

Quick Start Guide to: Building a Quiz

Step 1: Build your Quiz questions in the **Question Library**. For help with building questions in the Question Library visit our Question Library Help page at: <http://help.d2l.arizona.edu/QL>.

Step 2: Click the **New Quiz** button to create a new quiz. From within the **Properties** tab name your quiz and complete any additional desired settings. For more information about the options available in the **Properties** tab visit our help pages at: <http://help.d2l.arizona.edu/QZProp>

Step 3: From within the **Properties** tab click the **Add/Edit Questions** button, and then import your questions from the **Question Library**. For help with importing questions to your quiz visit our help pages at: <http://help.d2l.arizona.edu/QZAEQuest>

Step 4: Click the **Restrictions** tab and set all desired date and time restrictions. You may also use the **Special Access** section on this page to give alternate Start, Due and/or End dates to individuals requiring special accommodations for the assignment. For more information about the options available on the **Restrictions** tab visit our help pages at: <http://help.d2l.arizona.edu/QZRestrict>

Step 5: Click the **Assessments** tab to link your quiz to your gradebook, set grading options and specify the number of attempts students have at the quiz. For more information about the options available on the **Assessments** tab visit our help pages at: <http://help.d2l.arizona.edu/QZAssess>.

Step 6: Click the **Submission Views** tab if you would like to control what student see after submitting their quiz attempt. Some options include enabling students to see questions they answered, the correct answer for each question, score distribution and more. For more information about the options available on the **Submission Views** tab visit our help pages at: <http://help.d2l.arizona.edu/QZSubView>.