

## Brightspace: Quizzes

1. To access the **Quizzes** tool, from your course navigation bar, click on the **Assessments** drop-down menu and choose **Quizzes**.
2. On the **Quiz List** page, click on the quiz you want to take.
3. Read the instructions and details for the quiz, and when you are ready, click **Start Quiz!**  
(See Figure 1)

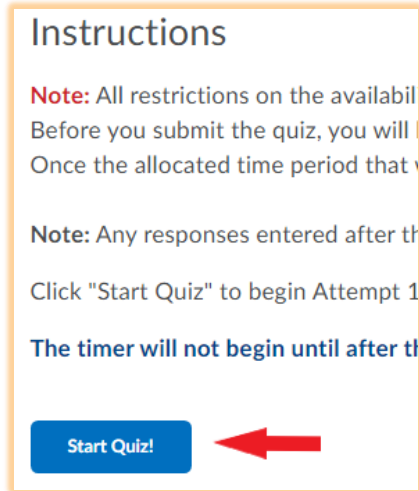
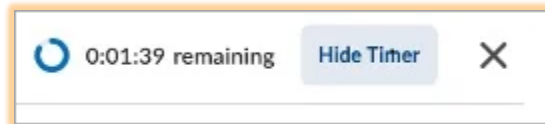


Figure 1

4. Your time starts when the first question is displayed.
5. To reduce anxiety, there is an option to show or hide the timer. Once you set your preference, your last choice is remembered for the next quiz you take.



6. Answers are saved automatically when you make your selection. (See Figure 2, with purple underline)
7. You can see which questions you have answered in the Questions section of the quiz's left panel. You can also click the question number in the quiz's left panel to go back to the question. (See Figure 2, in blue box)

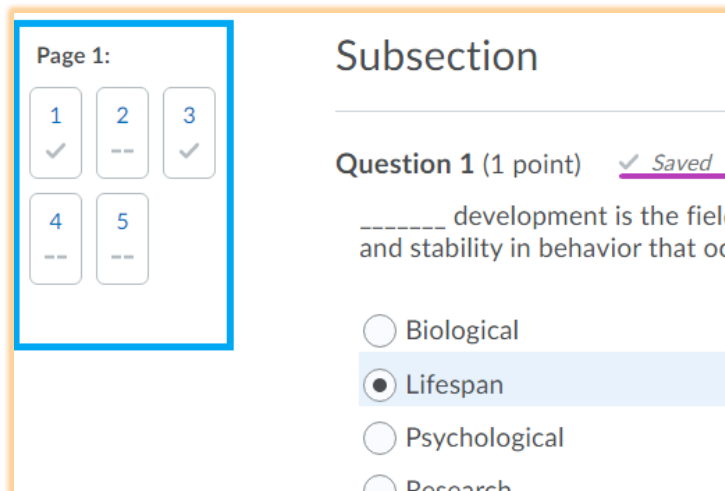


Figure 2

8. If allowed, click **Next Page** or **Previous Page** to navigate between pages.
9. Click **Submit Quiz** when you are ready to submit the quiz  
**NOTE:** If you try to submit a quiz with unanswered questions, you will see a warning at the top of the Submit Quiz page informing you about unanswered questions. Click each Question link beneath the warning to return to each unanswered question. (See Figure 3)

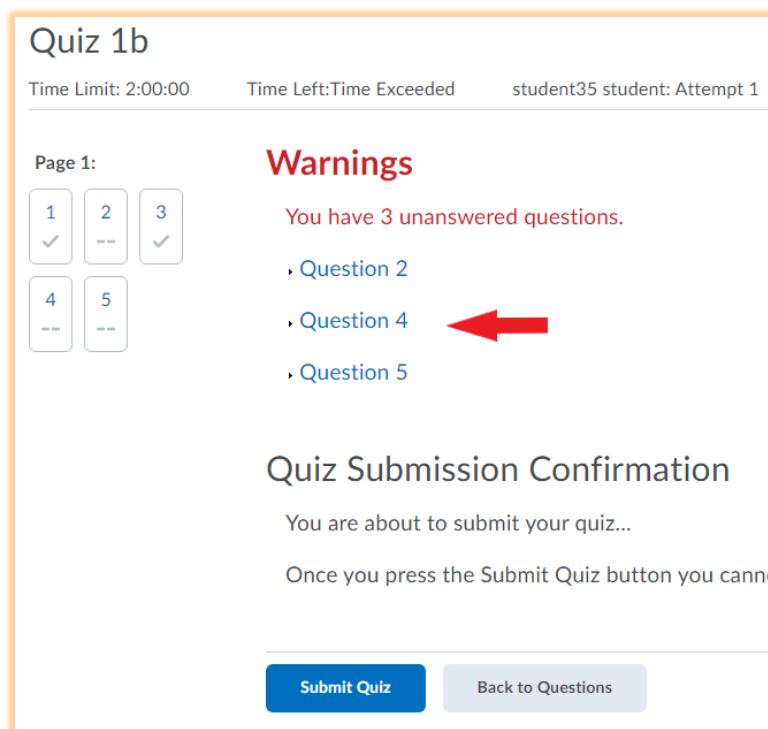


Figure 3

10. The **Quiz Submission** confirmation window opens, click **Submit Quiz**. (See Figure 4)

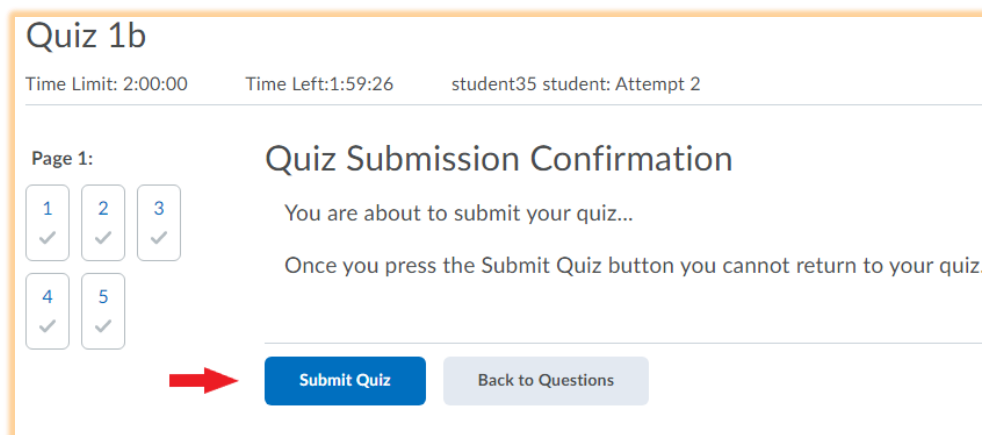


Figure 4

11. The **Quiz Submissions** window appears, letting you know that the quiz was submitted successfully.
12. Depending on quiz settings, your grade will also display.
13. Click **Done** to exit the Quiz Submissions window.

Updated 2/18/2022

Sources: <https://community.d2l.com/brightspace/kb/learners-higher-ed-postsecondary>