

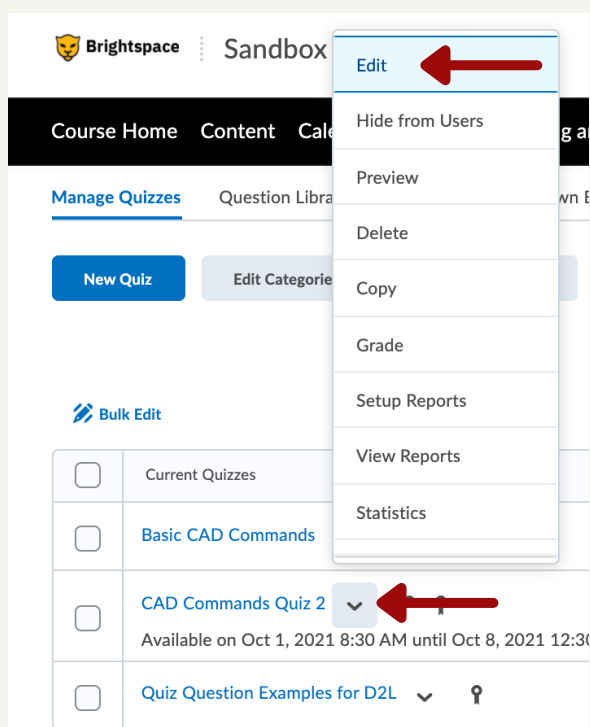
# CREATE AN ANSWER KEY

## 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.

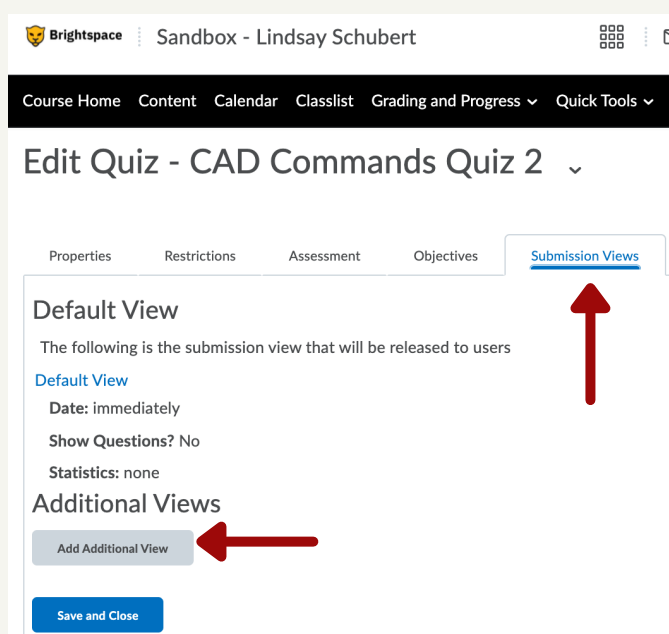
### 1

1. Go to **Quick Tools** on the navigation bar.
2. From the drop down menu, choose the **Quizzes** 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.



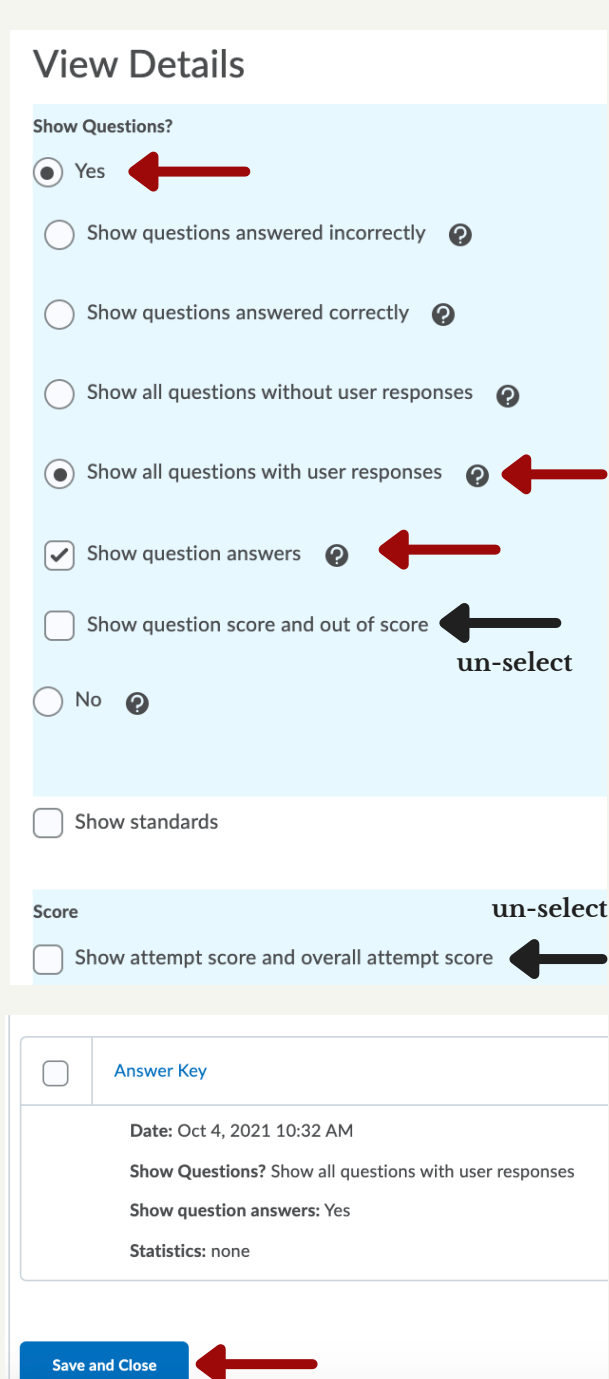
### 2

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**.



### 3

7. Name the view **Answer Key**.
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, un-select **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.



### 4

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 **Preview** 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 **Submit Quiz** button.
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.

