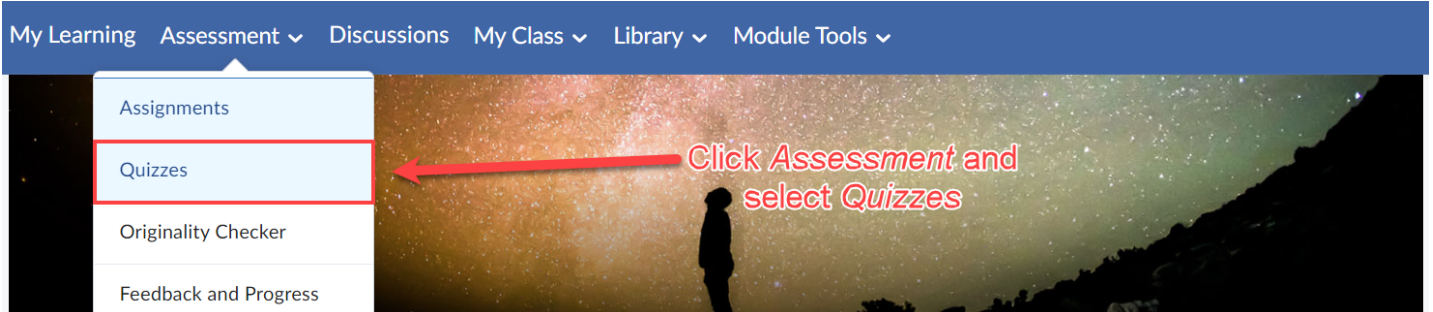


## Creating Quizzes

The Quiz tool in Brightspace enables you to create and manage online assessments. As part of your assessment strategy, you can use quizzes to help evaluate your students' progress.

**Step 1** - Click *Assessments* and select *Quizzes* from the main menu.



**Step 2** - Click *New Quiz*.



The quiz setup is divided into 3 sections:

1. Enter a name, description, due date and set quiz points.
2. Add questions to the quiz.
3. Quiz settings.

Back to Manage Quizzes | New Quiz

**1**

Name \*

Untitled

Grade Out Of

0 points | Not in Grade Book

Due Date

DD/MM/YYYY

Description

**2**

Questions

Add Existing | Create New

Ready to begin adding quiz content?

Click Add Existing or Create New to get started

**3**

Availability Dates & Conditions

Always available

Timing & Display

Recommended time limit (120 minutes)

Attempts & Completion

1 attempt allowed

Evaluation & Feedback

Auto-publish results

1 result display

Save and Close | Save | Cancel | Visibility

## Section 1

**Step 1** - Enter a *Name*, *Due Date* and *Description* to the quiz.

Name \* Enter a Name

Mid term Quiz

Grade Out Of 0 points | Not in Grade Book ? Enter a Due Date / Time

Due Date 03/11/2022 17:00

Description Enter a Description

This Mid term Quiz consists of 10 multiple-choice questions and is worth 20% of the final module grade.

**Step 2** - We recommend attaching a grade item to the quiz, click *Not in Grade Book* and select *Edit or Link to Existing*.

Grade Out Of 0 points | Not in Grade Book ? Select Edit or Link to Existing

Due Date 03/11/2022 17:00

Description

Edit or Link to Existing

Add to Grade Book

This Mid term Quiz consists of 10 multiple choice questions and is worth 20% of the final module grade.

**Step 3** - Click *Choose Grade Scheme*.

Edit or Link to Existing

☒ Create and link to a new grade item

Mid term Quiz

Choose Grade Scheme Click Choose Grade Scheme

**Step 4** - To mark the quiz with a Letter Grade, select the *Default 40% Pass Standard Letter / Numeric* grade item.

☒ Create and link to a new grade item

Mid term Quiz Select the Default Scheme

Grade Scheme

-- Default Scheme -- ((Default) 40% Pass Standard Letter/Numeric (NM) ▾

## Step 5 - Set *Grade Out Of* to 100.

Set *Grade Out Of* to 100 points

Grade Out Of  points |  In Grade Book ▼ 

Due Date

## Section 2

**Step 1** - We recommend building quiz questions into the Question Library and importing them into the quiz. To add questions from the Question Library click *Add Existing* and select *Browse Question Library*.


Click *Add Existing* and select *Browse Question Library*

begin adding quiz content?

Click *Add Existing* or *Create New* to get started

**Step 2** - Select the quiz questions to be added from the Question Library. Click *Import* to add the selected questions to the quiz.

Select the questions to be added to the quiz



Source: Question Library ▼ Filter ▼ Sort: None ▼

<input checked="" type="checkbox"/>	MCQ	Section
<input type="checkbox"/>	FIB	Section
<input type="checkbox"/>	WR	Section
<input type="checkbox"/>	Final Exam	Section

Click *Import*

**Step 3** - Your selected quiz question will be added to the quiz from the Question Library.

## Section 3

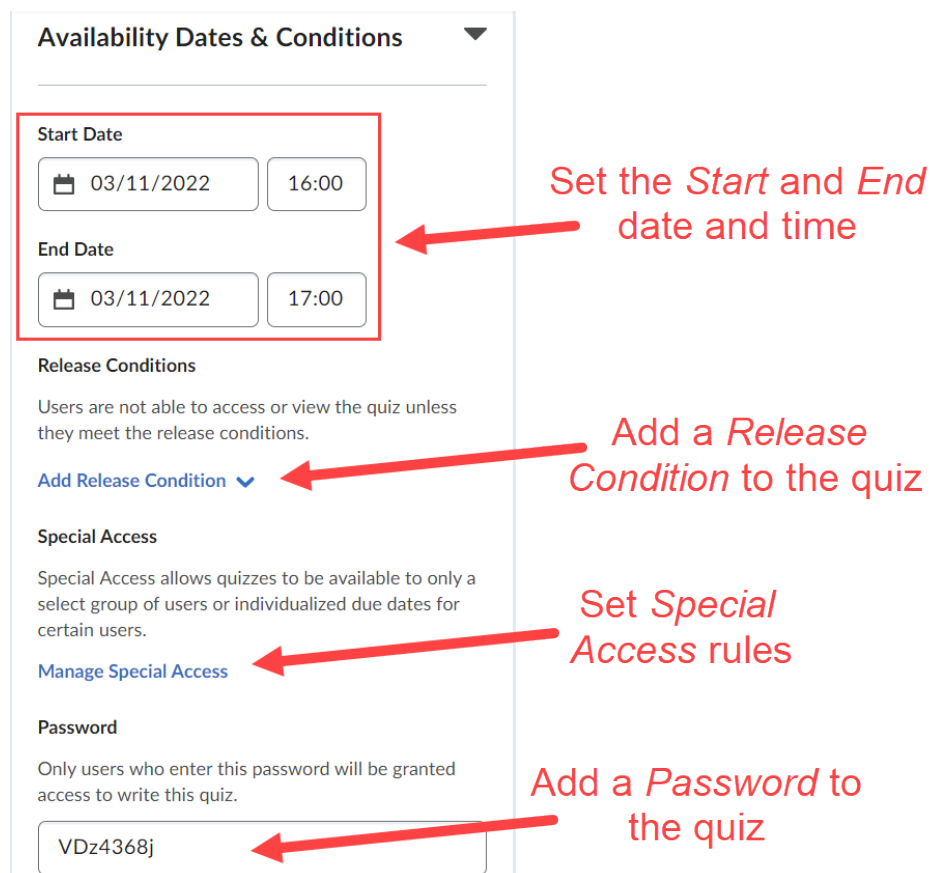
### Step 1 - Availability Dates and Conditions

Set the *Start* and *End* dates and times for the quiz, this is when the quiz is available to students.

You can attach a *Release Condition* to the quiz so that the quiz becomes available to students who meet a certain criteria such as group membership.

You can add students to the *Special Access* list of a quiz, typically this is used for students who are eligible for more time.

You can set a *Password* to the quiz for added security. The password can be revealed in class or by a Brightspace announcement just before the quiz is due to start.



The screenshot shows the 'Availability Dates & Conditions' form. A red box highlights the 'Start Date' and 'End Date' fields, which are set to 03/11/2022 at 16:00 and 17:00 respectively. Red arrows point to these fields with the text 'Set the *Start* and *End* date and time'. Below this, the 'Release Conditions' section has a red arrow pointing to the 'Add Release Condition' link with the text 'Add a *Release Condition* to the quiz'. The 'Special Access' section has a red arrow pointing to the 'Manage Special Access' link with the text 'Set *Special Access* rules'. The 'Password' section has a red arrow pointing to the password field (containing 'VDz4368j') with the text 'Add a *Password* to the quiz'.

**Availability Dates & Conditions**

**Start Date**

03/11/2022 16:00

**End Date**

03/11/2022 17:00

**Release Conditions**

Users are not able to access or view the quiz unless they meet the release conditions.

[Add Release Condition](#)

**Special Access**

Special Access allows quizzes to be available to only a select group of users or individualized due dates for certain users.

[Manage Special Access](#)

**Password**

Only users who enter this password will be granted access to write this quiz.

VDz4368j

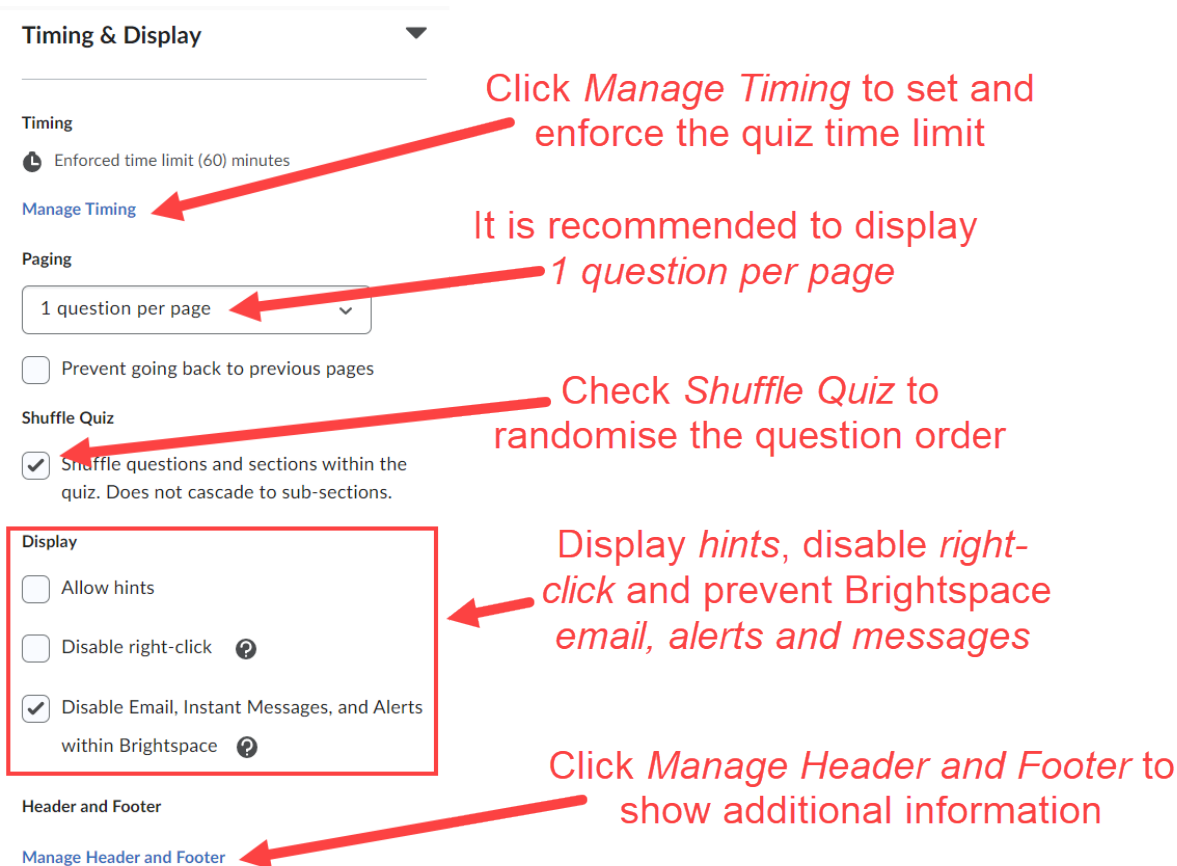
## Step 2 - Timing and Display

Click *Manage Timing* to set and enforce time limit for the quiz.

To improve the integrity of the quiz it is recommended to display one question at a time. Select *1 question per page* from the *Paging* options. If you check the *Prevent going back to previous pages* checkbox you should inform students ahead of time. Students will expect to be able to review their answers before finally submitting.

Check the *Shuffle Quiz* checkbox to randomize the order in which the questions appear for each student. You can enable question *hints* if they are available for the quiz questions, *disable right-click* on the students laptops to help prevent screen capture and disable Brightspace *emails, alerts* and *messages* for the duration of the quiz.

You can add information to the *Header* and *Footer* of the quiz if required.



The screenshot shows the 'Timing & Display' settings page. Red arrows point to specific settings with explanatory text:

- Timing:** A red arrow points to the 'Manage Timing' link with the text: "Click *Manage Timing* to set and enforce the quiz time limit".
- Paging:** A red arrow points to the '1 question per page' dropdown menu with the text: "It is recommended to display *1 question per page*".
- Shuffle Quiz:** A red arrow points to the checked 'Shuffle questions and sections within the quiz' checkbox with the text: "Check *Shuffle Quiz* to randomise the question order".
- Display:** A red box highlights the 'Display' section. A red arrow points to the 'Disable Email, Instant Messages, and Alerts within Brightspace' checkbox with the text: "Display *hints*, disable *right-click* and prevent Brightspace *email, alerts and messages*".
- Header and Footer:** A red arrow points to the 'Manage Header and Footer' link with the text: "Click *Manage Header and Footer* to show additional information".

The settings shown in the screenshot are:

- Timing & Display** (dropdown menu)
- Timing**
  - Enforced time limit (60) minutes
  - [Manage Timing](#)
- Paging**
  - 1 question per page (dropdown menu)
  - ☐ Prevent going back to previous pages
- Shuffle Quiz**
  - ☒ Shuffle questions and sections within the quiz. Does not cascade to sub-sections.
- Display**
  - ☐ Allow hints
  - ☐ Disable right-click ?
  - ☒ Disable Email, Instant Messages, and Alerts within Brightspace ?
- Header and Footer**
  - [Manage Header and Footer](#)

### Step 3 - Attempts and Completion

Click *Manage Attempts* to set how many times a student may take the quiz.

#### Attempts & Completion

##### Attempts

1 attempt allowed

[Manage Attempts](#)

##### Notification Email

To receive notifications when a quiz is attempted, enter an email address or multiple email addresses separated by a comma.

Click *Manage Attempts* to set how many times students can take the quiz

### Step 4 - Evaluation and Feedback

Check the *Auto-publish* box to display the quiz result to students when they submit.\*

*\*Only questions that can be auto graded such as Multiple Choice will be displayed.*

Check the *Synchronize* box to publish quiz grade/score to a connected grade item.

Select what to display to students upon submission:

Quiz grade or score and incorrect / correct quiz questions.

Customize the system display to students when they submit a quiz.

#### Evaluation & Feedback

☐ Auto-publish attempt results immediately upon completion

☐ Synchronize to grade book on publish

When published, display to learners:

☐ Attempt grade

and

No questions

Check *Auto-Publish* to display quiz results when a student submits

Check *Synchronize* publish quiz results to a connected grade item

Choose what to display to students upon quiz completion

Edit the *Quiz Results Display*

[Customize Quiz Results Displays](#)

To complete the quiz setup, toggle the *Visibility* to *ON* – the quiz will be available to students at the specific dates and times set in the *Availability Dates and Conditions* and click *Save and Close*.

