## **CREATE AN ANSWER KEY**

**USING THE QUIZ TOOL IN BRIGHTSPACE** 

Use the following work flow to create an answer key for an existing quiz in BrightSpace. The answer key PDF can be uploaded as content in a BrightSpace module for students to review.

1. Go to <u>Quick Tools</u> on the navigation bar.

1

2

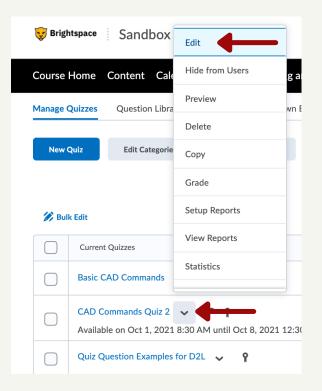
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2. From the drop down menu, choose the **Ouizzes** tool.

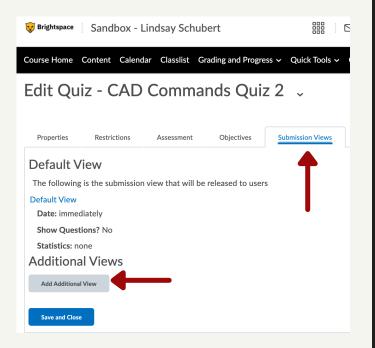
3. From the manage quizzes page, find the quiz you want to create an answer key for.

4. Click the drop down arrow next to the quiz title name and choose Edit from the drop down menu.



5. From the menu bar at the top of the Quiz page, click Submission Views.

6. Under the additional views heading, click the grey Add Additional View.



View Details

7. Name the view <u>Answer Key</u>.

8. Scroll down the page. Under the View Details heading, select the bubbles on the list next to Yes, Show All Questions With User Responses, and Show **Question** Answers.

9. Under the View Details heading, unselect Show Question Score and Out Of Score.

10. Under the Score heading, un-select Show Attempt Score And Overall Attempt Score.

11. Click the blue Save button on this page.

12. You will be brought back to the Quiz page and you will see your Answer Key. Click Save and Close at the bottom of the screen. This will bring you back to the manage quizzes screen.

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	Show all questions with user responses 🛛 🕢
	Show question answers 👩 🔶
	Show question score and out of score <b>un-select</b>
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Score	un-selec
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	Answer Key
	Date: Oct 4, 2021 10:32 AM
	Show Questions? Show all questions with user responses
	Show question answers: Yes

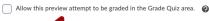
13. From the manage quizzes page, find the quiz you want to create an answer key for.

14. Click the drop down arrow next to the quiz title name and choose **<u>Preview</u>** from the drop down menu.

15. This will bring you to the Preview Quiz screen. Click the blue Start Quiz button.

16. Scroll to the bottom of the screen and click the blue <u>Submit Quiz</u> button.

Warnings
You have 10 unanswered questions.
Question 1
• Question 2
• Question 3
• Question 4
• Question 5
• Question 6
• Question 7
• Question 8
• Question 9
• Question 10
Quiz Submission Confirmation
You are about to submit your quiz
Once you press the Submit Quiz button you cannot return to your quiz



17. The next screen will warn you that you did not answer the questions, scroll to the bottom and click the blue **Submit Quiz** button again.

18. You will now be in the Answer Key preview of the quiz with all of the questions and answers.

19. Right click and select Print from the menu options. Change the destination from printer to Save As PDF.

20. Upload the PDF to your module.



Attempt 1 Written: Oct 4, 2021 12:35 PM - Oct 4, 2021 12:35 PM Submission View Released: Oct 4, 2021 10:32 AM
Unit 1 - Basic CAD Commands
Questions for the basic CAD command quiz.
Question 1
What is the shortcut command for Polyline?
OPOL
⇒ _ P
ОРО
OPL
Question 2
Write out the steps that need to be taken to create a filleted