UNIVERSITY OF CALGARY
CONTINUING EDUCATION

Support for Quiz Creation in D2L

Learning Services staff can assist instructors in the creation of D2L quizzes by importing quiz data on their behalf. This can save hours of time for instructors.

This document outlines the requirements for the instructor-provided source document and other considerations.

Instructors are to please submit their correctly formatted quiz file to Learning Services at least **3 weeks** in advance of the quiz launch.

Submitted source files that do not adhere to the requirements provided in this document may be returned to the instructor with notes on necessary edits.

Quiz Design

The best designs for online testing are those that randomly draw questions from a large question pool and that re-order the answer choices (i.e. The answer to the same question might be 'b' for one student, but 'd' for another). Author as many questions as possible such that a random subset will be substantial enough for the experience. For example, if you require a 50 question exam, have 75 questions to draw from.

Formatting Requirements

To facilitate the import of quiz data into D2L, the following requirements apply:

- **File must be saved as a text file** (.txt): Submitting a source file in Word format will not work. The source must be sent as a plain text document. The best approach is to author the quiz questions in Notepad (or other text utility) or (if you have existing content in Word) to copy the Word file content into Notepad (or other text utility), then format according to the standard described below.

- **File cannot have any text formatting or mark-up (e.g. bolding, italics)**

- **Spell-check/Grammar**: Please make sure your questions/answers are spell-checked and written correctly. Learning Services staff will not perform any text editing.

- **Be aware of randomization effects**: Please be aware that answer choices such as 'All of the above', 'None of the above' or 'B and C are correct' cannot be used because of the potential randomization of answers.

  Consider these word substitutions:

    o "Both bacon and coffee are correct "
    o "All of the given answers are correct"
    o "None of the given answers are correct"

Question Formatting: To be followed exactly

Each question must begin with a question number followed by a period. Provide one space after the period and write the question. Each answer choice must begin with a lower case letter followed by a period. Leave one space and list the answer. The correct answer must have an asterisk in front of its letter, with no space between the asterisk and the letter. There should not be a return or empty line between the question and the answer choices.

Please read on for examples and specific requirements by question type.

Multiple Choice:

(Correct answer indicated with asterisk at the front)

1. What colour is the sky?
a. Red
b. Orange
*c. Blue
d. Pink

True/False:

(Correct answer indicated with asterisk at the front)

8. The sun rises in the east.
*a. True
b. False

Matching:

(You must enter the 'Type: MT' line)

Type: MT
3. Match the capital cities with their province.
Edmonton = Alberta
Victoria = British Columbia
Regina = Saskatchewan

Multiple Answers:

(You must enter the 'Type: MA' line)

Type: MA
5. What colours are in the Canadian flag?
*a. Red
b. Orange
*c. White