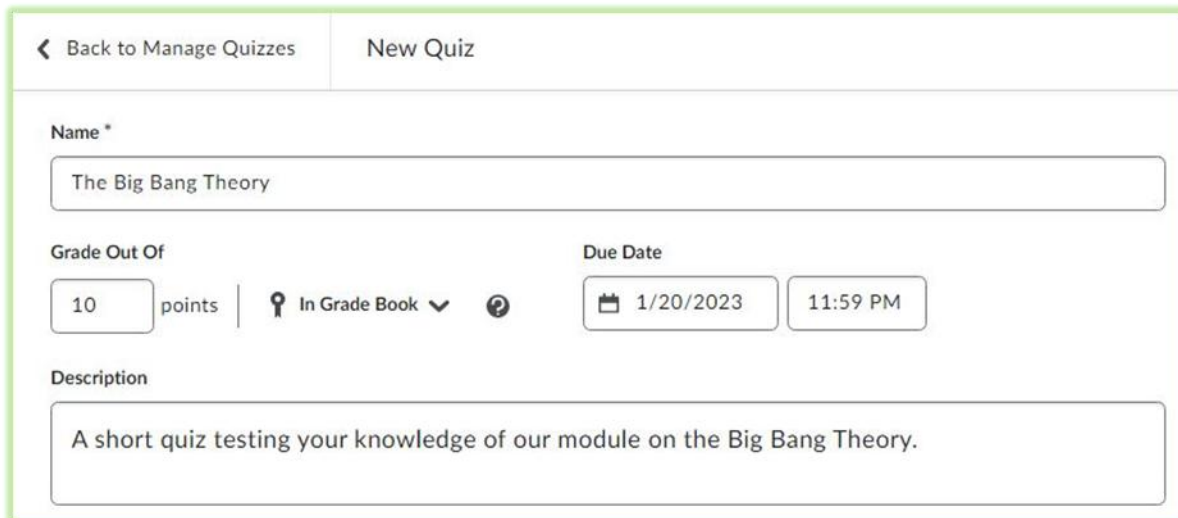


Brightspace Instructor Guide: Quizzing

The Quizzes tool enables you to create and manage points-measured assessments.

Creating a Quiz

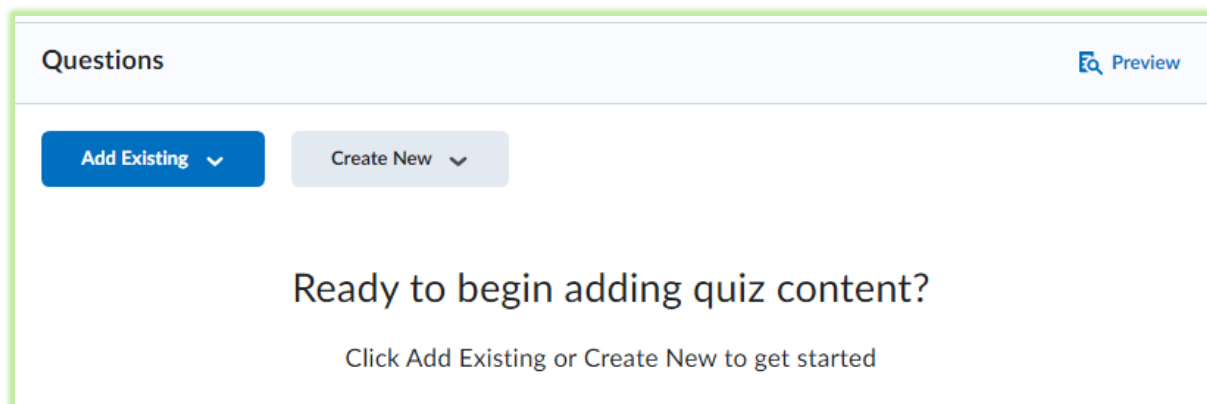
1. On the course navigation bar, click **Coursework**, then **Quizzes**.
2. Click **New Quiz**
3. On the **New Quiz** page, enter a **Name** for your quiz.
4. Click on the **Not in Grade Book** drop-down menu to choose **Add to Grade Book** or **Edit or Link to Existing**.
5. If you **Add to Grade Book**, enter point value and the grade item is automatically created.
6. If you chose **Edit or Link to Existing**, choose the grade item for the quiz.
7. Enter the **Due Date** for your quiz.
8. In the **Description** textbox, enter a description for your quiz. (Optional)



The screenshot shows the 'New Quiz' form. At the top, there is a navigation bar with a back arrow and the text 'Back to Manage Quizzes', and a tab labeled 'New Quiz'. Below this, the form has several sections: 'Name *' with a text input field containing 'The Big Bang Theory'; 'Grade Out Of' with a numeric input field set to '10' and a unit dropdown set to 'points'; a section for 'In Grade Book' with a key icon, a dropdown menu, and a help icon; 'Due Date' with a calendar icon, a date input field set to '1/20/2023', and a time input field set to '11:59 PM'; and 'Description' with a text area containing 'A short quiz testing your knowledge of our module on the Big Bang Theory.'

9. For the **Questions** section, click either **Add Existing** or **Create New**.

Screenshot of Adding quiz questions



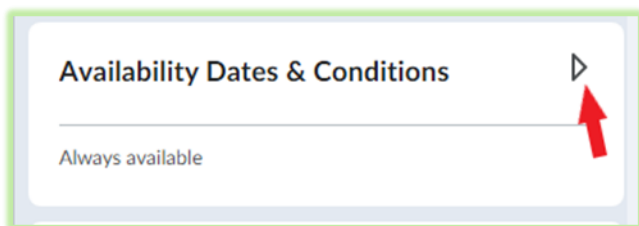
The screenshot shows the 'Questions' section. At the top, there is a header with the word 'Questions' and a 'Preview' button with a magnifying glass icon. Below the header, there are two buttons: 'Add Existing' (highlighted in blue) and 'Create New'. Below these buttons, the text 'Ready to begin adding quiz content?' is displayed, followed by the instruction 'Click Add Existing or Create New to get started'.

10. To add previous questions and resources, click **Add Existing** and select any of the following:

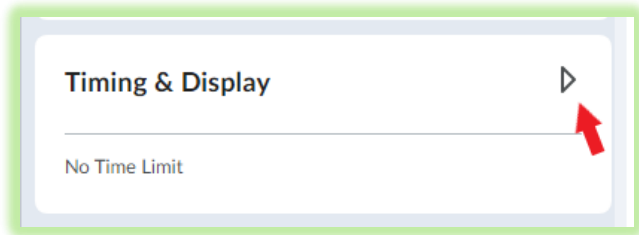
- **Upload a File** allows you to browse CSV files* on your personal device to attach to your quiz.
 - a. Click **Browse Files**.
 - b. Drag the file you want to add to the **Upload a File** window.
 - c. Click **Save**.
- **Browse Question Library** lets you choose to add questions from previous quizzes.
 - a. Click the checkbox of the questions you want to add to your quiz.
 - b. Click **Import**.

11. To create new questions for your quizzes, click **Create New** and select any of the following:

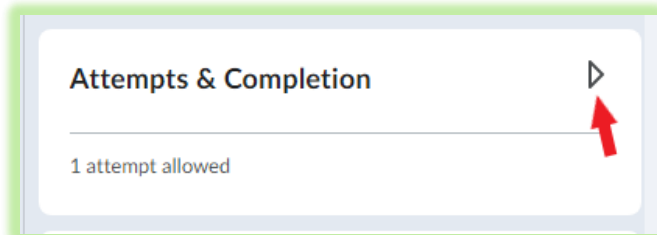
- **New Question** allows you to choose to create a new question based on the type of question you want.
 - a. Choose the type of question you want to create.
 - b. Enter the **Details** for your question.
 - c. Click **Save** to close the window; click **Save and New** to save the current question and begin a new question; or click **Save and Copy** to create a new question that is a copy of the current question.
- **Section** allows you to create a new section for the quiz.
 - a. Write the **Section Title**.
 - b. Write the **Section Text**, if any.
 - c. You can choose to select checkboxes that allow you to **Hide Section Title from students**, **Hide Section Text from students**, and **Shuffle questions in this section**.
- **Question Pool** allows you to add previously-used questions to your quiz and define a grading scheme for that specific question pool.
 - a. Click **Create New** and select **Question Pool**
 - b. Write a **Question Pool Title**.
 - c. Then click on **Browse Question Library**
 - d. Expand the folders and select the questions to import.
 - e. Click on **Import**
 - Back at the **Question Pool** set up; choose the number of questions and the point's value.
 - f. Click **Save**



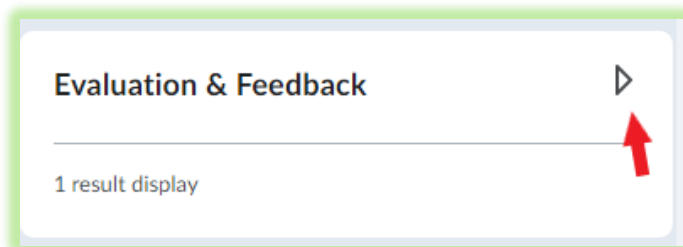
12. Expand the **Availability Dates & Conditions** menu to set a time frame for your quiz's availability.
13. You can set the **Start Date** and **End Date**, add a **Release Condition**, create special access conditions with **Manage Special Access** and set a **Password**.



14. Expand the **Timing & Display** menu.
15. Control the amount of time students get to complete the quiz by selecting **No Time Limit**, **Recommended Time Limit** or **Enforced Time Limit**.
16. Adjust the number of questions per page with **Paging**.
17. Enable or disable the options: **Shuffle Quiz**, **Allow Hints**, and **Disable Email, Instant Messages, and Alerts within Brightspace**.
18. Modify the header and footer with **Manage Header and Footer**.



19. Expand the **Attempts & Completion** menu.
20. To change the number of attempts allowed, click **Manage Attempts**.
21. Set how many attempts a student can make on a quiz.
22. To allow students to only retake incorrect questions, select the **On new attempts, only allow answers for previously incorrect questions** check box.
23. If the number of attempts allowed is greater than 1, you must determine how the final grade is calculated. From the **Overall Grade Calculation** drop-down menu.
24. If the number of attempts allowed is greater than 1, an optional feature under **Advanced Attempt Conditions** allows you to determine minimum and/or maximum scores that must be achieved by the student to obtain the additional attempts.
25. To receive notifications when a quiz is completed, enter your or multiple email addresses in the **Notification Email** box.

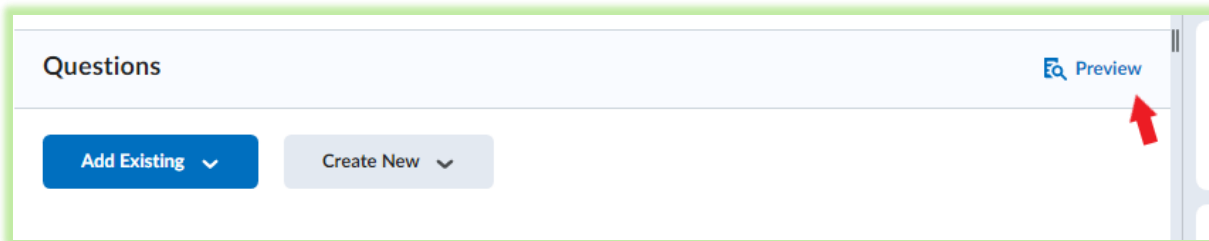


26. Expand the **Evaluation and Feedback** menu.
 - To grade quiz attempts immediately, select the **Auto-publish attempt results immediately upon completion** check box. This setting must be turned on for grades to be automatically sent to the

grade book and for the default submission view to be released to users when they complete an attempt.

- To add the quiz grades to your grade book, select the **Synchronize to grade book on publish** checkbox.
- To display your students' attempt grade, under **When published, display to students**, select the **Attempt grade** checkbox; and you can choose how you would like questions to be displayed after evaluation.
- To customize how your quiz results display, click **Customize Quiz Results Displays**.

27. When all options are complete, click on the Preview icon to view the quiz as a student.



***CSV files** - If you have a Word document and want to convert it to a CSV format, use one of the Quiz Question Converter listed below.

<https://plato.algonquincollege.com/BrightspaceQuizGenerator/>

<https://community.desire2learn.com/d2l/le/content/13946/viewContent/165258/View>

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 **Coursework**, 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 your library.
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**.

