

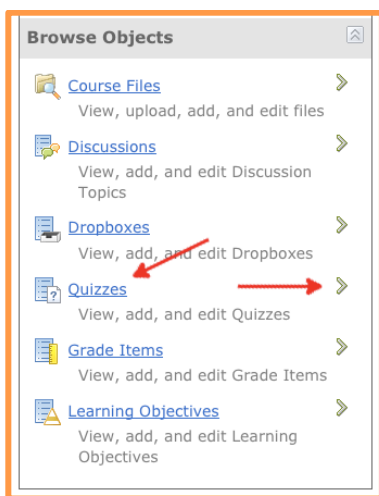
This step-by-step guide will demonstrate how to browse Quizzes using the **Course Builder** tool in Desire2Learn (D2L).

Course Builder: Browse Quizzes

1. Open **Course Builder**.

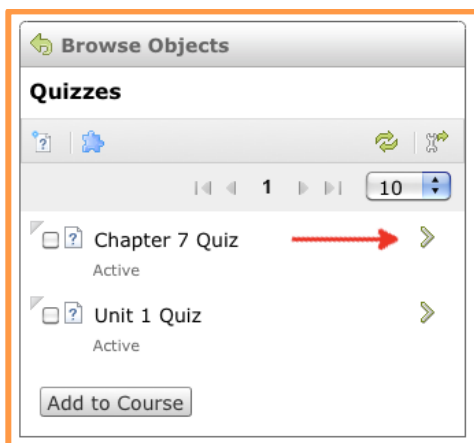
View Quizzes

2. Select **Quizzes** from the **Browse Objects** section of the **Toolbox**.

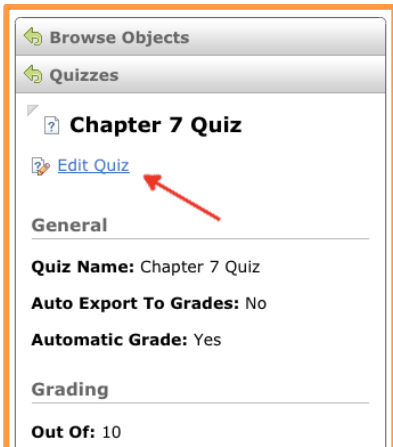


Edit Quiz Settings

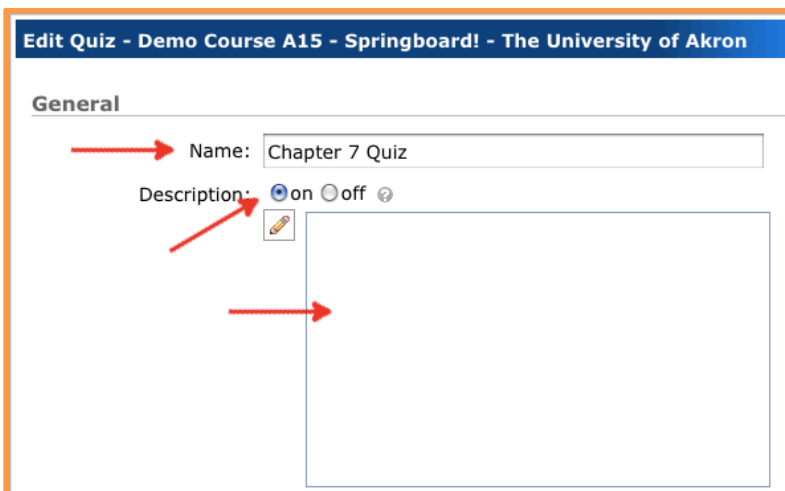
3. Select the **Quiz** you would like to edit.



4. Select **Edit Quiz**.

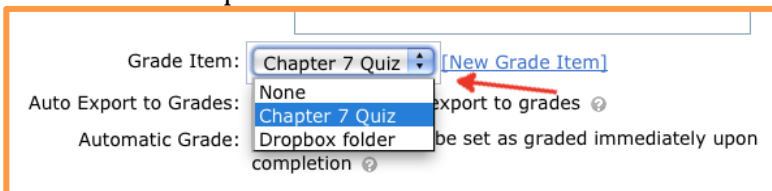


5. Edit the **Name** of the quiz.



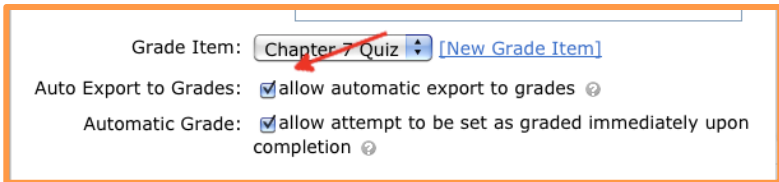
- a. *Optional*: Enter a **Description** for the quiz.
- b. *Optional*: Select the **on** button to display the description to students.

6. *Optional*: To associate the quiz with an existing grade item, select the item from the **Grade Item** dropdown menu.

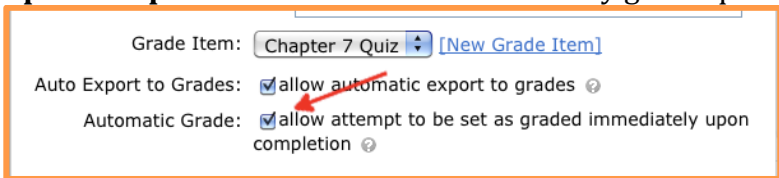


Note: Refer to the *Course Builder: Create Grade Item* guide for detailed information on creating a new grade item.

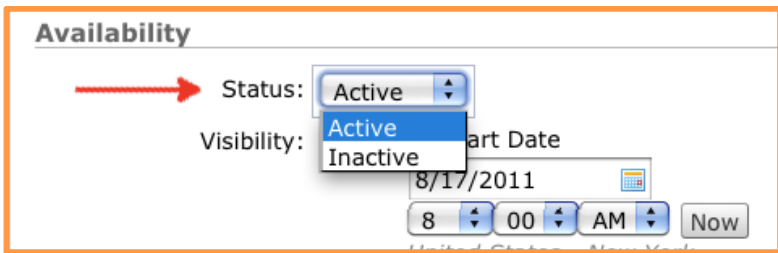
- 7. *Optional:* Place a checkmark in the **allow automatic export to grades** checkbox to automatically send graded attempts to the associated grade item in the Gradebook. Note: This option is not available if the quiz is not associated with a grade item.



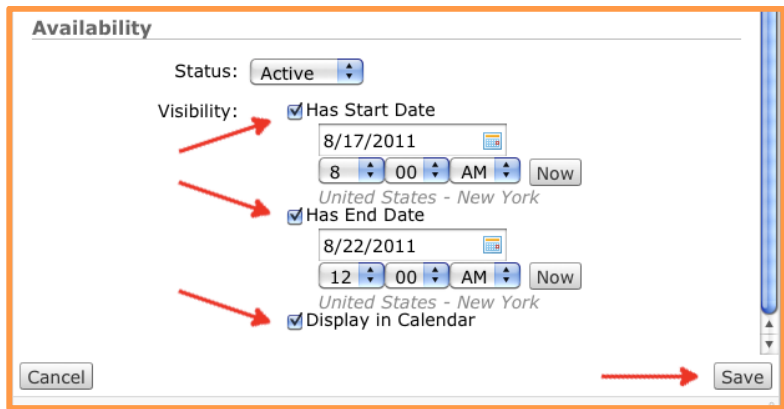
- 8. *Optional:* Place a checkmark in the **allow attempt to be set as graded immediately upon completion** checkbox to automatically grade quiz attempts.



- 9. Update the status of the quiz using the **Status** dropdown menu.
 - a. Select **Active** to allow students to access the quiz.
 - b. Select **Inactive** to prevent students from accessing the quiz.



- 10. *Optional:* Set or edit the **Start Date/time** and/or the **End Date/time**.
 - a. *Optional:* If the **Has Start Date** and/or **Has End Date** is selected, select **Display in Calendar**.

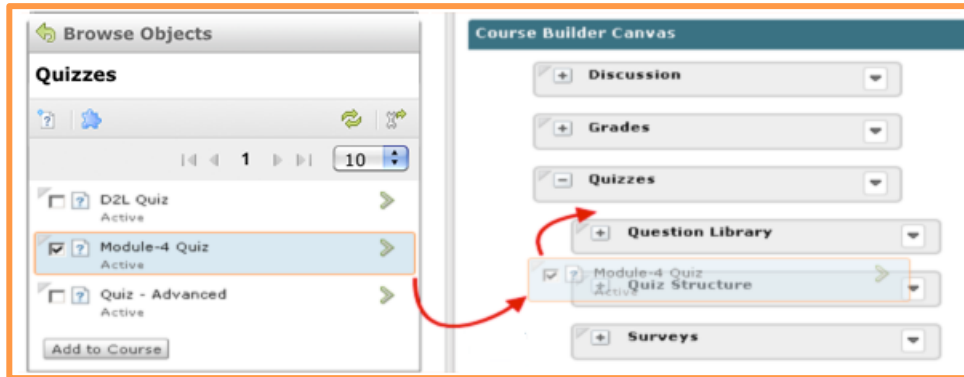


- 11. Select **Save**.

Add Link to Quiz to Content

12. Quizzes can be added to Content in either of the following ways:

- a. Drag the Quiz from the **Quizzes** panel of the **Toolbox** to the desired location on the **Course Builder Canvas**.



- b. Place a checkmark to the left of the desired quiz(es).
 - i. Select the **Add to Course** button.
 - ii. Select the location within the course structure to add the selected object(s).

