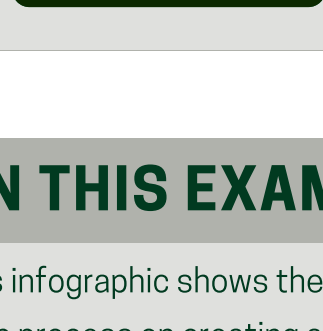


# QUIZ CREATION IN BRIGHTSPACE

## PART 1A: QUIZ CREATION BASICS

### QUIZ TOOL USES

Quizzes  
Worksheets  
Reading Questions  
Lab Activities  
Quick Checks  
Self-Checks



### QUIZ TOOL FEATURES

- Auto-Grading and Manual grading options
- Timer
- Date Restrictions
- Question Library and Question Pools to pull question together for the quiz
- Shuffling of question order
- Multiple attempts
- Import questions from other courses
- Quiz Preview option allows you to test the accuracy of content and grading before you release a quiz.
- Statistics page that includes grade distribution, grade average, question statistics, and user statistics on the Statistics Page.

### IN THIS EXAMPLE

This infographic shows the step by step process on creating a quiz in Brightspace. **Part 1A discusses the basics of how to create a quiz from the content area (option 1).** Part 1B will discuss in more depth look into the options that are available to use when creating a quiz.

Check out the other Parts of Quiz Creation for more Step by Step processes and videos!

### QUIZ CREATION OPTIONS

There are **2** paths to create a quiz in Brightspace.

**Option 1:** Creating a Quiz via the Content tab on the navigation bar.

1. Click **Content** (on the navigation bar).
2. Choose the module you want the quiz be put in.
3. Choose the blue button, **Upload/Create**, and choose the drop down.
4. Scroll until you see **New Quiz** and click that option.

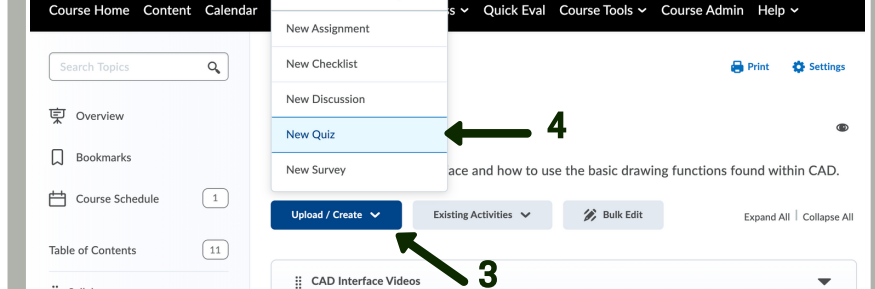
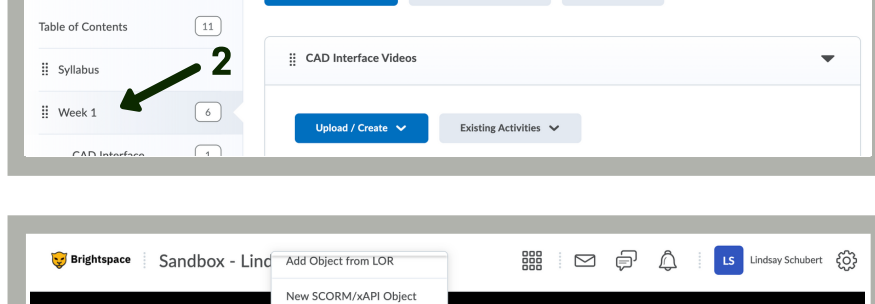
**Option 2:** Creating a Quiz via the Course Tools tab on the navigation bar.

1. Click on **Course Tools** (on the navigation bar).
2. Scroll until you see **New Quiz** and click that option.
3. Choose the blue button, under manage quizzes, that says **New Quiz**. Begin creating the quiz.

## Step 1

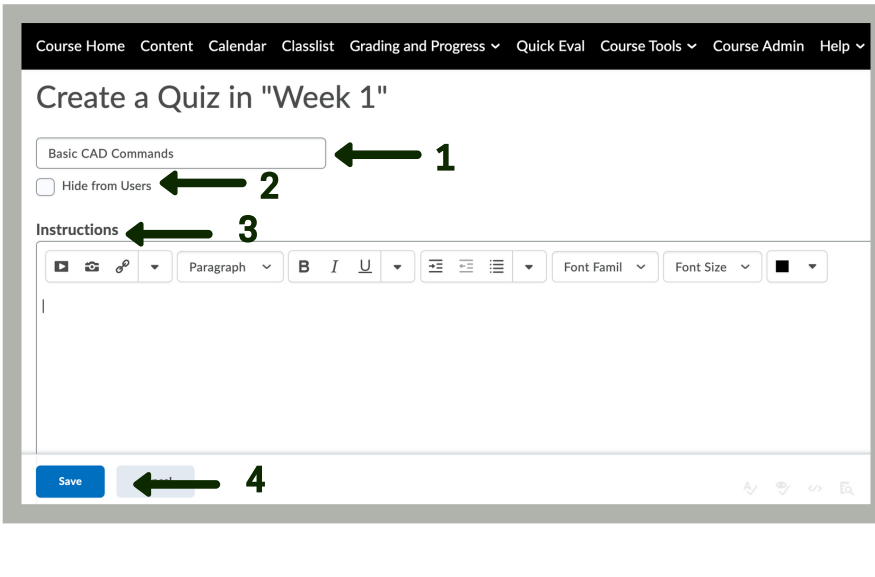
### Create a quiz via ...

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2. Choose the module you want the quiz be put in.
3. Choose the blue button, **Upload/Create**, and choose the drop down.
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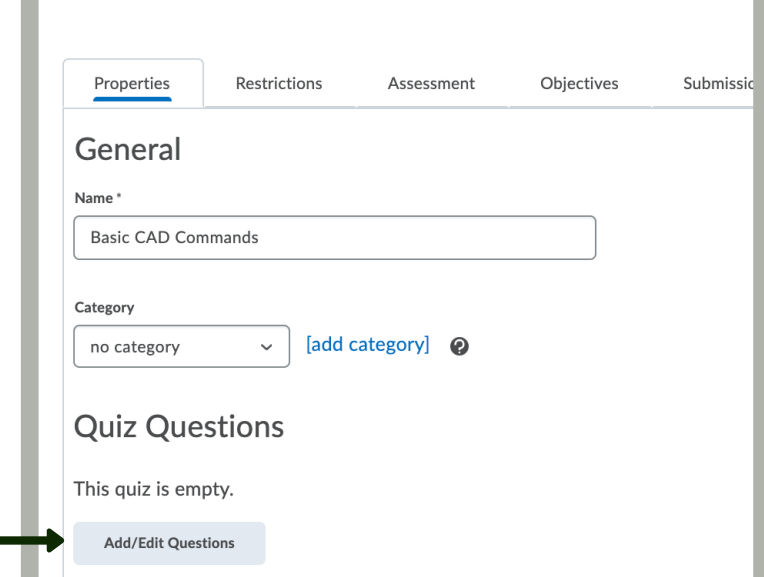
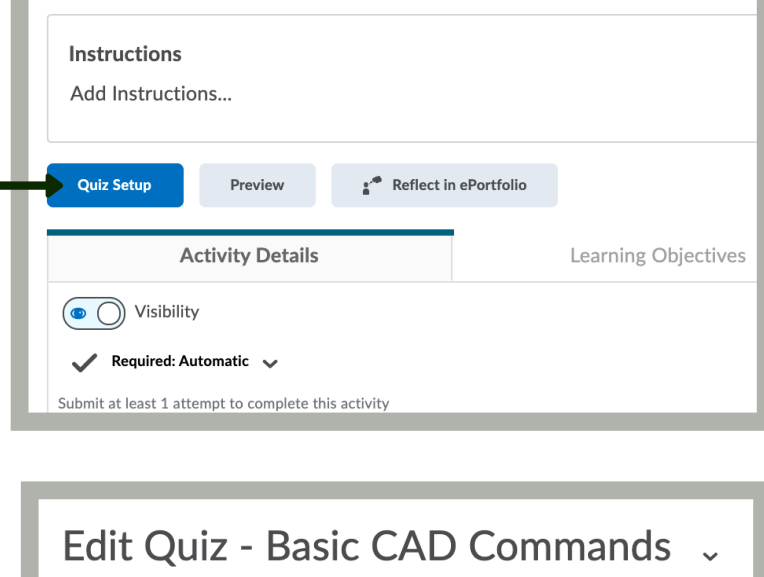
## Step 2

1. **Name** the Quiz
2. Un-click "**Hide From Users**" if you want the quiz to be visible for students. **\*\*They will not be able to see the quiz questions, just that there will be a quiz\*\***
3. Type in the quiz **instructions** here **\*\*Optional\*\***
4. Click the blue **Save** button.



## Step 3

1. After clicking the Update button at the bottom of the Quiz Creation page. Click the blue **Quiz Setup** button.
2. A new screen will appear to allow you to edit the quiz. Under the Properties tab and then the Quiz Questions sub topic, click the grey **Add/Edit Questions**.



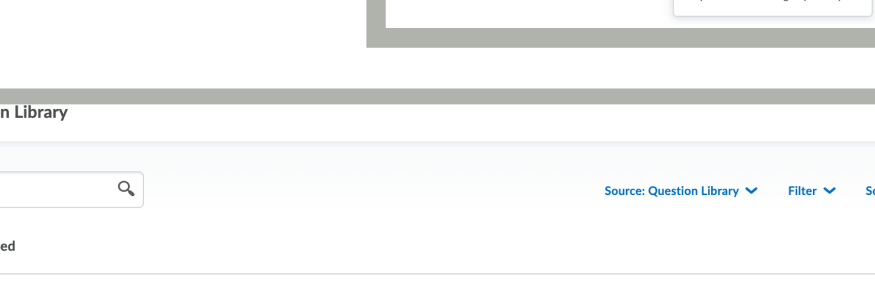
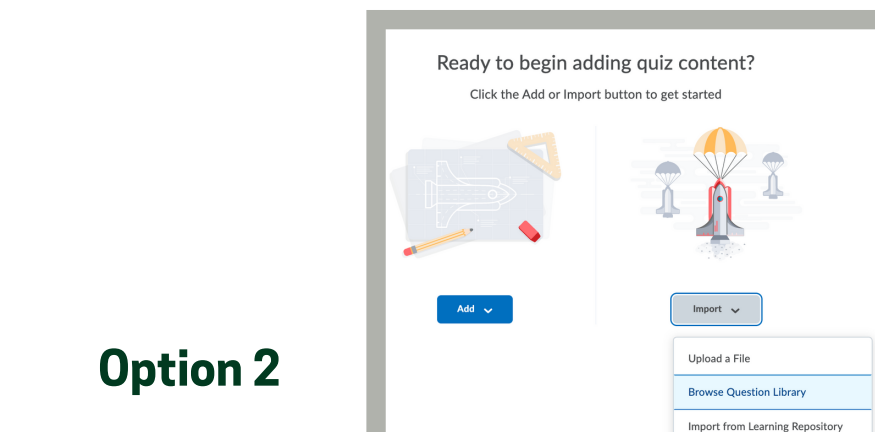
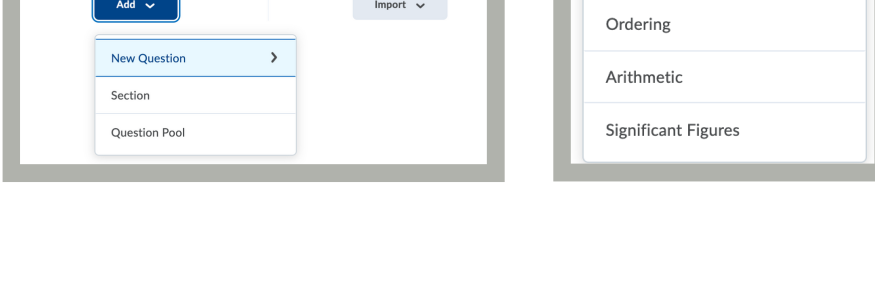
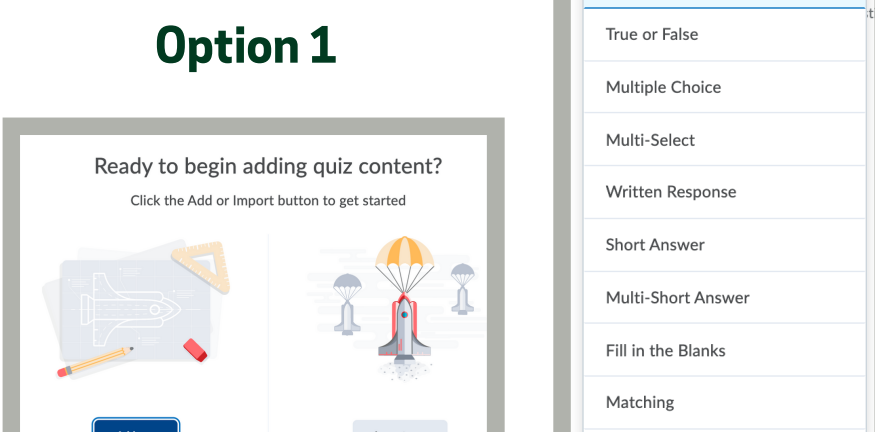
## Step 4

### Two options to create a quiz.

1. Add new questions
  - Choose **Add**
  - Choose **New Question**
  - Choose between the list of potential question types

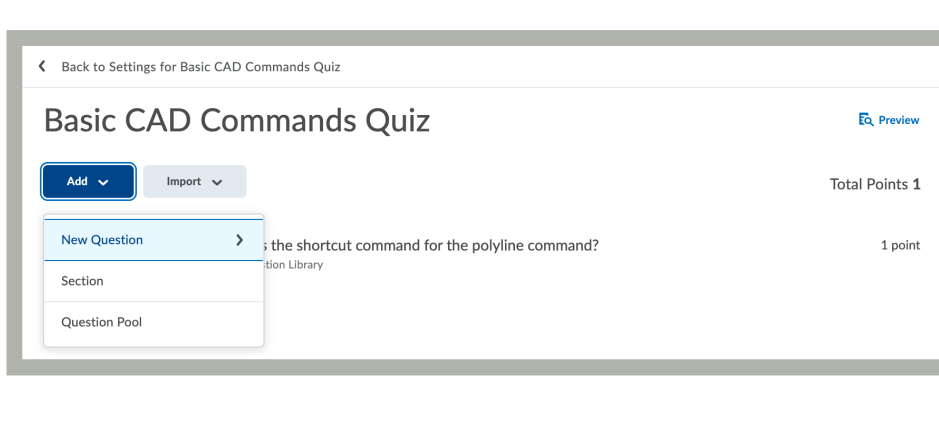
**OR...**

2. Import pre-made questions from the Question Library
  - Choose **Import**
  - Choose **Browse Question Library**
  - Choose which question/s you want to import. The Question Library shows you the question, the type of question (in this example, multiple choice), how many points it is worth. Click the blue Import button at the bottom of the list.



### To Continue Creating the Quiz

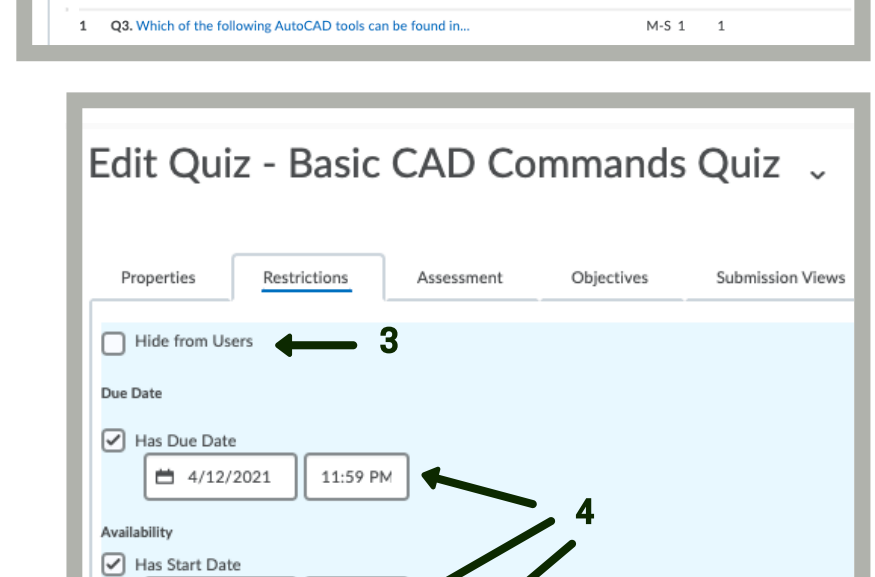
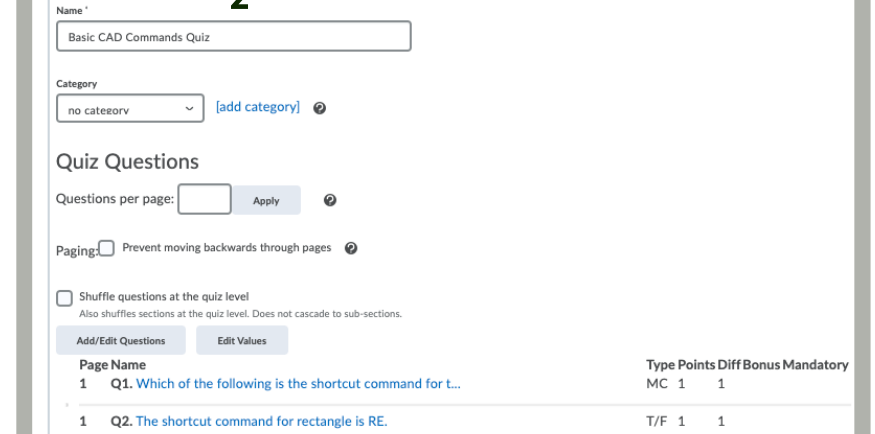
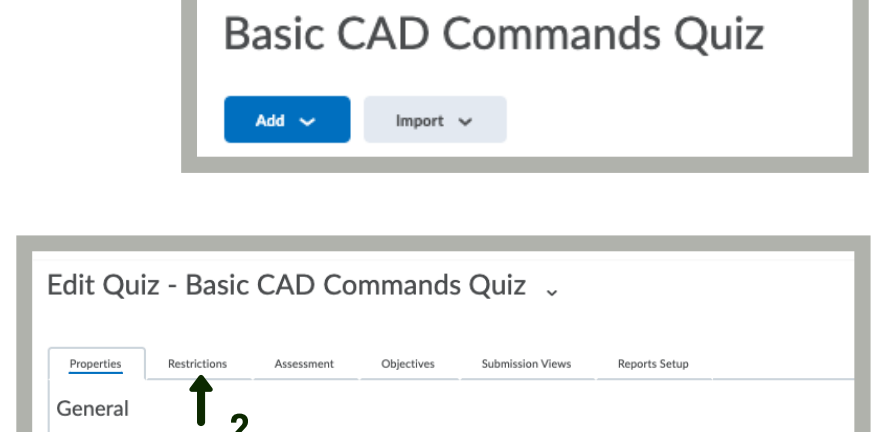
- Choose **Add** to create new questions or **Import** to import more questions from the Question Library.



## Step 5

### Restrictions Tab: Release Dates

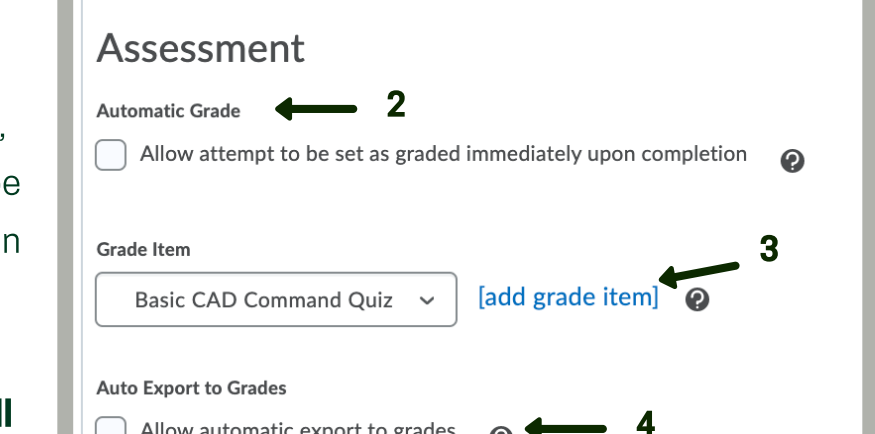
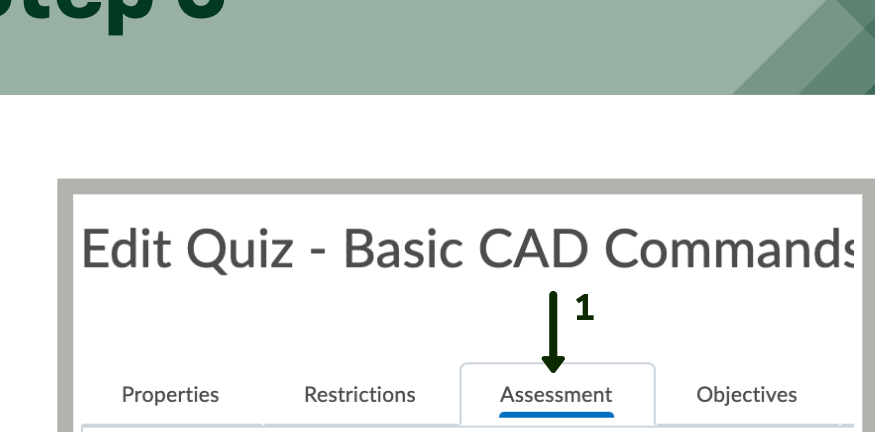
1. After added all of the questions for the quiz, click the "Back To Settings for Basic CAD Commands Quiz"
2. You will be brought back to this page, click the **Restrictions** tab.
3. If you did not make the quiz visible in step 2, you can do so here. Un-check "Hide From Users" so that students will be able to see that they have a Quiz. **\*\*Optional\*\***
4. Choose the **start date, due date, and end date**. **\*\*Due Date and End Date are not the same thing. A "Due Date" is a soft date, students will still have access to the quiz after that date. An "End Date" is a hard date, students will not have access to the quiz after that date. The Due Date and End Date can be set for the same date or for a different date.**
5. Check "Display in Calendar" so that students will be able to see via their calendar that they have a quiz. **\*\*Optional\*\***



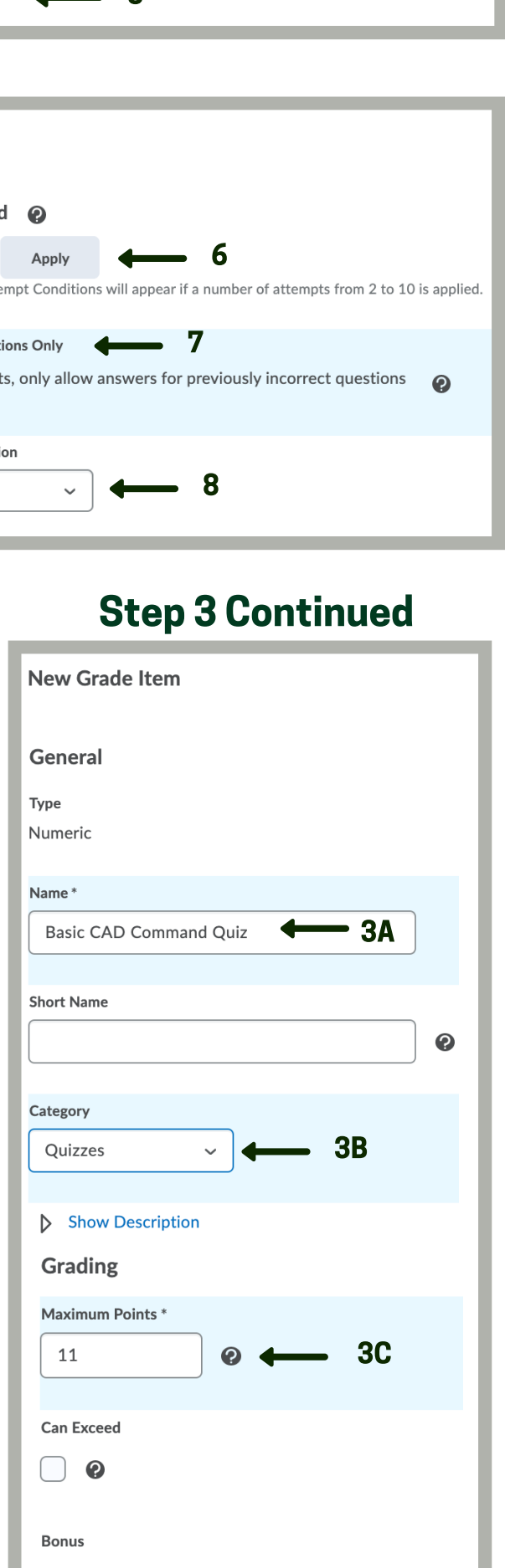
## Step 6

### Assessment Tab

1. Click the **Assessment** Tab.
2. **Automatic Grade** **\*\*Optional\*\***: This setting must be turned on for grades to be automatically sent to the grade book, and for the default submission view to be released to users when they complete an attempt.
- Note: Written Response questions will be marked as 0 until manually graded.**
3. Click the drop down and associate a **Grade Item** to the quiz or **Add Grade Item**. **\*\*This links this quiz to your grade book\*\***
  - 3A. Name the Grade Item
  - 3B. Click the drop down and choose the grading category.
  - 3C. Pick the maximum points.
  - 3D. Click the drop down and choose the grade scheme.
4. Click on **Auto Export To Grades** **\*\*Optional\*\***, if you want the grades to automatically go to the grade book. This requires that a grade item is associated with the quiz AND Automatic Grade is turned on.
5. **Student View Preview** indicates that if a student received an 11/11 (Total points for this specific quiz), they would receive an A.
6. If you want students to have multiple opportunities to take the quiz, change **Attempts Allowed**.
7. Check on **Retake Incorrect Questions Only** if students are given more than 1 attempt. **\*\*This is beneficial** for the students because they won't second guess their correct answers, which could lead to added stress.\*\*
8. Click the drop down and choose the **Overall Grade Calculation** from the list. Highest, lowest, average, etc.
9. Save and close.



### Step 3 Continued



**Basic Quiz Creation is complete! Check out future infographics and videos on advanced quiz features.**