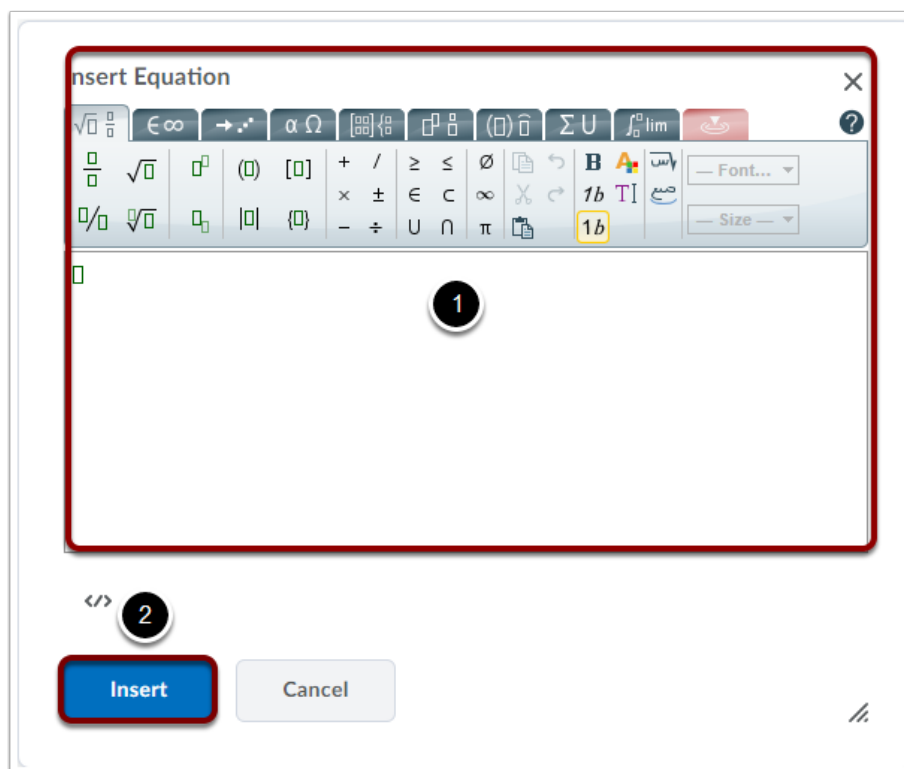
1. Give the quiz question a **Title** if desired. This is optional.
2. Provide the number of **Points** you wish to award for this question.
3. Write the quiz question.
4. To access the Equation Editor click the **three dots** in the upper right corner of the Question Text box.

Equation Editor



Select the Sigma sign to open the Equation Editor

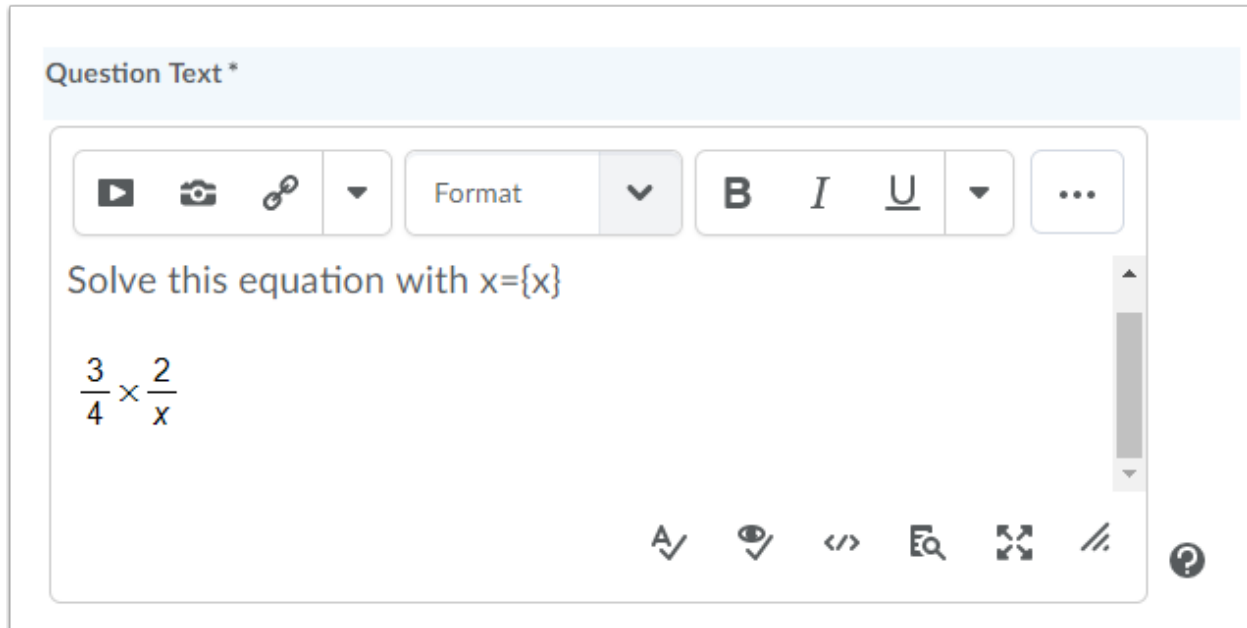
Building Equations



1. Use the equation operations to build the equation


2. Click Insert

Inserted Equation

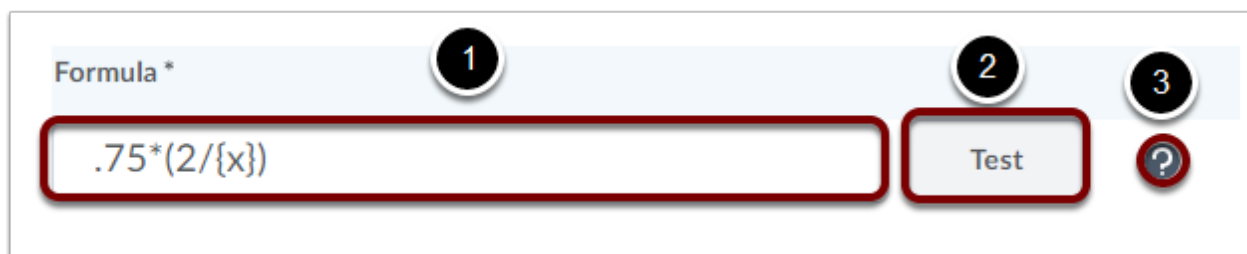


The screenshot shows a 'Question Text *' editor. At the top is a toolbar with icons for video, image, link, and a dropdown. Below this is a 'Format' dropdown and buttons for bold (B), italic (I), underline (U), and another dropdown, followed by an ellipsis button. The main text area contains the text 'Solve this equation with x={x}' followed by the equation $\frac{3}{4} \times \frac{2}{x}$. At the bottom right of the text area are icons for undo, redo, source code, search, full screen, and a help icon. A vertical scrollbar is on the right side of the text area.

Once inserted, the equation looks like this in the **Question Text** box.

 To add a variable into the question simply include it in curly brackets. Ex: {x}

Question Answer



The screenshot shows a 'Formula *' editor. It has a text input field containing the formula $.75*(2/{x})$, a 'Test' button, and a help icon. Three numbered circles are overlaid on the interface: circle 1 is above the formula input field, circle 2 is above the 'Test' button, and circle 3 is above the help icon. The formula input field and the 'Test' button are highlighted with red rectangular boxes.

1. Insert the answer to the question

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NOTE: This field accepts numerical answers or variable formulas. In this example we are using {x} as the variable.

2. Click [here](#) to test the viability of the test question you have built.

NOTE: When testing your question, you will receive an error unless you have completed building the entire question including **Variables** which are covered later in this article.

3. Click the question mark to see a listing of the types of formulas that are acceptable and the required format.

Options

The screenshot shows the 'Options' configuration panel for a quiz question. It contains the following sections and settings:

- Answer Precision:** A dropdown menu set to '2' and a checked checkbox labeled 'enforce precision'. A callout '1' points to this section.
- Tolerance:** Two radio button options: 'units +/-' (selected) with a value of '0', and 'percent +/-' with an empty field. A callout '2' points to this section.
- Units:** A text input field for units, currently empty. A callout '3' points to this field.
- Worth:** A dropdown menu set to '0' and a dropdown menu set to '% of Points'. A callout '4' points to this section.
- Evaluation Options:** Three radio button options: 'Case Insensitive' (selected), 'Case Sensitive', and 'Regular Expression'. A callout '4' points to this section.

1. **Answer Precision** determines the number of decimals required in the questions response.
2. **Tolerance** give some latitude for answers that are near correct
3. **Units** provides a space for required units to be included in the response
4. **Evaluation Options** determines the case sensitivity settings.



The **enforce precision** box determines if the system will mark the student's response as incorrect if the decimals are incorrect.

Variables

The screenshot shows a variable configuration interface. At the top, there is a button labeled '+ Add Variable' followed by a box containing the number '1'. Below this is a table with the following structure:

#	Name	Min	Max	Decimal Places	Step	Remove
1	x	2	8	0	2	

Numbered callouts are placed as follows: 1 points to the '+ Add Variable' button; 2 points to the 'Name' column header; 3 points to the 'Max' input box; 4 points to the 'Decimal Places' dropdown menu; and 5 points to the 'Step' input box.

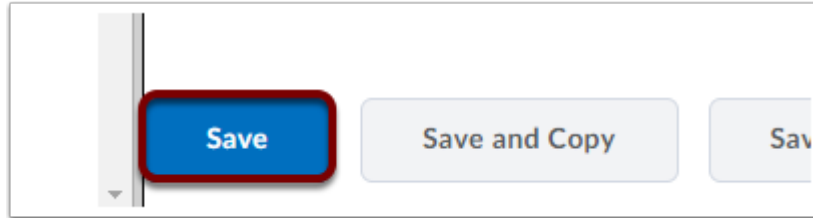
1. Click **Add Variables** to add space for additional variables in your formula
2. Put the variable(s) used in the formula box above in the **Name** box
3. Select the **minimum** and **maximum** range for the variable(s) in your formula. In this example we have selected a minimum range of 5 and a maximum of 20.
4. Select the number of **Decimals** you would like to be used in the response.
5. Select a **Step** if desired. In this example the step is 2 so all randomly selected variables will be between 5 & 20 in increments of 2.

Preview

The screenshot shows a row of five buttons: 'Save' (blue), 'Save and Copy' (light gray), 'Save and New' (light gray), 'Preview' (light gray with a red border), and 'Cancel' (light gray).

Click the **Preview** button to see how your question will look to your students.

Save

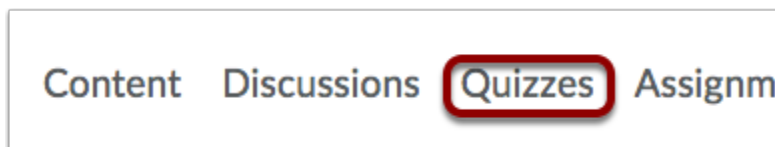


Click **Save** to save your question.

How Do I Add Additional Text or Instructional Information to Quiz Questions?

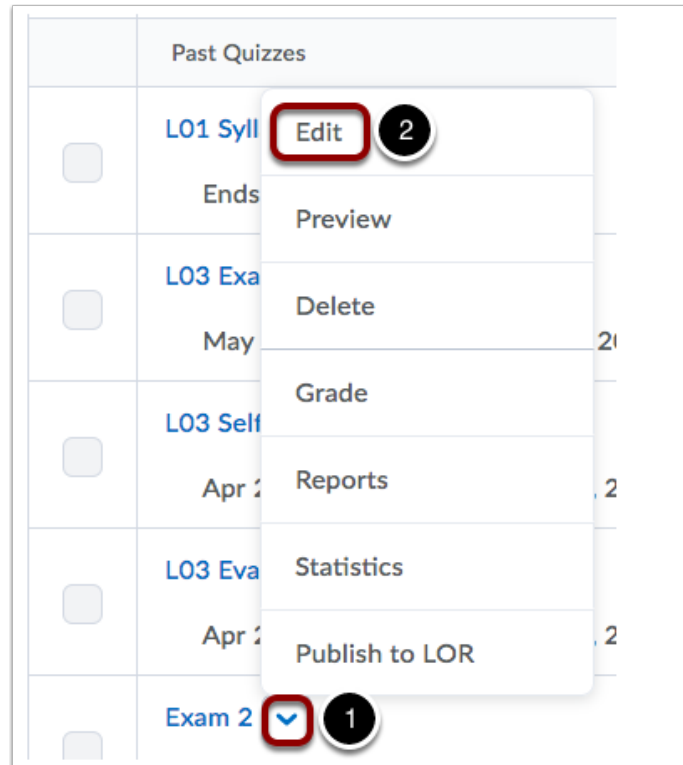
This option is helpful when the quiz requires additional instructions for a specific subset of questions within the quiz that differ or are in addition to the instructions for the whole quiz.

Quizzes Tab



Click the Quizzes tab


Edit Quiz



1. Click on the **pull down** menu next to the Quiz you would like to add the question to
2. Click on **Edit**

Add/Edit Questions

Quiz Questions

Questions per page: Apply 

Paging: ☐ Prevent moving backwards through pages

☐ Shuffle order of questions at the quiz level
Also shuffles order of sections existing at the quiz level

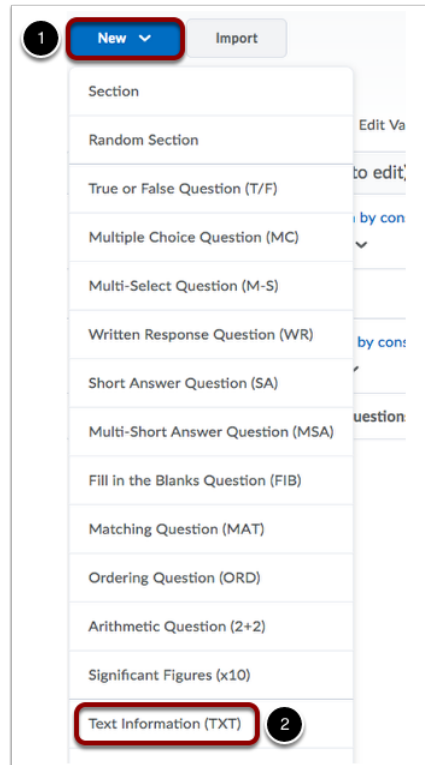
Add/Edit Questions Edit Values

Page Name

1 Q1. I will not cheat on this exam by con:

Click on the Add/Edit Questions button

Question Type



1. Click on the **New** button in the upper left corner
2. Select the **Text Information** question type.





Add Text


General


Title





(optional)

Question Text *



Paragraph 

B *I* U 



Font Fam

The following information applies only to the next 4 questions.

Save

Save and Copy

Save and New

Preview

Cancel

1. Insert the required text
2. Click Save

Example

☐ False

Save

Information

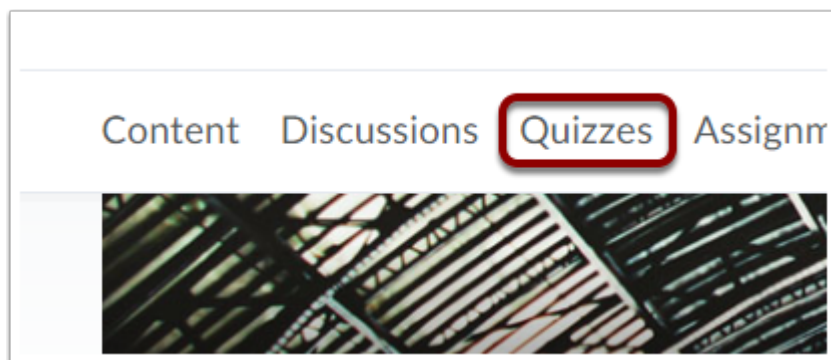
The following information applies only to the next 4 questions.

Here is an example of what this looks like in the quiz.

How Do I Randomize the Answers within a Quiz Question?

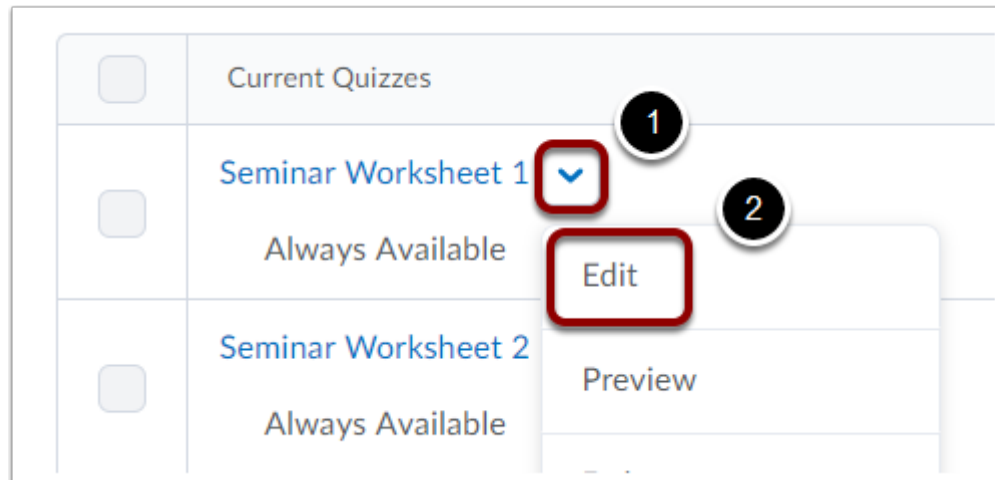
This option is only available for a **Multiple Choice** and **Multi-Select** quiz question type. The **Matching** quiz question type will always automatically randomize.

Quizzes Tab



Click the Quizzes tab.

Edit Quiz



1. Click on the pull down Menu next to the Quiz you would like to add the question to.
2. Click on Edit.

Add/Edit Questions

A screenshot of the 'Quiz Questions' settings page. It includes a 'Questions per page' input field with an 'Apply' button and a help icon. Below is a 'Paging' section with a checkbox for 'Prevent moving backwards through pages' and a help icon. Further down is a checkbox for 'Shuffle order of questions at the quiz level' with a descriptive note. At the bottom, there are two buttons: 'Add/Edit Questions' (highlighted with a red box) and 'Edit Values'. Below the buttons is a 'Page Name' section showing a list of questions, with the first one being '1. Be sure to pause the video screen or you will lo'.

Quiz Questions

Questions per page: [Apply](#) [?](#)

Paging: ☐ Prevent moving backwards through pages [?](#)

☐ Shuffle order of questions at the quiz level
Also shuffles order of sections existing at the quiz level

[Add/Edit Questions](#) [Edit Values](#)

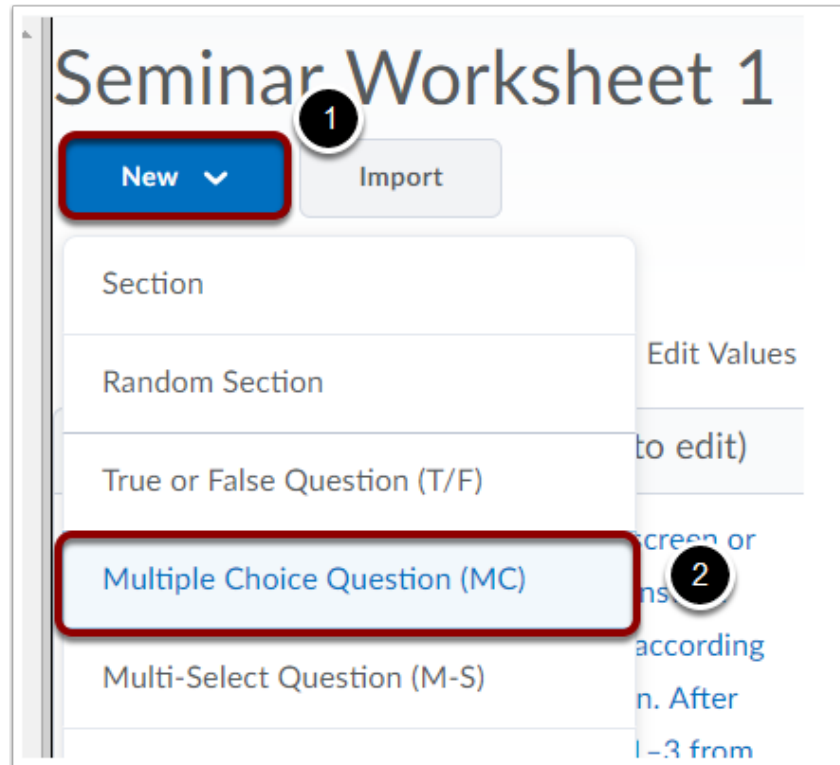
Page Name

1 [1. Be sure to pause the video screen or you will lo](#)

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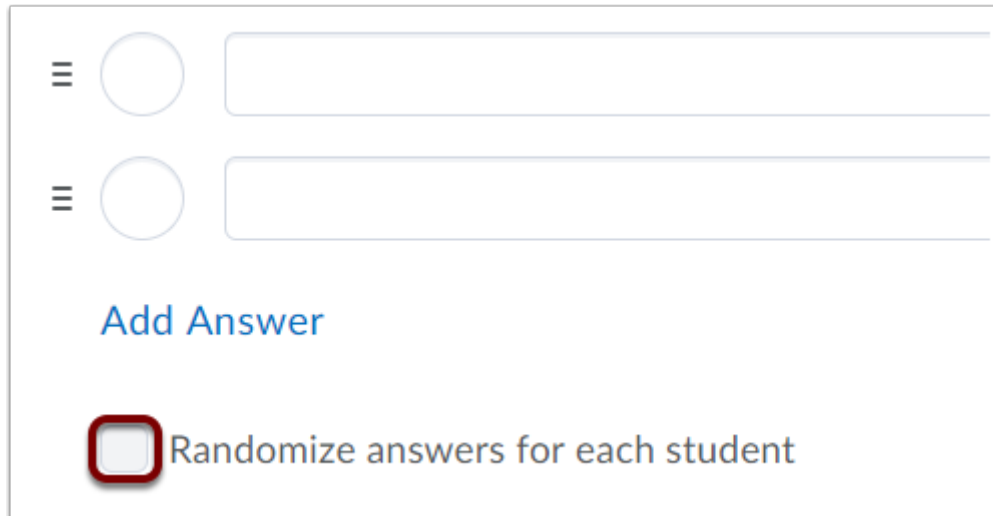
Click on the Add/Edit Questions button.

Question Type



1. Click on the **New** button in the upper left corner.
2. This option applies to both the **Multiple Choice** and **Multiple Select Question** type. In this example we are using **Multiple Choice**.

Randomize



The screenshot shows a settings dialog box with two rows of input fields. Each row has a hamburger menu icon (three horizontal lines) to the left of a circular selection button, which is to the left of a text input field. Below these fields is a blue link labeled "Add Answer". At the bottom, there is a checkbox with a red border, which is currently unchecked, followed by the text "Randomize answers for each student".

Check the Randomize box.

Save



The screenshot shows a dialog box with two buttons. The first button is blue with the text "Save" and a small downward-pointing chevron icon to its right; this button is highlighted with a red border. The second button is light gray with the text "Cancel".

Click **Save** to save your new setting.

How Do I Preview an Individual Quiz Question

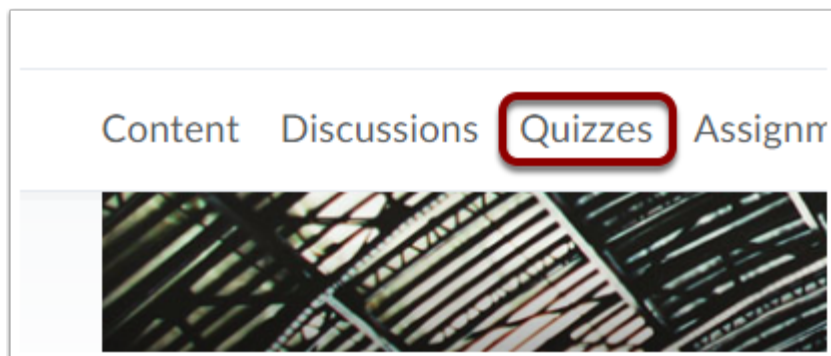
There are two ways to Preview individual quiz questions.

Method 1 is helpful when you are just trying to get a quick look at a specific question.

Method 2 is helpful if you are building a quiz and would like to see how a specific question would look to the student before saving and moving on to the next question.

Method 1

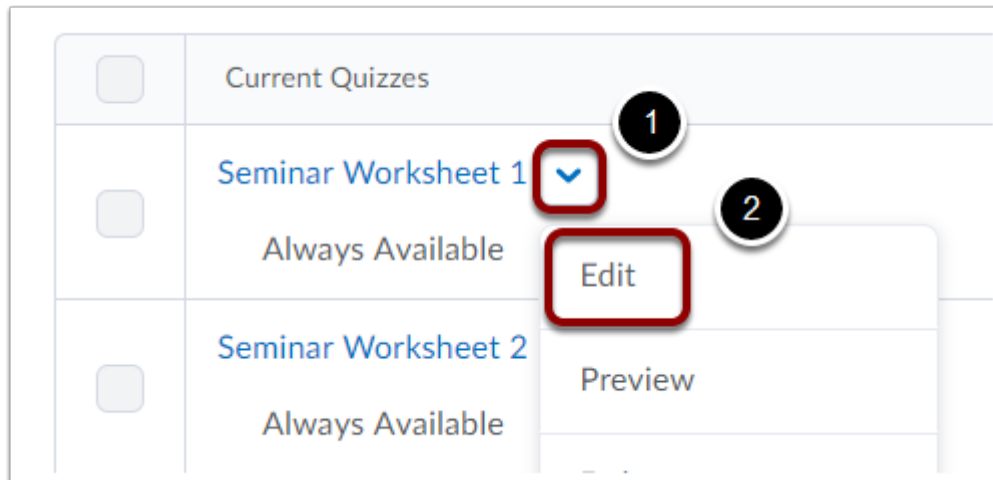
Quizzes Tab



Click on the Quizzes tab.

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Edit Quiz



1. Click on the pull down Menu next to the Quiz you would like to add the question to
2. Click on Edit

Add/Edit Questions

The screenshot shows the 'Quiz Questions' form. It has a title 'Quiz Questions' and a 'Questions per page' field with an 'Apply' button. Below that is a 'Paging' section with a checkbox for 'Prevent moving backwards through pages'. There is also a checkbox for 'Shuffle order of questions at the quiz level' with a subtext 'Also shuffles order of sections existing at the quiz level'. At the bottom, there are two buttons: 'Add/Edit Questions' (highlighted with a red box) and 'Edit Values'. Below the buttons is a 'Page Name' field with a value '1 i1. Be sure to pause the video screen or you will lo'.

Quiz Questions

Questions per page: Apply ?

Paging: ☐ Prevent moving backwards through pages ?

☐ Shuffle order of questions at the quiz level
Also shuffles order of sections existing at the quiz level

Page Name

1 i1. Be sure to pause the video screen or you will lo

BYU-Idaho Online Knowledgebase

Click on the Add/Edit Questions button.

Select Question

<input type="checkbox"/>	? Response to question 1: ▾	WR	1	1
<input type="checkbox"/>	? Response to question 2: ▾	WR	1	1
<input type="checkbox"/>	? Response to question 3: ▾	WR	1	1

Select the quiz question to be previewed.

Preview

Options ▾

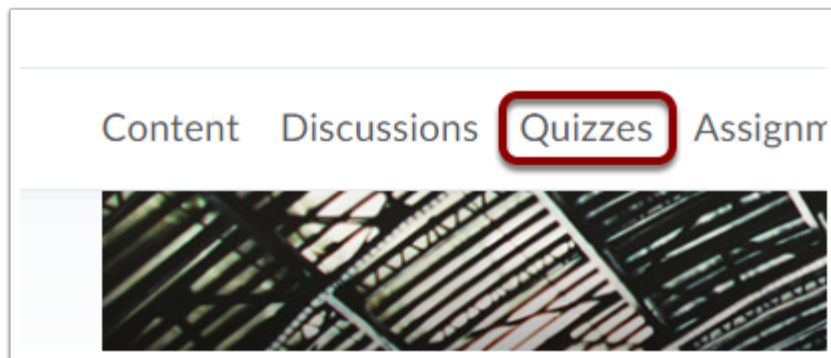
Response to question 2:

abs

On the right of the screen you will see a basic preview of what the question looks like.

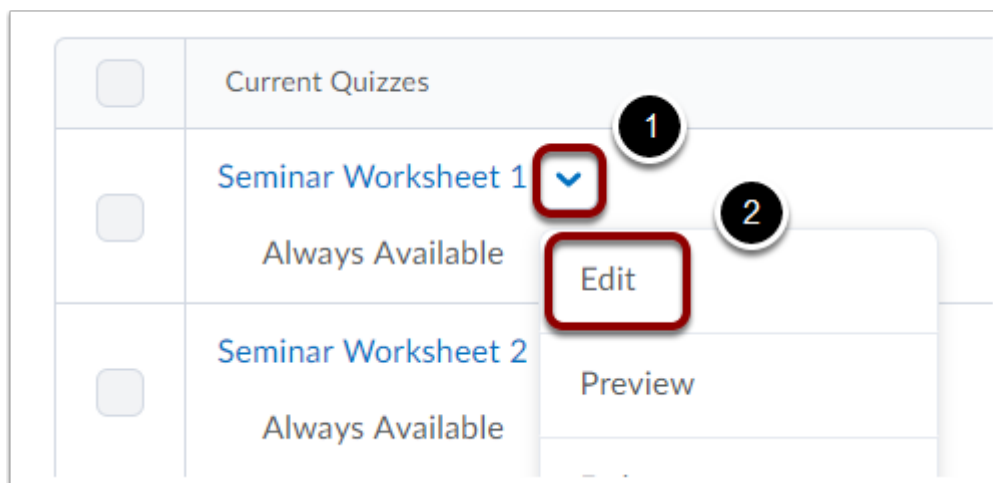
Method 2

Quizzes Tab



Click the Quizzes tab.

Edit Quiz



1. Click on the pull down Menu next to the Quiz you would like to add the question to.
2. Click on Edit.

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Select Quiz Question

	▼		
<input type="checkbox"/>	? Response to question 1: ▼	WR	1
<input type="checkbox"/>	? Response to question 2:		1
<input type="checkbox"/>	? Response to question 3:		1
<input type="checkbox"/>	? Response to question 4:		1
<input type="checkbox"/>	? Response to question 5: ▼	WR	1

1

2

Edit

Preview

Attempts

1. Click the **drop down menu** next to the question you want to preview.
2. Click **Preview**.

Preview

When taking the question, it would appear as:

Response to question 1:

1

When grading the question, it would appear as:

Response to question 1:

2 - No text entered -

Comment: (given as feedback) 3

- No comment specified. -

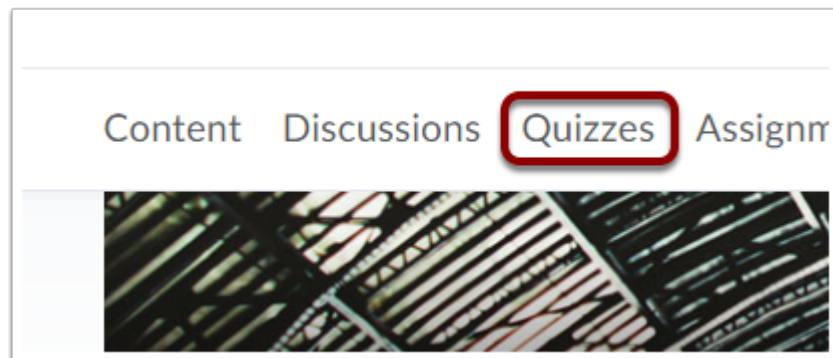
Hint: 4

- No hint specified. -

1. View the question as the student would see it.
2. View the question as it is when grading.
3. Any comments that the student would see.
4. Any Hints the student could see.

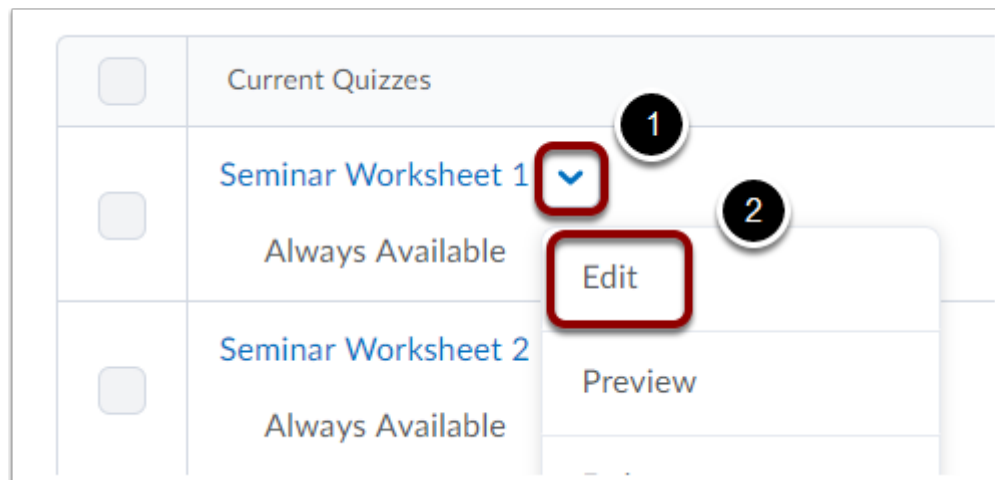
How Do I Add an Image to a Quiz Question?

Quizzes Tab



Click the Quizzes tab.

Edit Quiz



1. Click on the pull down Menu next to the Quiz you would like to add the question to.
2. Click on Edit.

Add/Edit Questions

Quiz Questions

Questions per page: Apply ?

Paging: ☐ Prevent moving backwards through pages ?

☐ Shuffle order of questions at the quiz level
Also shuffles order of sections existing at the quiz level

Add/Edit Questions Edit Values

Page Name

1 [i1. Be sure to pause the video screen or you will lo](#)

Click on the Add/Edit Questions button.

Select Question

<input type="checkbox"/>	? Response to question 1: ▼	WR	1	1	
<input type="checkbox"/>	? Response to question 2: ▼	WR	1	1	
<input type="checkbox"/>	? Response to question 3: ▼	WR	1	1	
<input type="checkbox"/>	? Response to question 4: ▼	WR	1	1	
<input type="checkbox"/>	? Response to question 5: ▼	WR	1	1	

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Select the quiz question to add the image to. In this example we choose the Written Response Question type.

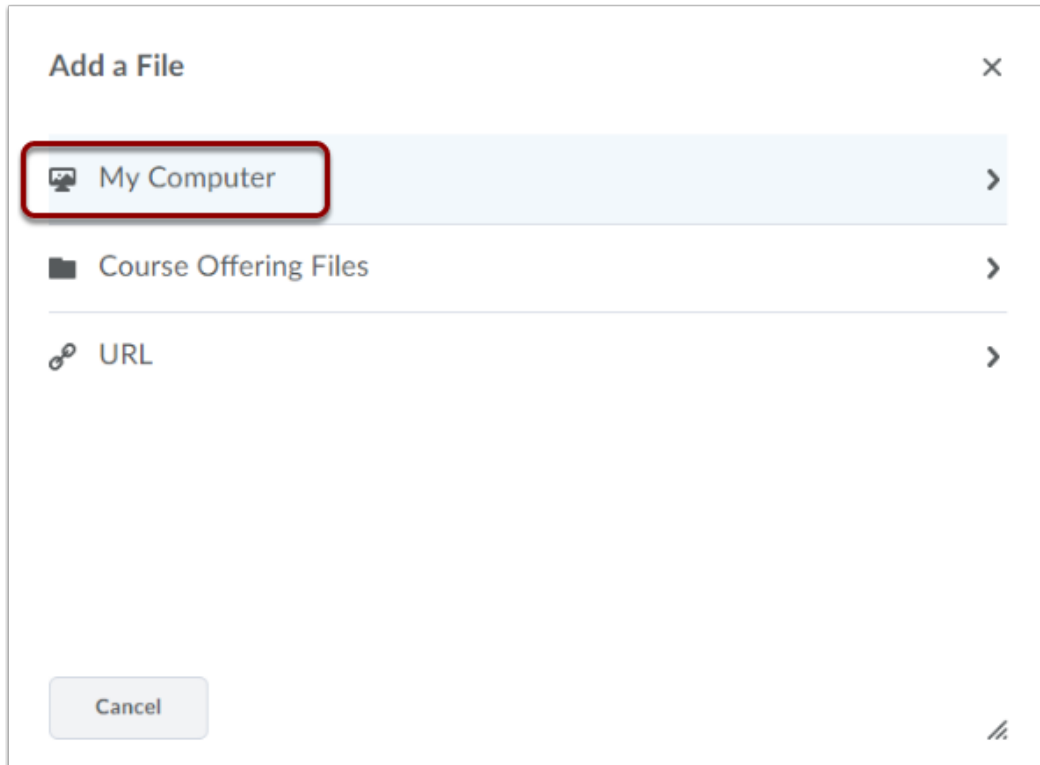
Insert an Image

If your screen doesn't match the image below you may be using the old editor. For instructions on using the old editor [click here](#). If you would like to switch to the old question editor [click here](#).



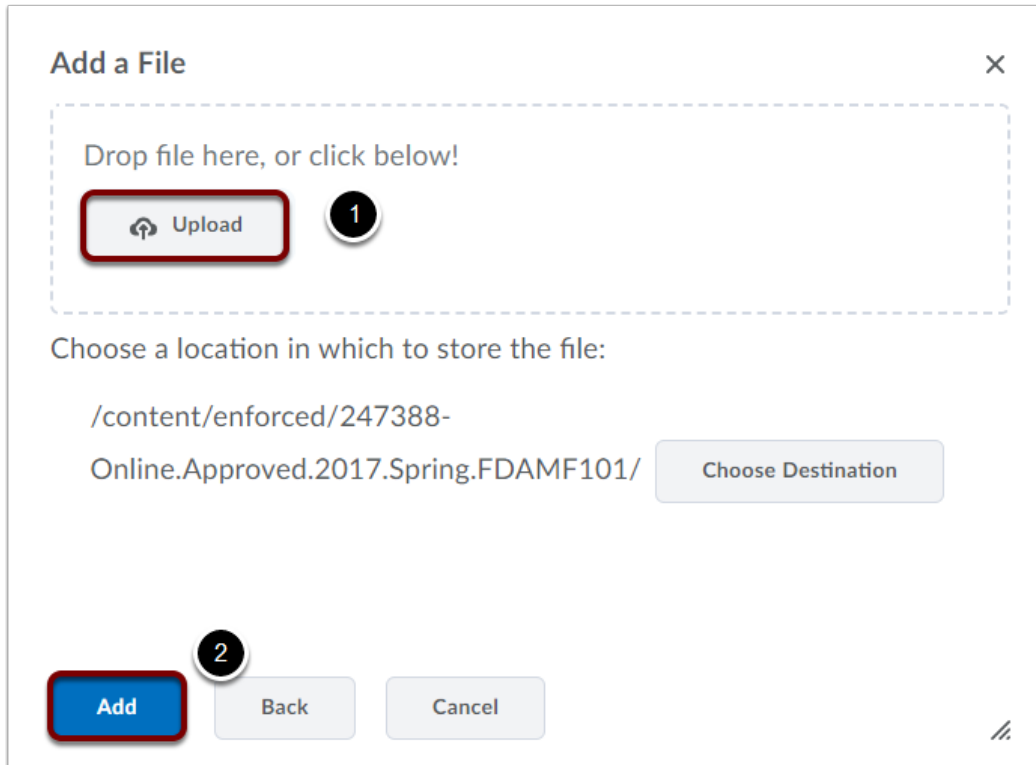
1. Click in the Question Text area.
2. Click on the camera button.

Upload Image




Select how you want to add a file. In this example we will upload a file from **My Computer**.

Add a File



Add a File [X]

Drop file here, or click below!

 Upload **1**

Choose a location in which to store the file:

/content/enforced/247388-
Online.Approved.2017.Spring.FDAMF101/ **Choose Destination**


Add **2** Back Cancel

1. Select the image you want to add.
2. Click Add.

NOTE: To see the way your image appears in the quiz click the **Preview** button next to the Save and New button at the bottom of the screen.

Alternative Text


Provide Alternative Text

 **Alternative Text**
Provide alternative text for the image. This text should convey the same information as the image. If this image does not convey any information, select "this image is decorative".

Alternative Text:

☐ This image is decorative

OK



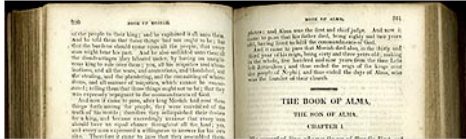
Add alternative text. This text will be displayed as a student hovers their mouse over the image, or used for students with disabilities.

Save

Question Text *

B *I* U

Response to question 1:



☐ Enable HTML Editor for student responses

Custom Response Box Size

A bit shorter, just a sentence

Points *

1

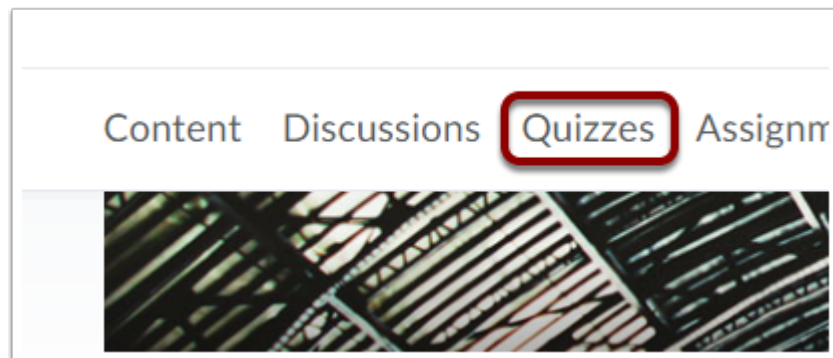
Save

Cancel

Click Save. There will be a preview of the image on the right of the screen.

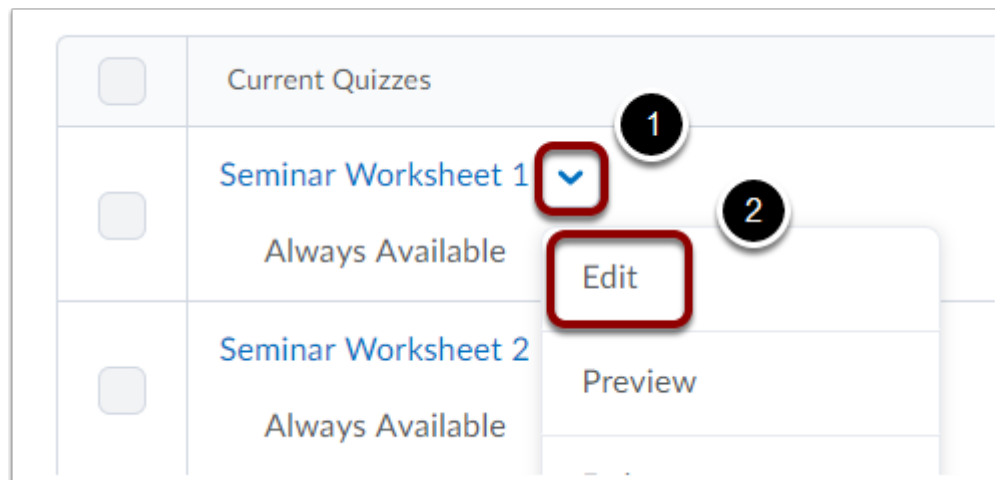
How Do I Add an Image to a Quiz Question With the Old Question Editor?

Quizzes Tab



Click the Quizzes tab.

Edit Quiz



1. Click on the pull down Menu next to the Quiz you would like to add the question to.
2. Click on Edit.

Add/Edit Questions

Quiz Questions

Questions per page: Apply ?

Paging: ☐ Prevent moving backwards through pages ?

☐ Shuffle order of questions at the quiz level
Also shuffles order of sections existing at the quiz level

Add/Edit Questions Edit Values

Page Name

1 i1. Be sure to pause the video screen or you will lo

Click on the Add/Edit Questions button.

Question Type

<input type="checkbox"/>	? Response to question 1: ▼	WR	1	1	
<input type="checkbox"/>	? Response to question 2: ▼	WR	1	1	
<input type="checkbox"/>	? Response to question 3: ▼	WR	1	1	
<input type="checkbox"/>	? Response to question 4: ▼	WR	1	1	
<input type="checkbox"/>	? Response to question 5: ▼	WR	1	1	

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Select the quiz question to add the image to. In this example we choose the Written Response Question type.

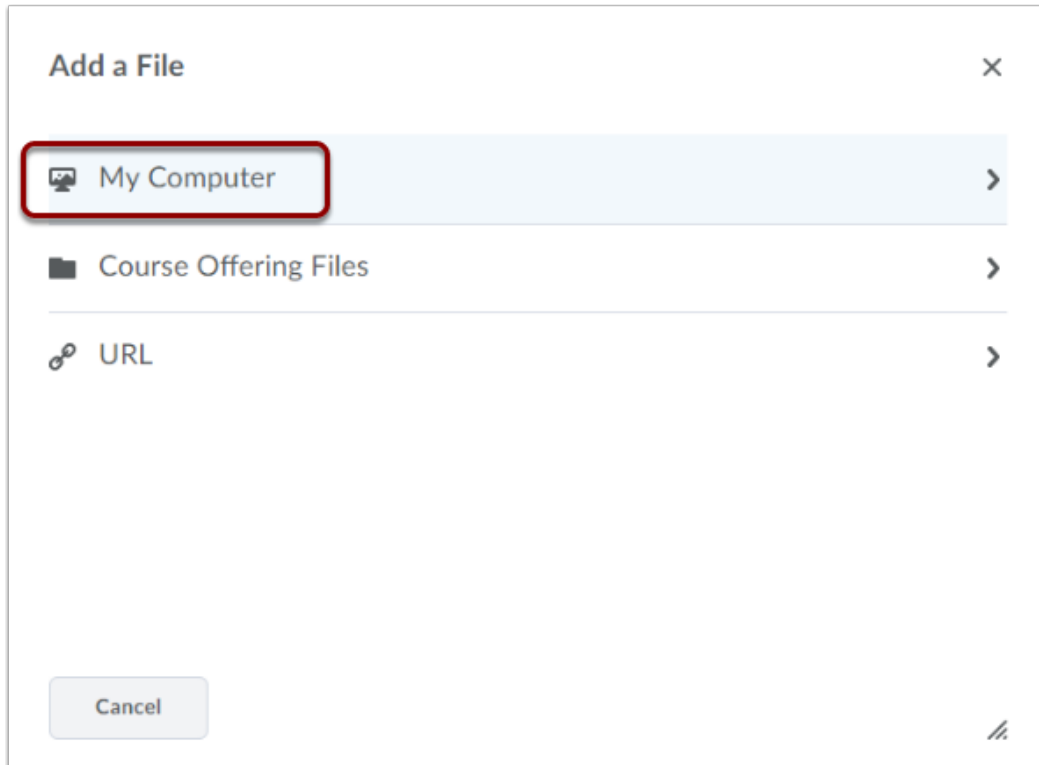
Insert an Image

If your screen doesn't match the image below you may be using the new editor. For instructions on using the new editor [click here](#). If you would like to switch to the new question editor [click here](#).

A screenshot of a web editor interface. On the left side, there is a vertical sidebar with a grey background. The main area is white. At the top of the main area is a text input field. Below it, the word 'Image' is displayed. Underneath 'Image' is a button with a red border and the text 'Insert an Image'. Below the button, the word 'Description:' is followed by a large, empty text input field.

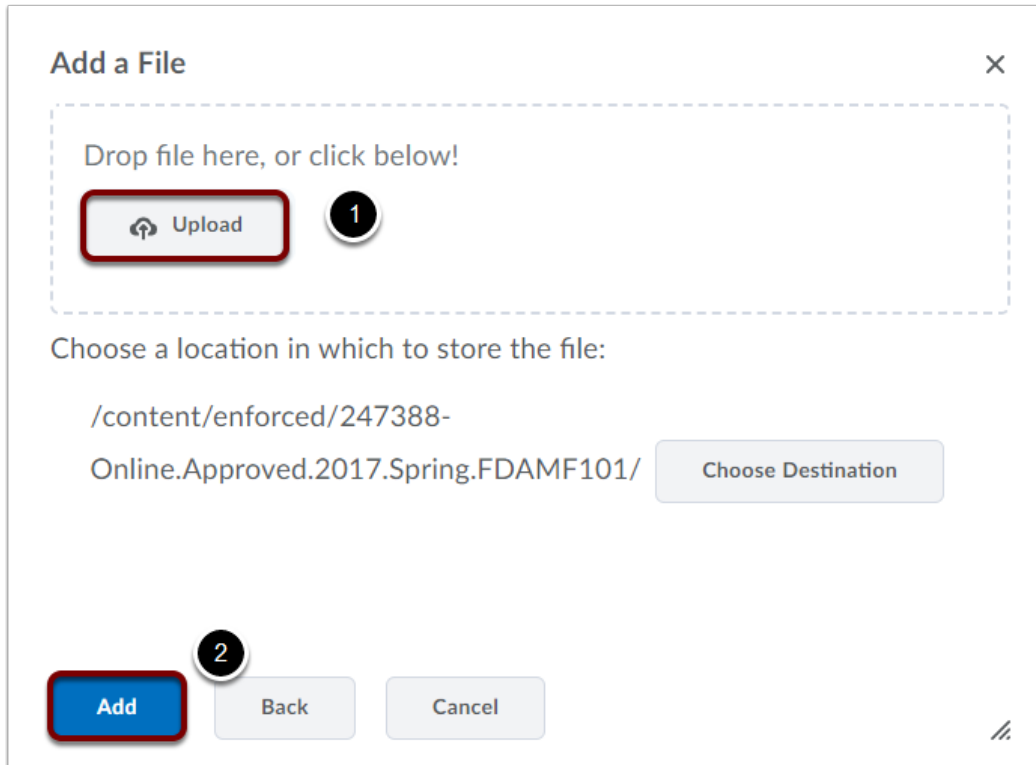
Scroll down and click on the **Insert an Image** button.

Upload Image



Select how you want to add a file. In this example we will upload a file from **My Computer**.

Add a File




1. Select the image you want to add.
2. Click Add.

NOTE: To see the way your image appears in the quiz click the **Preview** button next to the Save and New button at the bottom of the screen.

Alternative Text

Provide Alternative Text


 **Alternative Text**

Provide alternative text for the image. This text should convey the same information as the image. If this image does not convey any information, select "this image is decorative".

Alternative Text:

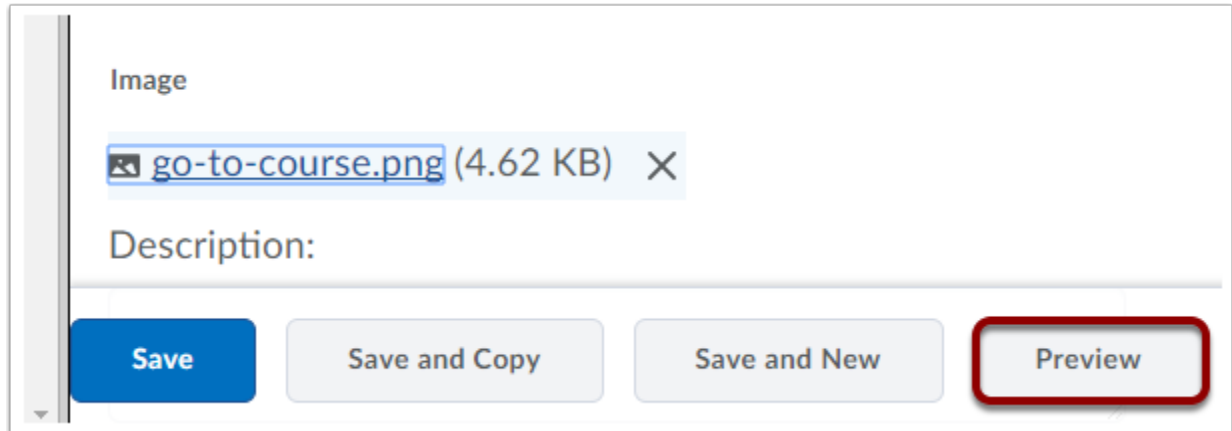
☐ This image is decorative

OK



Add alternative text. This text will be displayed as a student hovers their mouse over the image, or used for students with disabilities.

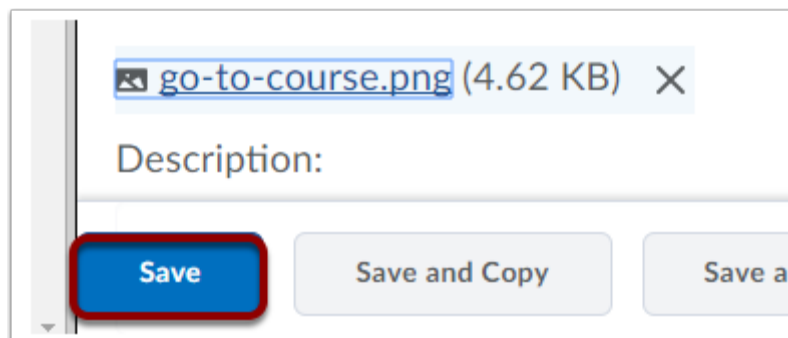
Preview



The screenshot shows a user interface for uploading an image. At the top, the word "Image" is displayed. Below it, a file named "go-to-course.png" (4.62 KB) is shown with a small image icon and a close button (X). Underneath the file name is a "Description:" label followed by a text input field. At the bottom of the interface, there are four buttons: "Save" (blue), "Save and Copy" (light gray), "Save and New" (light gray), and "Preview" (light gray). The "Preview" button is highlighted with a red rectangular border.

Click the **Preview** button on the bottom of the screen to view the question as a student would see it.

Save



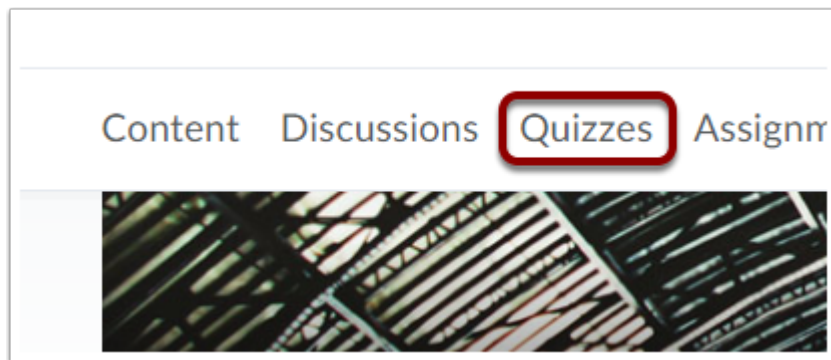
The screenshot shows the same user interface as the previous one, but with the "Save" button highlighted by a red rectangular border. The "Save" button is blue, while the other buttons ("Save and Copy", "Save and New") are light gray.

Click Save.

How to Create a Short Answer Auto Grade with Regular Expression

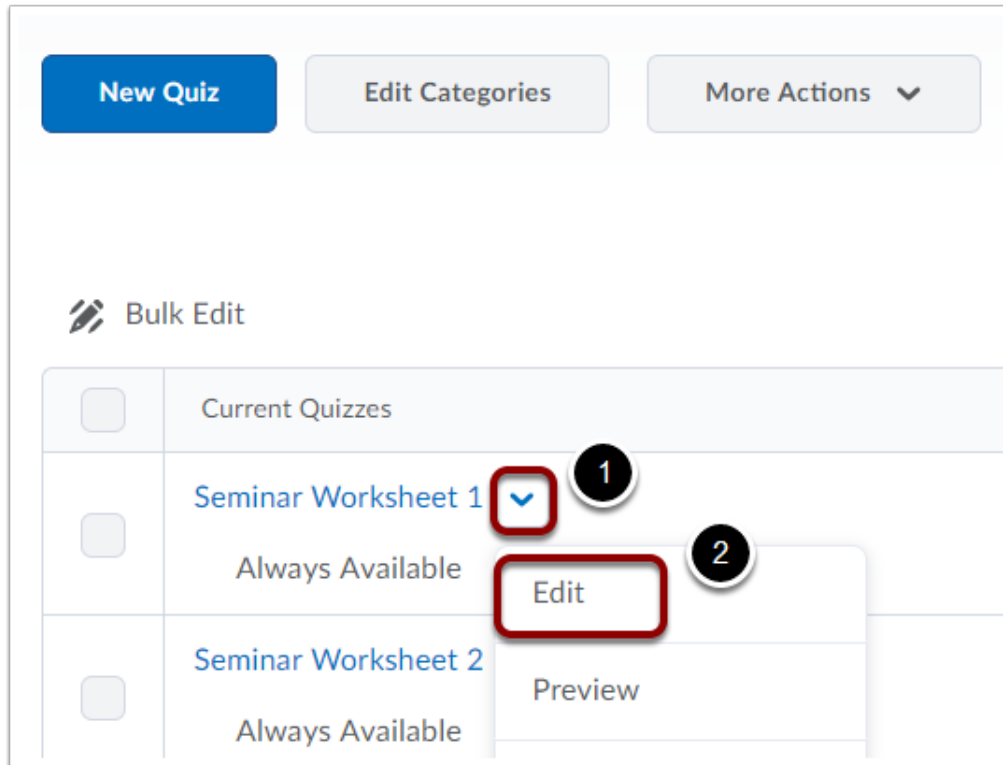
Regular Expressions to Make an Auto Graded Short Answer Question

Navigate to the Quizzes Tab



Click on your Quizzes tab.

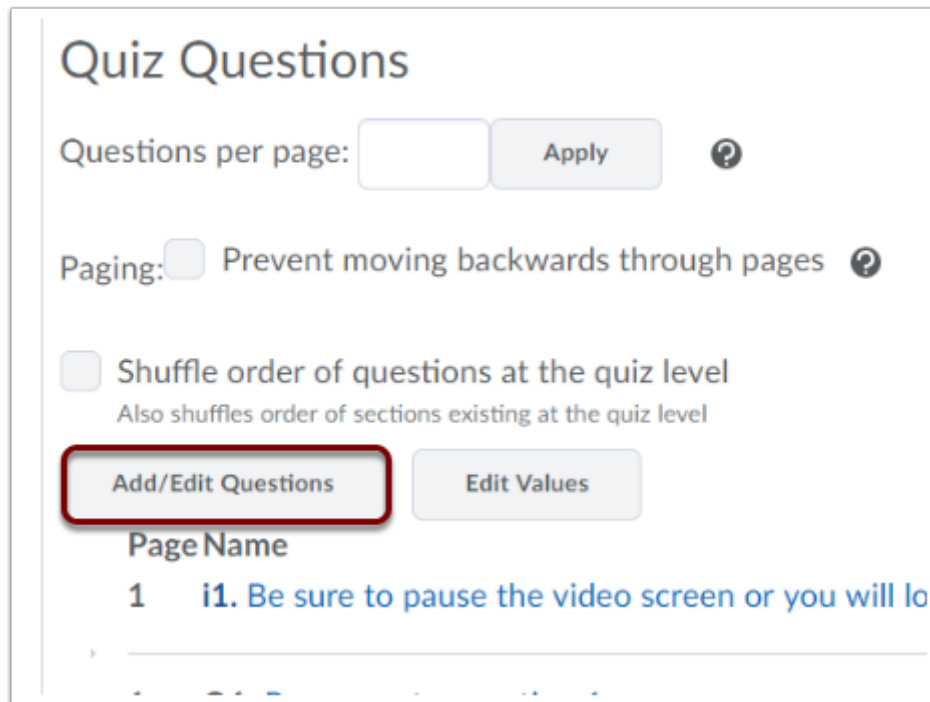
Select New Quiz or Navigate to an Existing Quiz



Click the blue **New Quiz** or

1. Click the drop down menu.
2. Click **Edit**.

Select Add/Edit Questions



Quiz Questions

Questions per page: **Apply** ?

Paging: ☐ Prevent moving backwards through pages ?

☐ Shuffle order of questions at the quiz level
Also shuffles order of sections existing at the quiz level

Add/Edit Questions **Edit Values**

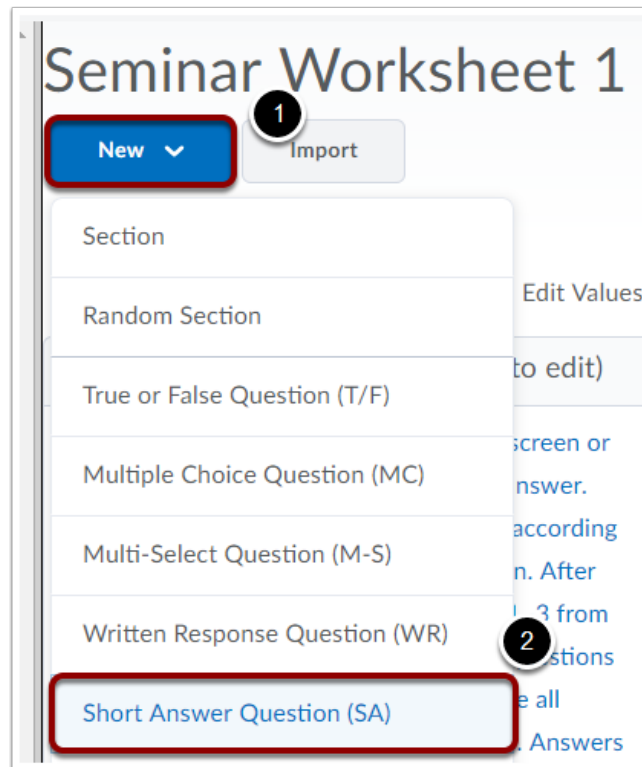
Page Name

1 **i1. Be sure to pause the video screen or you will lo**

If you are creating a new quiz, after filling in the quiz information select **Add/Edit Questions**.

If you are editing and existing quiz, select **Add/Edit Questions**.

Select a Question to Edit



If you are editing an existing question, simply click on the question to edit.

If you are creating a new question, select **New** then **Short Answer Question (SA)**.

Input the Question Information

Question Text *

Answer the question.

Over 5 words, but less than 15.

Answers for Blank 1 *

abc ▼ Enter an answer for this blank...

Text

Case-Sensitive Text

Regular Expression

Save ▼ Cancel

1. Click on the abc next to the answer options.
2. Click Regular Expression.

Add the Equation

Answers for Blank 1 *

[^ab] ▼ \S+(?:\s+\S+){4,14} x

Enter an answer for this blank...

Input the following code in the Answer blank.

`\S+(?:\s+\S+){n-1,}` (Used for grading above a specified word count.)

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`^\s*\S+(?:\s+\S+){0,49}\s*$` (Used for grading between specified word counts, for example the integers "0-49" indicated the answer will be between 1-50 words.)

NOTE: Change the (n-1) to the number of words you would like the students to write to receive full credit minus 1.

EXAMPLE: `\S+(?:\s+\S+){29,}` This means the student would need to write 30 words to receive full credit.

Save



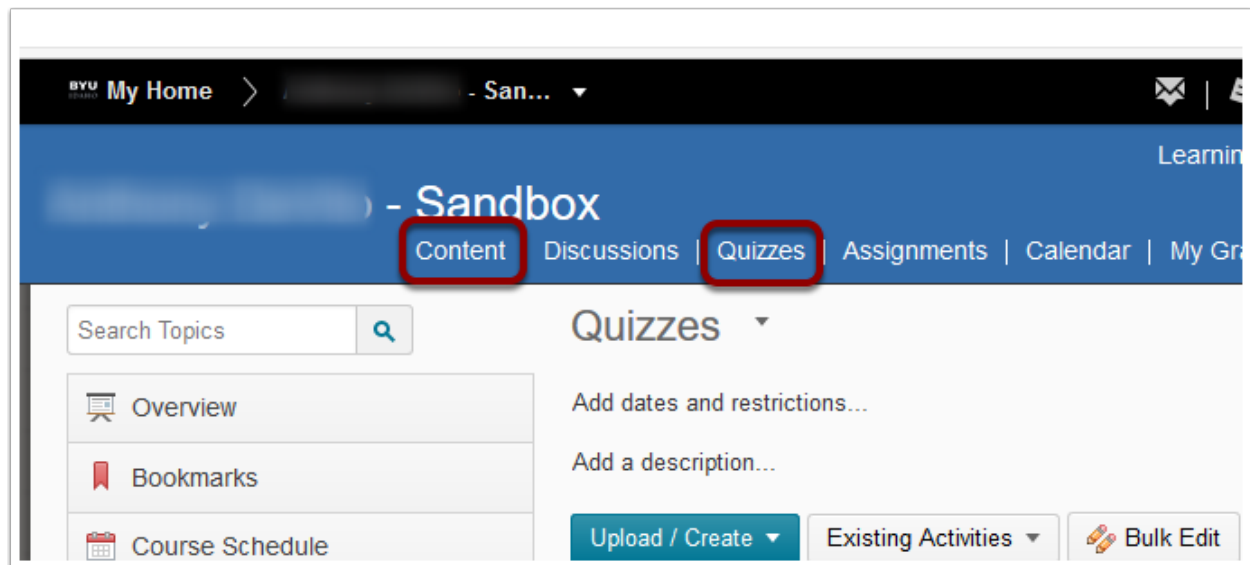
Click Save

How to Print a Quiz



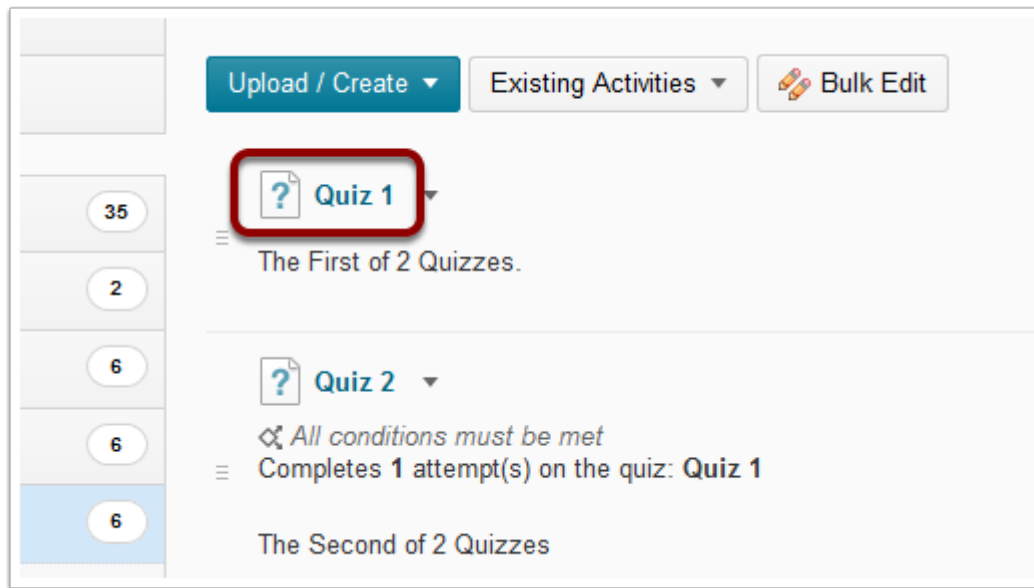
! This method can only be done in the Mozilla Firefox browser.

Find Quiz



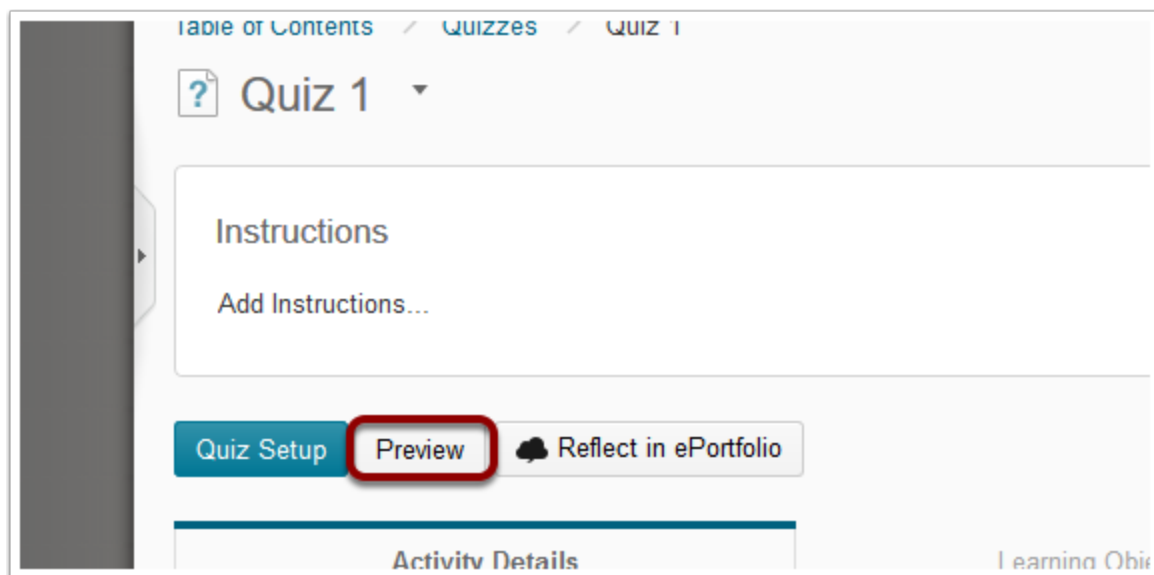
Find the Quiz you want to print in the Content or Quizzes tabs.

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Click on the name of the quiz.

Preview Quiz



Click the Preview button.


Start Quiz Preview

You can "Save" your response to each question as you work through the quiz. Your current page will be automatically saved.

Before you submit the quiz, you will have the opportunity to return to question. You can submit your quiz responses at any time.


When you have finished reviewing these instructions, click on "Start Quiz" to begin the quiz.

Note: Your quiz may take a few minutes to be set up.

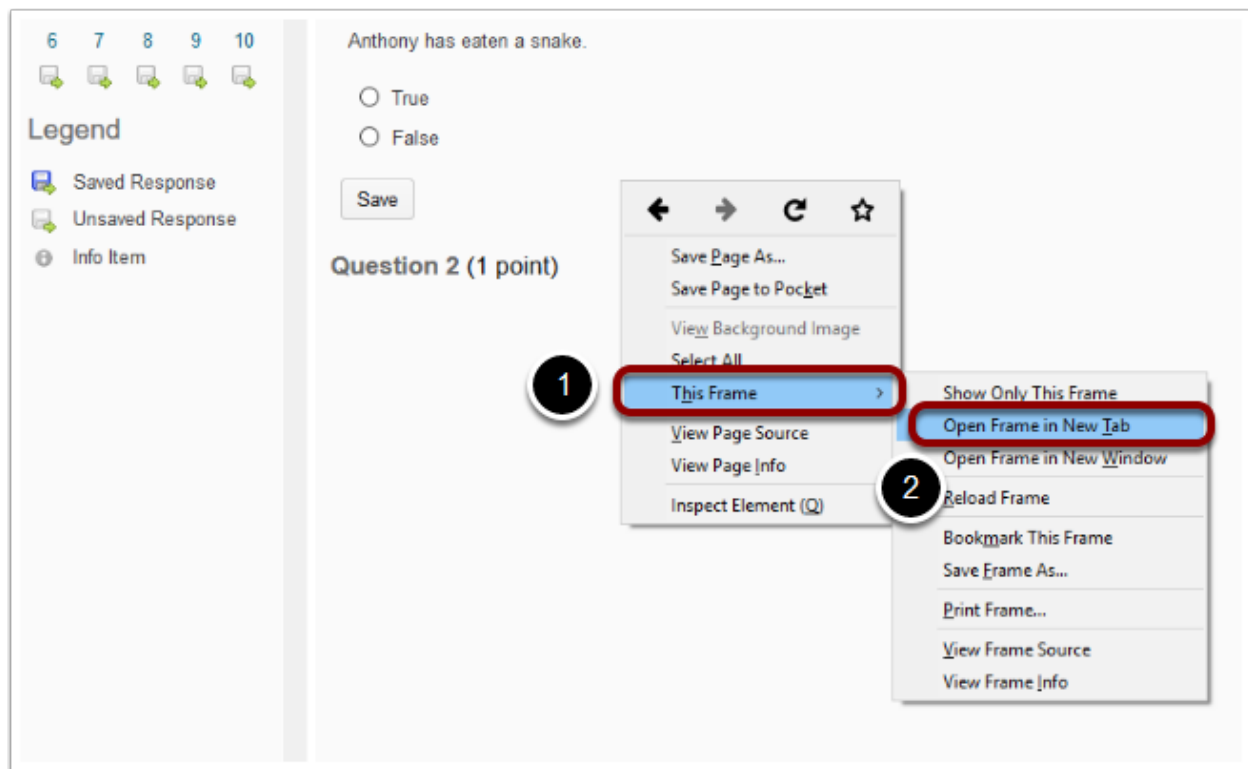


Click the Start Quiz button.

Right Click

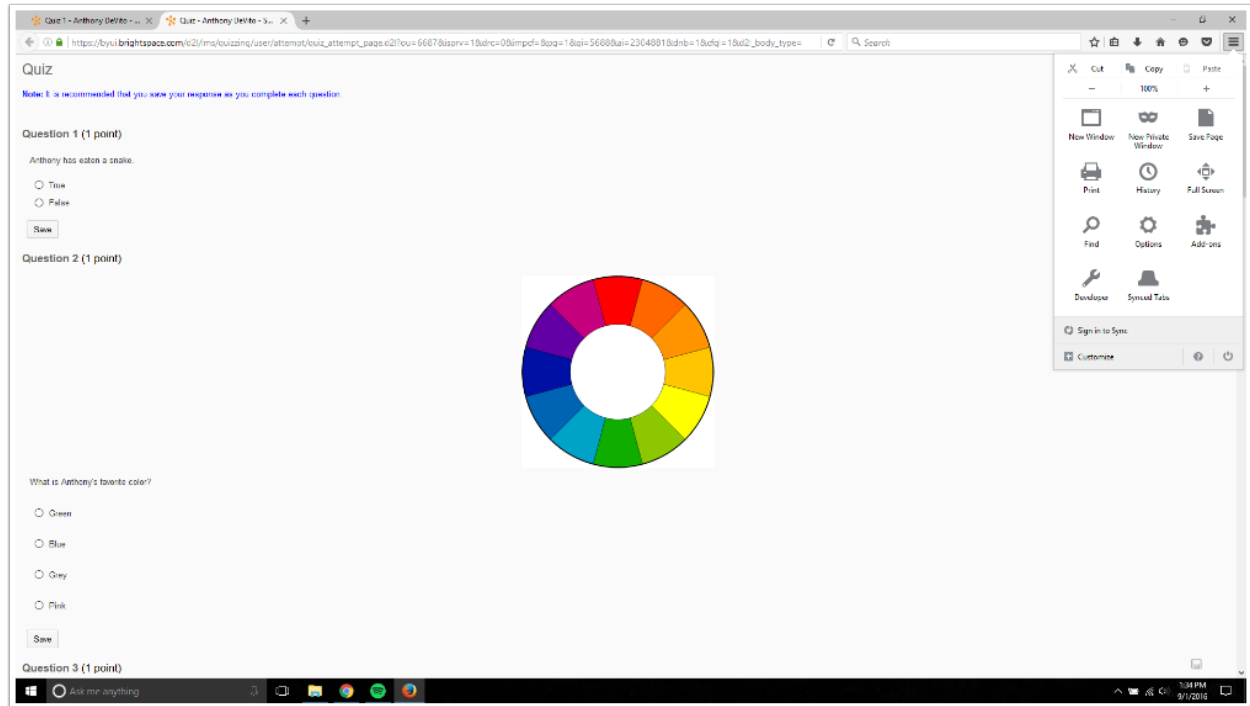
 Right click cannot be disabled in the Quiz Setup. If right click has been disabled, go Quiz Setup > the Properties tab > Expand optional advanced properties (at the bottom) > and make sure that Disable right click is unchecked.

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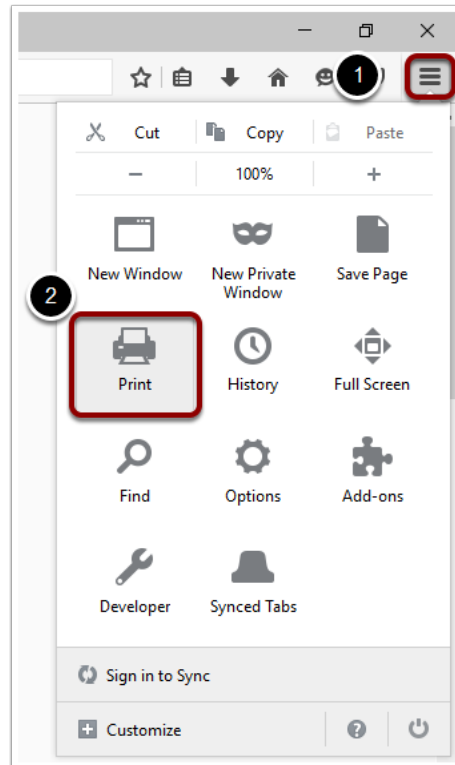
1. Right click in the frame of one of the questions.
2. Select the option This Frame and select Open Frame in New Tab.

Print View



The way that the quiz will look on paper is brought up in the new tab. You can now print.

Print



1. Click the three horizontal lines in the top right.
2. Click Print.

How to Switch to the New Question Editor?

Go to a Quiz Question

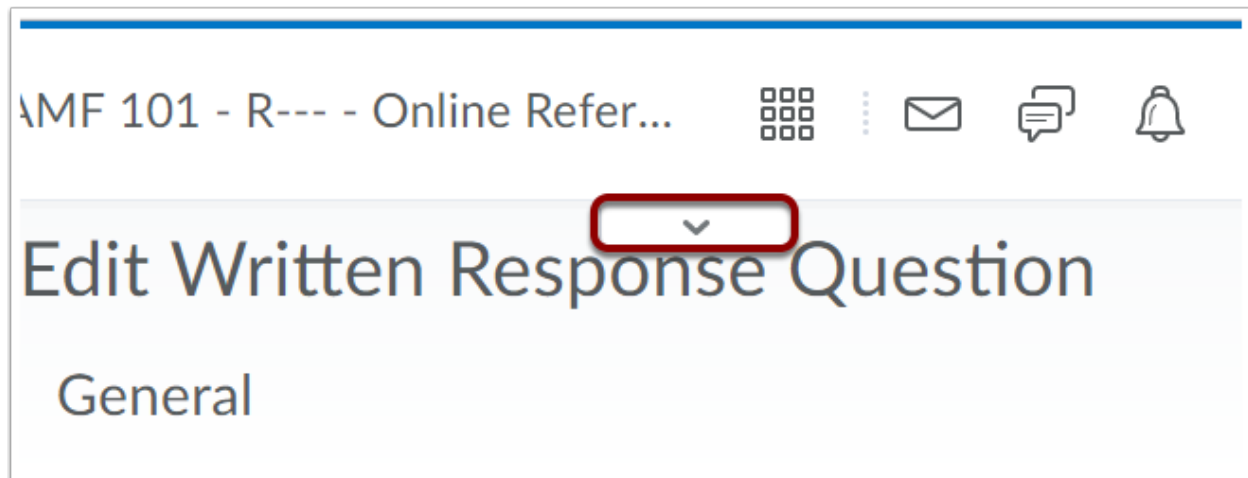
Seminar Worksheet 1

New Import

Move Delete Order Edit Values Publish to LOR

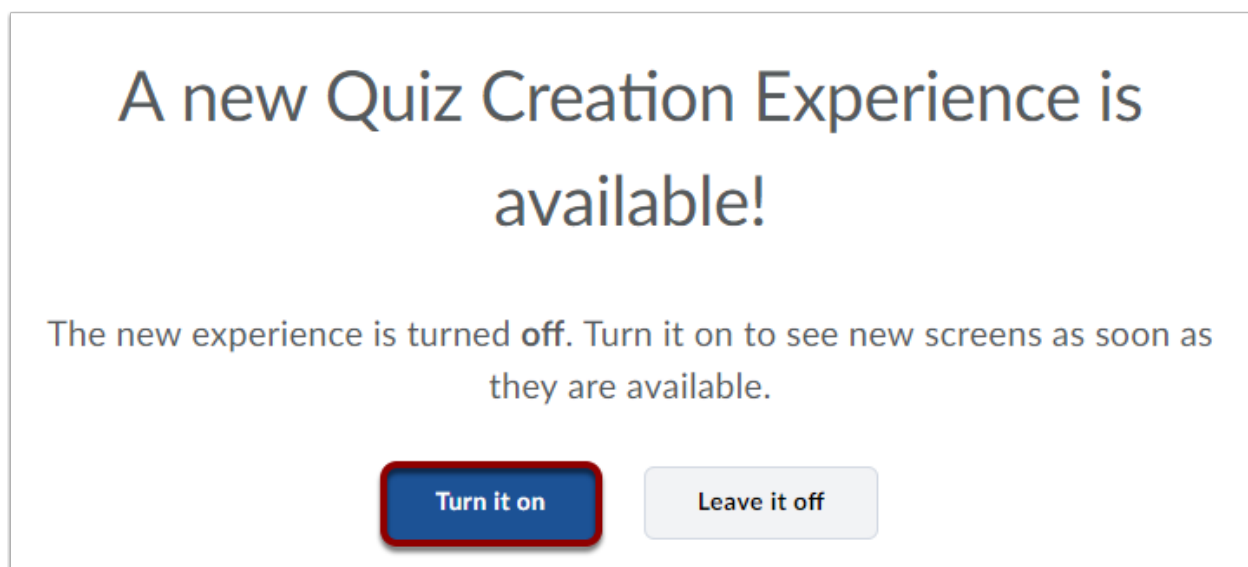
<input type="checkbox"/>	Name (click question name to edit)
<input type="checkbox"/>	<p>ⓘ Be sure to pause the video screen or you will lose the questions to answer according to the number on each question. After you have answered question 1, answer questions 4–5 at the end of section I. Give all answers in complete sentences of more than 20 words. ▼</p>
<input type="checkbox"/>	? Response to question 1: ▼
<input type="checkbox"/>	? Response to question 2: ▼
<input type="checkbox"/>	? Response to question 3: ▼
<input type="checkbox"/>	? Response to question 4: ▼

Pull Down Menu



Click on the Pull Down Menu.

Turn it on



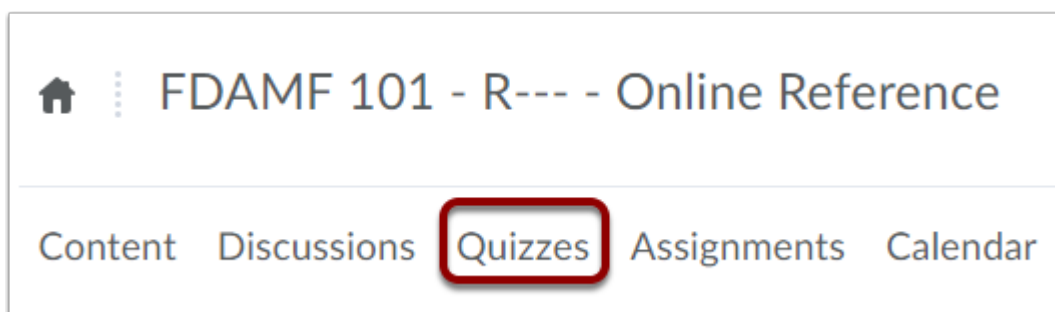
Click Turn it on.

Quiz Grading

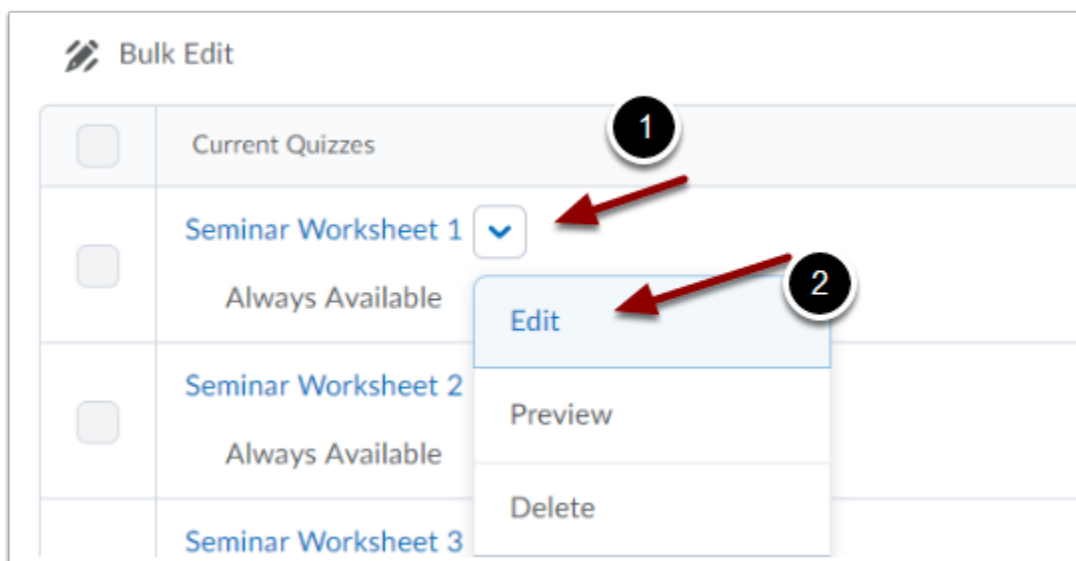
How Do I Receive Notifications When a Student Submits a Quiz?

Teachers can receive email notifications when a student completes a quiz attempt. If teachers are only interested in receiving notifications when a quiz has been attempted after a specific date, then the teacher will need to wait until that date before following the steps below.

Quizzes



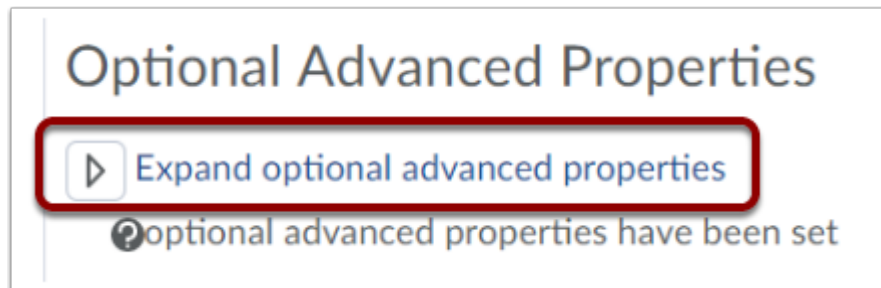
Select Quizzes in the upper navigation bar.



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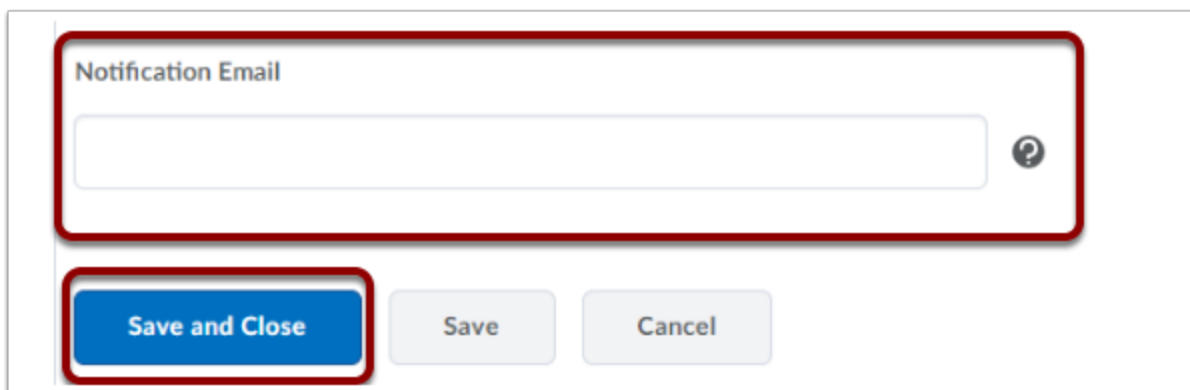
1. Click the drop-down arrow next to the appropriate quiz.
2. Select Edit.

Expand Optional Advanced Properties



Near the bottom of the page, select Expand optional advanced properties.

Notification Email

A screenshot of a web form titled "Notification Email". The form contains a large text input field with a question mark icon to its right. Below the input field, there are three buttons: "Save and Close" (highlighted with a red border), "Save", and "Cancel".

1. In the Notification Email text box, insert the email address that you would like the submission to be sent to.
2. Click Save and Close.

Email Notification

Quiz Attempt Completed:

- **Course Offering Code:** FDAMF-101-Test-Barson
- **Course Offering Name:** FDAMF 101 Test Course (Barson)
- **Quiz:** Seminar Worksheet 3
- **User:** [REDACTED]



Within 10-20 minutes of a new submission you will receive an email like the one above. The following information will be included in the email:

1. Course name
2. Name of the assignment
3. Student's name



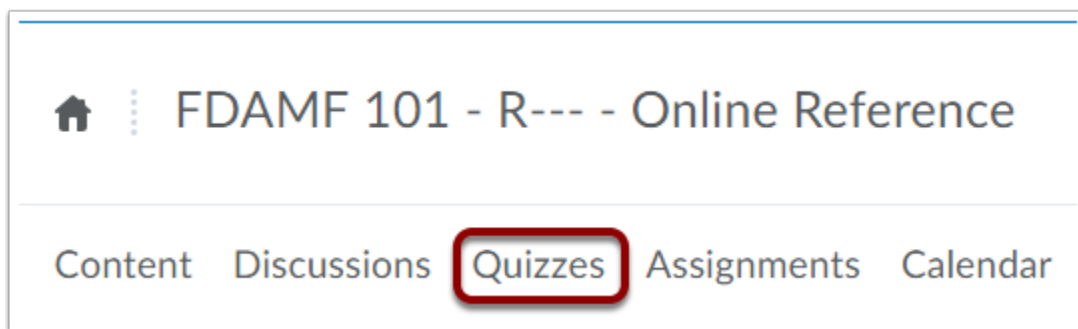
You might also be interested in [How Do I Receive Notifications When a Student Submits an Assignment?](#)

How Do I Associate a Grade Item to a Quiz?

Grade items need to be associated to each graded activity. If you want the quiz you have created to be graded, a grade item must be associated to it.

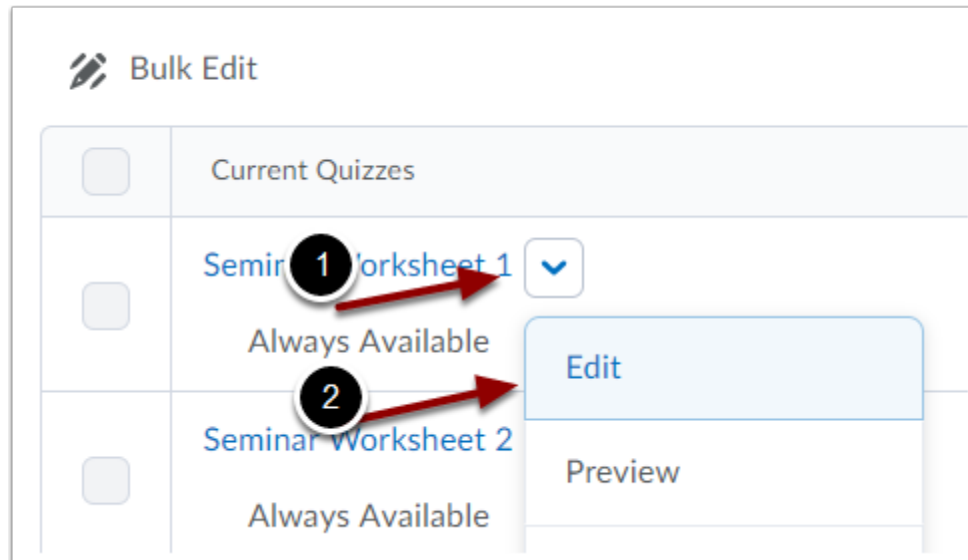
This article shows how to [1] associate an existing grade item to a quiz or [2] how to create a new grade item from the quiz tool.

Quizzes Tab



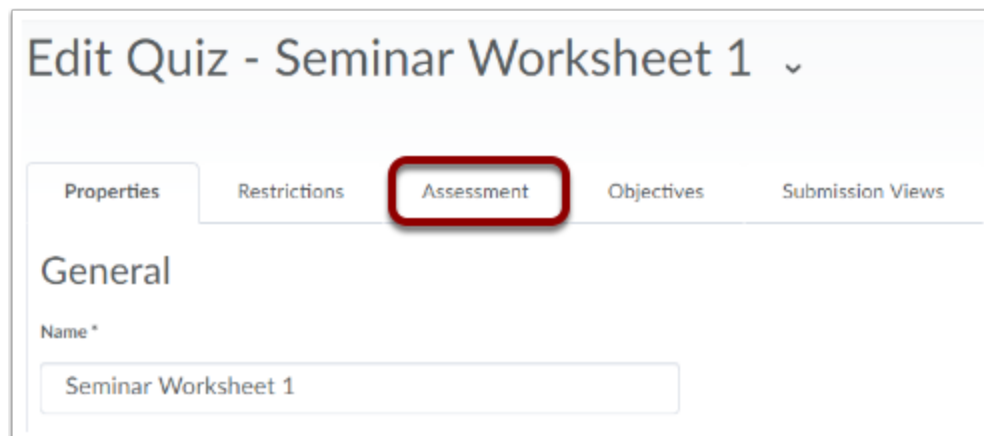
Click the Quizzes tab.

Edit Quiz



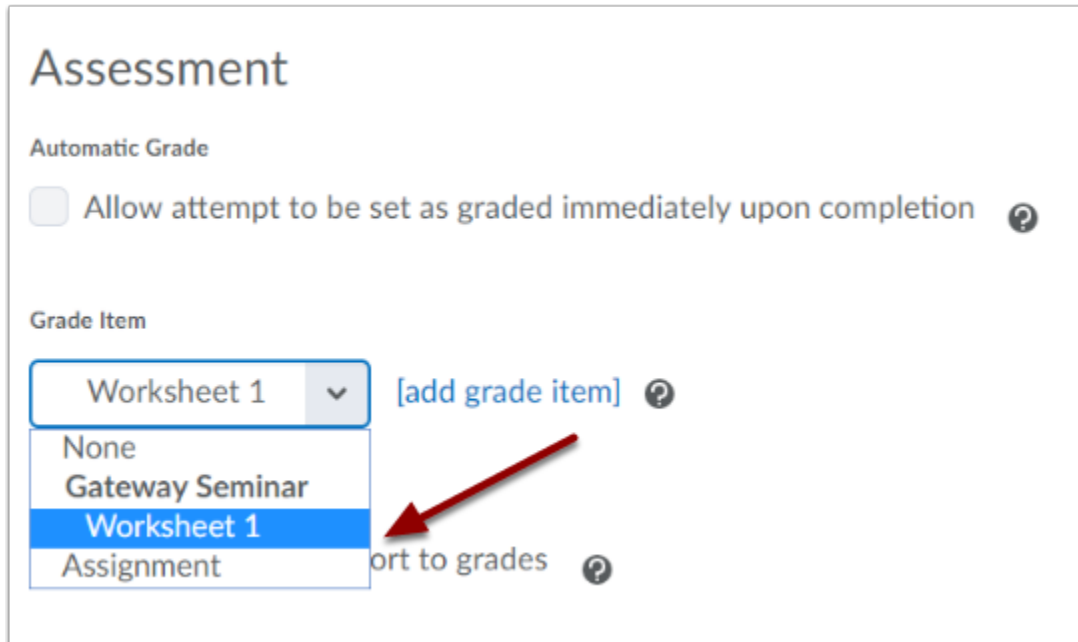
1. Click on the pull down menu next to the Quiz to which you would like to associate a **grade item**.
2. Click on Edit

Assessment Tab



Click on the Assessment tab

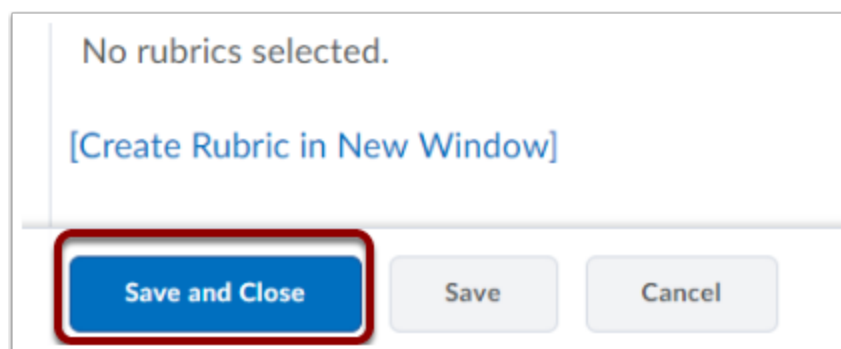
[1] Add Existing Grade Item



The screenshot shows a web form titled "Assessment". Under the "Automatic Grade" section, there is a checkbox labeled "Allow attempt to be set as graded immediately upon completion" with a help icon. Below this is the "Grade Item" section, which features a dropdown menu currently showing "Worksheet 1". The dropdown menu is open, displaying four options: "None", "Gateway Seminar", "Worksheet 1" (highlighted in blue), and "Assignment". A red arrow points to the "Worksheet 1" option. To the right of the dropdown is a link "[add grade item]" with a help icon. Below the dropdown, the text "ort to grades" is partially visible, also with a help icon.

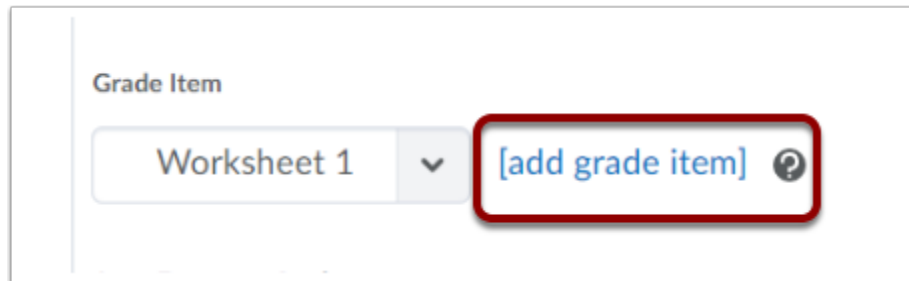
Click on the Grade Item pull down menu and select the existing grade item you wish to add to the quiz.

Save and Close



The screenshot shows a dialog box with the text "No rubrics selected." and a link "[Create Rubric in New Window]". At the bottom, there are three buttons: "Save and Close" (highlighted with a red border), "Save", and "Cancel".

[2] Create a New Grade Item



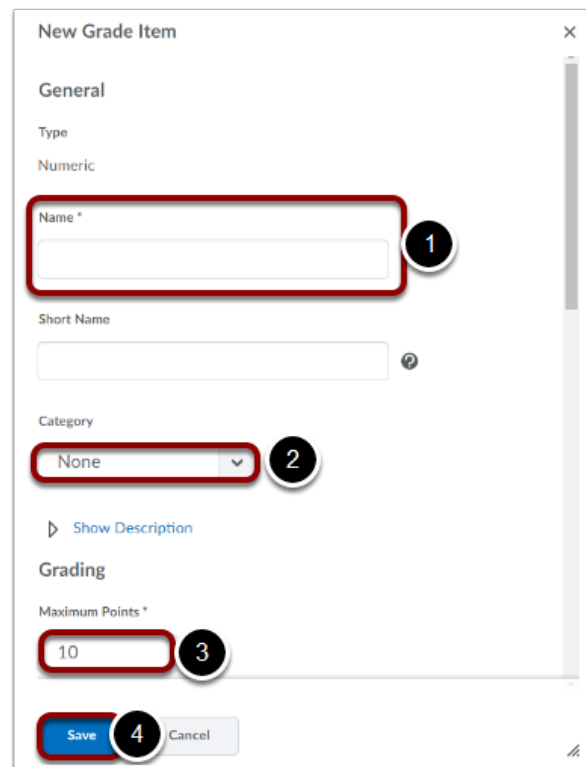
Grade Item

Worksheet 1 ▼

[add grade item] ?

Click [add grade item]

Grade Item Information



New Grade Item

General

Type

Numeric

Name *

Short Name

Category

None

Show Description

Grading

Maximum Points *

10

Save Cancel

1. Fill in the name of the **Grade Item**. This name must be unique from every other grade item.

NOTE: You can create a short name as well. The short name is the name which will be displayed at the top of each column in the gradebook.

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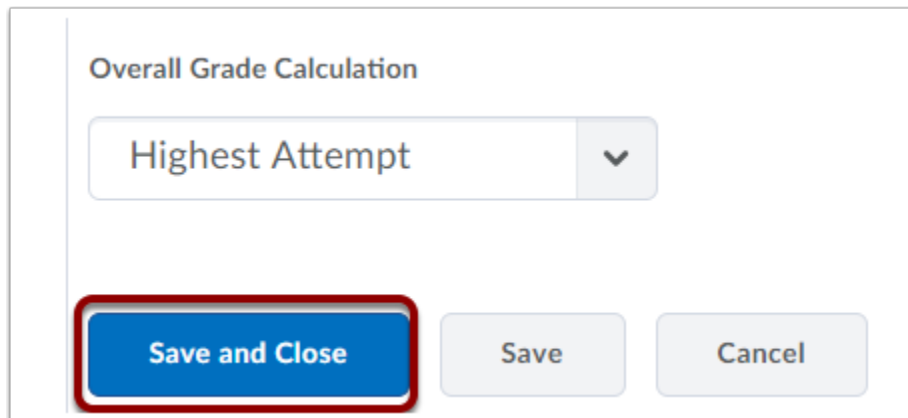
2. Select the **Grading Category** for this **grade item** (this is optional)

3. Select the number of points for the **grade item**.

NOTE: Be sure the point value for the grade item matches the point value for the quiz.

4. Click **Save**

Save and Close



Overall Grade Calculation


Highest Attempt ▼

Save and Close Save Cancel

Click **Save and Close** to save your changes.

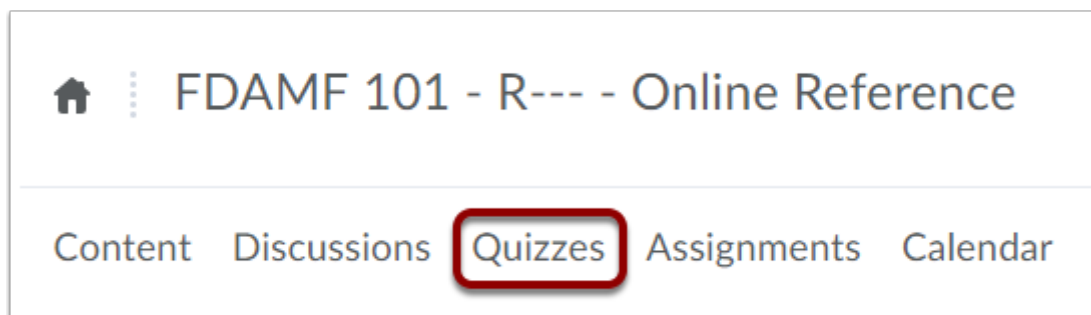
How Do I Grade and Give Customized Feedback on a Quiz?

I-Learn will grade all quiz questions that can be automatically scored, however short and long answer quiz questions must be graded manually by the Faculty or Online Instructor. This article shows how to grade and provide various types of customized feedback for the student's entire quiz attempt.

 **NOTE:** In a quiz there are multiple ways to provide students with feedback. This article provides information for giving feedback to an individual student for the entire quiz, (Option 1) as well as on each individual quiz questions (Option 2).

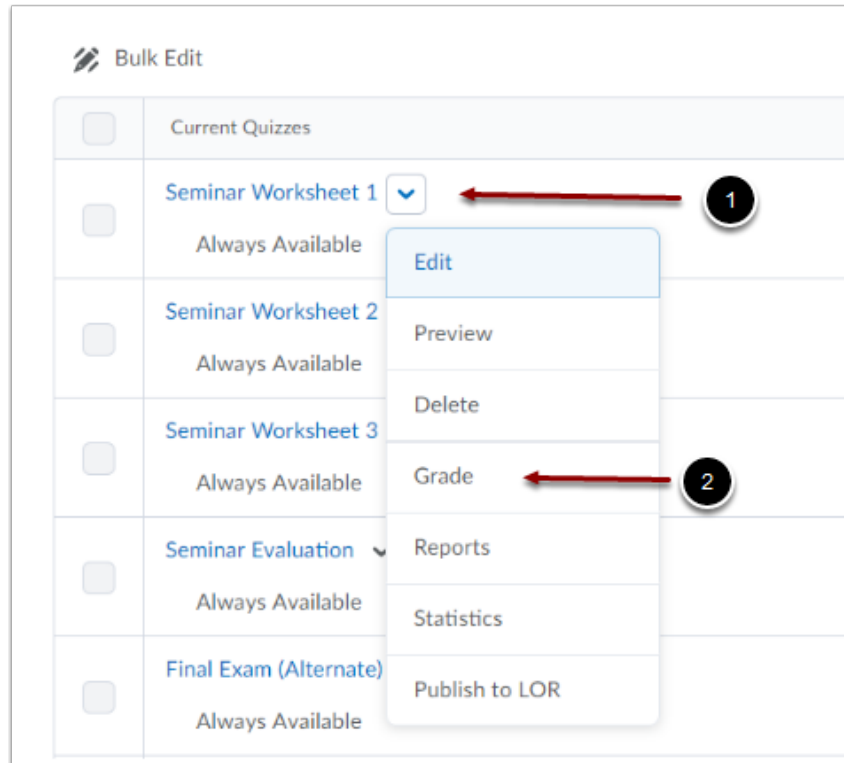
In some cases it may be more efficient to grade the same question for each individual student rather than grading the entire quiz for one student then moving on to grade the entire quiz for another student. To learn more about this view this article: [How Do I Grade a Quiz by Individual Question?](#)

Quizzes Tab



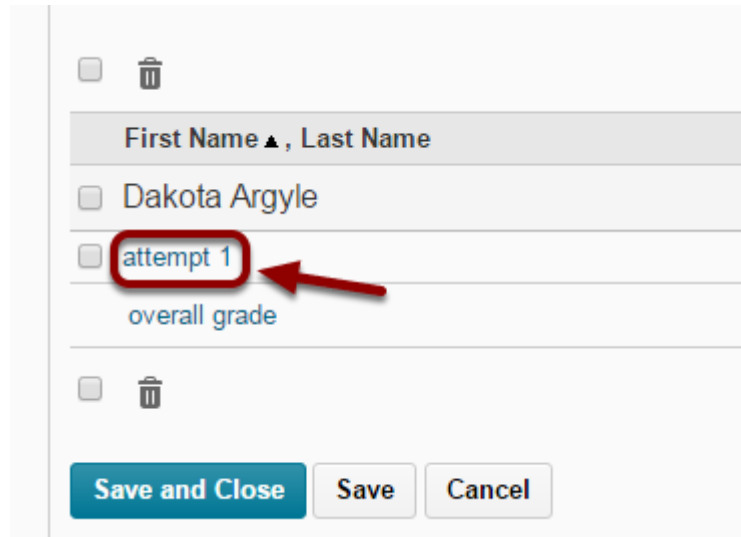
Click on the Quizzes tab.

Select a Quiz



1. Click the drop-down arrow next to the quiz you wish to grade.
2. Select Grade.

Select Attempt



☐

First Name ▲, Last Name

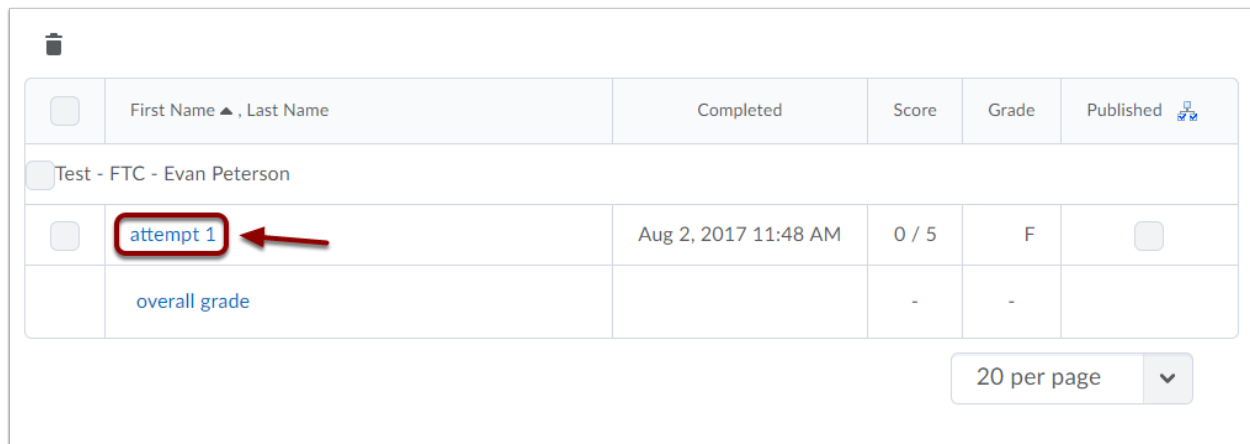
☐ Dakota Argyle

☐ **attempt 1**

overall grade

☐

Save and Close Save Cancel



<input type="checkbox"/>	First Name ▲, Last Name	Completed	Score	Grade	Published
<input type="checkbox"/>	Test - FTC - Evan Peterson				
<input type="checkbox"/>	attempt 1	Aug 2, 2017 11:48 AM	0 / 5	F	<input type="checkbox"/>
	overall grade		-	-	

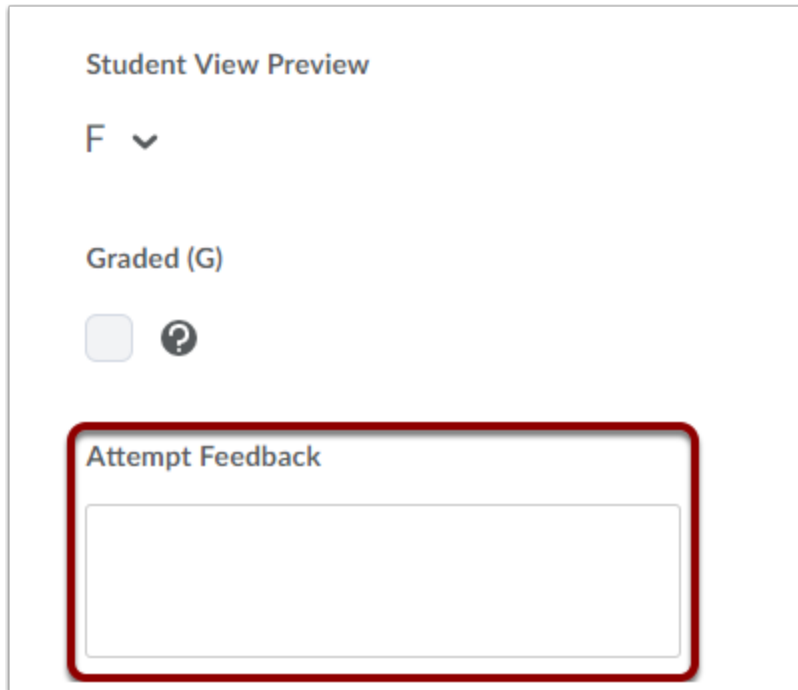
20 per page

Click on a student's attempt that you wish to grade.

Grade Quiz

Grade the long/short response questions. Enter the student's score for each question that you grade. I-Learn will calculate the Final Score for you once you have finished grading.

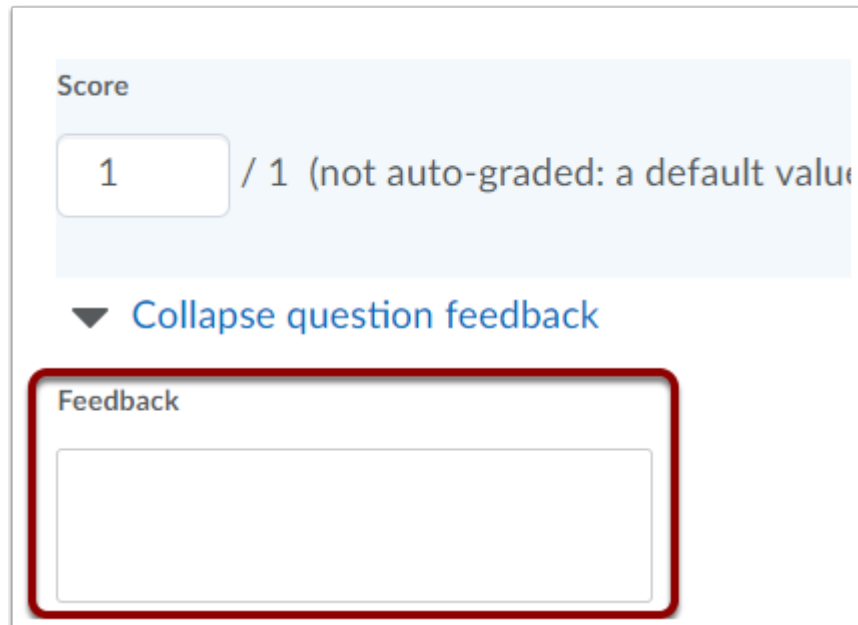
Option 1 - Attempt Feedback



The screenshot displays a 'Student View Preview' interface. At the top, it shows a dropdown menu with the letter 'F' and a downward arrow. Below this is a 'Graded (G)' section with a light gray square and a question mark icon. The 'Attempt Feedback' section is highlighted with a red rectangular border and contains a large, empty text input field.

Enter desired feedback on the students quiz at the top of the page under **Attempt Feedback**

Option 2 - Individual Quiz Question Feedback



Score

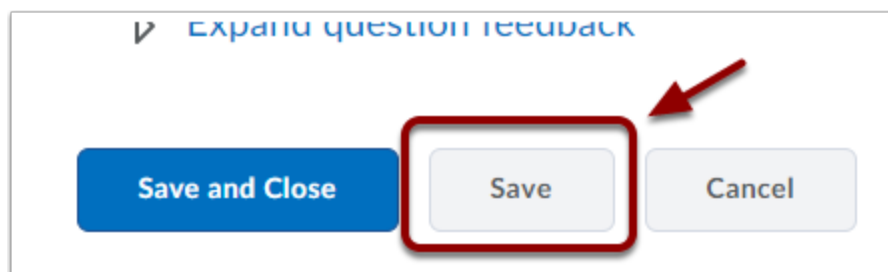
1 / 1 (not auto-graded: a default value)

▼ Collapse question feedback

Feedback

Scroll down to the quiz question you wish to give individual feedback for and click **Expand question feedback**. Then add text to give custom feedback to the student about their response to this specific question.

Save

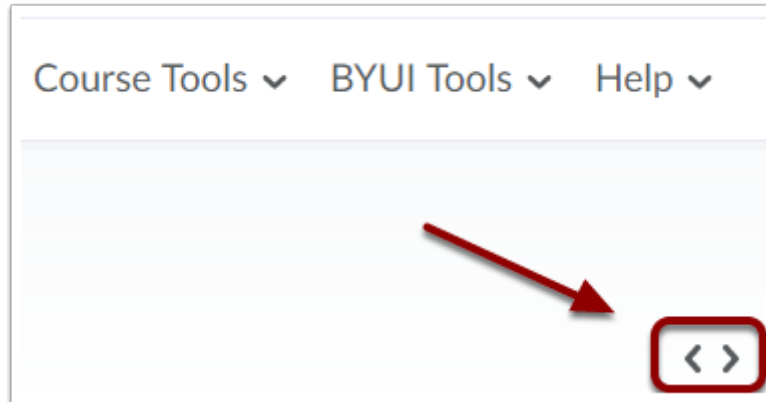


Expand question feedback

Save and Close Save Cancel

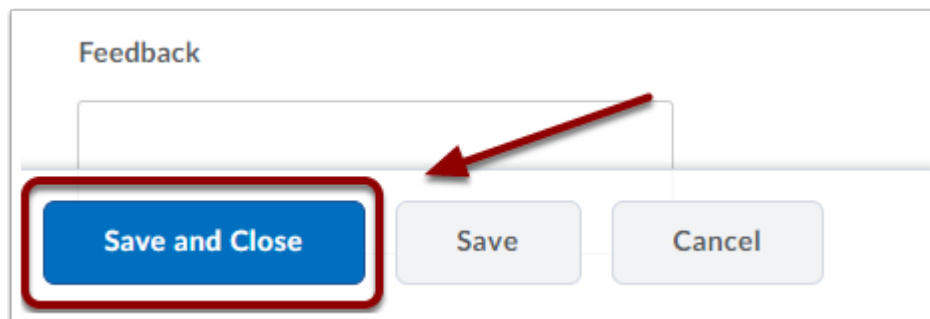
Click **Save** at the bottom of the screen.

Next Attempt



After you've graded the attempt, click the **right arrow** at the top right of the screen to go to the next attempt.

Repeat Process



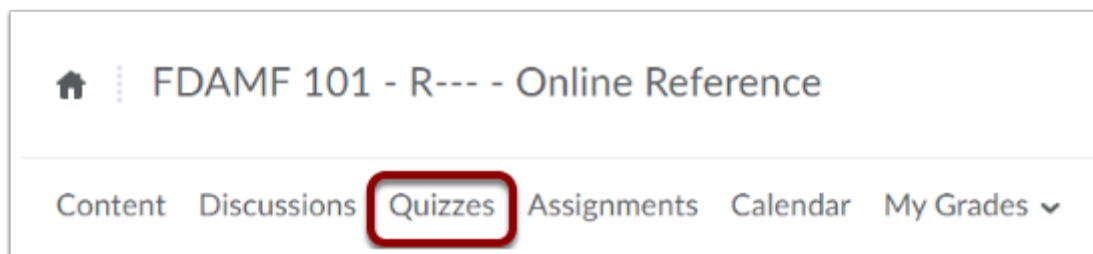
Repeat this process for each attempt until you've graded all of your students' attempts. After you've graded your last student's attempt, click **Save and Close**.

How Do I Grade a Quiz by Individual Question?

When grading quiz questions that involve lots of text such as a Long Answer or Essay questions, the grading workflow in I-Learn is much more efficient when it's done by grading question #1 for each student, then moving on to question #2 for each student, rather than grading the entire quiz for student #1 then grading their entire quiz for student #2.

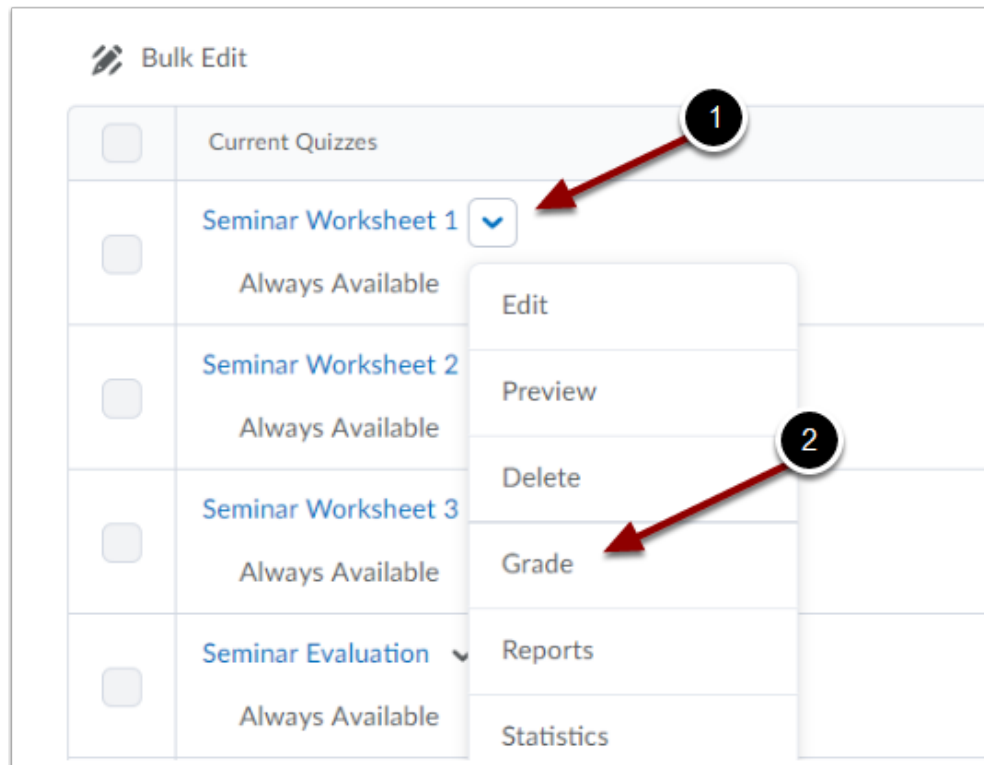
This article shows this process.

Quizzes Tab



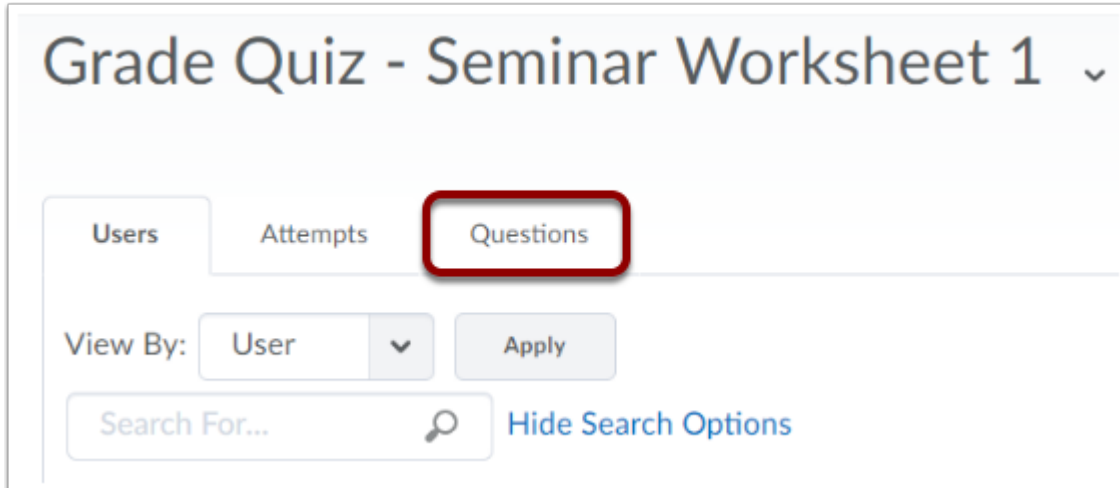
Select the Quizzes tab.

Grade Quiz



1. Click the drop-down arrow next to the quiz that you wish to grade.
2. Select Grade.

Questions Tab



Grade Quiz - Seminar Worksheet 1 ▾

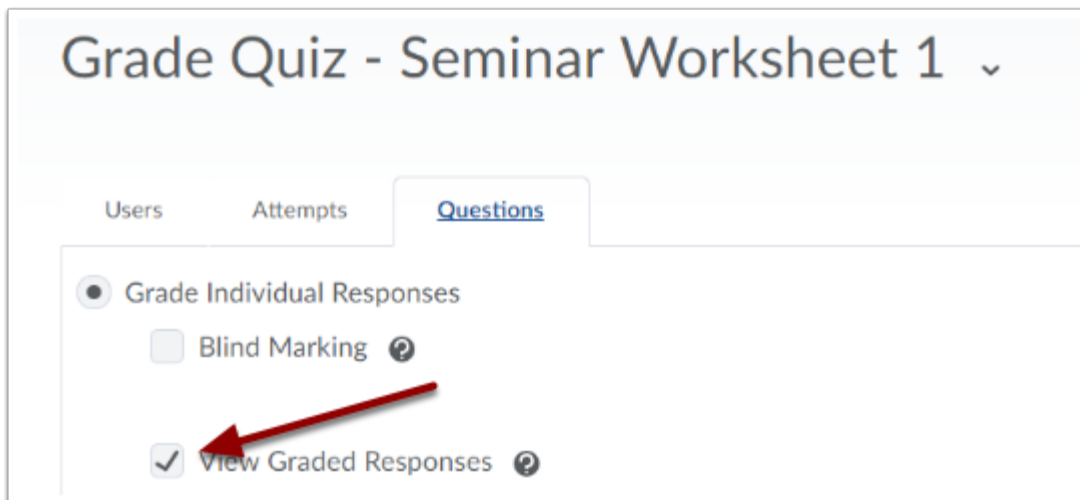
Users Attempts **Questions**

View By: User ▾ Apply

Search For... 🔍 [Hide Search Options](#)

At the top left of the screen, select the Questions tab.

Grade Individual Responses



Grade Quiz - Seminar Worksheet 1 ▾

Users Attempts Questions

☒ Grade Individual Responses

☐ Blind Marking ?

☒ View Graded Responses ?

Ensure the Grade Individual Responses box is checked.

Select Question

Name
i1. Be sure to pause the video screen or you will lose t...
Q1. Response to question 1:
Q2. Response to question 2:
Q3. Response to question 3:
Q4. Response to question 4:
Q5. Response to question 5:

Select the question that you wish to grade.

Grade Response

Response to question 2:

- No text entered -

Save Time

Not Saved

Score / 1 (not auto-graded: a default value of 0 was assigned)

Expand question feedback

Save Save and Continue Back to Questions

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1. Score the response.
2. If applicable, leave feedback for the individual response.
3. Click **Save** and **Continue** to go to the next student's response.

Continue Grading

Test - FTC - Evan Peterson

Response to question 2:

- No text entered -

Save Time

Not Saved

Score

/ 1 (not auto-graded: a default value of 0 was assigned)

1 [Expand question feedback](#)

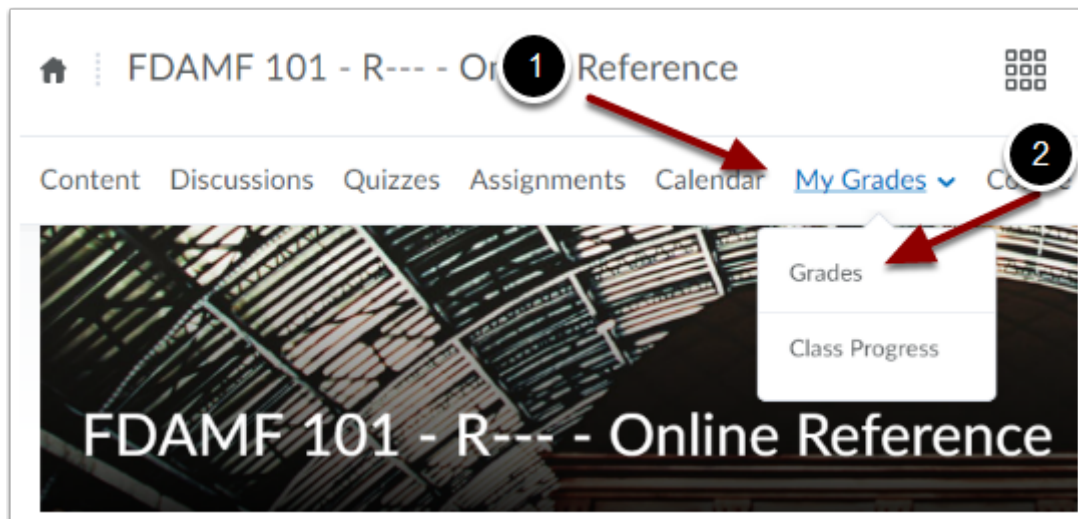
2

Save **Go Back to Questions**

1. Repeat the above step for the rest of the responses. When you have graded the final response for the question, click **Save**.
2. Then, click **Go Back to Questions** to grade the next question.

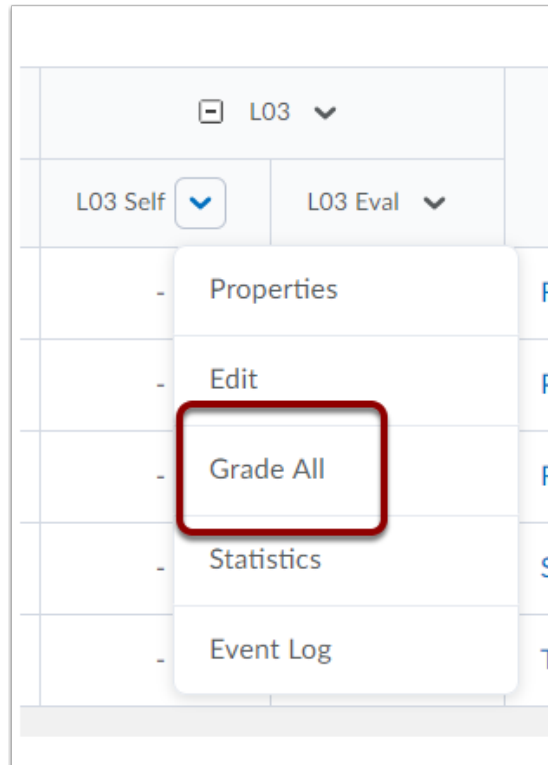
How Do I Assign a 0 in the Gradebook to Students Who Didn't Take a Quiz?

My Grades





1. Click on the **My Grades** tab
2. Select **Grades** from the menu

Grade All



Select Missing Scores

 Clear  Email

<input type="checkbox"/>	Last Name ▲, First Name	L03 Self	
		Submission	Grade
<input type="checkbox"/>	[blurred]		<input type="text" value="2"/> / 6
<input type="checkbox"/>	[blurred]		<input type="text" value="2"/> / 6
<input checked="" type="checkbox"/>	[blurred]		<input type="text"/> / 6
<input checked="" type="checkbox"/>	[blurred]		<input type="text"/> / 6
<input checked="" type="checkbox"/>	[blurred]		<input type="text"/> / 6

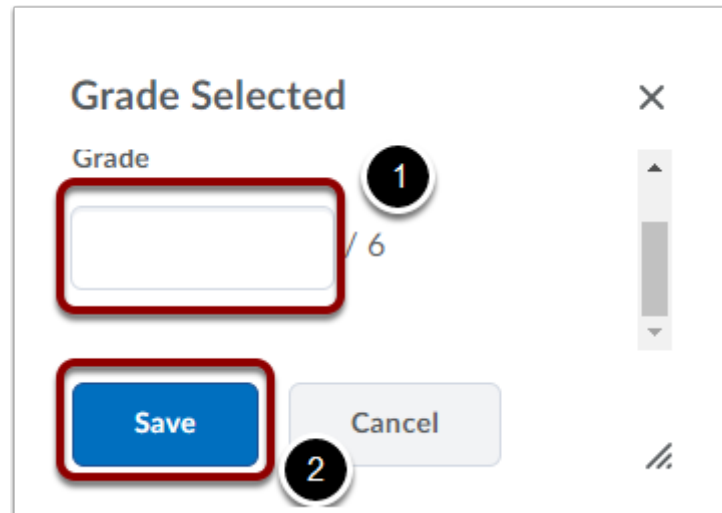
Grade

The screenshot shows a web interface for managing student grades. At the top, there is a toolbar with five icons: a yellow checkmark for 'Grade', a red eraser for 'Clear', a blue circle with a slash for 'Exempt', a blue circle with a plus for 'Unexempt', and an envelope for 'Email'. Below the toolbar is a table with three columns: 'Last Name', 'First Name', and 'Submission'. The table contains several rows of student data. A red arrow points to the 'Grade' icon in the toolbar. A red box highlights the checkboxes in the first column of the table, which are used to select students for grading. A black circle with the number '1' is placed over the bottom checkbox, and a black circle with the number '2' is placed over the 'First Name' header.

	Last Name	First Name	Submission
<input type="checkbox"/>			
<input type="checkbox"/>			
<input checked="" type="checkbox"/>			
<input checked="" type="checkbox"/>			
<input checked="" type="checkbox"/>			
<input type="checkbox"/>			

1. Scroll down and **check** the boxes next to the students missing a submission
2. Click the Grade icon

Insert 0

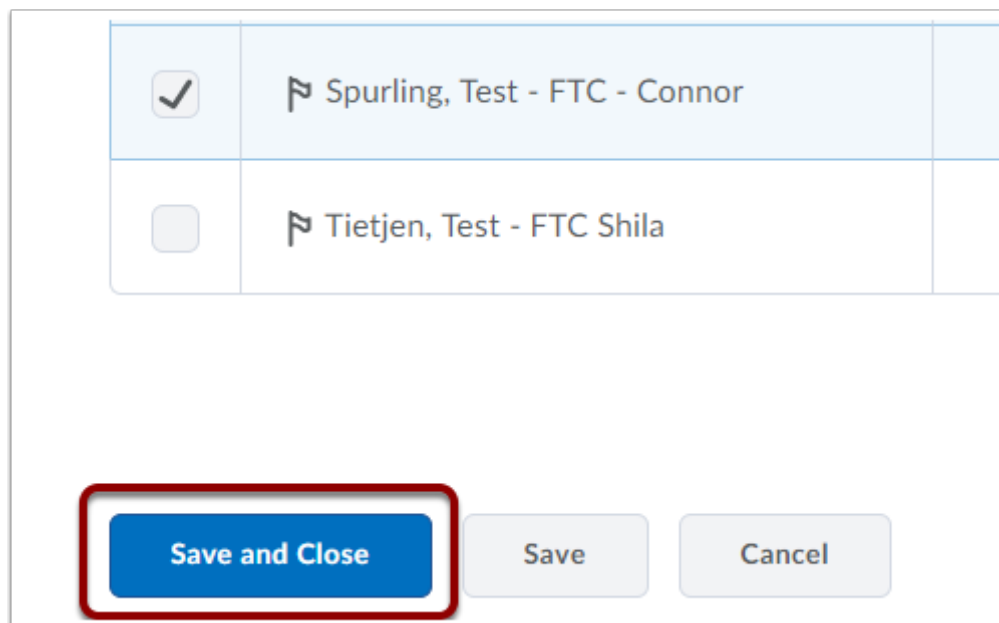


A dialog box titled "Grade Selected" with a close button (X) in the top right corner. It contains a "Grade" label above a text input field. A red rectangle highlights the input field, and a circled "1" points to it. To the right of the input field is a "/ 6" label. Below the input field are two buttons: "Save" (highlighted with a red rectangle and a circled "2") and "Cancel". A vertical scrollbar is on the right side of the dialog box.

1. Insert the zero

2. Click Save

Save and Close



A dialog box containing a table with two rows. The first row has a checked checkbox, a flag icon, and the text "Spurling, Test - FTC - Connor". The second row has an unchecked checkbox, a flag icon, and the text "Tietjen, Test - FTC Shila". Below the table are three buttons: "Save and Close" (highlighted with a red rectangle), "Save", and "Cancel".

<input checked="" type="checkbox"/>	Spurling, Test - FTC - Connor
<input type="checkbox"/>	Tietjen, Test - FTC Shila

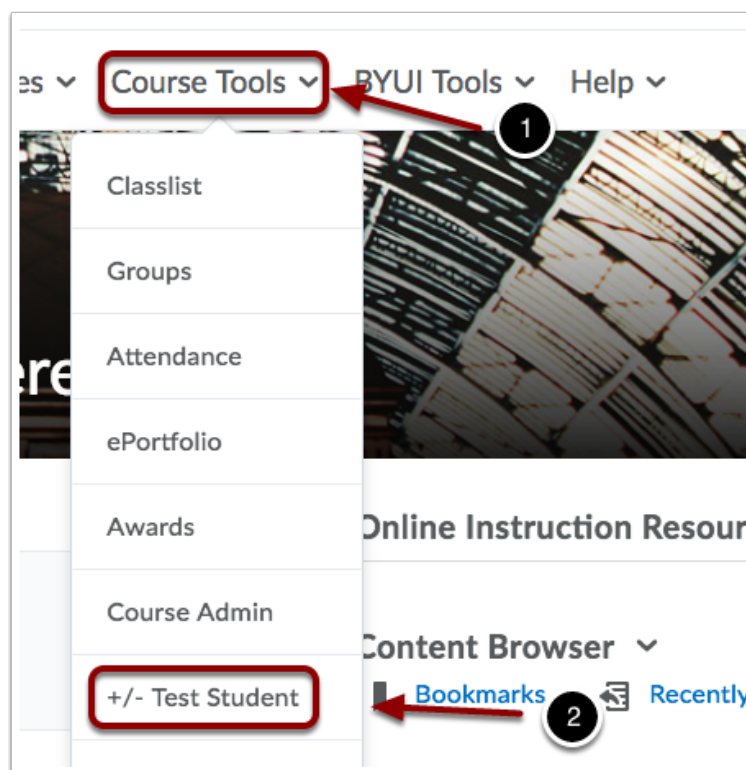
BYU-Idaho Online Knowledgebase

Click Save and Close

How Do I Create and Impersonate a Test Student

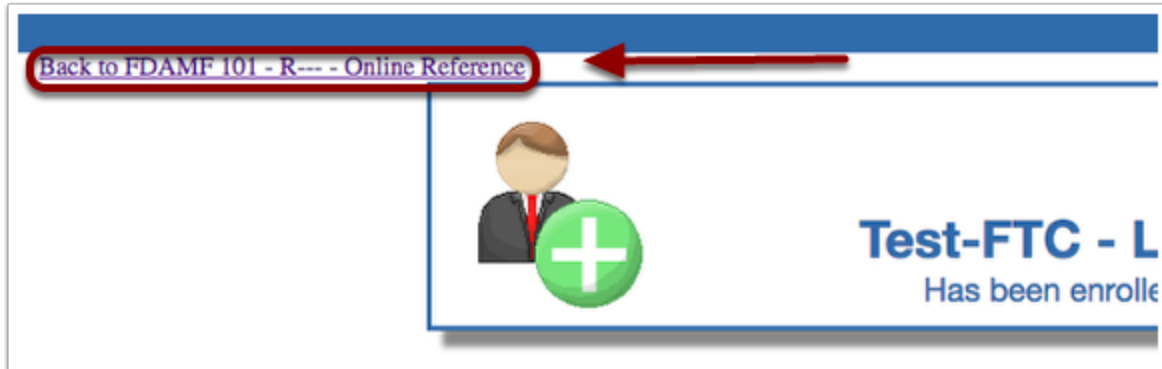
This article explains how to create and impersonate a test student, so that you can see your course from a student's point of view.

Course Tools



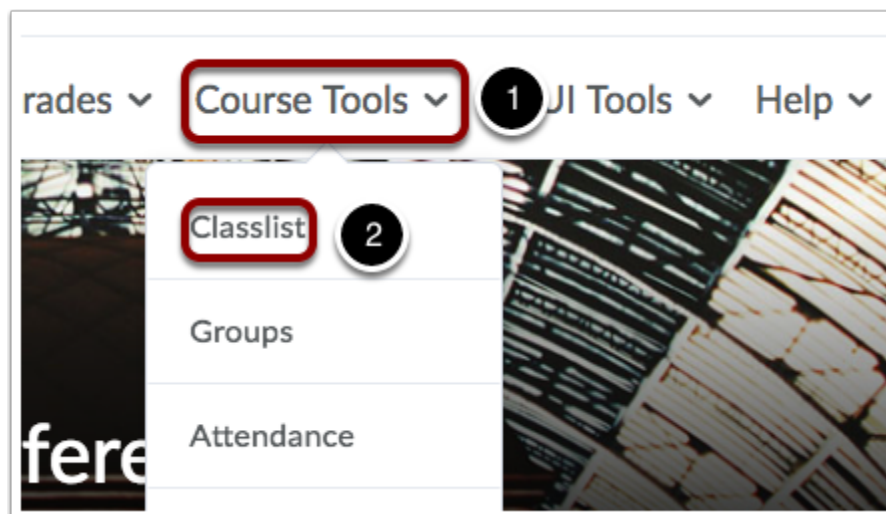
1. Click on Course Tools.
2. Click on +/- Test Student.

Back to Course




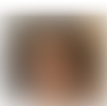

A window will appear notifying you that a test student has been added to your course. Click the link to go back to your course.

Classlist



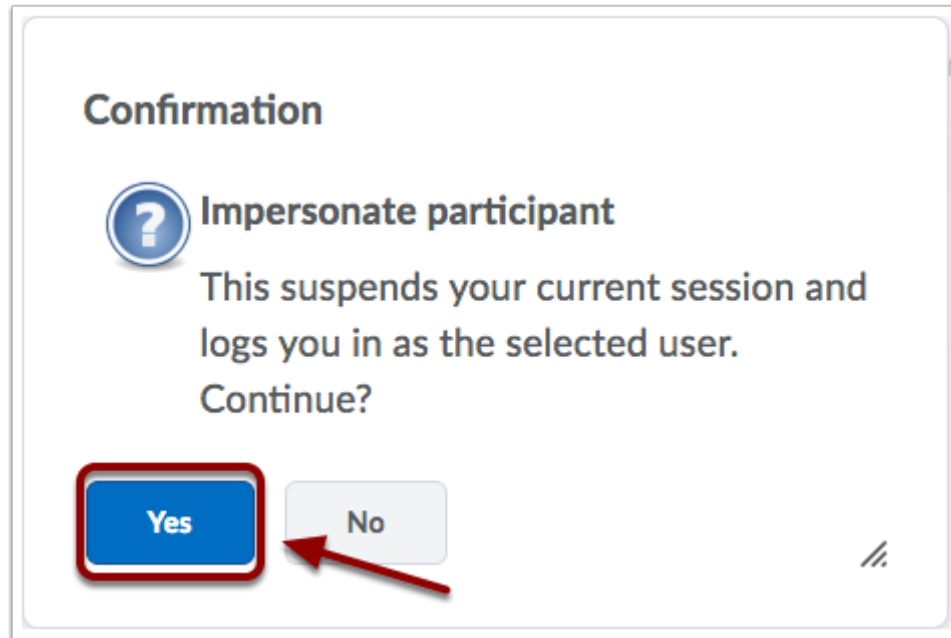
1. Click on Course Tools in the upper right-hand corner.
2. Select Classlist.

Impersonate Test Student

Image	Last Name, First Name	Send Email	ID
	<input type="text"/>	<div>Impersonate 2</div>	07
	<input type="text"/>	<div>View progress</div>	58
	Lewis, Test - FTC - Luke ▼	<div>View group enrollments</div>	TEST

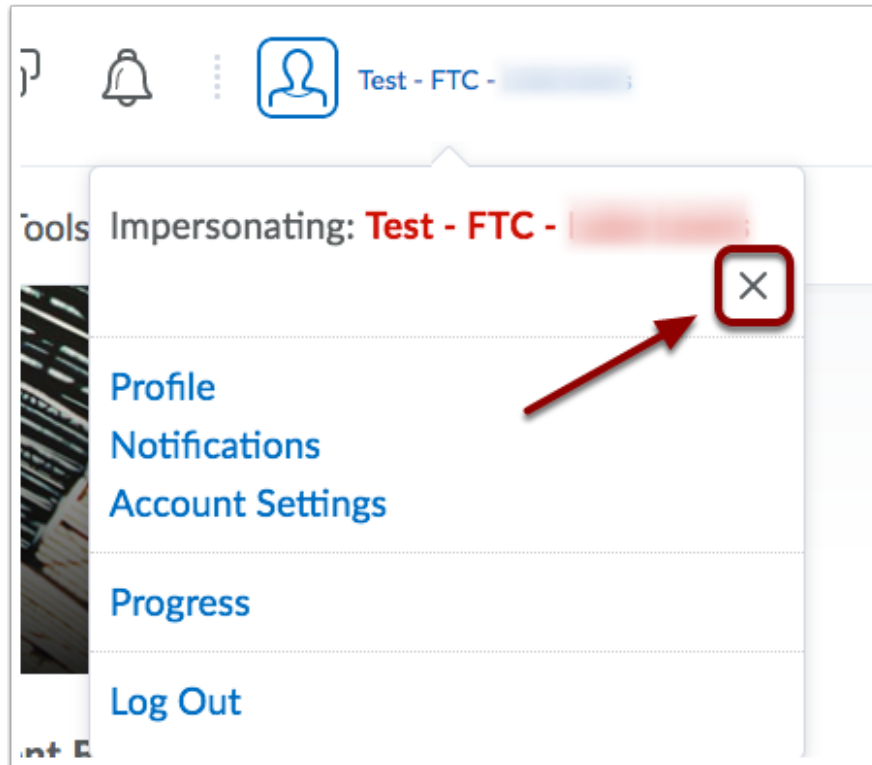
1. Click on the drop-down arrow next to the test student's name.
2. Select Impersonate.

Confirm Impersonation



A confirmation window will appear. Select Yes to confirm impersonation.

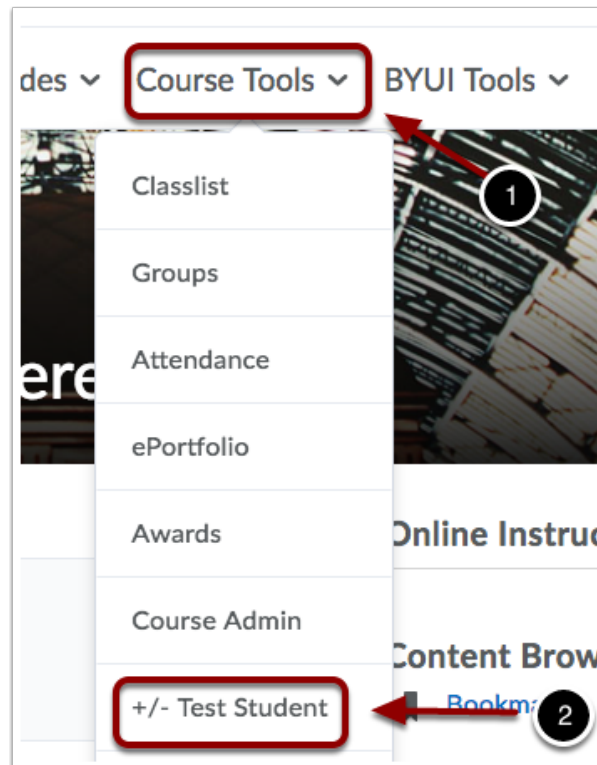
End Impersonation



When you are done impersonating the test student:

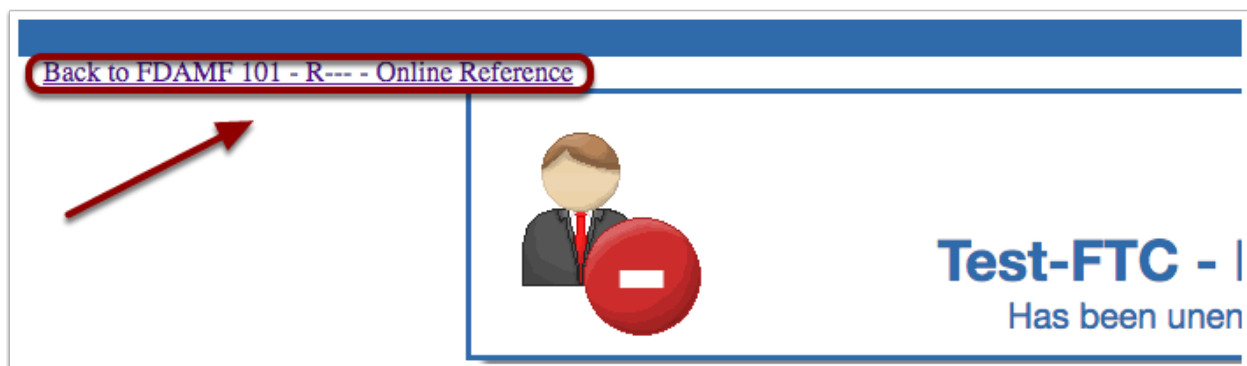
1. Click on your name in the upper right-hand corner of the screen.
2. Click the X next to Impersonating: Test Student.

Delete Test Student



1. Click on Course Tools
2. Click +/- Test Student

Back to Course



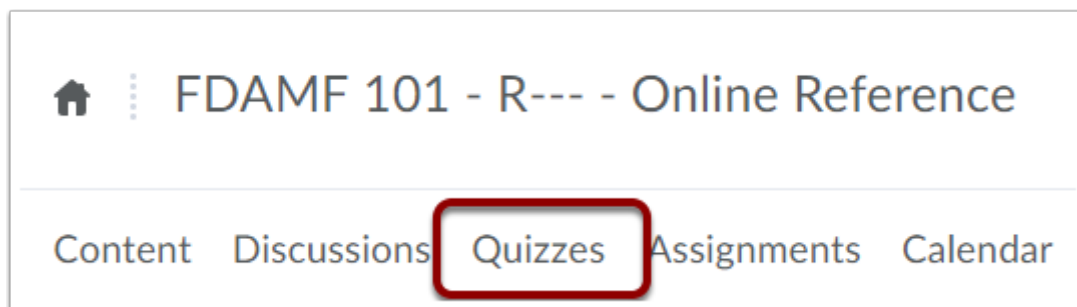
BYU-Idaho Online Knowledgebase

A window will appear notifying you that a test student has been removed from your course. Click the link to go back to your course.

How Do I Manually Publish Student Quiz Scores to the Gradebook?

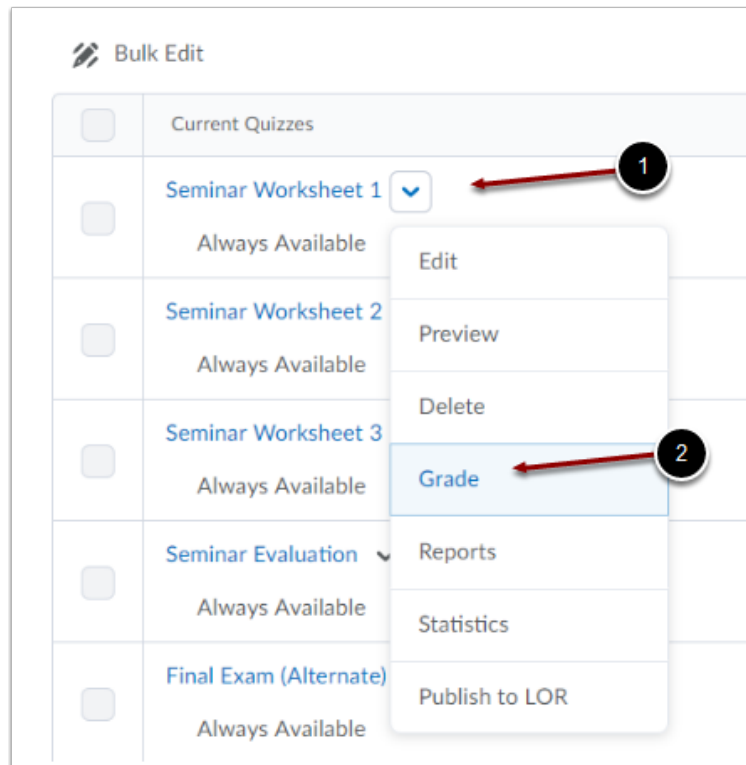
[How to publish scores to the gradebook.](#)

Quizzes Tab



Select the Quizzes tab.

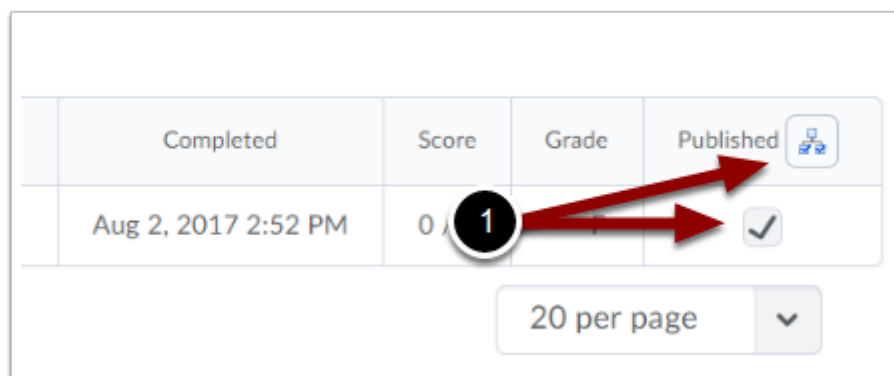
Manage Quizzes



1. Click the drop-down arrow next to the quiz's title.

2. Select Grade.

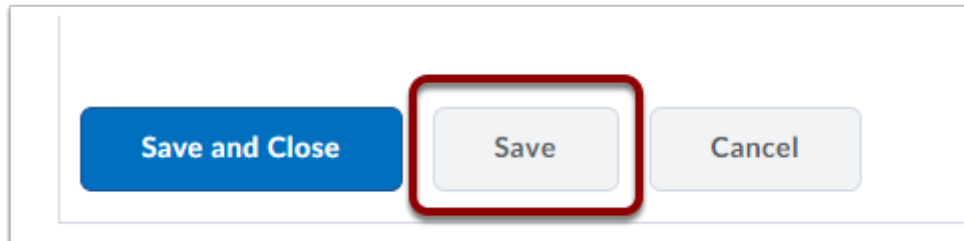
Publish Grades



BYU-Idaho Online Knowledgebase

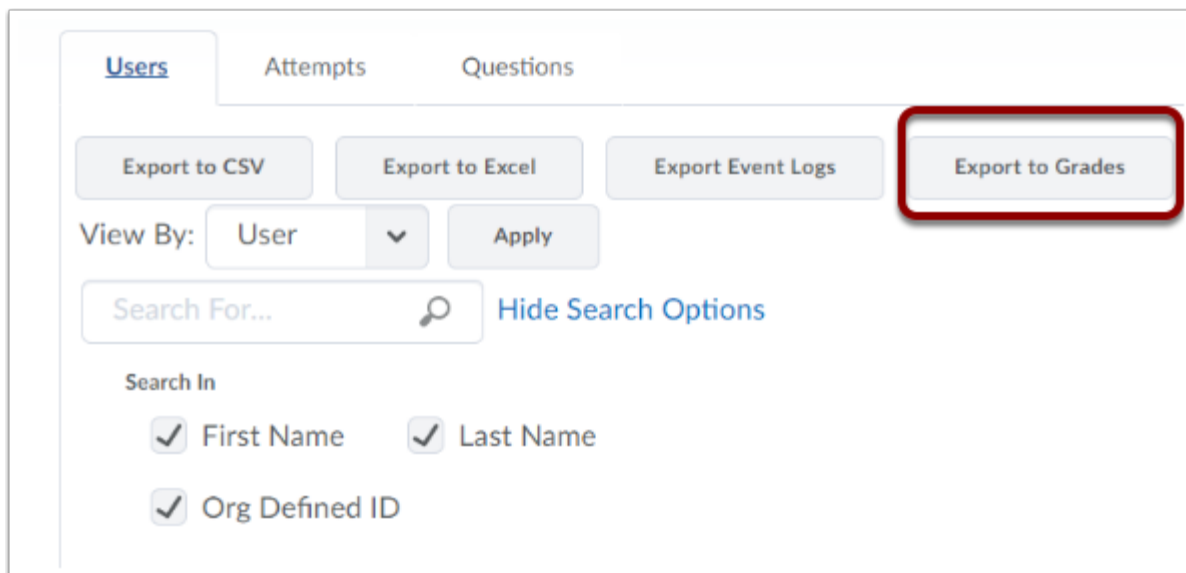
Click on the icon next to **Published** (you may need to click the icon twice). This checks all of the boxes in the **Published** column.

Save



Click the **Save** button to save the **Publish** setting

Export to Grades



Click the **Export to Grades** button at the top of your screen to complete the grade export.

Save and Close



Click on the **Save and Close** button at the bottom of your screen.

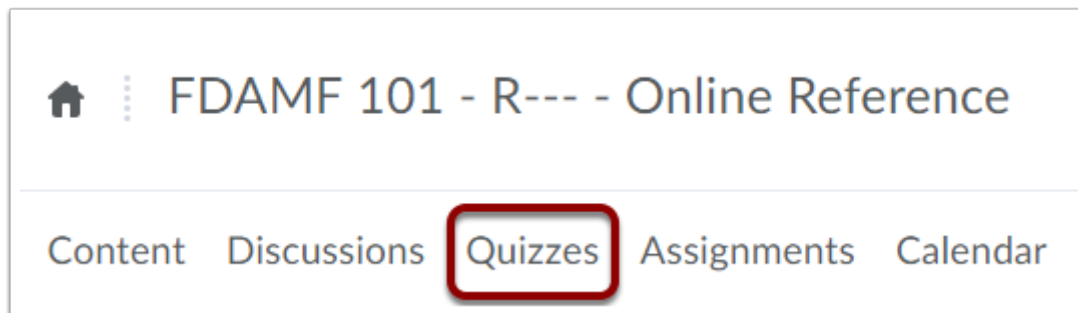
How Do I Delete A Quiz Attempt?

There are two major reasons why a teacher would need to delete a quiz attempt.

1. The Faculty/Online Instructor needs to remove an In Progress attempt from their gradebook.
2. The Faculty/Online Instructor needs to remove or excuse the attempt for the student.

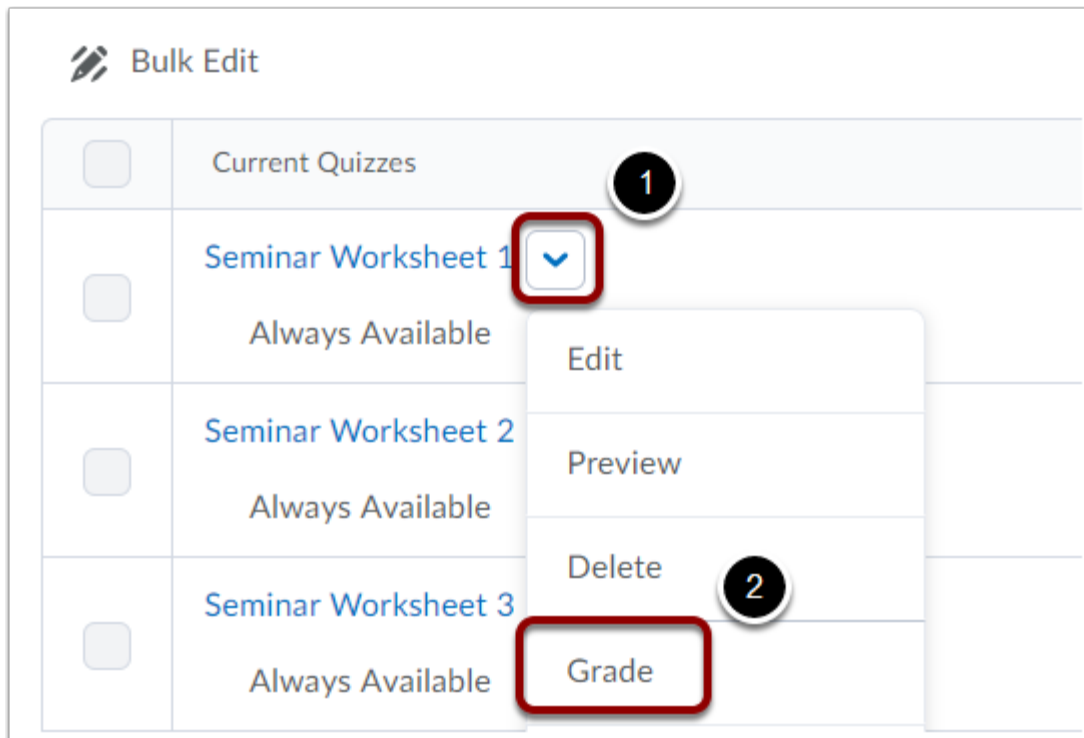
NOTE: If you are giving a student a chance to retry the quiz attempt after the due date has passed, you can grant the student special access to the quiz. To learn more about this, view this article: [How Do I Grant a Student Special Access to a Quiz?](#)

Quizzes Tab



Go to the **Quizzes** tab.

Grade Quiz



1. Select the drop down menu next to the quiz you wish to delete the attempt from
2. Click the Grades option

Attempts in Progress

View By: User ▼ Apply

Search For... 🔍 Hide Search Options

Search In

☒ First Name ☒ Last Name

☒ Org Defined ID

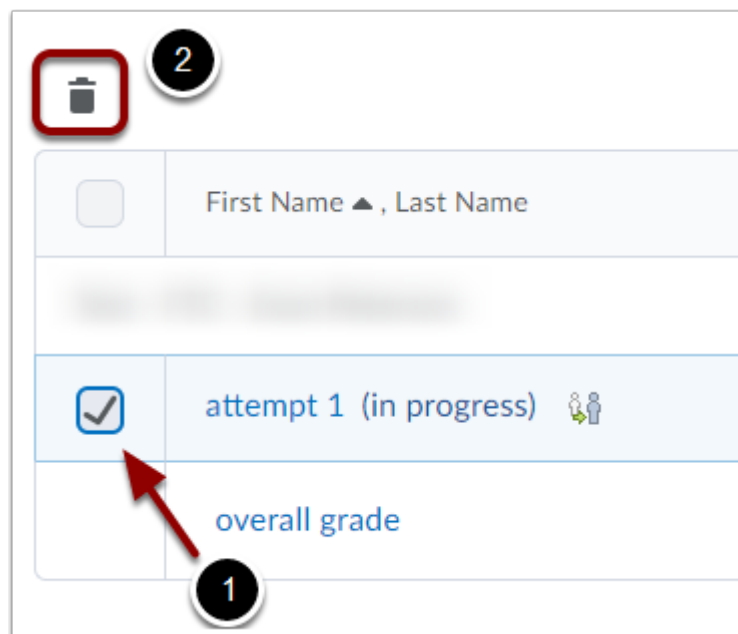
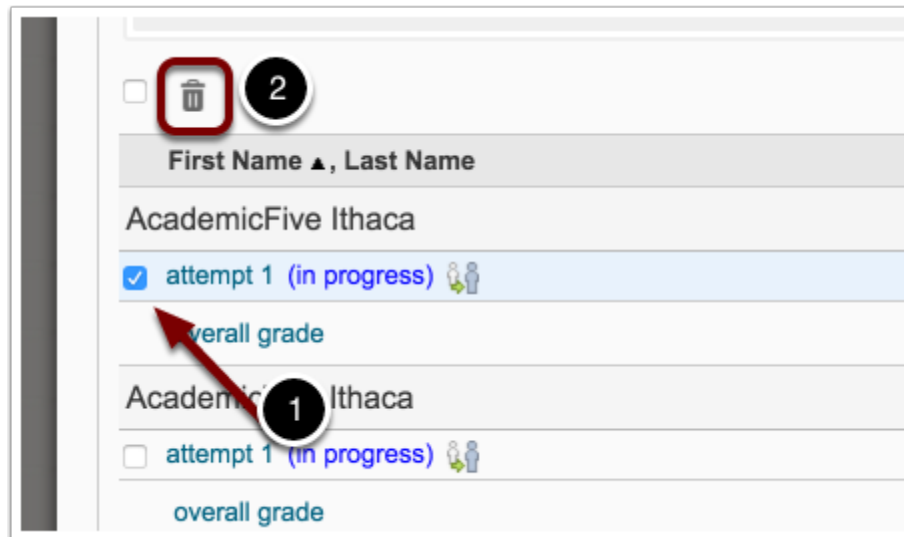
Restrict to

Users who have completed an attempt ▼

- All users
- Users who have not taken an attempt
- Users who have completed an attempt
- Users with attempts in progress**
- Users with an overall score
- Users who have previewed attempts

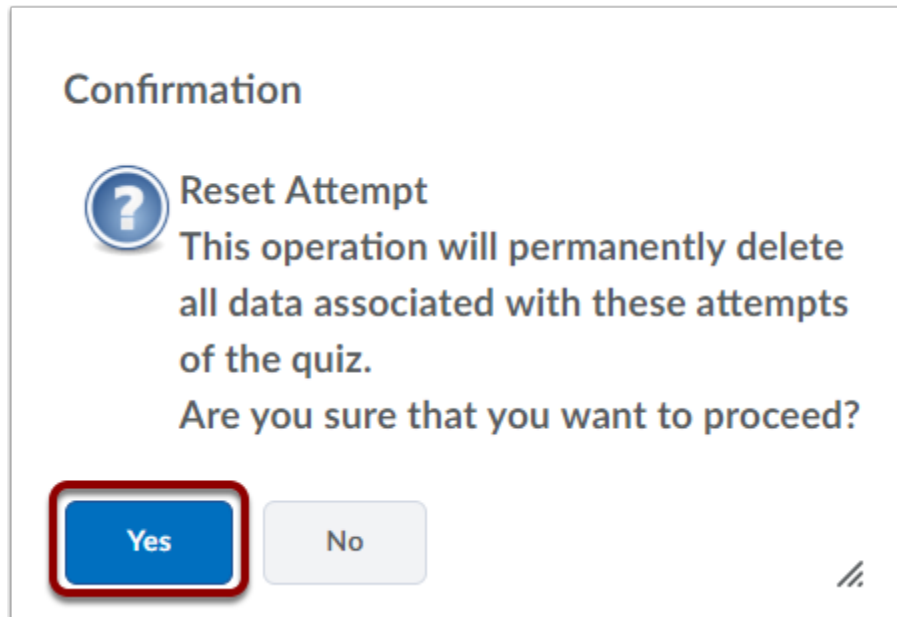
1. Select Users with attempts in progress from the drop down menu.
2. Click the magnifying glass

Delete Attempt



1. Check the box next to the attempt you would like to delete
2. Click on the trash can to delete the attempt.

Confirmation Window

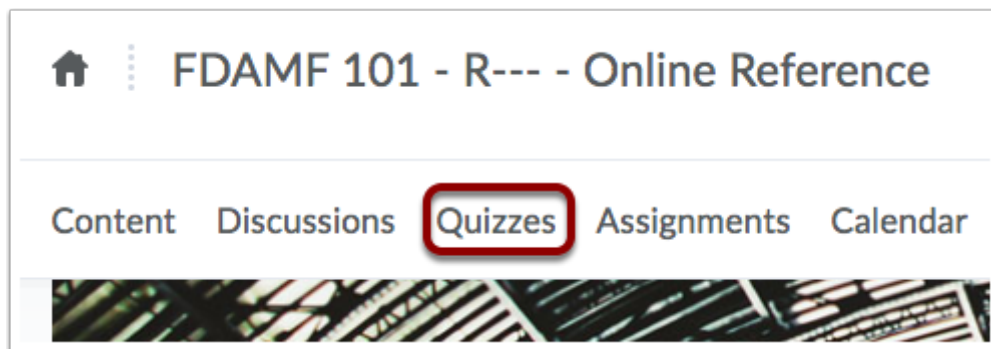


A window will appear asking you to confirm attempt deletion. **Select Yes.**

How Do I Filter Student Attempts?

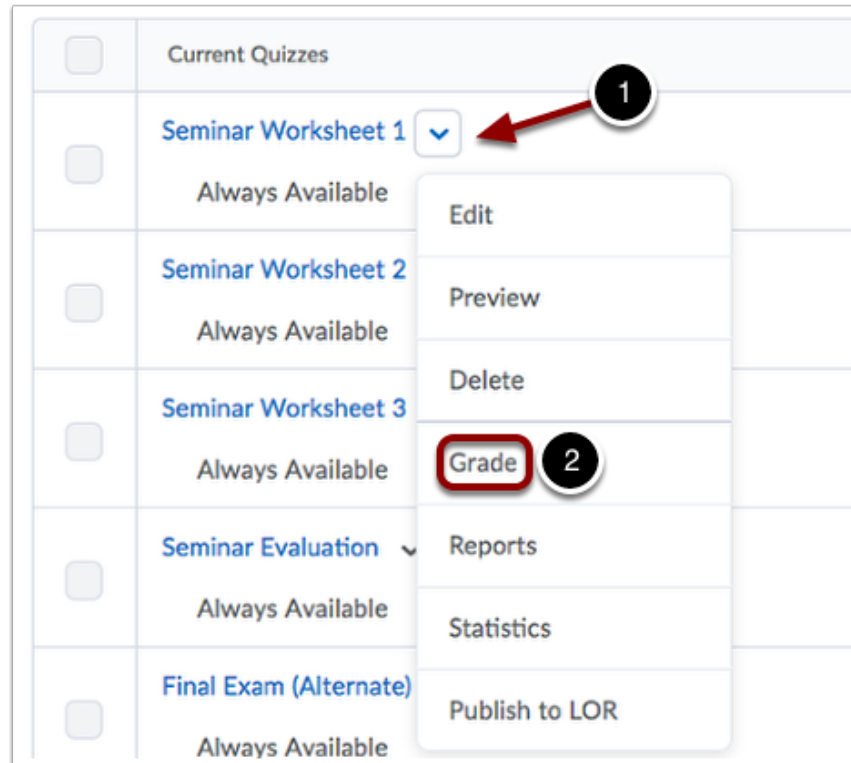
[How to filter student quiz attempts.](#)

Quizzes Tab



Click the Quizzes tab in the top navigation bar.

Select Quiz



Find the quiz you wish to filter. Then:

1. Click the drop-down arrow next to its title.
2. Select Grade.

Filter Attempts

Search For... 2 [Hide Search Options](#)

Search In

☒ First Name ☒ Last Name

☒ Org Defined ID

All users

Users who have not taken an attempt

☒ Users who have completed an attempt 1

Users with attempts in progress

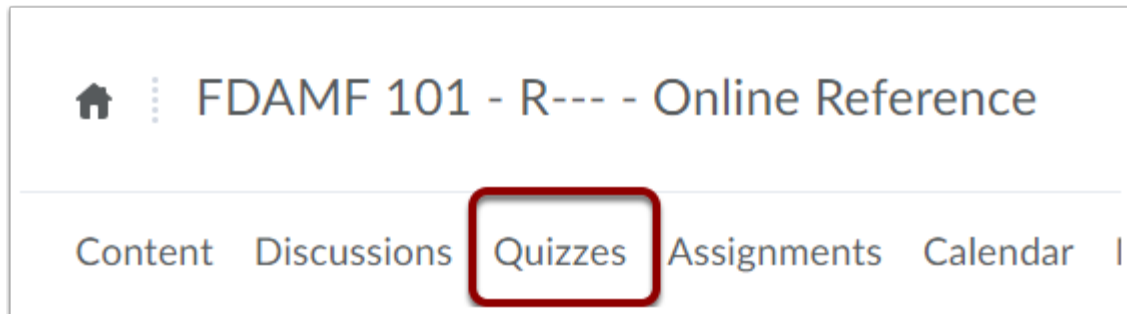
Users with an overall score

Users who have previewed attempts

1. Under **Restrict to**, you can apply 6 different filter settings. Select the **Users who have completed an attempt** filter.
2. Click the magnifying glass above to initiate the filter.

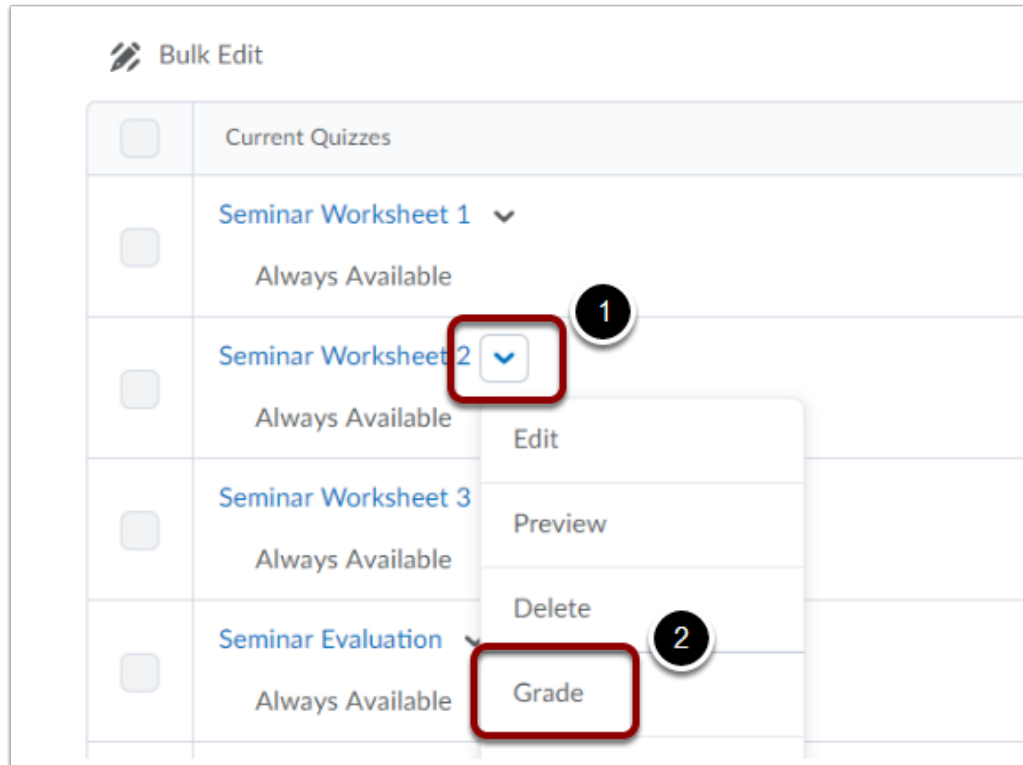
How Do I Submit an "In Progress" Quiz for a Student?

Quizzes Tab



Click on the Quizzes tab in the navigation bar.

Manage Quizzes



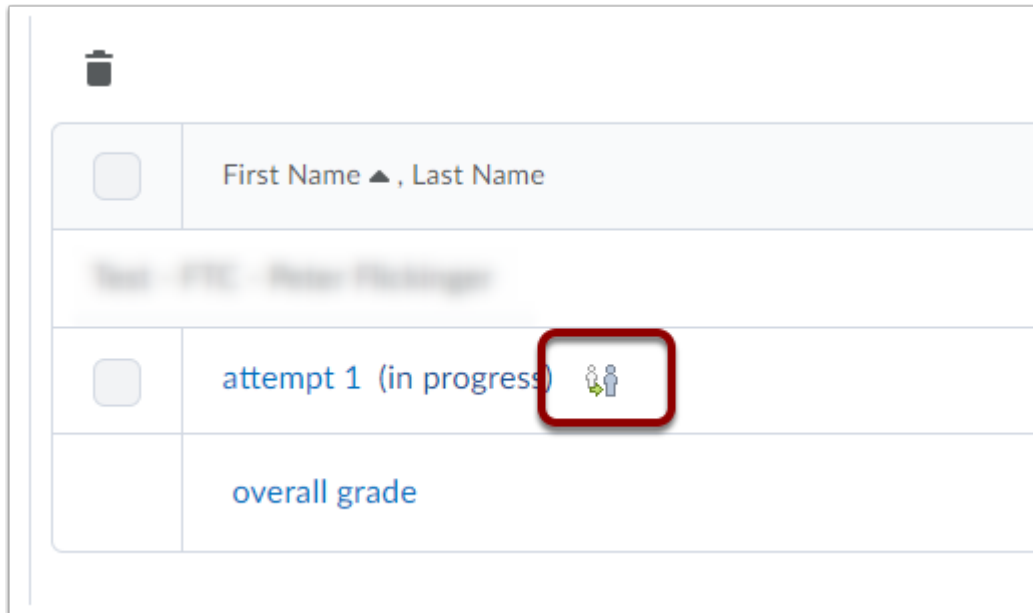
1. Click the drop-down arrow next to the quiz's title.
2. Select Grade.


Filter Attempt

The screenshot shows a search and filter interface. At the top, there is a search bar with the placeholder text "Search For...". To its right is a magnifying glass icon, which is circled in red and labeled with a black circle containing the number "2". Further right is a link that says "Hide Search Options". Below the search bar, there is a section titled "Search In" with three checked checkboxes: "First Name", "Last Name", and "Org Defined ID". Below this is a section titled "Restrict to" with a dropdown menu. The dropdown menu is open, showing several options: "Users with attempts in progress" (which is highlighted in blue and circled in red, labeled with a black circle containing the number "1"), "All users", "Users who have not taken an attempt", "Users who have completed an attempt", "Users with an overall score", and "Users who have previewed attempts".

1. Under **Restrict to**, select the filter **Users with attempts in progress**.
2. Click the magnifying glass to apply the filter.

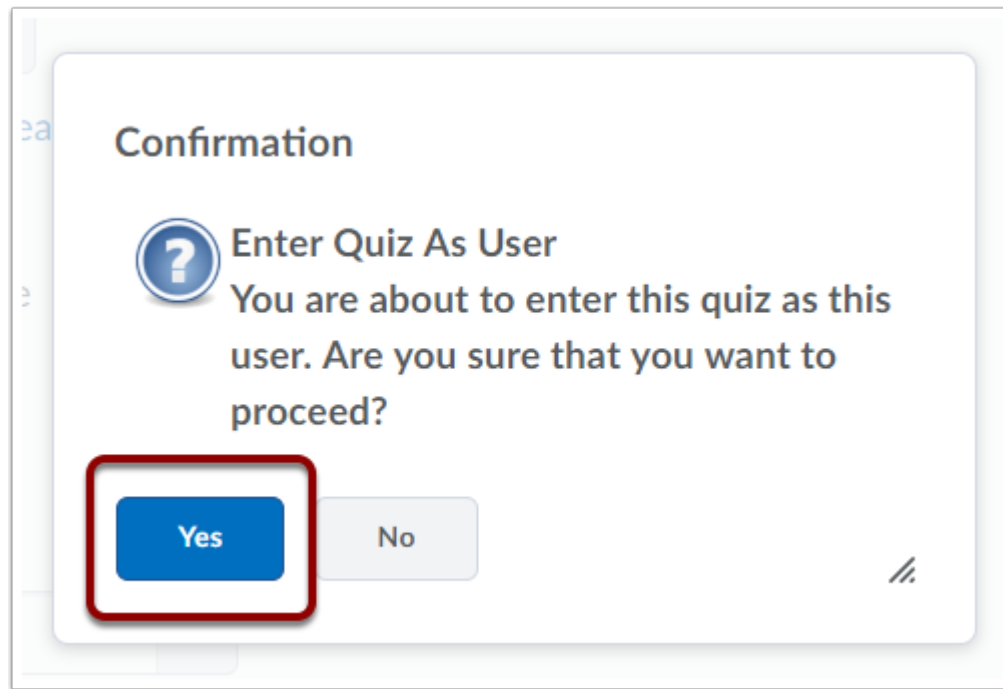
Select Attempt



<input type="checkbox"/>	First Name ▲, Last Name
<input type="checkbox"/>	attempt 1 (in progress) 
<input type="checkbox"/>	overall grade


Click the icon to the right of the "In Progress" attempt. This is called the Enter Quiz as User icon.

Confirmation Window

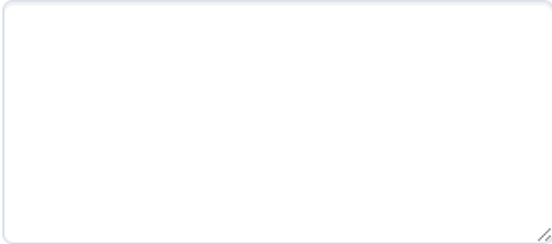


A window will appear asking you to confirm entering the quiz as the user. Click Yes.

Submit Quiz

Question 4 (1 point) 

Response to Question 4:



Save

Save All Responses

Go to Submit Quiz

Scroll to the bottom of the attempt. Click Go to Submit Quiz.

Continue Quiz Submission

Quiz Submission Confirmation

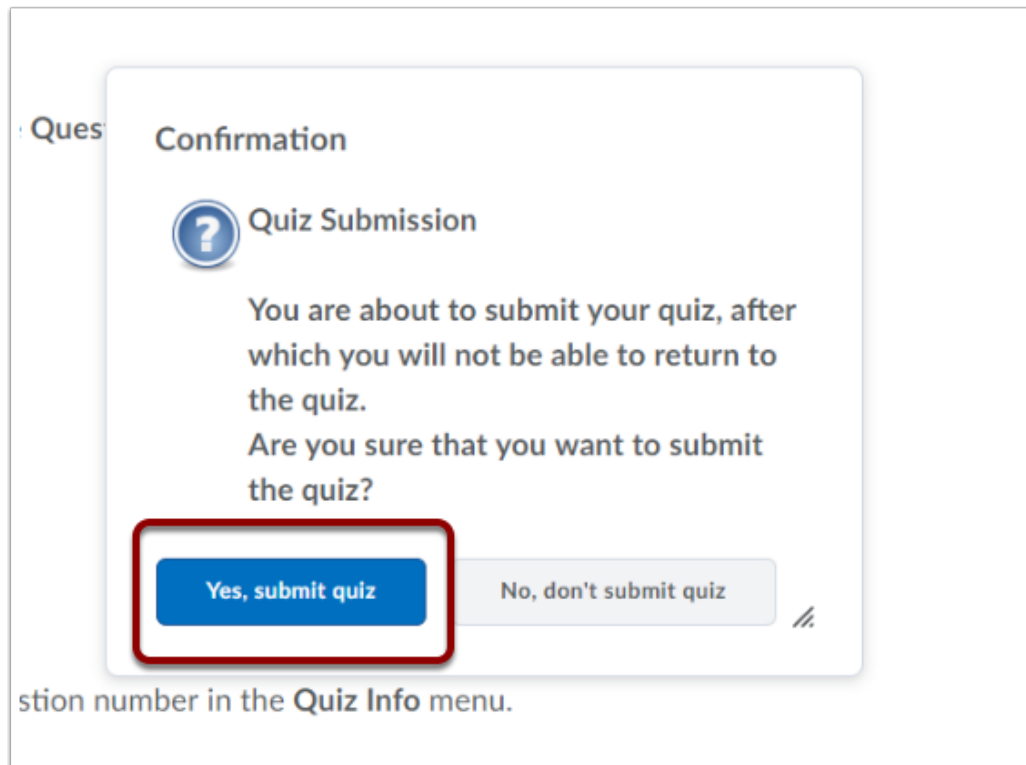
You are about to submit your quiz...

To change your response to any question before submission, click on the question.

Once you press the Submit Quiz button you cannot return to your quiz.

A screen may appear notifying you that you have unanswered questions. Scroll down to the bottom of the page and select Submit Quiz.

Final Confirmation Window

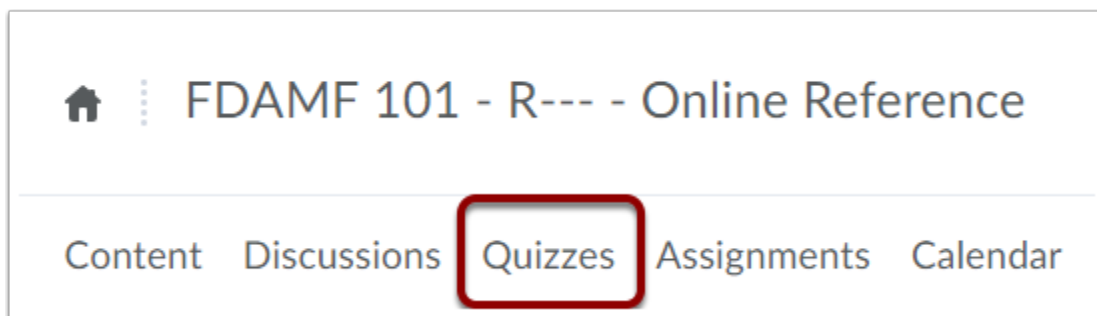


A final window will appear asking you to confirm quiz submission. **Select Yes.** Repeat the last five steps for every other "In Progress" quiz attempt.

How Do I Regrade a Quiz Question for my Whole Class?

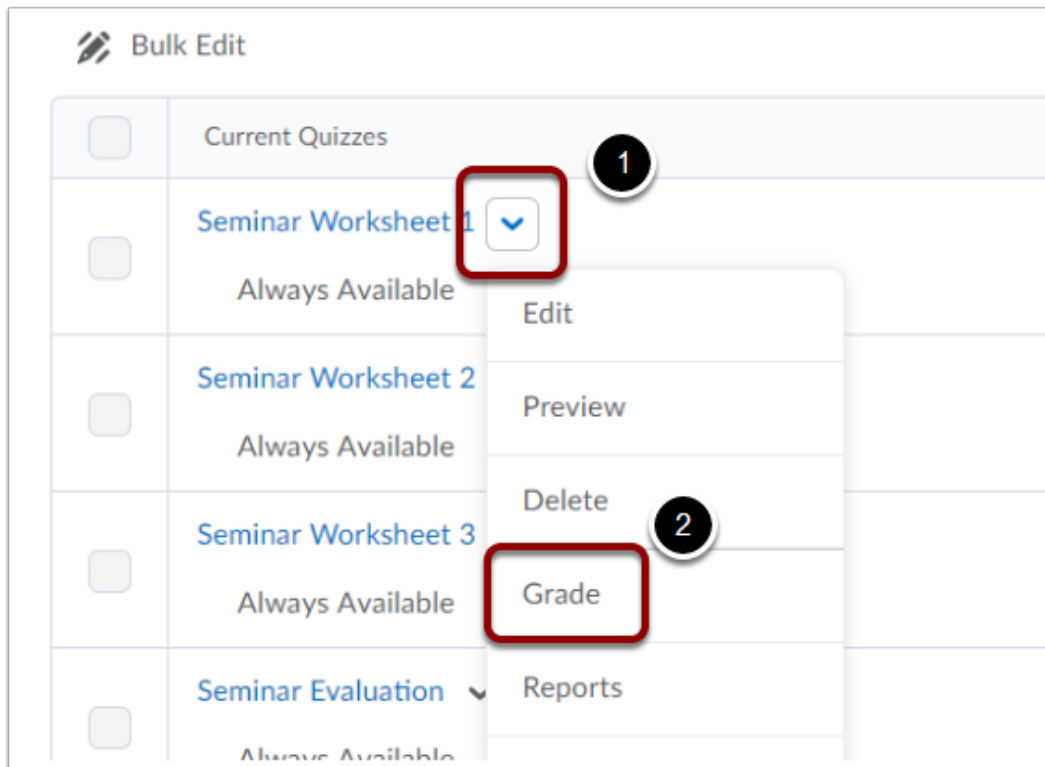
This article explains how to override the given grade on a quiz question for your whole class. This would be helpful if you want to give credit to the whole class for a bad question or one that was keyed incorrectly (drop the question).

Quizzes Tab



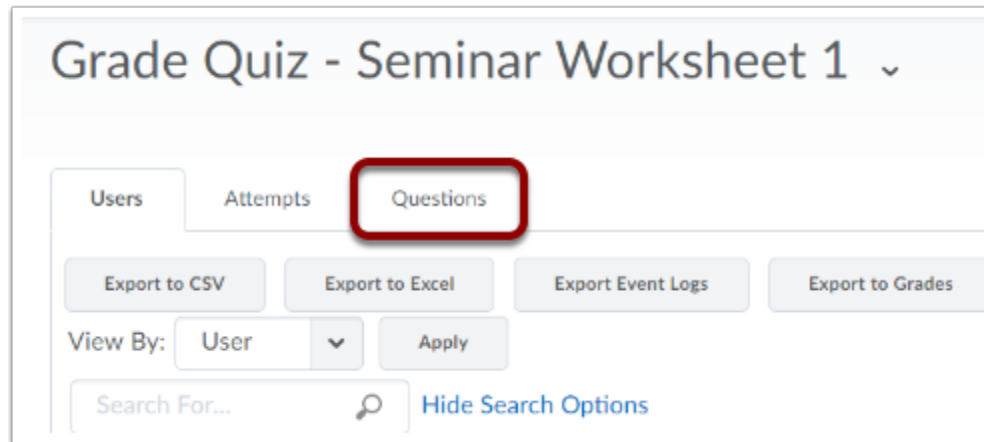
Select the Quizzes tab.

Grade Quiz



1. Click the drop-down arrow next to the quiz that you wish to grade.
2. Select Grade.

Questions Tab



Grade Quiz - Seminar Worksheet 1 ▾

Users Attempts **Questions**

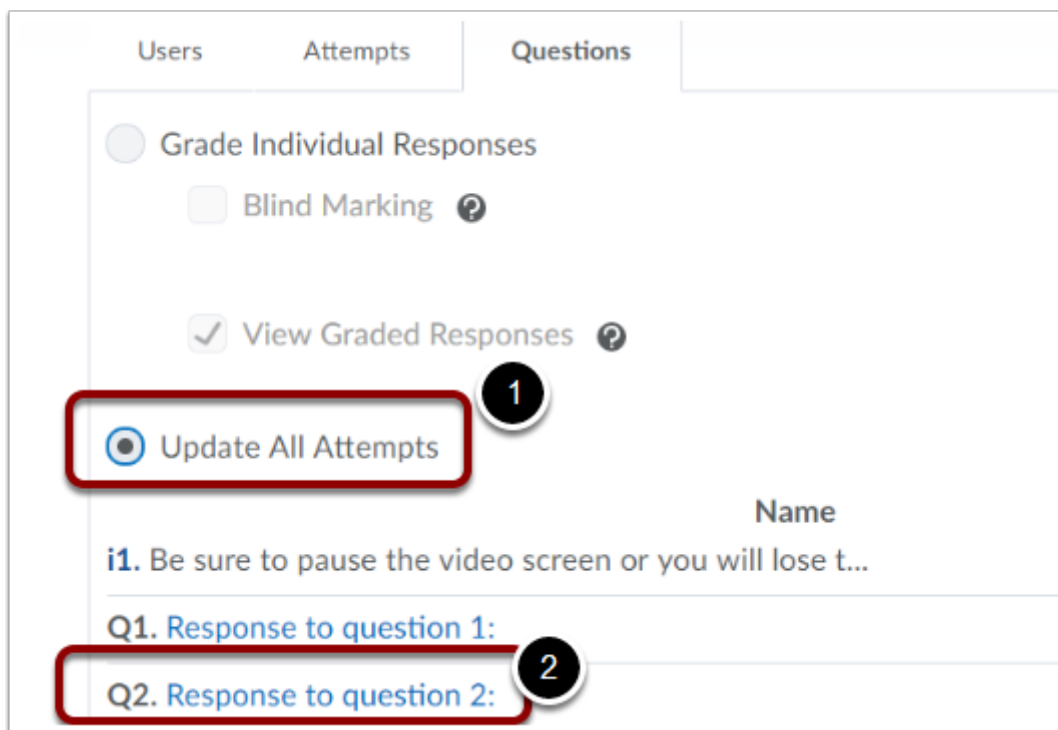
Export to CSV Export to Excel Export Event Logs Export to Grades

View By: User ▾ Apply

Search For... 🔍 [Hide Search Options](#)

At the top left of the screen, select the Questions tab.

Update All Attempts



Users Attempts Questions

☐ Grade Individual Responses

☐ Blind Marking ?

☒ View Graded Responses ?

1 ☒ Update All Attempts

Name

i1. Be sure to pause the video screen or you will lose t...

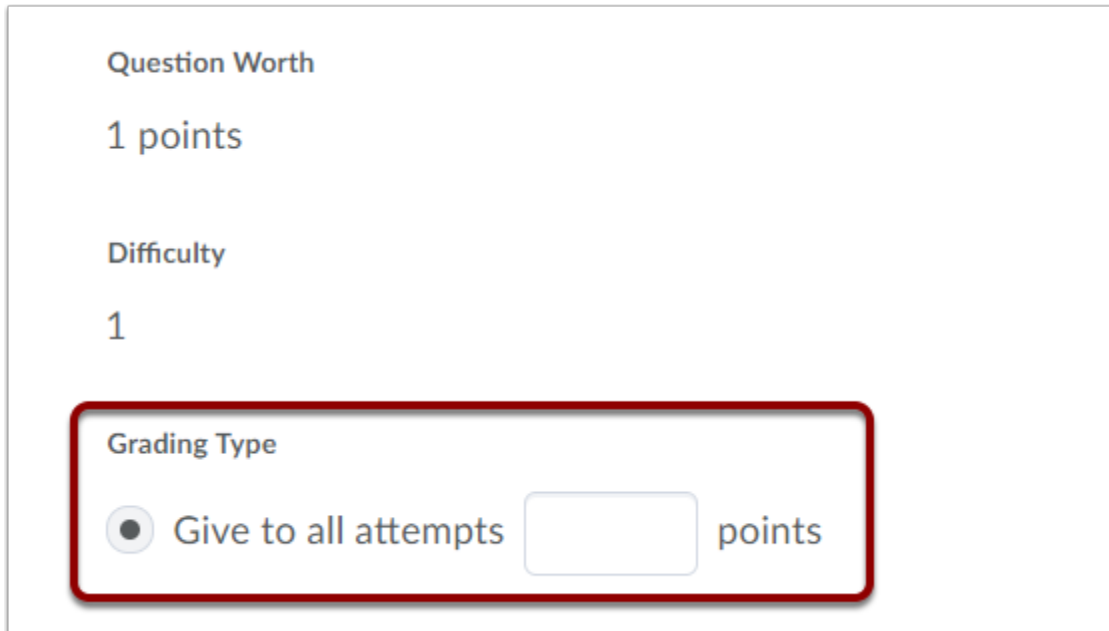
Q1. Response to question 1:

2 Q2. Response to question 2:

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1. Check the Update All Attempts radio button
2. Select the question that needs to be changed.

Grading Type - Option 1



Question Worth

1 points

Difficulty

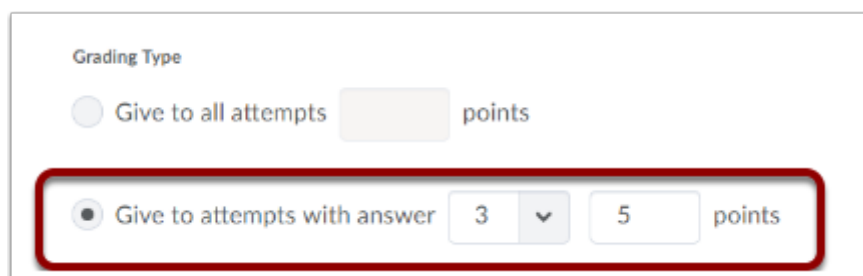
1

Grading Type

☒ Give to all attempts points

Option 1 allows you to give a certain number of points to everyone in the class for that question

Grading Type - Option 2



Grading Type

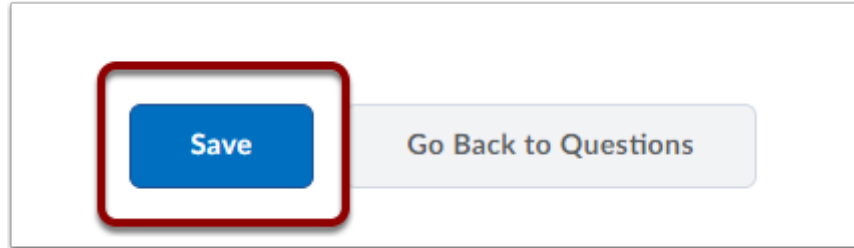
☐ Give to all attempts points

☒ Give to attempts with answer 3 ▼ 5 points

Option 2 allows you to give points only to individuals who selected a specific answer for that question.

NOTE: If you are using a Long Answer question type this option will not be offered.

Save



Click Save

How Do I Provide Standardized Feedback for Specific Responses to a Quiz Question?

This article addresses how to provide standardized quiz question feedback. Feedback of this nature can be specific to each individual response or can be given in respect to the whole question.

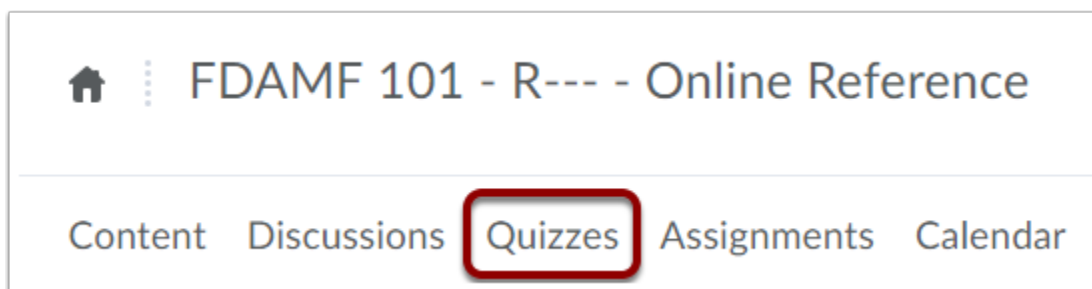
Customized feedback for individual students can be given as well. To learn more about providing this type of feedback click on the link below.

[How Do I Grade and Give Customized Feedback on a Quiz?](#)

To learn how students find this feedback click on this link. [How Do Students Find Quiz Feedback?](#)

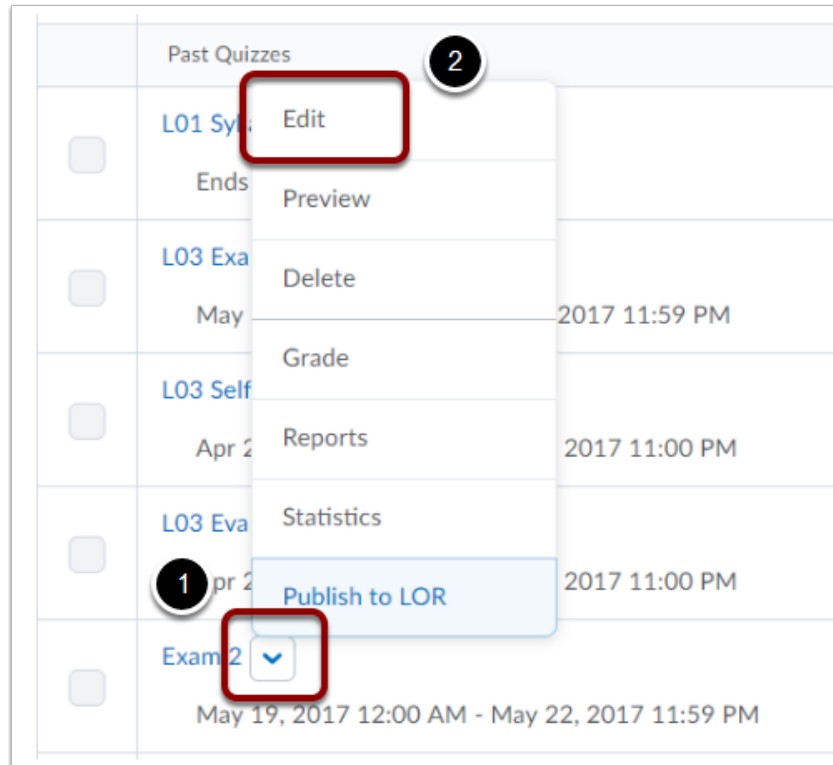
! Note - The steps below are meant to be completed during the setup or design of a quiz. If any students have already completed the quiz, following the steps below will result in duplicate copies of quiz questions and students will not see the feedback you create here. Online instructors should not use this article.

Quizzes Tab



Click on the Quizzes tab

Edit Quiz



1. Click on the pull down Menu next to the Quiz you would like to add the question to
2. Click on Edit

Add/Edit Questions

Quiz Questions

Questions per page: Apply ?

Paging: ☐ Prevent moving backwards through pages ?

☐ Shuffle order of questions at the quiz level
Also shuffles order of sections existing at the quiz level

Add/Edit Questions Edit Values

Page Name

1 Q1. I will not cheat on this exam by consulting outside ...

Click on the Add/Edit Questions button

Question Type

<input type="checkbox"/>	? Each of the following except one is found in the first amendment. Choose the one that is NOT found there. ▾	MC
<input type="checkbox"/>	? Which amendment is correctly matched with its content? ▾	MC
<input type="checkbox"/>	? Which amendment is correctly matched with its content? ▾	MC
<input type="checkbox"/>	? Which clause of the Constitution has been used to strengthen the power of the national government? ▾	MC
<input type="checkbox"/>	? U.S. Presidents serve four-year terms, U.S. senators serve four-year terms, and U.S. representatives serve two-year terms. ▾	T/F
Total: 20 Questions		

Select the question to give the feedback on. In this example the True/False Question type was chosen.

Give Feedback

The screenshot shows a feedback form with two callouts. Callout 1 points to a text area with a toolbar containing icons for video, image, link, and a dropdown menu, with the text "This answer is wrong because...". Callout 2 points to a "Question Feedback" section with a toolbar containing icons for video, image, link, a dropdown menu, bold, italic, underline, and a dropdown menu, with the text "Here are some things to think about in regard to this question...".

2 False 100

Expand question hint
Collapse question feedback

Question Feedback

This answer is wrong because...

Here are some things to think about in regard to this question...

1. This is where the canned responses specific to a given answer within the question is input.
2. This is where the canned question feedback is input.

Save

The screenshot shows three buttons: "Save" (blue), "Preview" (light gray), and "Cancel" (light gray). The "Save" button is highlighted with a red box.

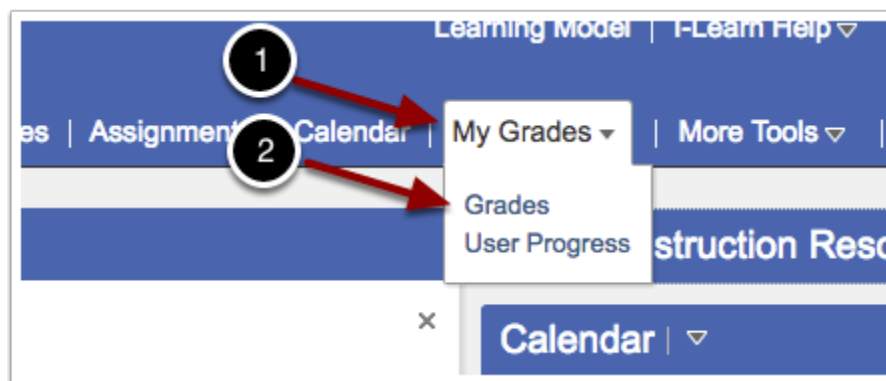
Save Preview Cancel

Click Save to save your question

How Do I Give my Whole Class General Feedback on a Quiz?

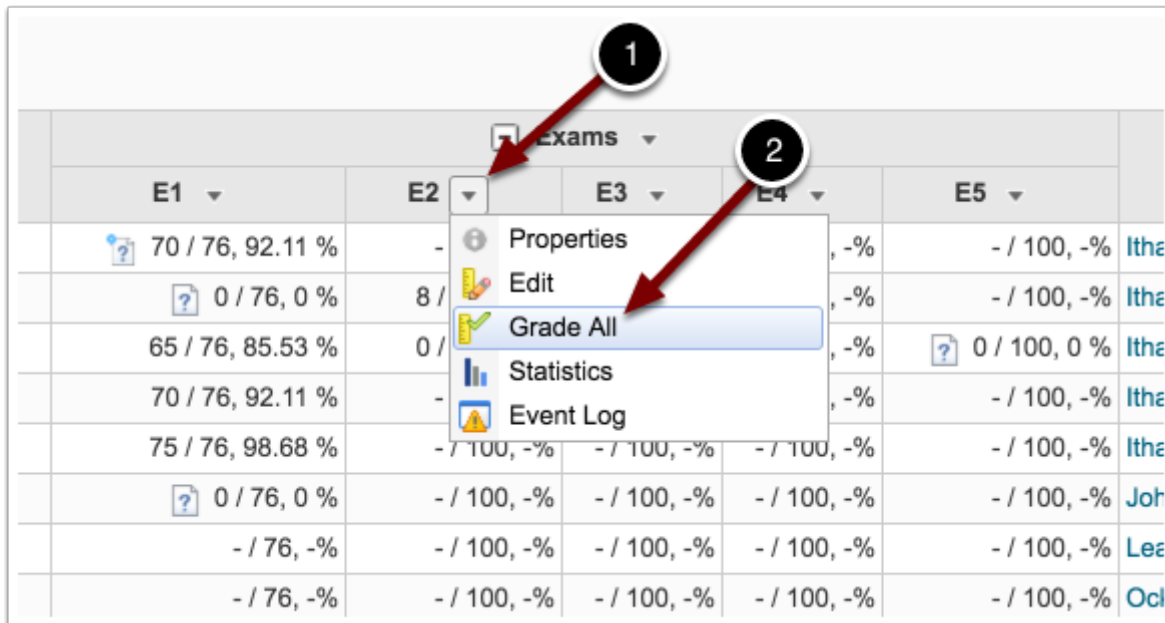
This feedback is used when you want all the students in your class to receive the same feedback in request to a given quiz.

My Grades



1. Click the **My Grades** tab
2. Select **Grades** from the menu

Grade All



The screenshot shows a table with columns E1, E2, E3, E4, and E5. A context menu is open for the E2 column, showing options: Properties, Edit, Grade All, Statistics, and Event Log. Red arrows and numbered circles indicate the steps to 'Grade All'.

E1	E2	E3	E4	E5
70 / 76, 92.11 %	-			- / 100, -%
0 / 76, 0 %	8 /			- / 100, -%
65 / 76, 85.53 %	0 /			0 / 100, 0 %
70 / 76, 92.11 %	-			- / 100, -%
75 / 76, 98.68 %	- / 100, -%	- / 100, -%	- / 100, -%	- / 100, -%
0 / 76, 0 %	- / 100, -%	- / 100, -%	- / 100, -%	- / 100, -%
- / 76, -%	- / 100, -%	- / 100, -%	- / 100, -%	- / 100, -%
- / 76, -%	- / 100, -%	- / 100, -%	- / 100, -%	- / 100, -%

1. Click on the arrow next to the quiz you would like to provide the general feedback for
2. Select **Grade All** from the menu

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Grade Item: Exam 2 ▾

Hide details and overall feedback ▾

Exam 2

Max Points
100

Grade Scheme
Percentage

Category
Exams

Overall
Feedback
(visible to all)

▶

≡

🖼️

🔗

▾

Paragraph ▾

⋮

abc ✓

</>

🔍

🔄

📊

Users

Input feedback into the **Overall Feedback** box.

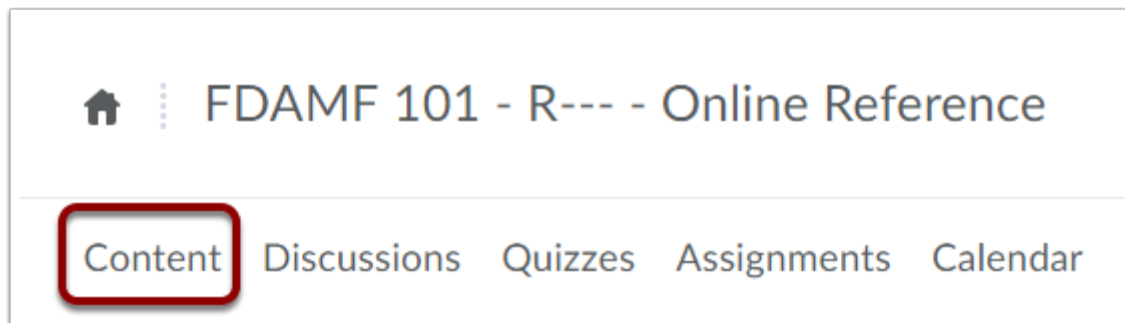
NOTE: This feedback will be visible to your students in the **Grades** area of their course.

Grading Quizzes (Video)

How Do I Know if a Quiz Was Submitted Late?

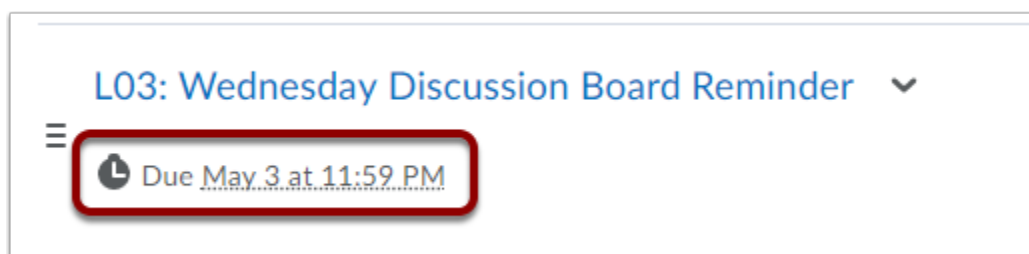
How to find out if a quiz was submitted late.

Content Tab



Click on the **Content** tab in the upper navigation bar.

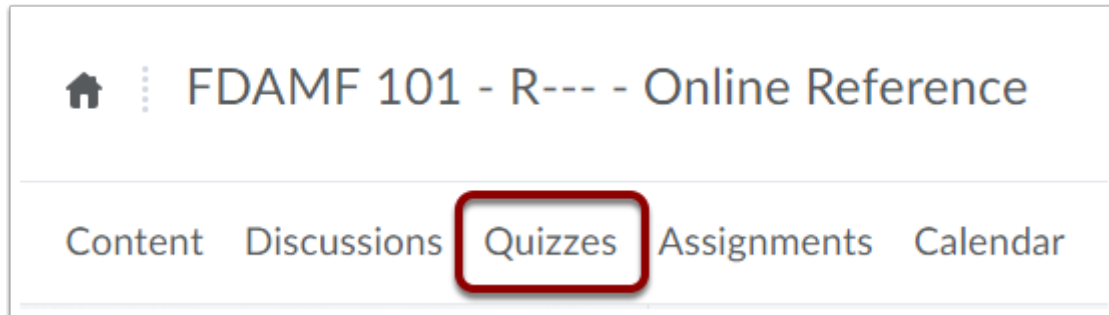
Check Due Date



Check the Due Date for the the quiz.

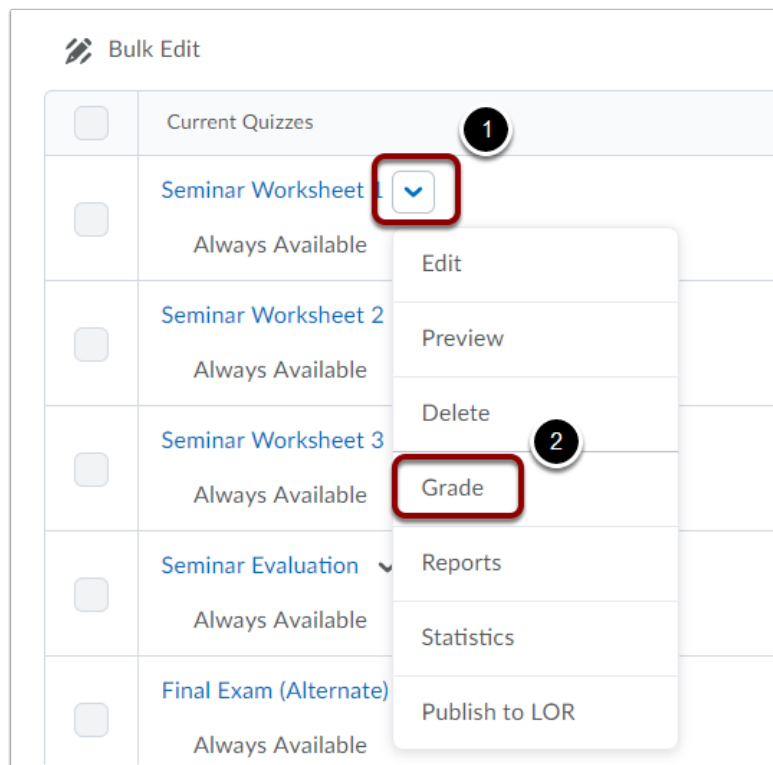
NOTE: Due dates and end dates are different.

Quizzes Tab



Click on the Quizzes tab in the upper navigation bar.

Grade



1. Click the drop-down arrow next to the quiz.

2. Select **Grade**.

Check Completion Date

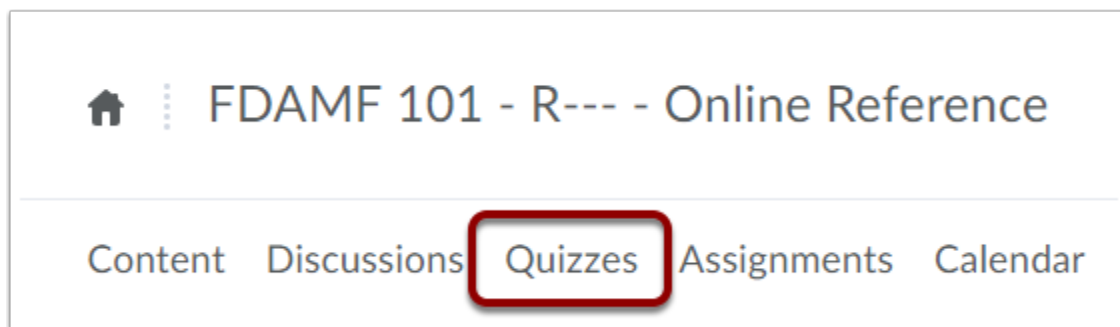
[Blurred Student Name]				
<input type="checkbox"/>	attempt 1	Aug 2, 2017 3:07 PM	0 / 6	F
	overall grade	-	-	

Look at the completion date next to each student's attempt. If they were completed after the due date, they are late.

How Do I Give Students an Extra Attempt on a Quiz?

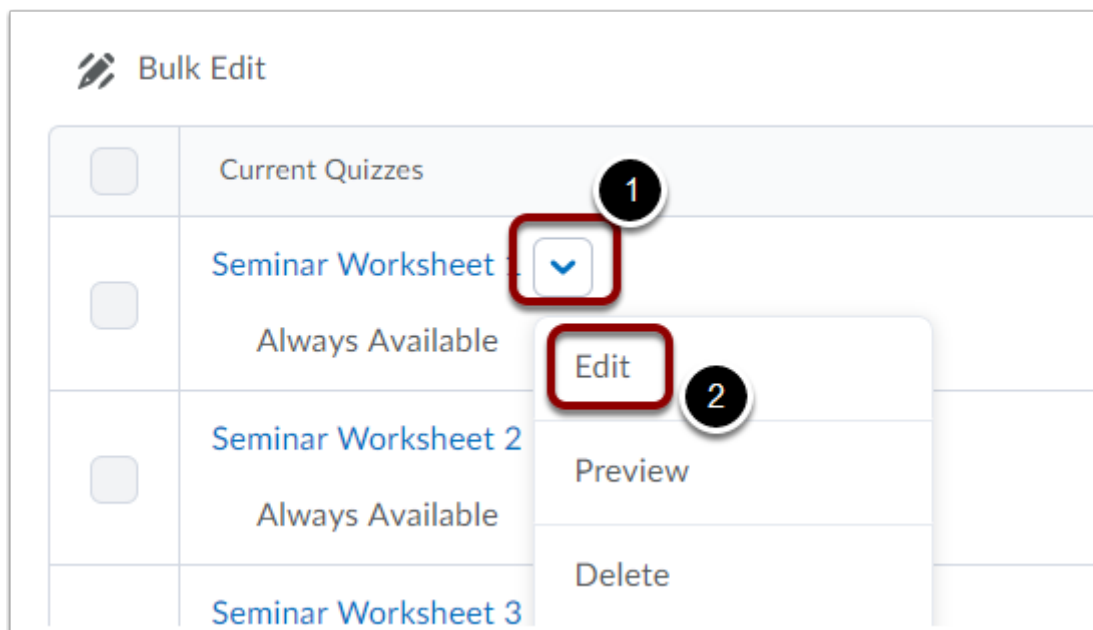
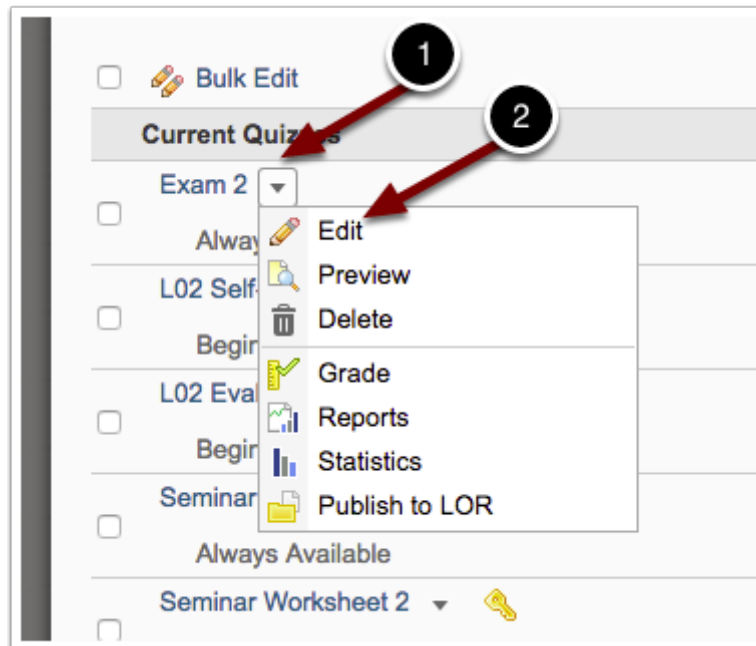
Exceptional circumstances often require a faculty or instructor to give a student additional attempts on a quiz. This guide shows the steps for accomplishing this.

Quiz Tab



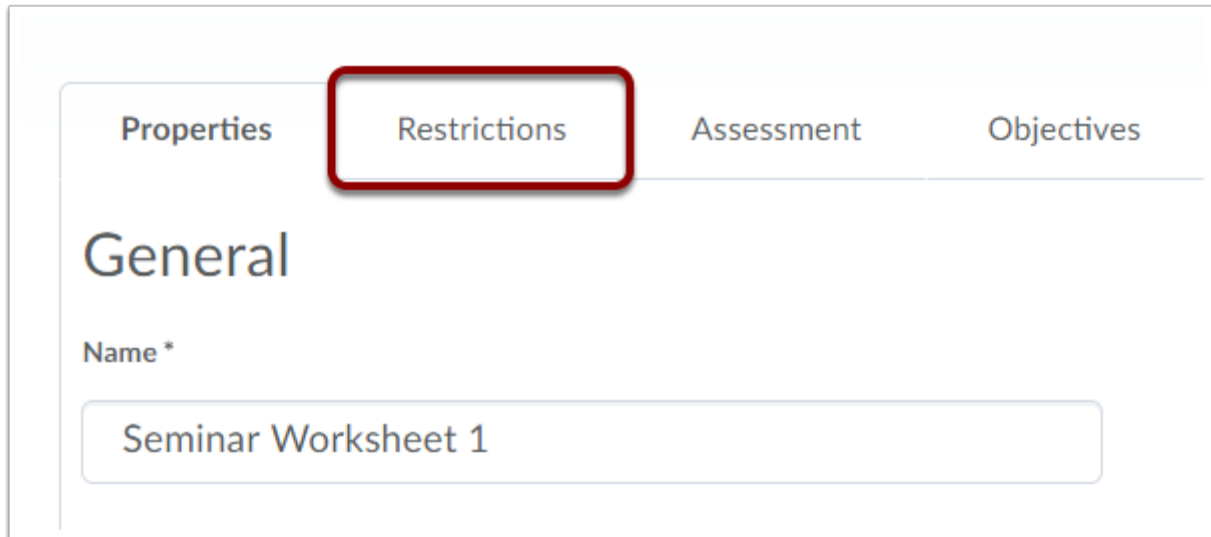
Click on the Quizzes tab

Select Quiz



1. Click the drop down menu of the quiz to be edited
2. Select **Edit**

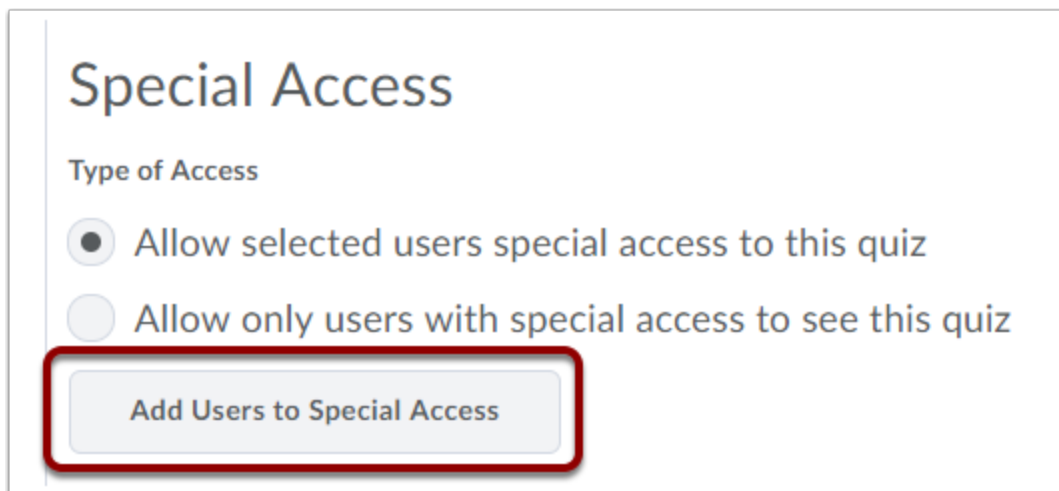
Restrictions



The screenshot shows a web interface with four tabs: Properties, Restrictions, Assessment, and Objectives. The Restrictions tab is highlighted with a red rectangular border. Below the tabs, the word "General" is displayed. Under "General", there is a label "Name *" followed by a text input field containing the text "Seminar Worksheet 1".

Click the Restrictions tab.

Special Access



The screenshot shows a section titled "Special Access". Below the title, there is a label "Type of Access" followed by two radio button options. The first option, "Allow selected users special access to this quiz", is selected with a filled radio button. The second option, "Allow only users with special access to see this quiz", is unselected with an empty radio button. At the bottom of the section, there is a button labeled "Add Users to Special Access" which is highlighted with a red rectangular border.

Scroll to the bottom of the page and click on the Add Users to Special Access button.

Override Attempts

The screenshot shows the 'Attempts' configuration section. At the top, there is a checkbox labeled 'Override attempts allowed' with a red box and the number 1 next to it. Below this, the 'Attempts Allowed' section features a dropdown menu currently set to '1' and an 'Apply' button with a red box and the number 3 next to it. The dropdown menu is open, showing options 'Unlimited', '1', '2', '3', '4' (highlighted with a red box and the number 2), '5', and '6'. A note below the dropdown states: 'At Conditions will appear if a number of attempts from 2 to 10 is applied.'

1. Click the Override attempts allowed check box
2. Choose the number of attempts you would like to give for this exception
3. Click Apply

Advanced Attempts Conditions

The screenshot shows the 'Advanced Attempt Conditions' section. It includes a title 'Advanced Attempt Conditions', a descriptive paragraph: 'To restrict access to attempts, enter a minimum and/or maximum percentage (0 - 100) that needs to be achieved on the previous attempt to qualify for another attempt.', and a note: 'If the minimum and/or maximum percentage is left blank, it will not apply. If both are left blank, then there is no restriction.' Below this is a form with a red border containing the text 'Attempt 2 - Min:' followed by a text input field, then '% Max:' followed by another text input field, and finally '% on Attempt 1'.

If you want to release additional attempts based on the student's quiz score you can set the Advanced Attempts Conditions. If boxes are left blank there are no attempt restrictions.

Select Users

Users

View By: User ▼ Apply

🔍 [Show Search Options](#)

<input type="checkbox"/>	First Name ▲, Last Name, Id
<input type="checkbox"/>	[Blurred]
<input checked="" type="checkbox"/>	[Blurred]
<input type="checkbox"/>	[Blurred]
<input checked="" type="checkbox"/>	[Blurred]
<input type="checkbox"/>	[Blurred]

1. Filter the class to help you find the correct student(s) if needed.
2. Check the box next to the students to receive special access.

Add Access

Add Special Access Cancel

Click Add Special Access button

Check Access





Special Access

Type of Access

☒ Allow selected users special access to this quiz

☐ Allow only users with special access to see this quiz

Add Users to Special Access

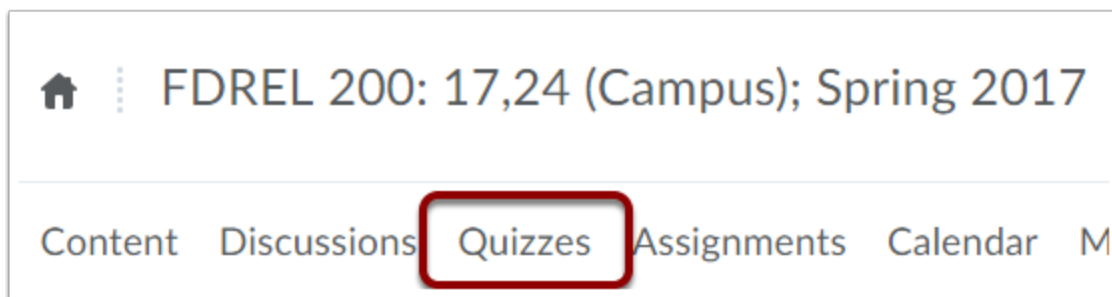
[Redacted]	2 Attempt(s)	 
Always Available		
[Redacted]	2 Attempt(s)	 
Always Available		

Check to ensure the right students were granted the desired access.

How Do I View Quiz Statistics?

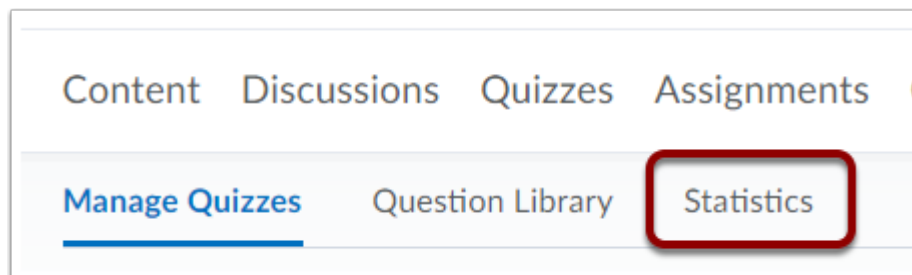
There are various quiz statistics that are available to teachers within I-Learn. Among them are quiz statistics, user statistics, and question statistics.

Quizzes



Click on Quizzes.

Statistics Tab



Click on the tab titled Statistics.

Quiz Average Statistics

Past Quizzes	Quiz Averages
Syllabus Quiz	97.98 %
Pre Course Survey	100.00 %
Unit 1 Day 1	99.62 %

At this point you can see the class average score for all quizzes in your course.

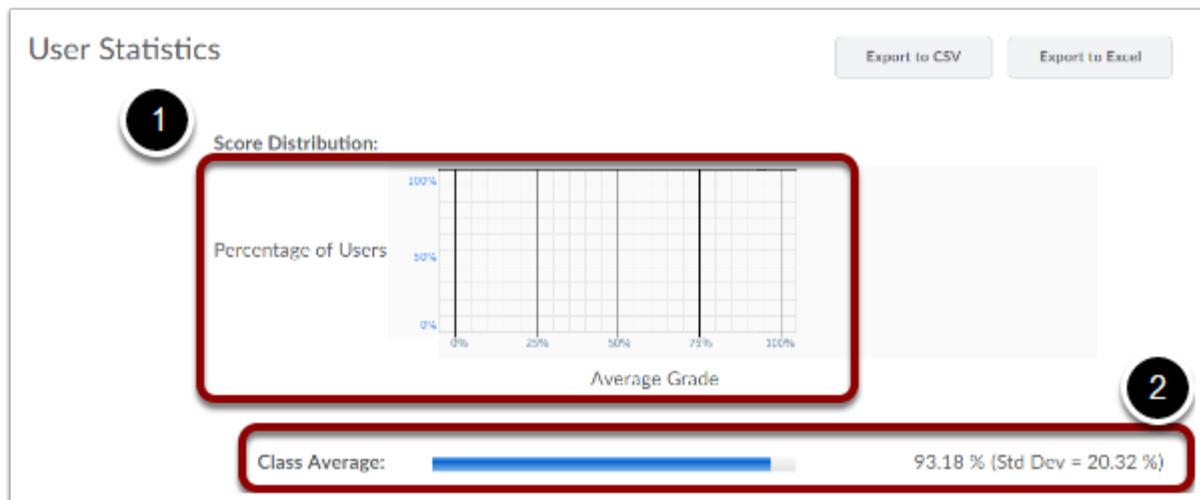
Quiz Statistics

Past Quizzes
Syllabus Quiz
Pre Course Survey
Unit 1 Day 1
Unit 1 Day 3
Unit 1 Day 4
Unit 1 Day 2

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Each quiz name is a hyperlink. Find the quiz for which you'd like to see more detailed statistics. Then click on it's name.

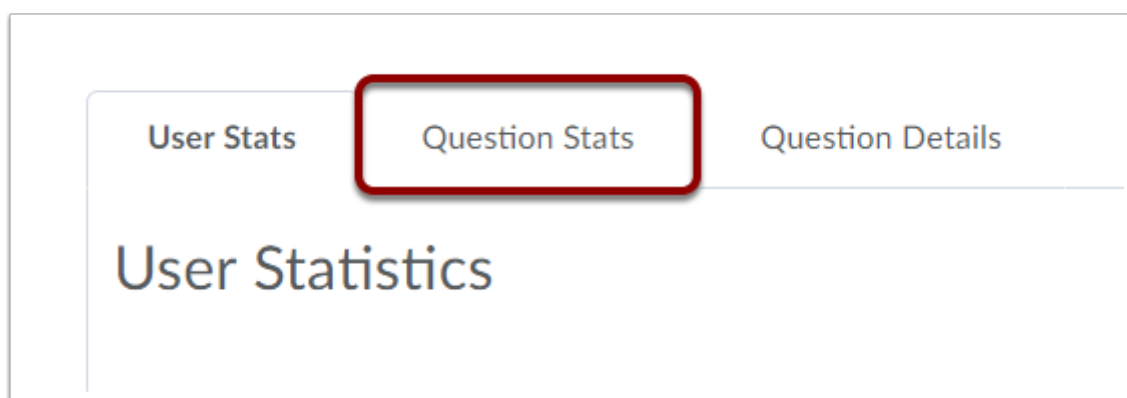
User Statistics



1) This area will show a graph representing the grade distribution for this quiz.

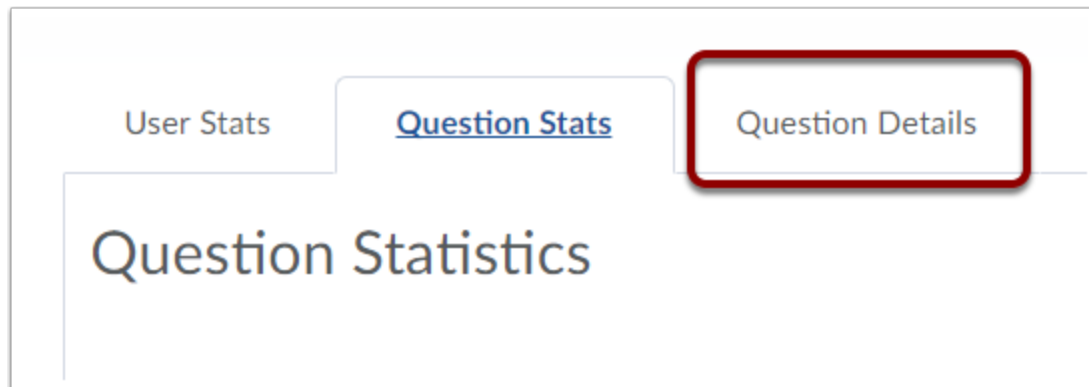
2) This graph shows the class average the standard deviation.

Question Statistics



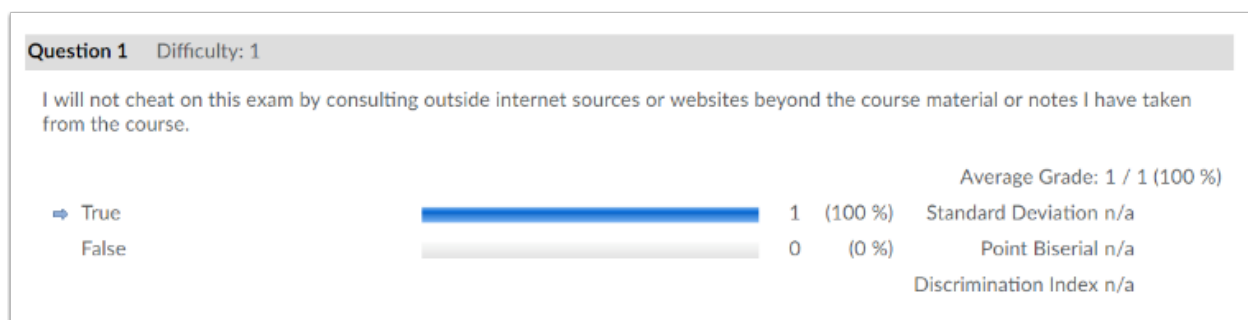
To view question statistics, click on **Question Stats**. Question stats display score distribution, standard deviation, discrimination index, and poing biserial per question.

Question Details



Click on Question Details.

Question Details Explained



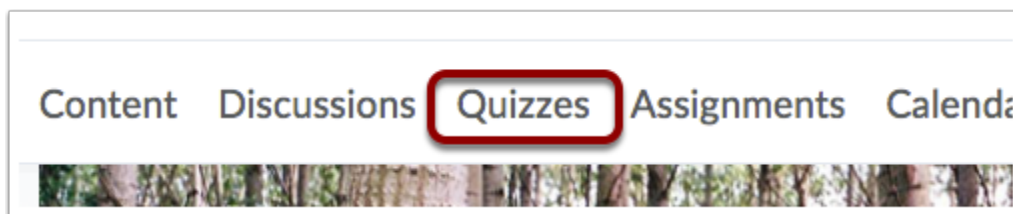
Question details will show all questions for this quiz, the correct answers, and how many students selected each question answer, and the percent of students that answered each question answer.

- 💡 You might also be interested in:
- [How do I View Discussion Statistics?](#)

How Do I Grant a Student Special Access to a Quiz?

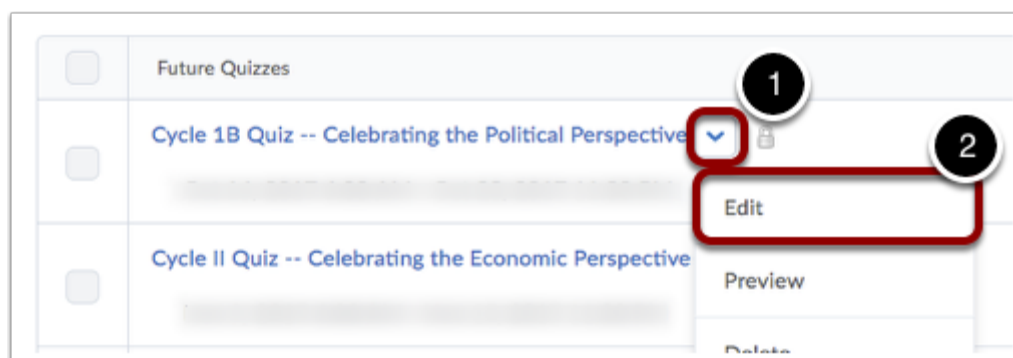
Special Access allows an Instructor to override start dates and end dates, time limits, and attempts allowed in a Quiz. These features are often required to address the needs of a student with exceptional circumstances.

Quizzes Tab



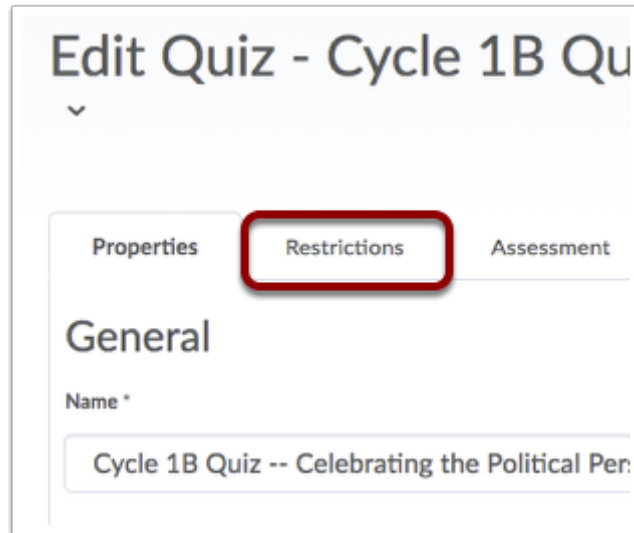
Click the Quizzes tab.

Edit Quiz



1. Click the arrow to the right of the quiz you wish to grant access to.
2. Select **Edit** from the menu.

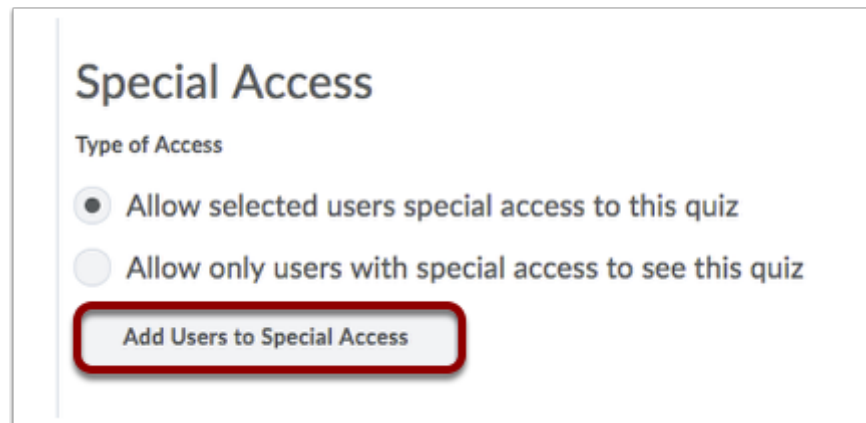
Restrictions Tab



The screenshot shows the 'Edit Quiz - Cycle 1B Qu' interface. At the top, there are three tabs: 'Properties', 'Restrictions', and 'Assessment'. The 'Restrictions' tab is highlighted with a red rectangular border. Below the tabs, the 'General' section is visible, featuring a 'Name *' field with the text 'Cycle 1B Quiz -- Celebrating the Political Per'.

Click the Restrictions tab.

Add Users Button



The screenshot shows the 'Special Access' section. It includes a 'Type of Access' heading and two radio button options: 'Allow selected users special access to this quiz' (which is selected) and 'Allow only users with special access to see this quiz'. At the bottom of the section, there is a button labeled 'Add Users to Special Access', which is highlighted with a red rectangular border.

Scroll down and click the Add Users to Special Access button at the bottom.

Special Access Dates

Availability

☒ Has Start Date

6:00 AM Now

United States - Boise

☒ Has End Date

11:30 PM Now

United States - Boise

Check the boxes and select the dates to set the date parameters for the special access.

! Note: If you are granting early access to a quiz, then the student will need to access this quiz through the Quizzes tool in the navbar. Special access will not grant early access to the content module.

Special Access Time Limit

Timing

☒ No changes ☐ No enforced time limit ☐ Enforced time limit

Select a time limit option to set the time limit parameters for the special access.

Special Access Attempts

Attempts

☐ Override attempts allowed

1

Attempts Allowed

1

▼

Apply

2

Optional Advanced Attempt Conditions will appear if a number of attempts from 2 to 10 is applied.

Check the box to change the maximum number of attempts allowed for special access.

Select Students

The screenshot shows a 'Select Students' dialog box. It contains a table with student names and checkboxes. The following table represents the data shown in the image:

Student Name	Selected
Allen	<input type="checkbox"/>
Allie	<input checked="" type="checkbox"/>
Alyssa	<input checked="" type="checkbox"/>
Amber	<input type="checkbox"/>
Amelia	<input checked="" type="checkbox"/>
Andrew	<input type="checkbox"/>

At the bottom of the dialog, there are two buttons: 'Add Special Access' (highlighted with a red box and a '2' in a circle) and 'Cancel'. A '1' in a circle points to the checkboxes in the table.

1. Select the box(es) next to the student(s) you wish to grant special access to.
2. Click Add Special Access.

Check

Special Access

Type of Access

☒ Allow selected users special access to this quiz

☐ Allow only users with special access to see this quiz

Add Users to Special Access

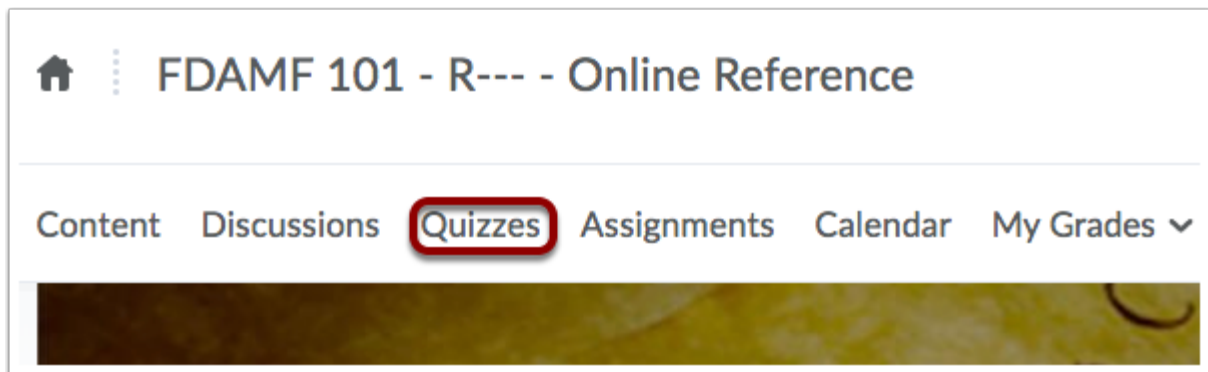
- Peter

Save and Close Save Cancel

1. Note the selected students have been granted special access.
2. Click Save and Close.

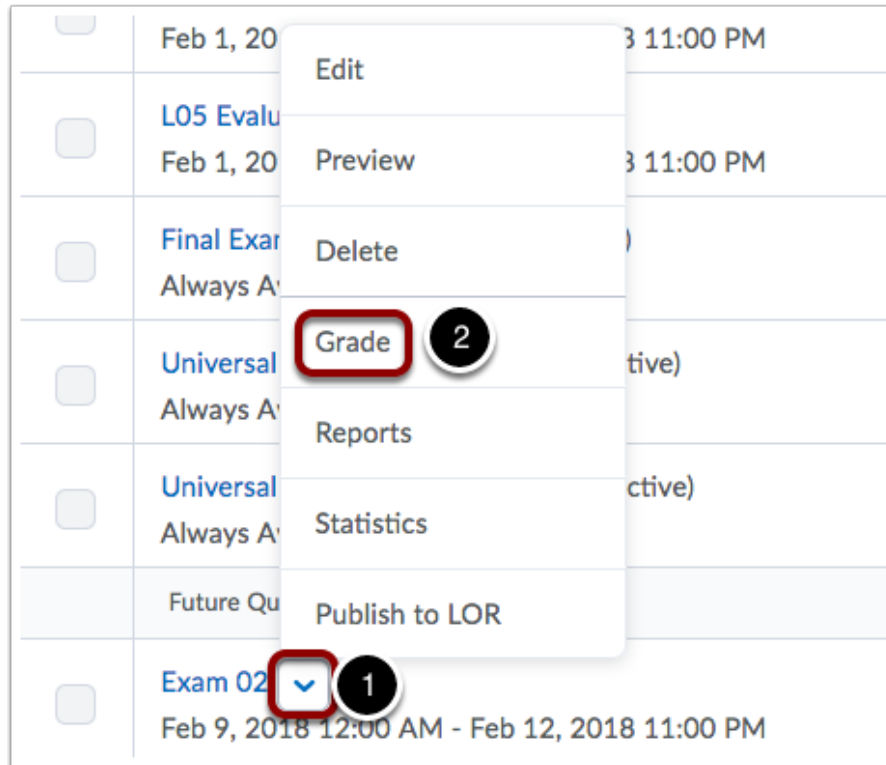
How Do I Give Points to All Students for a Specific Quiz Question?

Quizzes



While on the course page in I-Learn, click on quizzes.

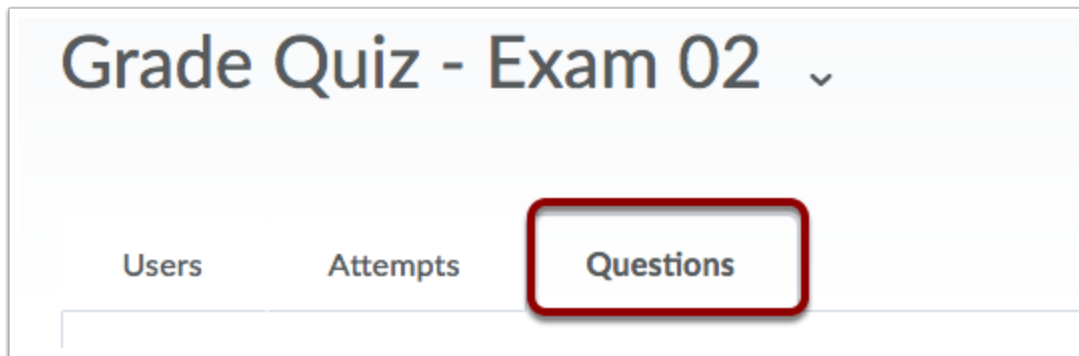
Find Desired Quiz



Once you have located the desired quiz:

1. Click on the **drop down arrow** next to the title.
2. Click on **Grade**.


Questions



The screenshot shows a web interface for grading a quiz titled "Grade Quiz - Exam 02". Below the title, there are three tabs: "Users", "Attempts", and "Questions". The "Questions" tab is highlighted with a red rectangular border.

Click on the third tab labeled "Questions".

Update All Attempts



The screenshot shows a form with three radio button options. The first option is "Grade Individual Responses", which is currently selected. Below it is "Blind Marking" with an unchecked checkbox and a help icon. The second option is "View Graded Responses" with a checked checkbox and a help icon. At the bottom, the "Update All Attempts" option is highlighted with a red rectangular border and has its radio button selected.

By default, "Grade Individual Responses" will be checked. You will need to check "Update All Attempts"

Locate Desired Question

RQ1. Which of the following was NOT a reason that helped ...
RQ2. What was the name of the man who rallied farmers and...
RQ3. Who is often referred to as the Father of the Consti...
RQ4. Which of the plans presented at the Constitutional C...
RQ5. The _____ solved the most difficult ...

Click on the desired question to give points to.

Grant Points

Grade

Question Worth

4 points

Difficulty

1

Grading Type

1

☒ Give to all attempts

points

2

☐ Give to attempts with answer

1

▼

points

1. Here you can add points to all the students who attempted the question.

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2. You can also give points according to a specific answer.