

Brightspace

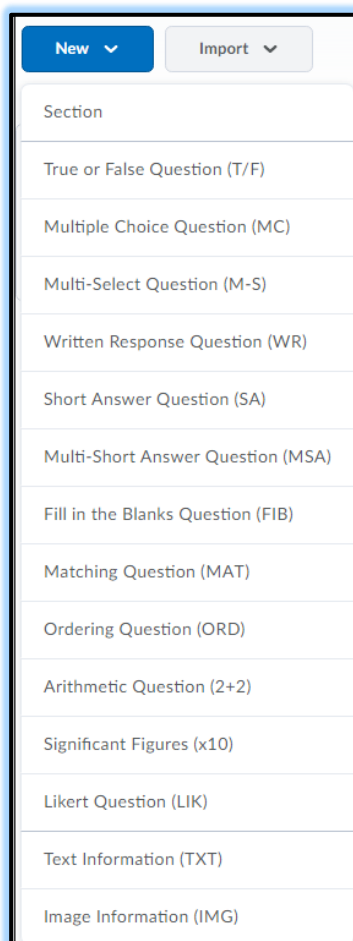
Instructor Guide: Quizzing

The Quizzes tool enables you to create and manage points-measured assessments. Create and manage quiz questions from the Question Library or the Quizzes tool, and organize quizzes into categories to make it easier to find assessments with similar or related content.

The Question Library

Create questions using the Question Library which you can organize the questions in folders called sections. From there, the questions can easily be imported into quizzes. The advantage of using the Question Library is that the same questions can be used in multiple quizzes and imported into quizzes containing Question Pools.

1. In Brightspace and from your course homepage navigation bar, click **Assessments**, then **Quizzes**.
2. Click **Question Library**.
3. The **Question Library** page displays. Click on **New** and select the **Section** option.
4. In the *Name* text box, type a name for the section.
5. Click **Save**. The section now appears in the Question Library
6. Click on the section or folder name, then begin creating questions in the section by choosing the type of question you would like to add to you library.



The screenshot shows a vertical dropdown menu with a blue header bar containing 'New' and a downward arrow. Below the header, there is a list of question types, each with a small downward arrow to its right. The list starts with 'Section' and ends with 'Image Information (IMG)'.

Section
True or False Question (T/F)
Multiple Choice Question (MC)
Multi-Select Question (M-S)
Written Response Question (WR)
Short Answer Question (SA)
Multi-Short Answer Question (MSA)
Fill in the Blanks Question (FIB)
Matching Question (MAT)
Ordering Question (ORD)
Arithmetic Question (2+2)
Significant Figures (x10)
Likert Question (LIK)
Text Information (TXT)
Image Information (IMG)

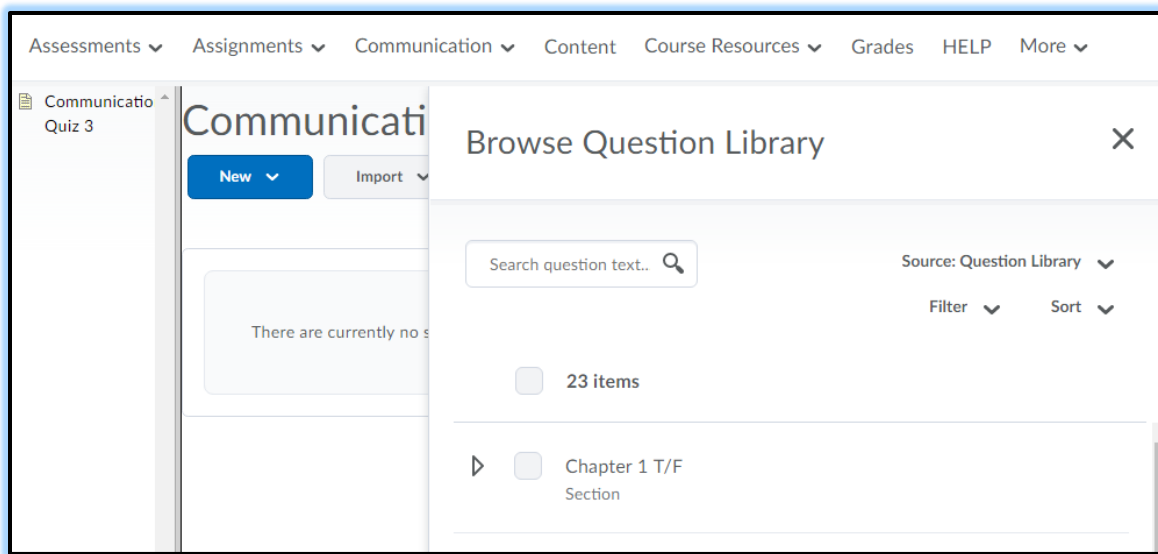
7. Enter the **Question Text** and **Answers** in the appropriate text boxes. You can use the **HTML Editor**, **Spell Checker** and **Question Preview** features.
8. Be sure to check the correct answer and **Save**.

Creating a Quiz

1. On the navigation bar, click **Assessments**, then **Quizzes**.
2. Click **New Quiz**

Properties Tab

1. The quiz **Properties** tab will display by default when you create or edit a quiz. Enter a name for your quiz in the **Name** field.
2. **OPTIONAL:** Select a category.
3. **Click** the **Add/Edit Questions** button.
4. **Click** the **Import** button to add questions directly to the quiz from the question library.
5. Or, **Click** the **Add** button to add a **Question Pool**, **Section** folders or **New Question**.
 - a. **Note:** Use a Question Pool in a quiz when you wish to draw from a large test bank of questions.
6. For a **Question Pool**, enter a **Name**.
7. Then click on **Browse Question Library**
8. Expand the folders and select the questions to import.
9. Click on **Import**
10. Back at the **Question Pool** set up; choose the number of questions and the point's value.
11. Click **Save**



12. There is also an option to "**Shuffle questions at the quiz level**".
 - a. **Note:** Shuffling the order of questions at the quiz level also shuffles the order of all sections in the quiz.
13. **OPTIONAL:** Enter a Description/ Introduction or Page Header/ Footer
14. In the **OPTIONAL Advanced Properties** area, do any of the following:
 - a. Select the **Allow hints** check box.
 - b. Select the **Disable right click** check box.
 - c. Select the **Disable instant messages and alerts** check box.
 - d. In the **Notification Email** field, enter an email where notifications will be sent.
15. Click **Save**.

Restrictions Tab

1. In the **Restrictions** tab, do any of the following:

- Select the **Hide from Users** checkbox, enter a **Due Date**, set **Availability** of the quiz, and add **Release Conditions**.
- In the **Optional Advanced Restrictions** area, update the **Password** field.
- In the **Optional Advanced Restrictions** area, update the **IP Restriction** field. You can add multiple IP address ranges to ensure that users can only access a quiz from IP addresses in the specified IP address ranges.
- In the **Timing** area, set your timing options for the quiz.
- In the **Special Access** area, select your **Type of Access** and click **Add Users to Special Access**.
 - Keep **"Allow selected users special access to this quiz"** checked to allow all students to see the quiz.
 - If you have any students with active accommodations, quiz-specific special access restrictions overwrite these accommodations. When you overwrite an accommodation and then click **Save**, a warning describing the impact of overwriting an accommodation appears.

Timing

☐ No changes
 ☐ Recommended Time Limit
 ☒ Enforced Time Limit

1 of the selected users have an existing quiz time limit accommodation set.

Setting special access will take precedence over accommodation settings for this quiz.

Time Limit

minute(s)

4. Click **Save and Close**.

Assessment Tab

1. Under **"Automatic Grading"** check the box for your quiz to be graded.
2. To link a quiz to a grade item, select an item from the dropdown list or click on **"add grade item"**. Once selected, you are allowed to **Auto Export to Grade**.
3. To add a rubric click "Add Rubric" and choose from drop-down list or click on **"create a rubric in a new window"** link
4. **Attempts Allowed:** Select the desired number of attempts that students can have to take the quiz.
5. **Overall Grade Calculation:** Instructors can choose Highest Attempt, Lowest Attempt, Average of all Attempts, First Attempt, or Last Attempt as options for how or what quiz to grade.
6. **Click Save** when you are done with the **Restrictions** tab.

Objectives Tab

1. On the **Objectives** tab you can associate a quiz with a set of learning objectives and a competency that you want users to master.

Submissions Tab

1. Here you can define what information students will see after they submit a quiz attempt.
2. Click on **"Default View"** to edit view.

3. In the Message box you may type a message for students to see after they have completed the quiz. This message is shown by default.
4. **Click Yes** for the **Show Questions?** which the enables the options.
5. Check **Show class average** and/or **Show score distribution** to display these statistics to student after they submit their quiz.
6. **Click Save** when you are done.
7. Editing the **Add Additional View** provides you the same options as the **Default View**, but adds the ability to restrict the submission view by date and time, attempt score, and/or IP address.

Reports Tab

1. This feature allows you to gather information on how students have performed on your quiz. **Reports** are different from quiz statistics because they allow you to collect more types of information and are printable.

From the drop-down menu next to Quiz Title **click Preview**. We can now preview what the student will see when they take the quiz.