



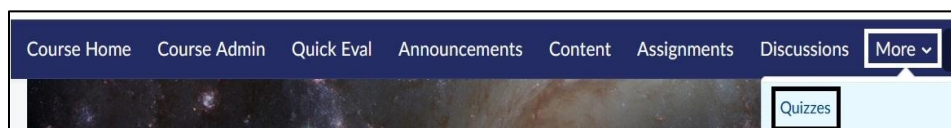
Create a Brightspace Quiz

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Brightspace allows instructors to create online quizzes to gauge student mastery of course materials and learner engagement. Quizzes can contain various commonly used question types, can include questions from a question pool, and shuffle the presentation order of questions. Delivery options allow instructors to limit access to the quiz to a particular timeframe and to set time limits for completion once a quiz has been started by a student.

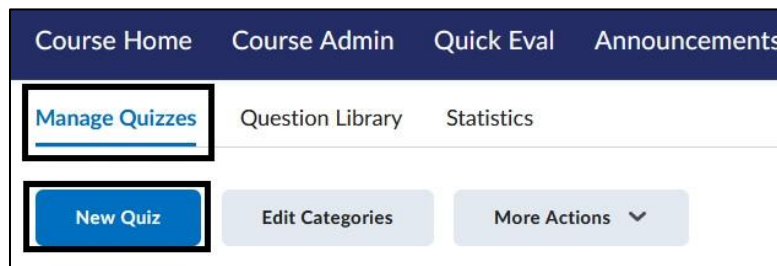
Access Quizzes

1. Enter your course and select **Quizzes** on the Course navbar.



Note: A new Quiz can also be created on the **Content** page within a Module. Select **Upload/Create** button and select **New Quiz** from the drop-down menu. Quizzes created on the Quizzes page can be added to modules by selecting the **Existing Activities** button.

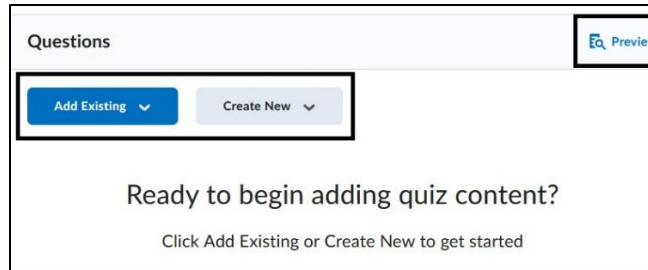
2. On the **Quizzes** page, under **Manage Quizzes**, select **New Quiz**.



3. On the **New Quiz** page, enter the quiz information.
 - a. Enter a **Quiz Title**. We recommended concise titles that do not include dates to reduce the amount of editing needed when copying a course.
 - b. By default, quizzes are set as **Not in Gradebook**. To add a quiz to the Grade Book, select the **downward arrow** and select **Add to Gradebook**. You can then specify the overall points for the quiz.
 - c. Enter a **Due Date** for the quiz, if applicable.
 - d. Enter a **Description** for the quiz. The HTML Editor appears which will allow you access to the Insert Stuff button and other editing functions.

Adding Questions to a Quiz

Note: DOES LMS Support recommends creating **Sections** and **Question Pools** on the **Question Library** page and then connecting to those sections/pools through the Add Existing option in Quizzes. For more information access the [Question Library](#) help information on the Brightspace Community site. Additionally, the Add Existing option allows you to upload questions from a Microsoft Excel .CSV formatted file or from previous quizzes through the **Browse Question Library** option. Please reach out to DOES LMS Support for assistance with these functions.



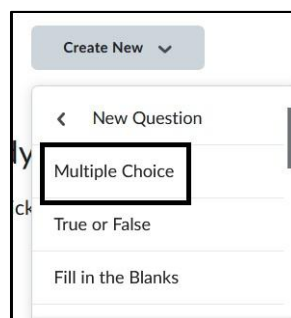
1. Select **Create New** to create a new question. The **Preview** button may be used to view the quiz as students would see it when you are done adding questions.

Under **Create New**, there are three selections:

- **New Question** – Allows you to select from a list of question types like Multiple Choice, True/False and Fill in the Blanks. For a full list of question types access [Overview of Question Types](#).
- **Section** – allows you to group and organize your questions by a question type or topic. For example, one section for Written Response questions and another section for Multiple Choice within the same quiz. Access [Section](#) for more information.
- **Question Pool** – is a collection of questions from which the system draws questions randomly reducing their predictability. This is the equivalent to a Random Block that was used in Blackboard. For more information access [Question Pools](#).

Create a New Question

1. Select **Create New > New Question**, and select the Question type from the dropdown list.



Watch a brief (1:40 mins.) [Question Types](#) video for an overview of question types.

2. A pop-up box will appear for the selected question. In this example, it is displaying a Multiple-Choice Question. Enter the question in the **Question Text** box. Enter the answers in each answer box. Select the correct answer by selecting the **circle to the left of the specific answer**.

Multiple Choice

Options

Question Text *

Who was the first President?

Answers *

☒ George Washington

☐ Bill Clinton

☐ John F. Kennedy

☐ James Madison

Save Cancel

Who was the first President?

George Washington

Bill Clinton

John F. Kennedy

James Madison

3. Select the **Options** drop-down in the upper right to access additional settings for the Question Type. Select **Save** once the question is completed.

Options

Add Feedback

Add Hint

Add Short Description

Add Custom Weights

Add Enumeration

Note: The Options drop-down menu will display selections based on the specific question type chosen.

Edit a Quiz Question

Note: It is highly recommended to make changes to questions before students have taken the quiz. Editing questions after students have taken a quiz will NOT update their attempt. Changes will only impact future attempts.

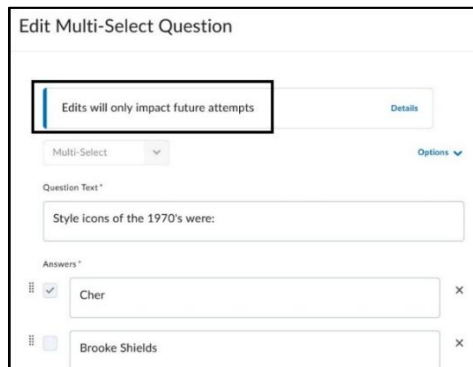
1. To edit a quiz question, click on the question.

☐ 1 Tanning and having sun bronzed skin was a trend in the 1970's 2 points
True or False • Mandatory

☒ 2 Style icons of the 1970's were: 2 points
Multi-Select • Mandatory

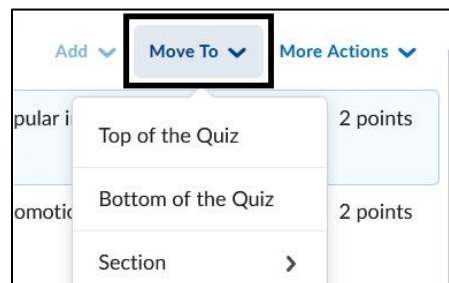
☐ 3 The foundation trend in the 1970's was: 2 points
Multiple Choice • Mandatory

2. An Edit Question box will appear to allow you to make changes. Make sure to select **Save** once changes are complete.

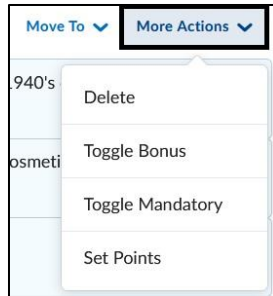


Additional Question Settings

1. To access additional quiz settings, select a quiz question by checking off the square box to the left of question. The **Move To** and **More Actions** options will be available.
 - The **Move To** drop-down menu allows you to move questions around within the quiz. You also can drag and drop questions into place.



- The **More Actions** drop-down menu provides access to these additional settings:
 - **Delete** questions.
 - **Toggle Bonus** – denotes the question as Extra Credit.
 - **Toggle Mandatory** – sets the question mandatory to answer. The students cannot submit the quiz until an answer is selected.
 - **Set Points** allow you to change point value for a particular question(s).



Availability Dates & Conditions

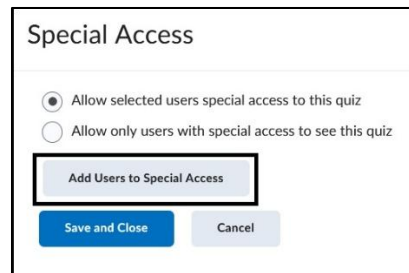
1. Set a **Start Date** and an **End Date** for the quiz. The Start and End Date is the timeframe during which students may start the quiz. Start and End dates are independent of the time limit for the quiz, which sets the allowable time for a specific quiz attempt. Students who begin the quiz and who have time remaining on the quiz timer will be allowed to complete the quiz, even if the End Date has occurred. If no Start and End dates are set, the quiz will be set to “Always Available” unless it is hidden from view on the Manage Quizzes page.

2. **Release Conditions** allow instructors the ability to set criteria for access to a quiz, such as completing a prior assessment or a specific task within the course. Select **Add Release Conditions**. Select **Create New** or **Add Existing** if you have created previous criteria. For more information access [Release Conditions](#).

3. **Special Access** allows instructors to modify quiz settings for specific students. Special Access can be used if a student has testing accommodations or a student needs to take the quiz at a different date or time than the rest of the class. Select **Manage Special Access** to set these options.



4. On the Special Access page, select the specific restrictions and select **Add Users to Special Access**.



Note: By default, “**Allow selected users special access to this quiz**” is the chosen option. This allows you to set access for specific students while not impacting other students for the **same quiz**. The second option will restrict the quiz to **ONLY** those students who are selected for Special Access.

Special Access for quizzes can set:

- Different Due Dates and Availability Dates for a user.
 - Override the Time Limit and add additional time or no time limit at all for a user.
 - Override attempts allowed. This setting is only available in Quiz Special Access.
5. Instructors can set a password for a quiz. Note that passwords in Brightspace for quizzes are **case-sensitive**. Additionally, instructors can restrict a quiz based on an IP Address. DOES LMS Support does not recommend using this option unless all computers are within the same location or network, such as a designated computer lab on campus.

Password

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

History325

IP Restrictions

[Manage IP Restrictions](#)

Timing & Displays

1. Set a Time Limit for a quiz. Select **Timer Settings** for additional timer settings.

Timing & Display

☒ Set time limit

Time Limit *

30 minute(s)

Asynchronous

Auto-submit when time is up

[Timer Settings](#)

Access [Timer Settings](#) for more information.

2. Under **Paging**, select how the questions will be displayed. By default, all questions will be displayed on one page unless a different option is selected. If a certain number of questions are chosen per page, there is the option to select **Prevent going back to the previous page** under the selection.

Timing & Display

Paging

All questions displayed together ▼

All questions displayed together

1 question per page

5 questions per page

10 questions per page

Add page break after each section

Paging

5 questions per page

☒ Prevent going back to previous pages

- The **Shuffle quiz** selection will randomize the order of questions presented to each student during a quiz. *Please note that if you are using **Sections** and want the questions to remain within those sections, do not use this feature but rather **Section shuffling** within the Section settings.*

Shuffle Quiz

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

- Under the **Display** option, the **Allow Hints** option can be selected. The hints must be set up within the quiz questions. The **Disable Email, Instant Messages and Alerts within Brightspace** option is enabled by default. Instructors can apply a header and footer to their quiz which will display at the top and bottom of the quiz page.

Display

☐ Allow hints

☒ Disable Email, Instant Messages, and Alerts within Brightspace ?

Header and Footer

[Manage Header and Footer](#)

Attempts & Completion

- Select **Manage Attempts** to set the number of attempts for a quiz. By default, quizzes are set to **1 attempt**. Click the Manage Attempts link to add additional attempts.

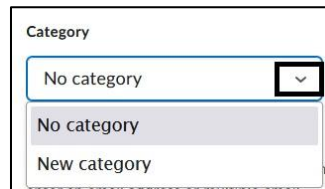
Attempts & Completion

Attempts

1 attempt allowed

[Manage Attempts](#)

2. Under **Category**, categories can be assigned or created to organize quizzes on the main Quiz page. Use the drop-down menu to select or create a new category. *Note that categories listed here are not connected to Grades, but for organizational purposes within Quizzes ONLY.*



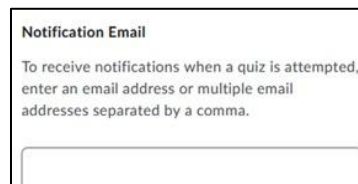
A screenshot of a 'Category' dropdown menu. The menu is open, showing three options: 'No category' (selected), 'No category', and 'New category'. A small 'x' icon is visible in the top right corner of the dropdown box.

Select View By to filter your quizzes by Category.



A screenshot of the 'Manage Quizzes' interface. The 'View By' dropdown menu is open, showing three options: 'By Availability' (selected), 'By Availability', and 'By Category'. An 'Apply' button is visible next to the dropdown.

3. Under **Notification Email**, this setting allows you to enter an email to receive notifications when students have submitted their quiz. A separate email is sent for each quiz attempt, for each student.



A screenshot of the 'Notification Email' section. It contains a text input field for entering an email address or multiple email addresses separated by a comma. The text 'To receive notifications when a quiz is attempted, enter an email address or multiple email addresses separated by a comma.' is displayed above the input field.

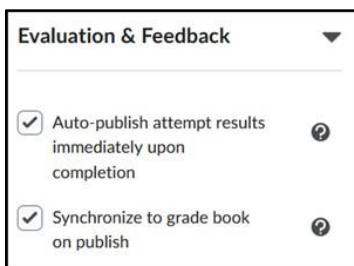
4. Under **Completion Tracking**, select **Manage Completion Tracking** to choose how the completion status is marked once a student has completed the quiz. By default, the student is marked as complete after submitting a quiz attempt.



A screenshot of the 'Completion Tracking' section. It shows the text 'Complete after attempt is submitted' and a link labeled 'Manage Completion Tracking'.

Evaluation & Feedback

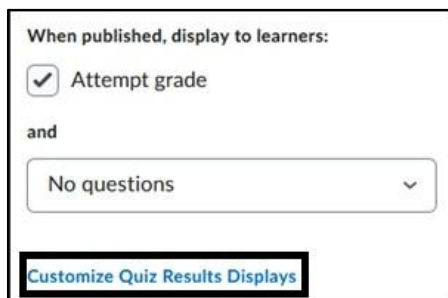
1. Under **Evaluation & Feedback**, select how scores and feedback are released to students. Select **Auto-publish attempt results immediately upon completion** to release scores to students as soon as the quiz is submitted. If questions cannot be evaluated by the system (e.g. written response questions), those questions will be automatically scored with a zero until manual evaluation. This setting is checked off by default. If it is deselected, attempt grades will have to be manually published on the Quiz submission page.
2. Select **Synchronize to grade book on publish**. This means that scores will automatically be sent to Grades. If you are not seeing scores within the grade item on the Enter Grades page, make sure this box is selected within the quiz settings. Selecting this option again, if it was previously deselected, will also require scores to be manually published on the Quiz submission page.



The screenshot shows a panel titled "Evaluation & Feedback" with a dropdown arrow. It contains two settings, both with checked checkboxes and help icons:

- ☒ Auto-publish attempt results immediately upon completion
- ☒ Synchronize to grade book on publish

3. Select what is displayed to students after submission. Under **When published, display to learners**, **Attempt Grade** is selected by default. Instructors can select additional feedback such as Incorrect and Correct Answers to display. Selecting **Customize Quiz Results Displays** allows instructors to release additional information to students after initial results.



The screenshot shows a panel titled "When published, display to learners:". It contains a checked checkbox for "Attempt grade", followed by the word "and", and a dropdown menu currently set to "No questions". At the bottom, there is a button labeled "Customize Quiz Results Displays" which is highlighted with a black border.

Access [Customize the Quiz Results Displays](#) for more information.

Important Note

1. Make sure once you are **ready to save a quiz that it is toggled** from **Hidden** to **Visible** for students to be able to access it. *Note that even if you set a Start/End Date and the quiz is hidden, it will not be visible to students!* The Hidden setting overrides all other date/time restrictions!



Access [Create and configure a quiz](#) for more information.

For more information and assistance, please email Department of Online Education and Support - Learning Management System Support at LMS.faculty@jjay.cuny.edu