

Create & Manage Quizzes in Brightspace

Objectives

By following the guide, you will be able to:

- Part 1: Locate the Quiz tool
- Part 2: Create Quiz Questions in the Question Library
- Part 3: Create a Quiz
- Part 4: Create a Question Pool in a Quiz to Select Random Questions
- Part 5: Import Questions into a Quiz from the Question Library
- Part 6: Preview a Quiz
- Part 7: Manage Quiz Settings
- Part 8: Edit an Existing Quiz Question
- Part 9: Rearrange the Order of Quiz Questions in a Quiz
- Part 10: Import Questions into the Question Library from an Existing Quiz

Part 1: Locate the Quiz tool

1. Login to Brightspace.
2. Click on the course.
3. On the navbar, click **Course Admin**.
4. Select **Quizzes**.

Part 2: Create Quiz Questions in the Question Library

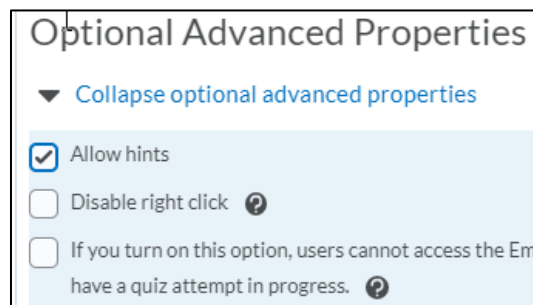
Create a Section

Tip: A section is a folder used to organize questions.

1. From Quizzes, click the **Question Library** tab.
2. Click the **New** button to expand the drop-down menu.
3. Select **Section**.
4. Type a name in the 'Section Title' field. (Ex: Syllabus)
5. Select the respective check boxes to hide the section title/section text from learners.
6. If you want to shuffle the order of questions within a specific section, select the **Shuffle questions in this section** check box.
7. Click **Save**.

Create Quiz Questions

8. From the Quiz Library, click the section to which you would like to add questions.
9. Click the **New** button to expand the drop-down menu.
10. Select question type from the drop-down menu.
11. Depending on the question type, enter the quiz information.
 - Enter the question in the **Question Text** area.
 - Enter each of the answers.
 - Mark the correct answer(s).
12. Tip: Make sure that all the answers are the same font and format and include no special symbol indicating the correct answer (e.g. italic or asterisk).
13. Assign a point value in the 'Default Points' box.
14. (Optional) If applicable to the question type, click the checkbox to randomize answers for each student.
15. Click **Options** to add additional settings to the question.
 - **Add Feedback:** You have the option to Add feedback at each answer choice and/or as Overall Feedback.
 - **Add Hint-** You can choose to provide a hint for the question. A link to the hint appears below the question in the quiz and the student can choose to click to view it. Important: Remember to turn on hints in the quiz settings located on the quiz Properties tab.



- **Add Short Description-** This is an optional title for the quiz question. When left blank, the actual question text will show as the title in the list of questions.

- **Add Custom Weights:** Adding this option, allows you to add percentage weight values to each answer choices. This option is useful if you choose to provide different values for some or all of the answer choices
- **Add Enumeration-** This option is set at the individual question level to use numbers or letters next to each answer choice.

16. Click the down-arrow next to the **Save** button.

17. Click **Save and New**. (Use Save and Copy if you have similar questions to edit.)

18. Continue making questions as needed.

19. When finished adding questions, click **Save**.

20. Click the **Done Editing Questions** button.

Part 3: Create a Quiz

1. From the Manage Quizzes page, click the **New** button to expand the drop-down menu.
3. Click in the 'Name' field and type a name for the quiz.
4. Click **Save**.

Part 4: Create a Question Pool in a Quiz to Select Random Questions

1. From the Edit Quiz – Properties page, click the **Add/Edit Questions** button.
2. Click the **Add** button.
3. Select the **Question Pool**.
4. Click in the 'Question Pool Title field and type a name for the question pool.
5. Select the **Browse Question Library**.
6. Click the arrow next to the section to expand the questions.
7. Click the checkbox next to the section/individual question(s) that you would like to add.
8. Click the **Add** button.
9. Click in the box below 'Number of Questions to Select' and enter a quantity to randomly select from the pool of questions.
10. Confirm the Points per Question value.
11. Click **Save**.
12. When finished, click 'Back to Settings' for Quiz link at the top.

Part 5: Import Questions into a Quiz from the Question Library

1. From the Edit Quiz – Properties page, click the **Add/Edit Questions** button.
2. Click the **Add/Edit Questions** button.
3. Click the **Import** button.
4. Select the **Browse Question Library**.
5. Click the checkbox next to the section/individual question(s) that you would like to add.
6. Click the **Add** button.
7. Click 'Back to Settings' for Quiz link at the top.

Part 6: Preview a Quiz

1. From the Manage Quizzes page, click the down arrow next to the quiz name.
2. Select **Preview** in the dropdown menu.
3. Click the **Start Quiz** button.
4. Click the **Exit Preview** button to exit Preview.

Part 7: Manage Quiz Settings

Note: Once you've created a basic quiz, you can further customize it by adding restrictions, assessments, associating learning objectives, customized the submission view, and reports.

Properties Tab

1. From Quizzes, click on the quiz to edit.
2. From the **Properties** tab, below the quiz name, review the following optional settings:
 - 2.1 **Category:** Select an existing Category for your quiz, or create a new one by selecting [add category].
 - 2.2 Specify the number of **Questions per page**. Click the **Apply** button. Note: If left blank, the entire quiz will be displayed on the same page.
 - 2.3 Select the **Prevent moving backwards through pages** check box.

- 2.4 Select the **Shuffle order of questions at the quiz level** check box. To discourage cheating in quizzes, you can shuffle the order of all questions in quizzes or specific groups of questions (sections) in quizzes. When a quiz contains shuffled questions, each learner receives a quiz with a unique question order.
- 2.5 **Description:** The description appears in the Table of Contents, and tells the learner what the quiz is about before they click into it. Select the “on” radio button to make the Description visible.
- 2.6 **Introduction:** The introduction appears on the main start page of a quiz prior to the student clicking the Start Quiz button. This is where you can provide any specific instructions about taking the quiz. Fill out this field with any text, images, videos and hyperlinks that introduce the Quiz. Select the “on” radio button to make the Introduction visible.
- 2.7 **Page Header / Footer:** The page header is shown at the top of every page in the Quiz, and the footer is shown at the bottom; these are ideal if your quiz is multiple pages and you would like to provide additional instructions/reminders throughout the quiz. Select the “on” radio button to make the Page Header and/or Page Footer visible.
- 2.8 Click **Expand optional advanced properties** link to add additional quiz settings.
- Allow hints.
 - Disable right click on quiz questions.
 - Turn off access to Email tool, Instant Messages, & Alerts during a quiz.
 - In the **Notification Email** field, enter an email where notifications will be sent. Note: If the Quiz has a scheduled release date, you may not feel the need to be notified.

Restrictions Tab

3. Click the **Restrictions** tab and review the settings.
 - 3.1 When ready to release the Quiz, deselect the **Hide from users** check box.
 - 3.2 **Due Date** – Select this checkbox to apply a due date to the Quiz. Note: Students can still complete a quiz past the due date but it will be flagged as late.
 - 3.3 **Availability** – You can enable Quiz Start and End Dates. This section is used to specify the timeframe in which the Quiz will be available for learners to access it; however, it will always be visible in their Table of Contents.
 - 3.4 **Release Conditions** – You can include Release Conditions that must be met before a learner can access the Quiz, for example, they must view all content pages in a module/lesson before they can take the quiz. If multiple Release Conditions are attached, users must meet them all before they can access the Quiz.
 - 3.5 **Timing** – Confirm the time allowed for students to take the quiz. You have the choice to recommend (students can go over) or enforce the time. Select the ‘Show clock’ checkbox if you want to display a clock on the screen.
 - 3.6 **Special Access** – You can add special access to certain users. For example, extended time.

Assessment Tab

4. Click the **Assessment** tab and review the settings.
 - 4.1 **Automatic Grade** – Select this checkbox to allow users to see their score as soon as they submit their attempt.
 - 4.2 **Grade Item** – If the quiz is a graded assessment, we strongly recommend associating a grade item with a quiz so the results can be automatically linked to the Grades tool. If the quiz is a formative assessment and intended to be ungraded, no grade item is required.
 - 4.3 **Auto Export to Grades** – Select the checkbox to send auto-graded attempt scores to the Grades tool. To enable this function, you must first add a grade item to the gradebook.

Submission Views Tab

5. Click the **Submission Views** tab and review the settings.

5.1 Add Additional Views – By default, learners won't be able to see questions, their responses, or correct answers after completing a Quiz. Selecting the Add Additional View button will allow you to specify what a student can see after completing a quiz. To maximize learning from a quiz, it is beneficial to show learners what questions they got right and wrong.

Reports Setup Tab

6. Click the **Reports Setup** tab to set up a report.

6.1 Add Report – Select the **Add Report** button to create a report for the quiz to see statistics and details, including the class average, score distribution, and bonus questions. This is useful for analyzing the effectiveness of a quiz and identifying areas for improvement/redesign.

7. When finished editing the quiz settings, click **Save and Close**.

Part 8: Edit an Existing Quiz Question

1. From Quizzes, click on the quiz to edit.
2. From the Edit Quiz – Properties page, click the **Add/Edit Questions** button.
3. Click the question to edit and edit as needed.
4. When finished, click **Save**.

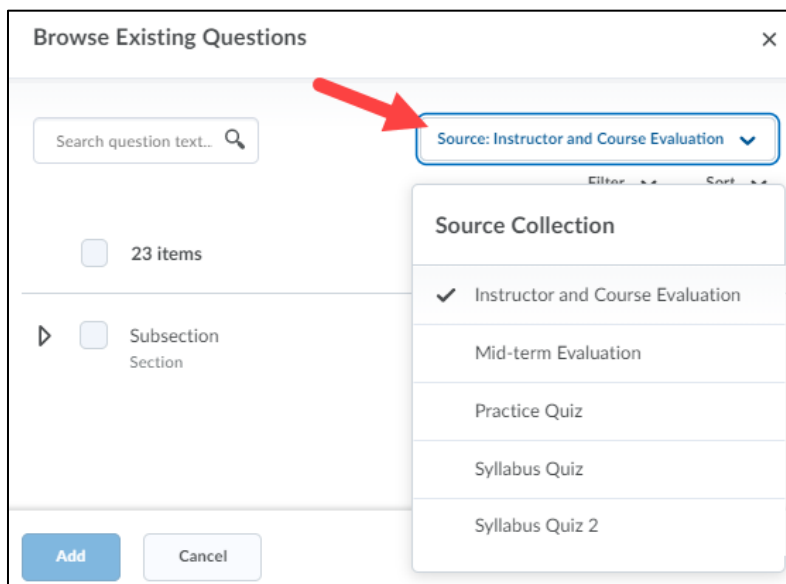
Part 9: Rearrange the Order of Quiz Questions in a Quiz

1. From Quizzes, click on the quiz to edit.
2. From the Edit Quiz – Properties page, click the **Add/Edit Questions** button.
3. Mouse over the question in which you want to reorder the content.
4. To the left of the checkbox next to the question, 'click & hold' the drag handle (☰).
5. Drag the handle (☰) to the new location. (Note: A line will appear in the location.)
6. Release the mouse to the desired location.

Part 10: Import Questions into the Question Library from an Existing Quiz

NOTE: These instructions address the opposite scenario of Part 4 above. You will not need these instructions if you always choose to create the Question Library first.

1. From the Quizzes tool, click the **Question Library** tab.
2. Click the name of the section to which you would like to import the questions.
3. Click the **Import** button.
4. Select **Browse Existing Questions** from the dropdown menu.
5. Click in the Source Collection for a list of the existing quizzes.
6. Click on the quiz you would like to import the questions from.



7. The list of questions will appear on the page. Click the checkbox next to the section or individual question(s) that you would like to add.
8. Click the **Add** button.
9. Check to make sure that the sections and questions are organized in the Question Library as you would like them and move sections/questions as needed.
10. Click the **Done Editing Questions** button.