Taking a Quiz on D2L

1. Login to D2L and select the course you will be taking the quiz for. You can select your course from your D2L homepage by clicking on it in the My Courses widget or clicking on it in the “Select a course...” dropdown menu.

1a. Go to the My Courses widget
1b. Go to the “Select a course...” dropdown menu

2. Now you will be on your course homepage. You can get to your quiz in one of two ways. The first is by going to the Update widget and clicking on “Quizzes Not Attempted.” This will bring you to a Quiz List page. Please note that if you have attempted all the class quizzes at least once then the “Quizzes Not Attempted” link will not be there. If this is the case and you do not see the “Quizzes Not Attempted” link then go to step 3.

2a. Click on the course you will be taking the quiz for
2b. Click on the course you will be taking the quiz for
1. Click on the Assessments dropdown menu

2. Click on Quizzes

3. The second way you can get to your quiz is by clicking on the Assessments dropdown menu and then click on Quizzes. This will also bring you to the Quiz List page.

Quiz List Page:
Quiz List Page:

4. The Quiz list will list all the class quizzes, even the ones you have already completed. Notice that your professor can give you a certain number of quiz attempts. The quiz attempts will be anywhere from 1 to unlimited. This list will also keep track of how many attempts you have taken for each quiz. Your professor can put a quiz period/window on each quiz, which will be written below each quiz. This means you will have to complete the quiz within the quiz period/window. Your professor can also categorize the class quizzes.

5. When you are ready to take the quiz click on the quiz link on the Quiz List page.
6. A quiz summary page will appear. This page may or may not have a quiz description depending on whether or not your professor provides a quiz description or directions. There will be quiz details, like what time it is, the D2L user, quiz period, time allowed, attempts allowed, and the number of times you attempted the quiz. There will also be quiz instructions. Make sure you read the quiz description, details, and instructions before you begin the quiz.

7. Once you have read the quiz description, details, and instructions click on “Start Quiz!” when you are ready to take the quiz.
8. A confirmation window will come up. Click OK to start the quiz. Click Cancel if you do not want to start the quiz.

9. Now your quiz will appear. The quiz could be multiple choice, fill in the blank, short answer, true and false, matching, etc. or a combination of these types of questions.
10. After you answer each question there will be an option to Save. It is recommended that you save your answer to each quiz question before moving on to the next question. To do this click on the Save icon below each quiz question. Notice in the top left hand corner of the quiz there is a section that keeps track of which quiz questions you have saved answers for.
11. When you are ready to submit your quiz scroll to the bottom of the quiz. Click on “Save all Responses” to save all your quiz answers. Then click on “Go to Submit Quiz.” This will bring up a Quiz Submission Confirmation page or window. Read what is on the page. If you are happy with your answers and want to submit your quiz click on Submit Quiz.
1. Click on “Save All Responses”
2. Click on “Go to Submit Quiz”
3. Read what is on the Quiz Submission Confirmation page/window
4. Click on “Submit Quiz”

12. Then a Quiz Submission window will appear. Click on “Yes, submit quiz” to submit your quiz. Click on “No, don’t submit quiz” if you do not want to submit your quiz yet.
13. Once you click on “Yes, submit quiz” a Quiz Submissions page will come up. This page will vary depending on how your professor has it setup. It should at least tell you that your quiz has been submitted successfully. Below is an example Quiz Submissions page.

![Quiz Submissions Page]

14. When you are done viewing the Quiz Submissions page you can click on close, click to another area of D2L, or logout of D2L.