

Online Tests – Post Quiz FAQ

This resource will address a number of common issues instructors ask about after the completion of a quiz.

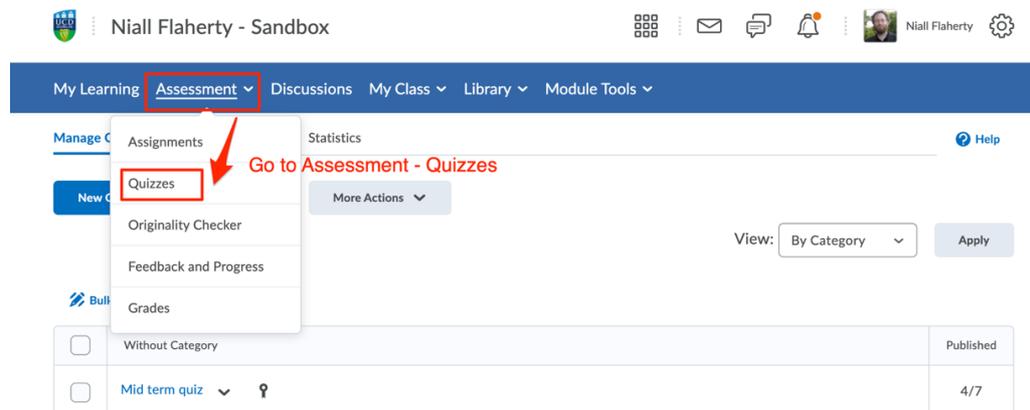
The most common are to:

1. View quiz attempts by student
2. Find and submit incomplete attempts
3. Manually grade quizzes
4. Regrade quizzes due to an error in a question

View quiz attempts

When a quiz is complete it is possible to view the attempt (or attempts) of each student.

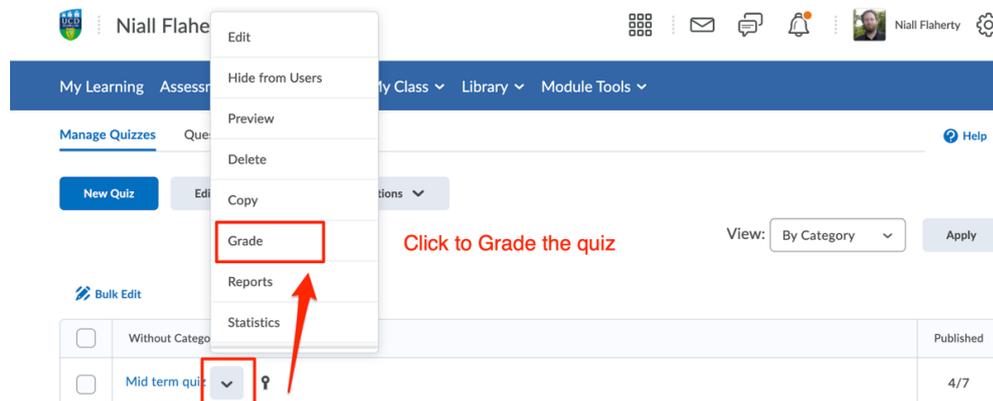
Step 1 - To view a quiz attempt go to *Assessment – Quizzes*.



The screenshot shows the LMS interface for Niall Flaherty - Sandbox. The 'Assessment' menu is open, and the 'Quizzes' option is highlighted with a red box. A red arrow points from the 'Quizzes' option to the text 'Go to Assessment - Quizzes'. The 'Mid term quiz' is listed in the table below.

Category	Published
Without Category	Published
Mid term quiz	4/7

Step 2 - Click to *Grade* the quiz.



The screenshot shows the LMS interface for Niall Flaherty. The context menu for the 'Mid term quiz' is open, and the 'Grade' option is highlighted with a red box. A red arrow points from the 'Grade' option to the text 'Click to Grade the quiz'. The 'Mid term quiz' is listed in the table below.

Category	Published
Without Category	Published
Mid term quiz	4/7

Note: There are 3 tabs on the Grade Quiz page. User, Attempts and Questions. The first tab lists Users, with attempts grouped under the name of the student who sat the quiz.

My Learning Assessment ▾ Discussions My Class ▾ Library ▾ Module Tools ▾

Manage Quizzes > Mid term quiz

Grade Quiz - Mid term quiz ▾

Export to CSV Export to Excel Export to Grades Attempt Logs More Actions ▾

Users Attempts Questions

View By: User ▾ Apply

Search For... Show Search Options

There are 3 tabs on the Grade Quiz page. User, Attempts and Questions.

Step 2 - Scroll through student names to find the student you wish to grade, and click on the attempt(s) under their name.

Users¹ Attempts Questions

View By: User ▾ Apply

Search For... Show Search Options

<input type="checkbox"/>	First Name ▲, Last Name	Completed	Score	Grade	Status
<input type="checkbox"/>	Niall Test Student1				
<input type="checkbox"/>	attempt 1 ²	10 April 2021 6:06 PM	5 / 15	E	Draft Saved: 15 April 2021 11:25 PM
	overall grade		-	-	

Under the 1. Users tab, scroll down, and 2. click on attempt(s) under a student's name

Each question is displayed with the answer the student provided, and any auto-grade or existing scores can be viewed for each question in a quiz attempt.

Question 1 (Mandatory)

"For the MNC, agency costs are typically:"

- non-existent
- larger than agency costs of a small purely domestic firm
- smaller than agency costs of a small purely domestic firm
- the same as agency costs of a small purely domestic firm ¹

Save Time
6:09 PM

Score / 3 (graded by Niall Flaherty) ²

Each question is displayed with the 1. answer the student provided, and 2. any auto-grade or existing scores can be viewed for each question in a quiz attempt.

▶ Expand question feedback

Publish

Save Draft

Scores for the question can be entered, or changed manually, for this student, and Published, updated, or saved for later publishing.

Question 1 (Mandatory)

"For the MNC, agency costs are typically:"

- non-existent
- larger than agency costs of a small purely domestic firm
- smaller than agency costs of a small purely domestic firm
- the same as agency costs of a small purely domestic firm

Save Time
6:09 PM

Score / 3 (graded by Niall Flaherty) ¹

1. Scores can be entered manually, and 2. Published, or saved for later publishing.

▶ Expand question feedback

²

Publish

Save Draft

It is also possible to navigate the Grade Quiz page by Attempts.

Users **Attempts** Questions

View By: User [Show Search Options](#)

<input type="checkbox"/>	Attempt	First Name, Last Name	Completed	Score ▲	Grade	Status
<input type="checkbox"/>	attempt 1	Niall Test Student4	10 April 2021 6:09 PM	2 / 15	G	Draft Saved: 10 April 2021 9:53 PM
	attempt 1					Click on an attempt to Grade

↓ Scroll down through attempts

Attempts are listed, and can be ordered by *name* or *time completed*, or *score* where available.

Users **Attempts** Questions

View By: User

Search For... [Show Search Options](#)

Attempts can be ordered by name, time completed, or by score

<input type="checkbox"/>	Attempt	First Name, Last Name	Completed	Score ▲	Grade	Status
<input type="checkbox"/>	attempt 1	Niall Test Student4	10 April 2021 6:09 PM	2 / 15	G	Draft Saved: 10 April 2021 9:53 PM

Additionally, attempts can be viewed by question.


 Niall Flaherty - Sandbox


 Niall Flaherty

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[Discussions](#)
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[Library](#)
[Module Tools](#)

Manage Quizzes > Mid term quiz

Grade Quiz - Mid term quiz

Users Attempts **Questions**

Grade Individual Responses
 Attempts can also be viewed by question.

Blind Marking
 View Graded Responses

Step 1 - Scroll down and select a question, to view all answers proved by students who's answered that question.

Users Attempts **Questions**

Grade Individual Responses
 Blind Marking
 View Graded Responses
 Update All Attempts

1

2

Under the 1. Questions tab, 2. scroll down and 3. select a question to view all answers proved by students who's answered that question

3

Name	Type	Points	Diff	Bonus	Mandatory
Easy 2018	-	-	-	-	-
Q1. "For the MNC, agency costs are typically:"	MC	3	0		✓
Q2. Which of the following theories suggests that firms ...	MC	3	0		✓
Q3. An MNC may be more exposed to agency problems if mos...	MC	3	0		✓
Q4. The Sarbanes-Oxley Act improves corporate governance...	MC	3	0		✓
Q5. "According to the text, a disadvantage of licensing ...	MC	3	0		✓

View incomplete attempts

If a student has not finished all the questions in a quiz, and has not clicked Submit Quiz before any time limit and grace period has ended, Brightspace records the attempt as being in progress. Attempts in Progress are not counted as completed attempts and the instructor can decide whether or not to accept the attempt as complete.

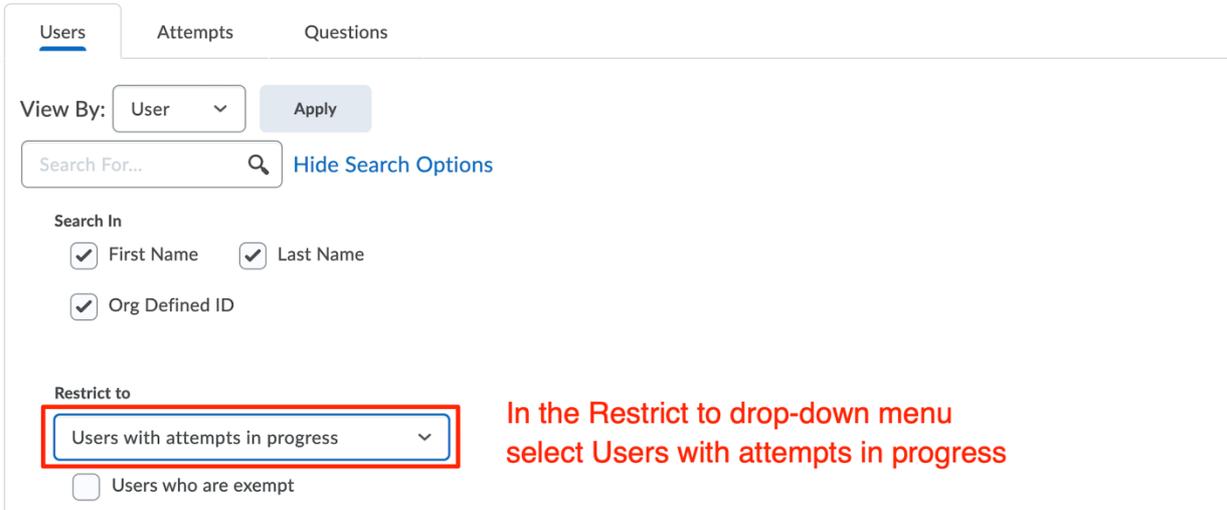
Step 1 - To view quiz attempts that Brightspace has recorded as still in progress, go to *Assessment - Quizzes*, and click to *Grade* the quiz.

The first screenshot shows the user interface for 'Niall Flaherty - Sandbox'. The 'Assessment' dropdown menu is open, and 'Quizzes' is highlighted. A red arrow points to 'Quizzes' with the text 'Go to Assessment - Quizzes'. The second screenshot shows the 'Manage Quizzes' page for 'Mid term quiz'. A context menu is open over the quiz, and 'Grade' is highlighted. A red arrow points to 'Grade' with the text 'Click to Grade the quiz'.

Step 2 - Under the *Users* tab (1), in the *View by* drop-down menu select *User*(2). Then click on *Show Search Options* (3) if the advanced search options are hidden.

The screenshot shows the 'Grade Quiz - Mid term quiz' page. The 'Users' tab is selected and highlighted with a red box and the number '1'. The 'View By' dropdown menu is set to 'User' and highlighted with a red box and the number '2'. The 'Show Search Options' button is highlighted with a red box and the number '3'.

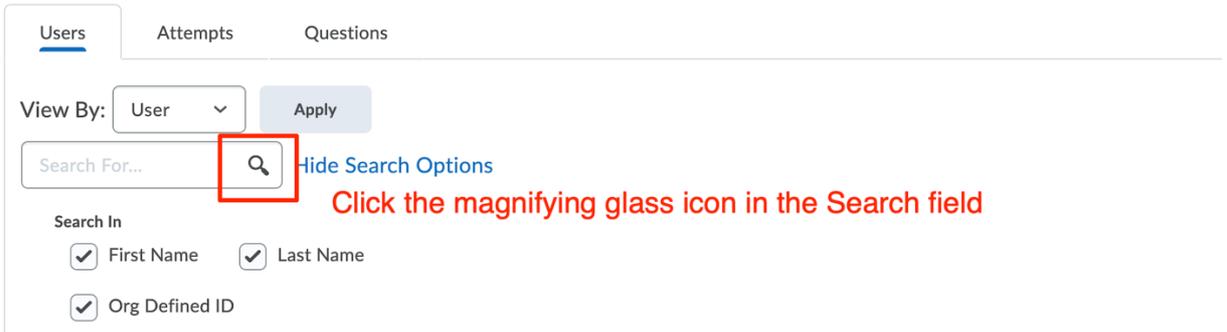
Step 3 - In the *Restrict to* drop-down menu select *Users with attempts in progress*.



The screenshot shows a search interface with tabs for 'Users', 'Attempts', and 'Questions'. The 'Users' tab is active. Below the tabs, there is a 'View By:' dropdown set to 'User' and an 'Apply' button. A search field contains 'Search For...' with a magnifying glass icon and a link to 'Hide Search Options'. Under 'Search In', there are three checked checkboxes: 'First Name', 'Last Name', and 'Org Defined ID'. The 'Restrict to' dropdown menu is highlighted with a red box and contains the text 'Users with attempts in progress'. Below it is an unchecked checkbox for 'Users who are exempt'.

In the *Restrict to* drop-down menu select *Users with attempts in progress*

Step 4 - Then click the magnifying glass icon in the *Search* field.



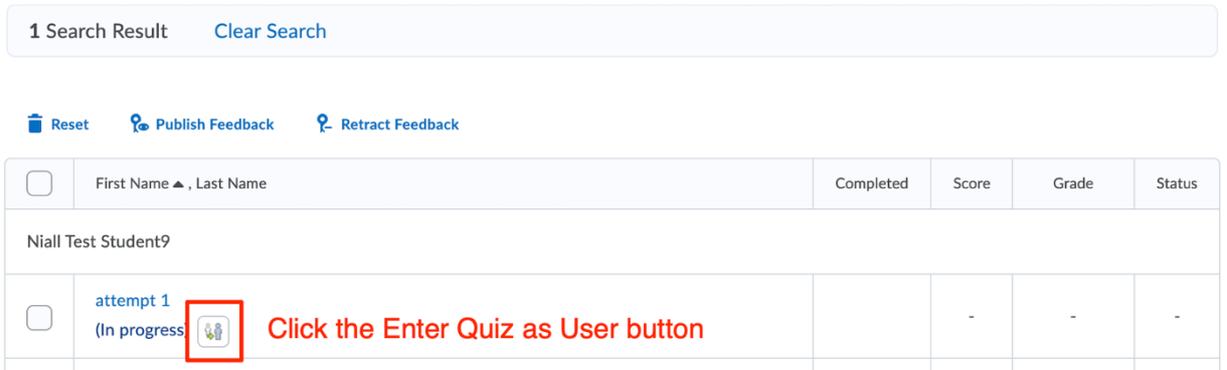
This screenshot is identical to the previous one, but the magnifying glass icon in the search field is highlighted with a red box. A red text annotation points to this icon.

Click the magnifying glass icon in the *Search* field

Note: Any incomplete attempts will be listed below.

Complete the following steps for each attempt to be completed.

Step 1 - Click the *Enter Quiz as User* button.

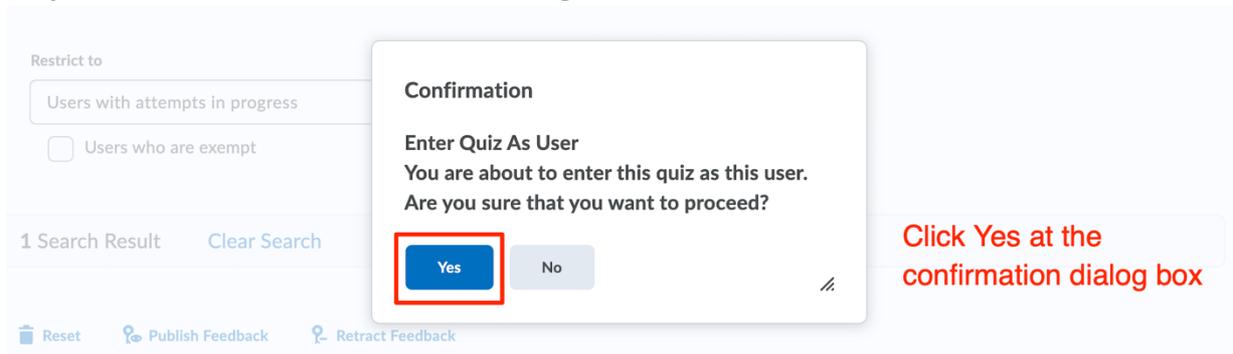


The screenshot shows the search results interface. At the top, it says '1 Search Result' and 'Clear Search'. Below this are three buttons: 'Reset', 'Publish Feedback', and 'Retract Feedback'. A table displays the search results. The table has columns for 'First Name', 'Last Name', 'Completed', 'Score', 'Grade', and 'Status'. The first row shows 'Niall Test Student9'. The second row shows 'attempt 1 (In progress)' with a small icon of two people, which is highlighted with a red box. A red text annotation points to this icon.

First Name	Last Name	Completed	Score	Grade	Status
Niall Test Student9					
	attempt 1 (In progress)		-	-	-

Click the *Enter Quiz as User* button

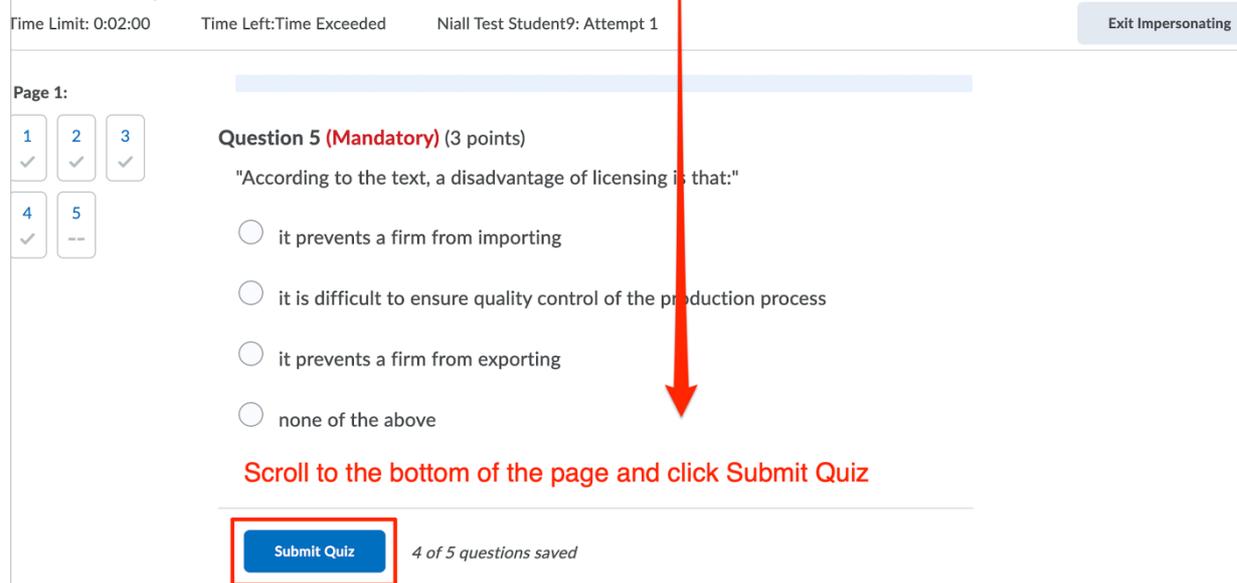
Step 2 - Click Yes at the confirmation dialog box.



The screenshot shows a search results page with a modal confirmation dialog box. The dialog box is titled "Confirmation" and contains the text: "Enter Quiz As User", "You are about to enter this quiz as this user.", and "Are you sure that you want to proceed?". There are two buttons: "Yes" (highlighted with a red box) and "No". To the right of the dialog box, there is a red text annotation: "Click Yes at the confirmation dialog box".

Step 3- Scroll to the bottom of the page and click *Submit Quiz*.

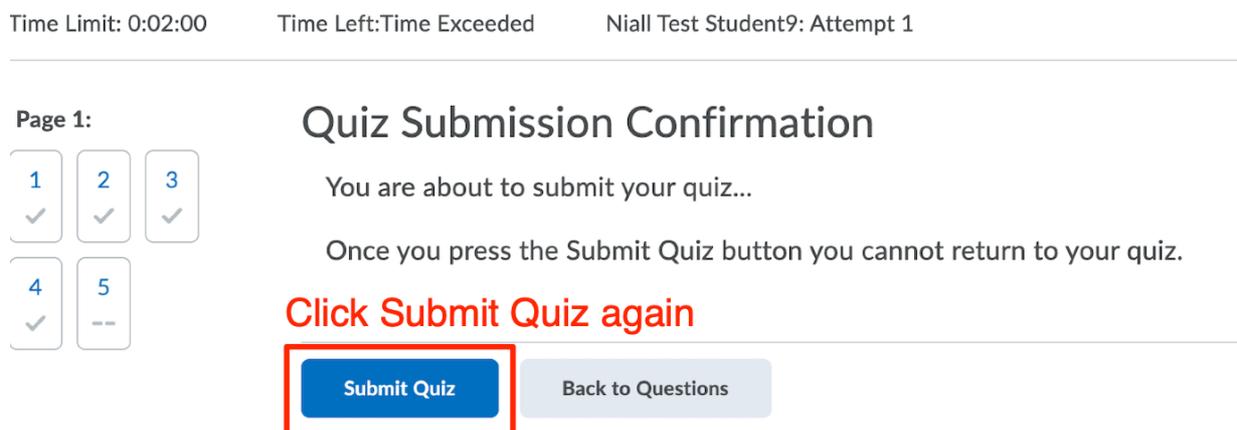
Mid term quiz



The screenshot shows a quiz page titled "Mid term quiz". At the top, it displays "Time Limit: 0:02:00", "Time Left: Time Exceeded", and "Niall Test Student9: Attempt 1". There is an "Exit Impersonating" button in the top right. The page shows "Page 1:" with question indicators 1, 2, 3, 4, and 5. Question 5 is highlighted as "Question 5 (Mandatory) (3 points)". The question text is: "According to the text, a disadvantage of licensing is that:". There are four radio button options: "it prevents a firm from importing", "it is difficult to ensure quality control of the production process", "it prevents a firm from exporting", and "none of the above". A red arrow points from the top of the page down to the "Submit Quiz" button at the bottom, which is highlighted with a red box. Below the button, it says "4 of 5 questions saved". A red text annotation below the question says: "Scroll to the bottom of the page and click Submit Quiz".

Step 4 - Then click *Submit Quiz* again.

Mid term quiz



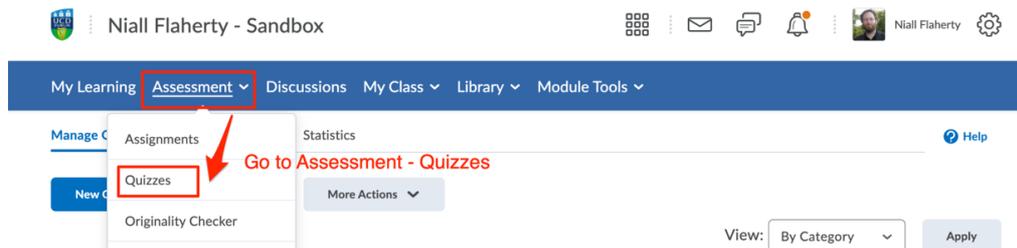
The screenshot shows a quiz submission confirmation dialog box. At the top, it displays "Time Limit: 0:02:00", "Time Left: Time Exceeded", and "Niall Test Student9: Attempt 1". The dialog box is titled "Quiz Submission Confirmation" and contains the text: "You are about to submit your quiz..." and "Once you press the Submit Quiz button you cannot return to your quiz.". There are two buttons: "Submit Quiz" (highlighted with a red box) and "Back to Questions". A red text annotation below the dialog box says: "Click Submit Quiz again".

Note: The attempt has now been moved from in progress to complete, and can be viewed among completed attempts.

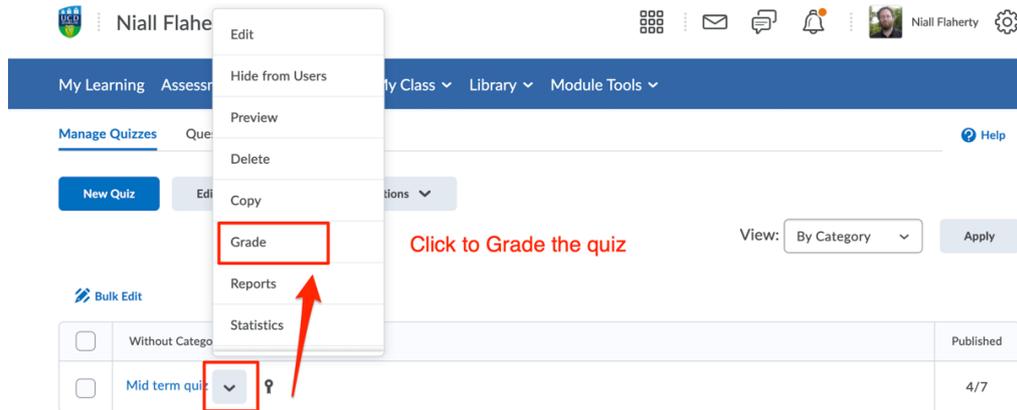
Manually grading a quiz

If your quiz includes questions which must be graded manually, you can view your students attempt at the quiz and score their answers.

Step 1 - To manually grade a quiz, go to *Assessment - Quizzes*.



Step 2 - Click to *Grade* the quiz.

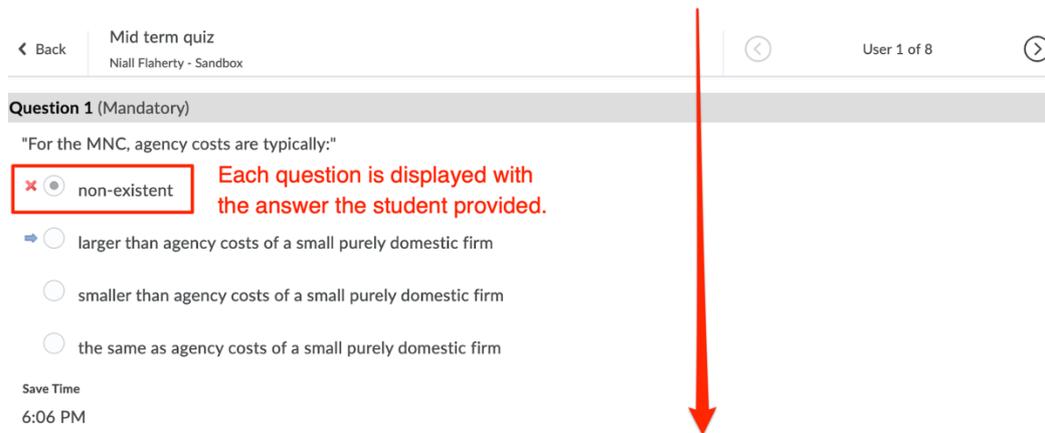


Step 3 - Scroll through student names to find the student you wish to grade.

<input type="checkbox"/>	First Name ▲, Last Name	Completed	Score	Grade	Status
<input type="checkbox"/>	Niall Test Student1				
<input type="checkbox"/>	attempt 1	10 April 2021 6:06 PM	5 / 15	E	Draft Saved: 15 April 2021 11:25 PM
	overall grade		-	-	
<input type="checkbox"/>	Niall Test Student2				
<input type="checkbox"/>	attempt 1	10 April 2021 6:07 PM	8 / 15	C	Draft Saved: 10 April 2021 9:53 PM
	overall grade		-	-	
<input type="checkbox"/>	Niall Test Student3				

Scroll through student names to find the student you wish to grade

Step 4 - Click on the attempt(s) listed under their name. Each question is displayed with the answer the student provided.



< Back Mid term quiz
 Niall Flaherty - Sandbox < User 1 of 8 >

Question 1 (Mandatory)

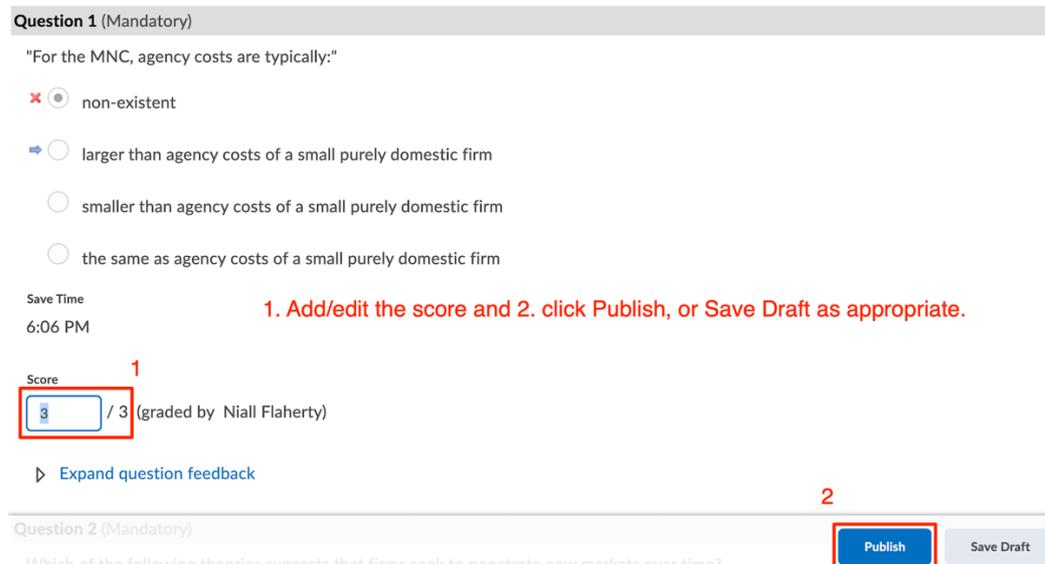
"For the MNC, agency costs are typically:"

non-existent Each question is displayed with the answer the student provided.

larger than agency costs of a small purely domestic firm
 smaller than agency costs of a small purely domestic firm
 the same as agency costs of a small purely domestic firm

Save Time
6:06 PM

Step 5 - Add or edit a score for the question in the field provided. Click *Publish/Update*, or *Save draft* as appropriate.



Question 1 (Mandatory)
 "For the MNC, agency costs are typically:"

non-existent
 larger than agency costs of a small purely domestic firm
 smaller than agency costs of a small purely domestic firm
 the same as agency costs of a small purely domestic firm

Save Time
6:06 PM

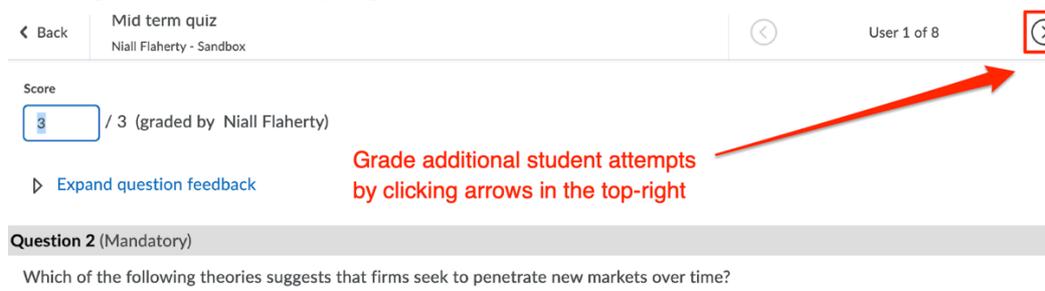
Score **1**
 / 3 (graded by Niall Flaherty)

[Expand question feedback](#)

2

Question 2 (Mandatory)
 Which of the following theories suggests that firms seek to penetrate new markets over time?

Step 7 - Scroll down for more questions to answer. Grade additional student attempts by clicking arrows in the top-right.



< Back Mid term quiz
 Niall Flaherty - Sandbox < User 1 of 8 >

Score
 / 3 (graded by Niall Flaherty)

[Expand question feedback](#)

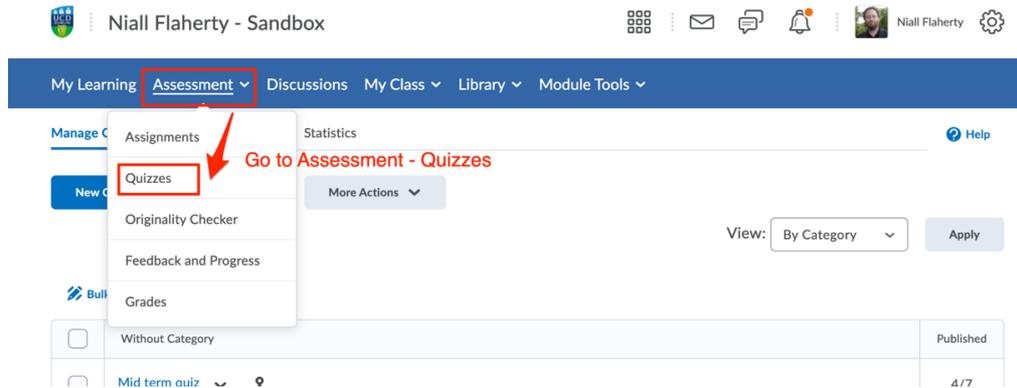
Question 2 (Mandatory)

Which of the following theories suggests that firms seek to penetrate new markets over time?

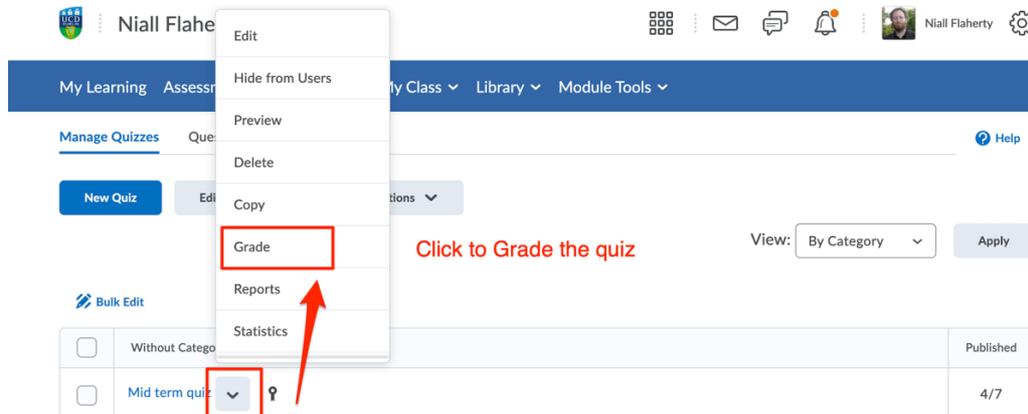
Re-grading a quiz

Occasionally it may be necessary to change the scores going for answers to a particular question in a quiz. E.g. An instructor may decide after a student query that one of the non-scoring answers in an MCQ style question deserves a score. For an individual student, the instructor can adjust the student's score by manually grading their quiz. But it is also possible to regrade the quiz for all student attempts.

Step 1 - To regrade a quiz for all attempts after completion, go to *Assessment - Quizzes*.



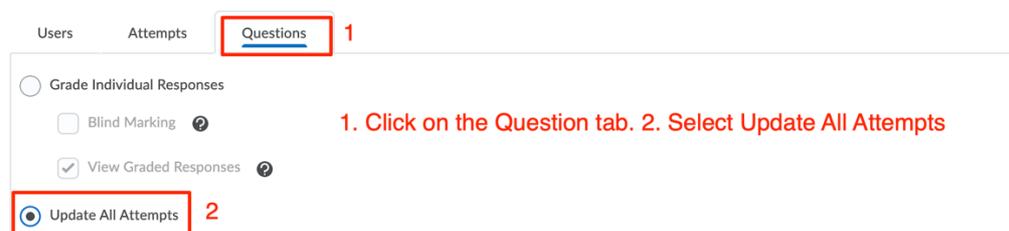
Step 2 - Click to *Grade* the quiz.



Step 3 - Click on the *Question* tab. Select *Update All Attempts*.

Manage Quizzes > Mid term quiz

Grade Quiz - Mid term quiz



Step 4 - Click on the question where the scoring needs to be edited, and choose between 2 options.

Update All Attempts Click on the question where the scoring needs to be edited

	Name	Type	Points	Diff	Bonus	Mandatory
Easy 2018						
	Q1. "For the MNC, agency costs are typically:"	MC	3	0		✓
	Q2. Which of the following theories suggests that firms ...	MC	3	0		✓
	Q3. An MNC may be more exposed to agency problems if mos...	MC	3	0		✓
	Q4. The Sarbanes-Oxley Act improves corporate governance...	MC	3	0		✓
	Q5. "According to the text, a disadvantage of licensing ...	MC	3	0		✓

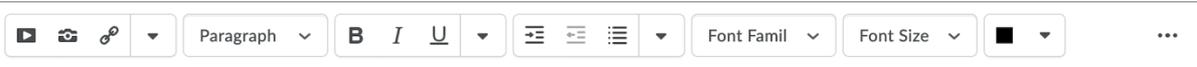
Step 5 - Under *Grading Type* select *Give to all attempts X points* to award all student who attempted this question equal points. In the space provided enter the points to give to each student's attempt for that question.

Grading Type

Give to all attempts points Select Give to all attempts X points to award to all student

Give to attempts with answer points

Comment



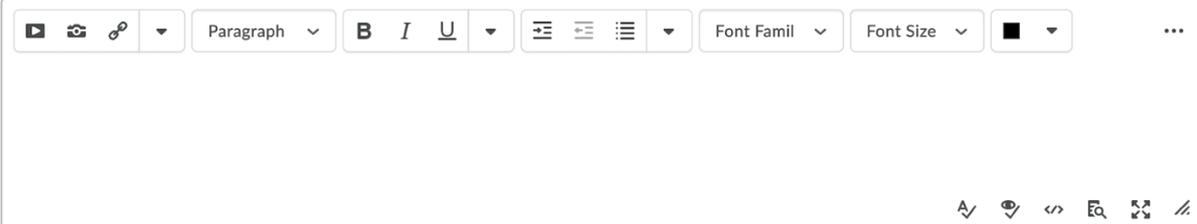
Step 6 - Alternatively, under *Grading Type* select *Give to attempts with answer* and indicate which answer will be awarded points, and how many points to award.

Grading Type

Give to all attempts points Select Give to attempts with answer, and indicate which answer will be awarded points, and how many points to award to each student

Give to attempts with answer points

Comment



Step 7 - Click Save.

Grading Type

Give to all attempts 2 points

Give to attempts with answer 2 3 points

Comment

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[Icons]

Save Go Back to Questions **Click Save**

Step 8 - At the confirmation dialog box click Yes.

Grading Type

Give to all attempts 2 points

Give to attempts with answer 2 3 points

Comment

Confirmation

Are you sure that you want to change the grade values for these attempts?

Yes No

Step 11 - An Update All Attempts results screen will inform you of all changes. Repeat this process for each question to be re-graded. Click Go back to Questions.

Niall Flaherty - Sandbox [Icons]

My Learning Assessment Discussions My Class Library Module Tools

Update All Attempts

From the Update All Attempts screen, click Save or Go back to Questions

8 attempts have been completed

Question Responses	Last Updated: 10 April 2021
"For the MNC, agency costs are typically:"	
(1) non-existent	5 (62.5%)
➔ (2) larger than agency costs of a small purely domestic firm	1 (12.5%)
(3) smaller than agency costs of a small purely domestic firm	1 (12.5%)
(4) the same as a small purely domestic firm	1 (12.5%)

Save **Go Back to Questions**