

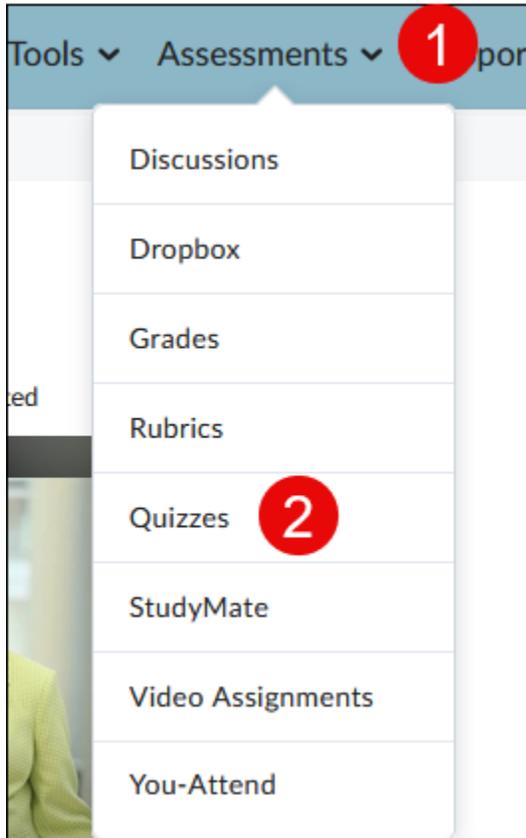


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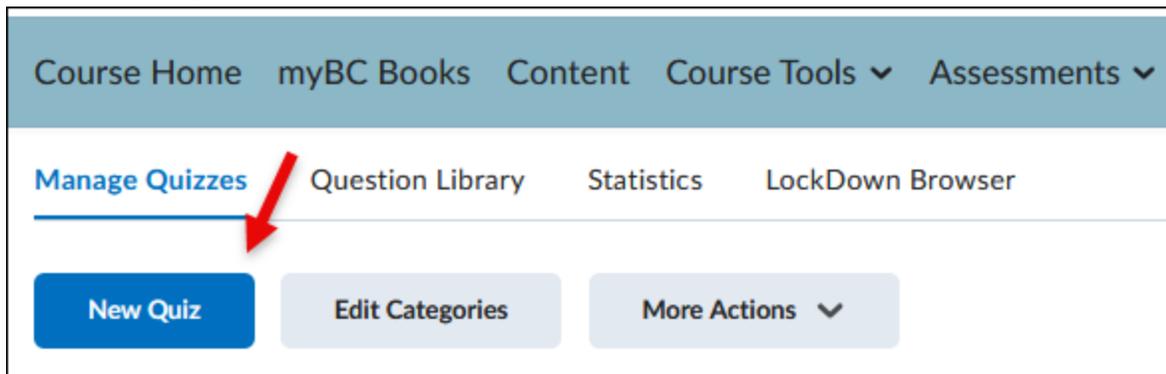
## Create A Quiz

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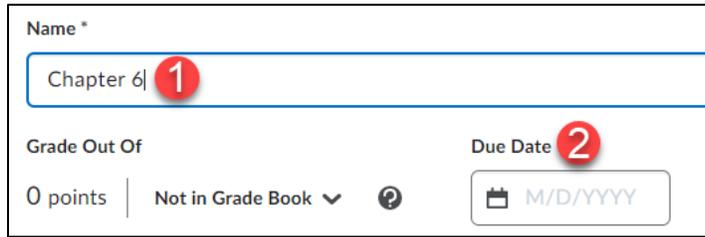
1. Click Assessments (1), Quizzes (2).



2. Click New Quiz.



3. Enter a Quiz name, for example Chapter 6, (1). Enter a Due Date (2).



Name \*

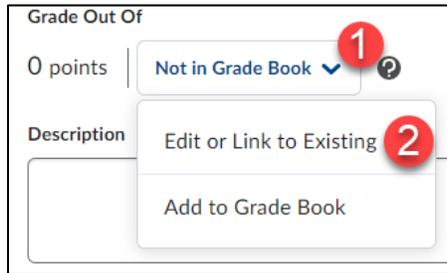
Chapter 6 1

Grade Out Of 0 points | Not in Grade Book v ?

Due Date 2

M/D/YYYY

4. Click the drop down for Not in Grade Book (1). Click Edit or Link to Existing (2).



Grade Out Of

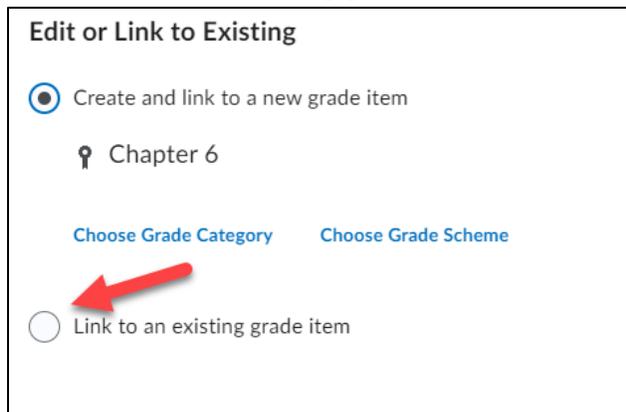
0 points | Not in Grade Book v 1 ?

Description

Edit or Link to Existing 2

Add to Grade Book

5. Click Link to an existing grade item.



Edit or Link to Existing

Create and link to a new grade item

Chapter 6

Choose Grade Category Choose Grade Scheme

Link to an existing grade item

6. Click the drop down and link it to the category for Quizzes and then click OK.

**Edit or Link to Existing**

Create and link to a new grade item

Link to an existing grade item

Lorem Ipsum ▾  
 Lorem Ipsum  
 Attendance

OK Cancel

**7. Enter** a max number of points for the quiz.

Name \*

Chapter 6

Grade Out Of

100 points

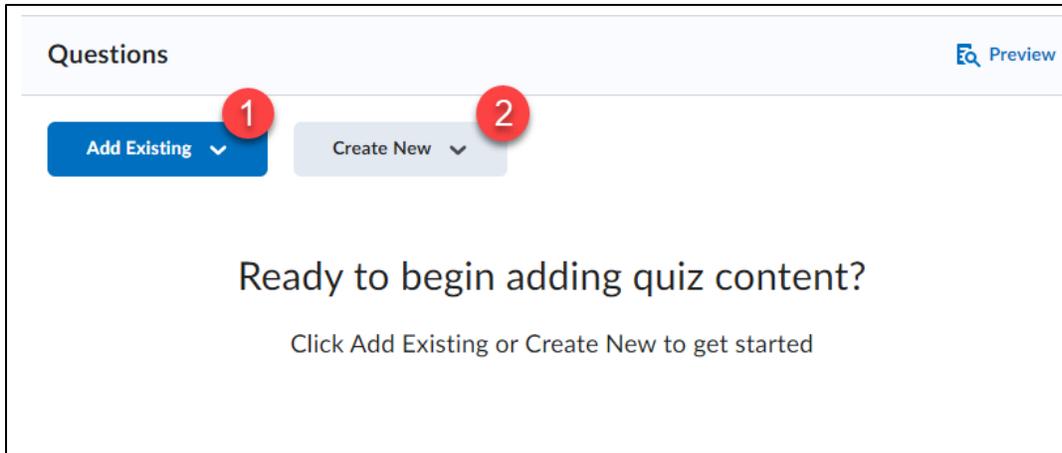
In Grade Book ▾ ?

Due Date

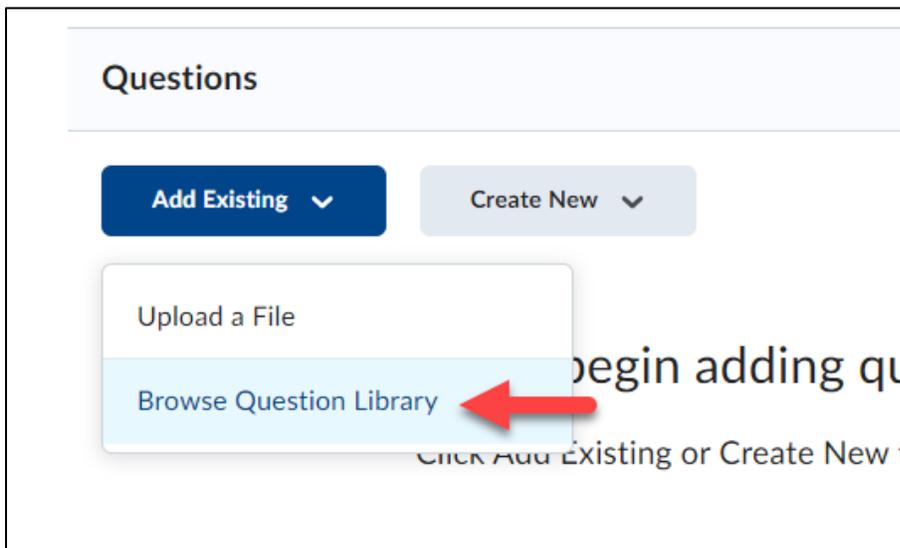
M/D/YYYY

Description

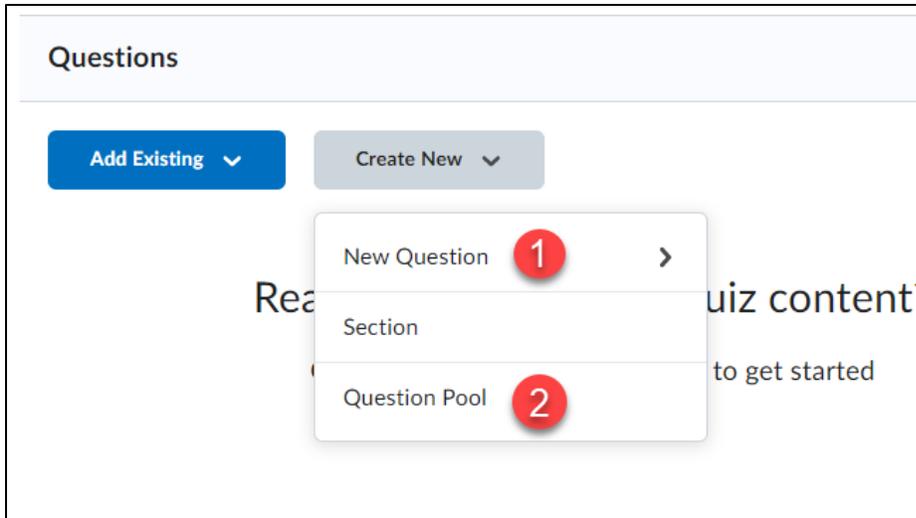
**8. Click** either Add Existing (1) or Create New (2).



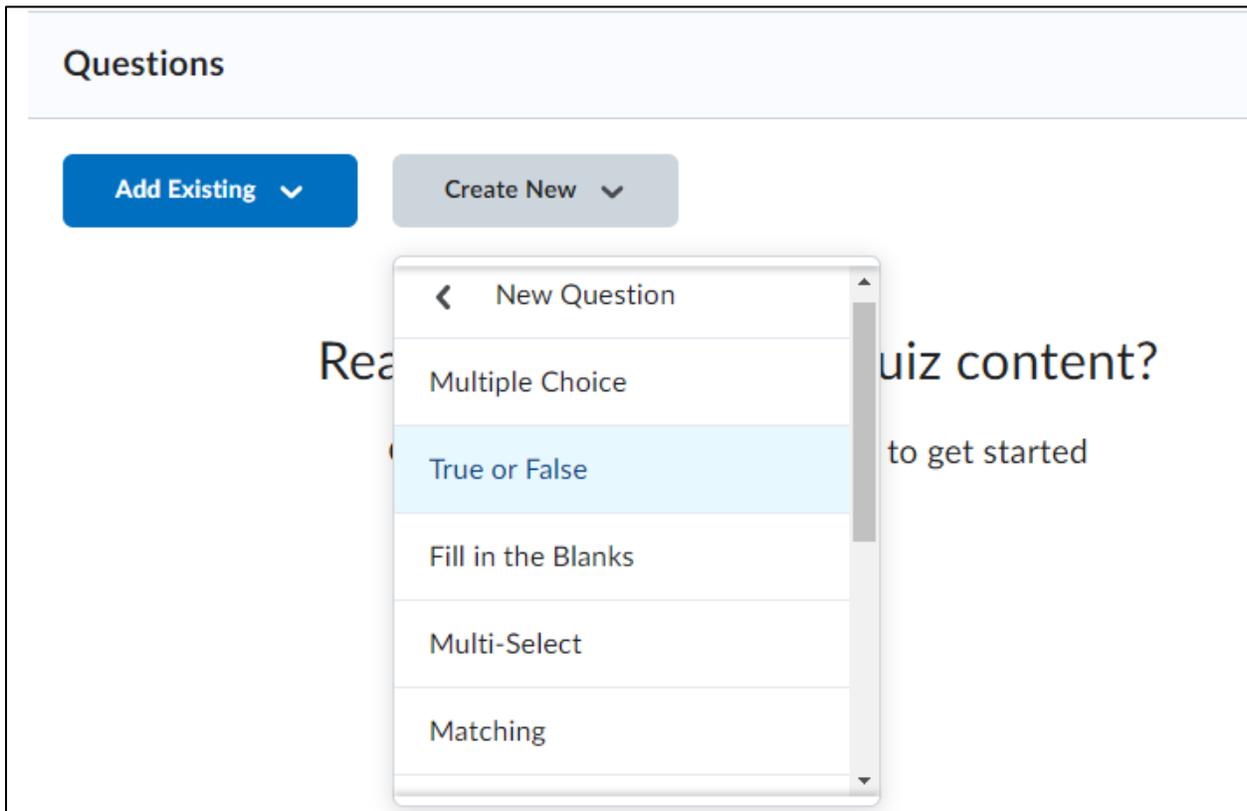
9. If you already have questions saved in the Question Library, **click** Add Existing and **choose** Browse Question Library.



10. If you are creating a new quiz not using the Question Library, **click** Create New, then **click** New Question (1), or Question Pool (2). (A question pool allows a selection of questions chosen randomly from the question library)



11. Choose a question type.



12. If necessary, change the type of question (1). **Type** in your question (2), then **select** the correct answer below (3). Make sure to give it the point value you require (4).

The screenshot shows the 'New Multiple Choice Question' form. At the top, there is a dropdown menu set to 'Multiple Choice' with a red circle '1' next to it. To the right of this menu is an 'Options' dropdown. Below this is a text input field for 'Question Text \*' with a red circle '2' next to it. Underneath is the 'Answers \*' section, which contains four rows, each with a radio button and a text input field. A red circle '3' is placed over the first radio button. Below the answers is an 'Add Answer' link, a checkbox for 'Randomize answer order', and a 'Points \*' input field containing the number '1' with a red circle '4' next to it. At the bottom, there are 'Save' and 'Cancel' buttons.

13. Click the Options drop down for more options for each question if needed.

This screenshot shows the same 'New Multiple Choice Question' form, but with the 'Question Text \*' field empty. A red arrow points from the right towards the 'Options' dropdown menu, which is located to the right of the 'Multiple Choice' dropdown.

14. **View** the question preview on the right panel. This is how the question will look to students.

New Multiple Choice Question

Multiple Choice Options

Question Text \*

How many fingers do I have?

Answers \*

- 10
- 8
- 5
- 11

How many fingers do I have?

- 10
- 8
- 5
- 11

15. **Click** either Save, Save and New, or Save and Copy. (Save and New allows saving of this question, and then returns directly to the same screen to create another question with the same format. Save and Copy allows creation of the exact same question again, but can be edited to make changes)

Points \*

1

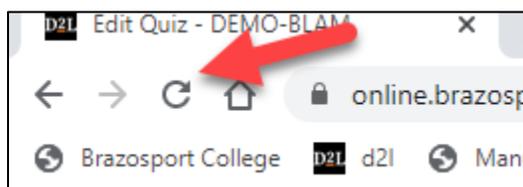
Save and New

Save and Copy

Save

Cancel

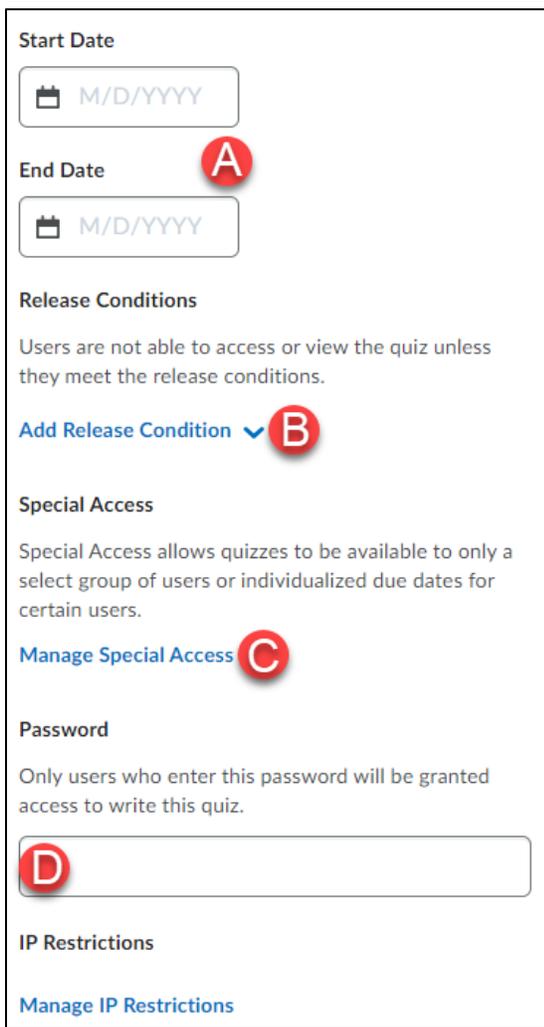
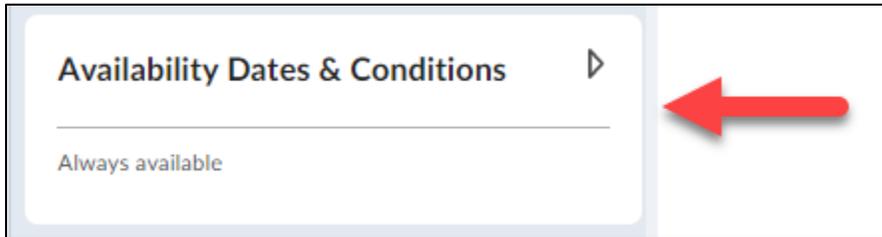
16. To see the questions you have created so far you may need to refresh your browser window. **Click** refresh.



**17. View** the questions you have so far. When done adding questions **click** save and close or move to next step.



**18. Click** Availability Dates & Conditions to add Start and End Dates (**A**), Release Conditions (**B**), and Special Access (**C**), or set a password (**D**).



**18-A.** Click on the start and end dates to choose when your students will have access to the quiz and when the quiz will no longer take submissions.

**Start Date**

**End Date**

Add availability dates to Calendar

**18-B.** Click on Add Release Condition and **Select** either Create New or Add existing. If you opt to create a new condition, then you will need to **select** a condition type and detail on the next page then **click** create to save the new condition.

**Release Conditions**

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

**Add Release Condition** ▼ 

Create New

Add Existing

**Create a Release Condition**

Release this item when the following condition is met:

Condition Type

-- Select Condition Type --

- Dropbox
  - Submission to dropbox
  - Receive feedback on dropbox submission
  - Score on associated rubric
  - No submission to dropbox
- Awards
  - Award Earned
- Checklist
  - Completed checklist
  - Completed checklist item
  - Incomplete checklist
  - Incomplete checklist item
- Classlist
  - Group enrollment
  - Org unit enrollment
  - Section enrollment
  - Role in current org unit
  - Date of enrollment in current org unit
- Competencies

**18-C.** You can manage special access by **clicking** Manage Special Access and selecting whether you want to allow selected users special access to the quiz or allow only users with special access to see the quiz. Once you **select** which option you want to give to your special access users, **click** on Add Users to Special Access and then add new modifications to this quiz for your special users such as a new due date, start and end dates, overriding the time limit, and adding additional attempts. When finished **select** the users you wish to give special access to and **click** save.

**NOTE:** Leave “Allow selected users special access to this quiz” as the default setting. If you change to the option to “Allow only users with special access to see this quiz” then **ONLY** the users with special access will be able to see this quiz and if it is currently active then it will remove access for users without special access.

**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](#) 

Allow selected users special access to this quiz

Allow only users with special access to see this quiz

[Add Users to Special Access](#)

[Save and Close](#) [Cancel](#)

**18-C.** Within the manage special access menu, you can change the due date (1), change availability (2), change timing by **clicking** the override time limit box (3) and **selecting** either to set a time limit (4) or no time limit (5). Override number of attempts by **clicking** the Override attempts allowed box (6) and *selecting* the number of attempts allowed (7) then **click** apply (8) to save the changes to override attempts. **Scroll down** to **select** users by **clicking** the box to the left of their name (9) and then click save (10) to save all changes to the special access menu.

The screenshot displays the 'Add Special Access to Quiz - Lorem Ipsum quiz' interface, divided into four main sections with numbered callouts:

- Properties:** Callout 1 points to the 'Due Date' field, which is set to 11/1/2023 at 4:15 PM. Callout 2 points to the 'Availability' section, which includes 'Has Start Date' (11/1/2023 at 10:40 AM) and 'Has End Date' (11/8/2023 at 3:40 PM).
- Timing:** Callout 3 points to the 'Override time limit' checkbox, which is checked. Callout 4 points to the 'Set time limit' radio button, and callout 5 points to the 'No time limit' radio button. The 'New Time Limit' is set to 120 minutes. Callout 6 points to the 'When The Time Limit Expires' section, where 'Automatically submit the quiz attempt' is selected.
- Attempts:** Callout 6 points to the 'Override attempts allowed' checkbox, which is checked. Callout 7 points to the 'Attempts Allowed' dropdown menu, which is open and showing 'Unlimited' selected. Callout 8 points to the 'Apply' button next to the dropdown.
- Users:** Callout 9 points to the selection checkboxes for users: 'ANGELA Admin' and 'Angela Elder (Id: 510005758)'. Callout 10 points to the 'Save' button at the bottom of the user list.

**18-D.** You can add a password to your quiz to require students to enter this to begin their quiz.

**Password**

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

**19. Click** Timing & Display to manage options for the way the quiz is set up. Change the allotted time to take the quiz under Timing (**A**) Paging (**B**), Shuffling questions (**C**), and Display (**D**).

**Timing & Display** 

---

No time limit



**Timing & Display** 

---

Set time limit **A**

Paging **B**

All questions displayed together 

Shuffle Quiz **C**

Shuffle questions and sections within the quiz. Does not cascade to sub-sections.

Display **D**

Allow hints

Disable Email, Instant Messages, and Alerts within Brightspace 

Header and Footer

[Manage Header and Footer](#)

**19-A. Click on Timing & Display (1). Choose a time limit if needed by clicking on Set time limit (2). Click Timer Settings (3) and change the timer setting as needed (Automatic submission is the default). Click Ok (4) when finished.**

The image shows two side-by-side panels. The left panel is titled "Timing & Display" and contains a checked checkbox for "Set time limit" with a value of "120" and the unit "minute(s)". Below this is the text "Auto-submit when time is up" and a link for "Timer Settings". The right panel is titled "Timing" and contains three radio button options under the heading "When The Time Limit Expires": "Automatically submit the quiz attempt" (selected), "Flag as 'exceeded time limit' and allow the learner to continue working", and "Do nothing: the time limit is not enforced". At the bottom of the right panel are "OK" and "Cancel" buttons.

**19-B. Click the drop down under Paging for options of how the questions are displayed in the quiz.**

The image shows a "Paging" settings panel. A dropdown menu is open, displaying several options: "All questions displayed together", "1 question per page", "5 questions per page", "10 questions per page", and "Add page break after each section". A red arrow points to the downward arrow of the dropdown menu.

**19-C. Click the box under Shuffle Quiz to shuffle questions.**

The image shows a "Shuffle Quiz" settings panel. A checkbox is checked, with the text "Shuffle questions and sections within the quiz. Does not cascade to sub-sections." A red arrow points to the checked checkbox.

**19-D. Click** the box for “Allow hints” to give students hints for the questions. **Click** the box next to “Disable Email, Instant Messages, and Alerts within Brightspace” to disable notifications in Brightspace for the students taking the quiz.

**Display**

- Allow hints
- Disable Email, Instant Messages, and Alerts within Brightspace ?

**20. Manage** the number of attempts allowed by **clicking** the manage attempts button (1) and then **selecting** the number of attempts allowed (2), and how the overall grade is calculated (3), **click** the retake incorrect questions only box (4) if you want your students to only see the incorrect questions on future retakes, then **click** OK (5) to save your selections.

**Attempts & Completion**

Attempts  
Unlimited attempts allowed

[Manage Attempts](#) 1

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

**Attempts**

Attempts Allowed

Unlimited 2

1  
2

**Overall Grade Calculation**

Highest Attempt 3

Highest Attempt  
Lowest Attempt  
Average of all Attempts  
First Attempt  
Last Attempt

**Retake Incorrect Questions Only**

On new attempts, only allow answers for previously incorrect questions ? 4

5  
OK Cancel

21. By default, publish results and Attempt Grade are turned on. You will also need to select the Synchronize to grade book on publish option when creating your quiz.

- **The Auto-publish attempt results immediately upon completion** option publishes quiz results for students to see immediately after they complete the quiz.
- **The Synchronize to grade book on publish** option syncs the quiz grade to Grade Book. Both options should be selected.

### Evaluation & Feedback

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Auto-publish attempt results immediately upon completion ?

Synchronize to grade book on publish ?

When published, display to learners:

Attempt grade

and

No questions ▼

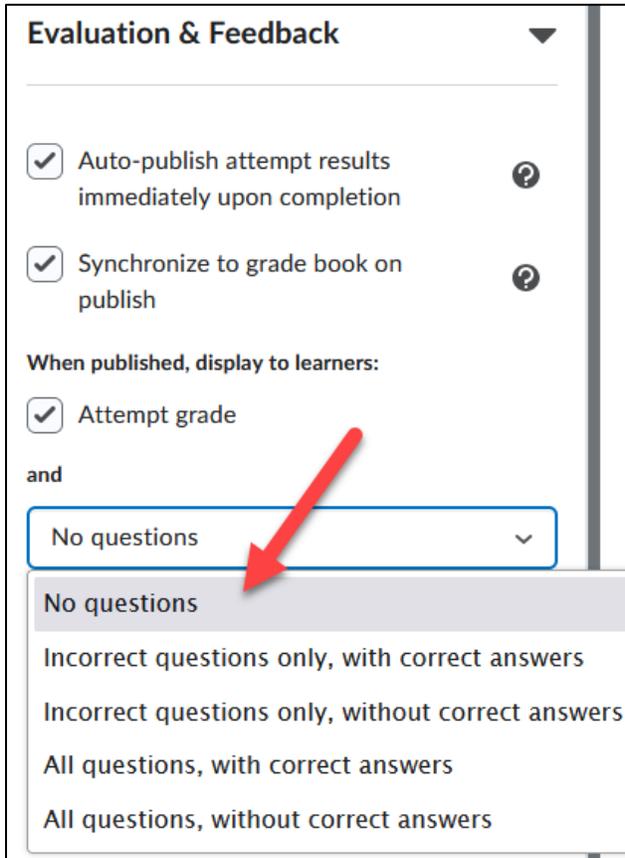
[Customize Quiz Results Displays](#)

**Learning Objectives**

No learning objectives

[Manage Learning Objectives](#)

22. Choose the result you want students to see once the Submit Quiz button has been pressed.



**Evaluation & Feedback**

Auto-publish attempt results immediately upon completion

Synchronize to grade book on publish

When published, display to learners:

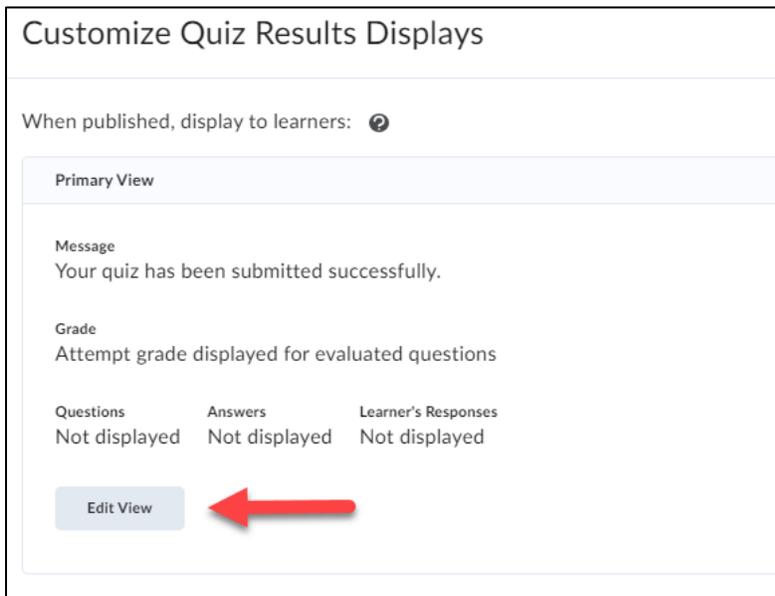
Attempt grade

and

No questions

- No questions
- Incorrect questions only, with correct answers
- Incorrect questions only, without correct answers
- All questions, with correct answers
- All questions, without correct answers

23. The view for the student can also be customized by **clicking** Customize Quiz Results Displays.



**Customize Quiz Results Displays**

When published, display to learners: ?

**Primary View**

Message  
Your quiz has been submitted successfully.

Grade  
Attempt grade displayed for evaluated questions

Questions	Answers	Learner's Responses
Not displayed	Not displayed	Not displayed

Edit View

24. Change the default view to something else you need or add an additional view to show after the quiz has been taken by everyone. Customize the date if needed (1), and what you want to allow the student to be able to see (2).

### Customize Quiz Results Displays

Questions	Answers	Learner's Responses
Not displayed	Not displayed	Not displayed

[Edit View](#)

Additional view comes into effect:

Display Date \*

**1**

A limited amount of time (in minutes) after submission

Message

Grade

Display attempt grade for evaluated questions

Questions

Statistics

Display class average **2**

Display grade distribution

[Create](#) [Cancel](#)

25. If you are updating an existing submission view, make your changes and make sure to **click Update (1)** and then **click OK (2)** to submit your changes.

### Customize Quiz Results Displays ✕

Your work has been saved and submitted

**Custom Message**

Your quiz has been submitted successfully. Good Job!

**Grade**

Display attempt grade for evaluated questions

**Questions**

Don't show ▾

**Statistics**

Display class average

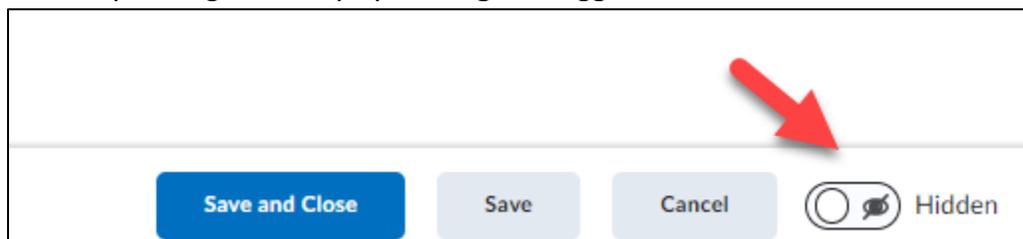
Display grade distribution

**1** Update Cancel

+ Additional View

**2** OK Cancel

26. Easily manage visibility by **clicking** the toggle on or off.



27. When done with quiz creation, **click** Save and Close.

