

# Grade Quizzes & Manage Quiz Submission Views – New Experience

## Objectives

Instructors can release submission views to learners after a quiz is submitted. These views control what information and feedback a student can see once they complete a quiz. By following the guide, you will be able to manage quiz submission views through the following objectives:

### Evaluation & Feedback Settings

Part 1: Understand the Default Settings on the 'Evaluation & Feedback' panel.

Part 2: Recognize Settings to Use for Auto-graded Quizzes (no manual) & Score Only

Part 3: Recognize Settings to Use for Manual-graded Quizzes (all or some manual) & Score Only

### Quiz Results Display

Part 4: Familiarize yourself with a Quiz Results Display Use-Case

Part 5: Distinguish the Additional Submission View Options (Options 2-5)

Part 6: Create an Additional Submission View

### Grading & Visible Feedback

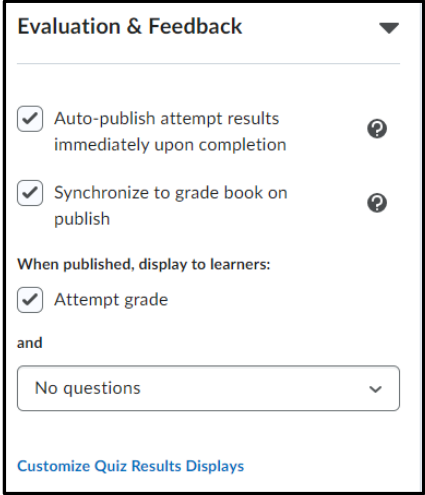
Part 7: Grade a Quiz with manual-graded Questions (Written Response)

Part 8: Make Feedback (including Written Response Questions) Visible for Students.

## Evaluation & Feedback Settings (Parts 1-3)

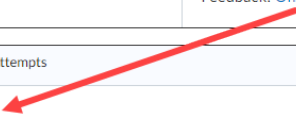
### Part 1: Understand the Default Settings on the Evaluation & Feedback Panel

When creating/editing a quiz, use the 'Evaluation & Feedback' panel to review/change the settings that control what students see after completing a quiz.

Instructor Setting:	What do these settings mean?
<p><b>Find this setting:</b> When editing a quiz, these settings are located in the bottom-right panel: 'Evaluation &amp; Feedback'. Click the panel to expand and access the settings.</p> 	<p>This is the Primary (default) view when no changes are made. The Primary View has all three of these settings enabled.</p> <ul style="list-style-type: none"><li>• <b>Auto-publish attempt:</b> Keep this setting checked for quizzes that are fully auto-graded (such as T/F, MC, etc.). Students will see their grade immediately after completing the quiz. If manual grading is required, students will see a partial grade.</li><li>• <b>Synchronize to grade book:</b> Keep this setting checked for the quiz grade to appear in the grade book (Grades tool). Note: If checked, the grade will appear for both the instructor and student gradebooks, regardless of whether the 'Attempt grade' setting is unchecked.</li><li>• <b>Attempt grade:</b> Keep this setting checked for students to see their attempt grade in the Quizzes tool, specifically. Note: Students will still see a grade in their gradebook if 'Synchronized to gradebook' is checked.</li></ul>

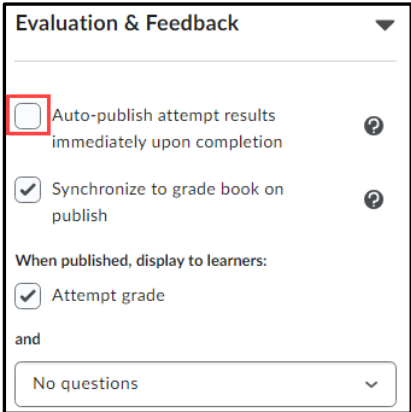
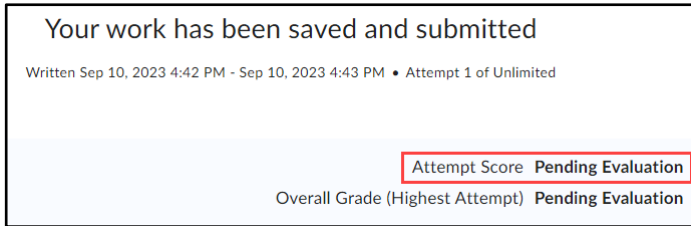
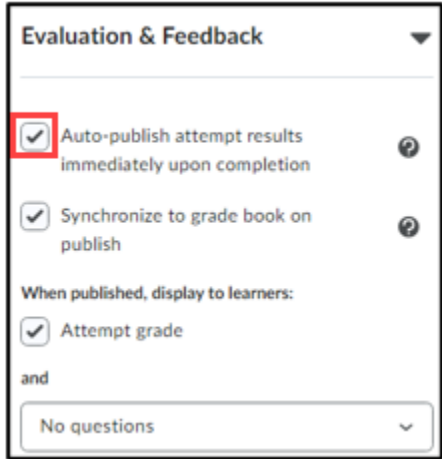
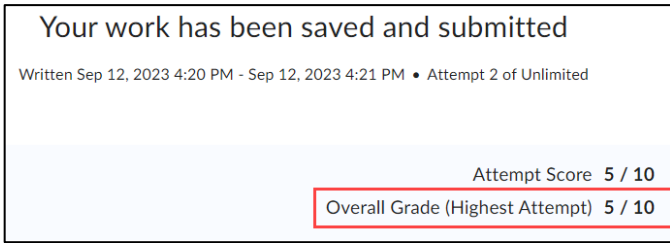
## Part 2: Recognize Settings to Use for Auto-graded Quizzes (no manual) & Score Only

**Use Case:** Use these settings, if the quiz contains only auto-grade questions and you wish to only display the score after a student completes the quiz. Since the entire quiz can be auto-graded, the Primary View is the recommended setting. Students will automatically see their auto-graded score after they complete the quiz. No additional quiz information is shared.

Instructor Setting:	What the Student Sees After They Take the Quiz:														
<p><b>Primary View (Recommended)</b></p> <div style="border: 1px solid black; padding: 5px;"> <p><b>Evaluation &amp; Feedback</b> ▼</p> <hr/> <p><input checked="" type="checkbox"/> Auto-publish attempt results immediately upon completion <span style="float: right;">?</span></p> <p><input checked="" type="checkbox"/> Synchronize to grade book on publish <span style="float: right;">?</span></p> <p>When published, display to learners:</p> <p><input checked="" type="checkbox"/> Attempt grade</p> <p>and</p> <p>No questions ▼</p> </div>	<p>View 1: Student view if the quiz is completely graded and published.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Current Quizzes</th> <th style="width: 25%;">Evaluation Status</th> <th style="width: 25%;">Attempts</th> </tr> </thead> <tbody> <tr> <td>Quiz 1 ▼</td> <td>Feedback: On Attempt</td> <td>1 / 1</td> </tr> </tbody> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;">Individual Attempts</th> <th style="width: 20%;">Grade</th> </tr> </thead> <tbody> <tr> <td>Attempt 1</td> <td>7 / 10</td> </tr> <tr> <td colspan="2" style="text-align: right;"><b>Overall Grade (highest attempt):</b></td> </tr> <tr> <td colspan="2" style="text-align: right;">7 / 10</td> </tr> </tbody> </table> 	Current Quizzes	Evaluation Status	Attempts	Quiz 1 ▼	Feedback: On Attempt	1 / 1	Individual Attempts	Grade	Attempt 1	7 / 10	<b>Overall Grade (highest attempt):</b>		7 / 10	
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7 / 10															

### Part 3: Recognize Settings to Use for Manual-graded Quizzes (all or some manual) & Score Only

**Use Case:** Use one of the following options, if the quiz contains questions that cannot be evaluated by the system (e.g. written response) and you wish to only display a score after a student completes the quiz. Note: Brightspace will automatically score manual graded questions with a zero until manual evaluation is completed. Keep in mind that this could be confusing to the student without explanation. **Choose Option A or B for this use case.**

Instructor Setting:	What the Student Sees After They Take the Quiz:
<p><b>OPTION A - When Auto-publish is unchecked (Recommended):</b></p>  <p><b>Use Case:</b> Use these settings, if you want to withhold a partial score until manual evaluation is completed.</p>	<p>The student's score is 'Pending Evaluation' until manual grading has been updated.</p>  <p><b>NOTE:</b> Great News! There is no need to change this setting after grading! Once you have manually graded a quiz and clicked the 'update' button for the student's quiz, the score will automatically display for that student.</p>
<p><b>OPTION B - When Auto-publish is checked:</b></p>  <p><b>Caution to this Use Case:</b> Since manually graded questions (e.g. written response questions) are automatically scored with a zero until manual evaluation, it could be confusing to the student. The student's view will not indicate that manual evaluation is pending a final score.</p>	<p>The student's view does not indicate that manual evaluation is pending a final score.</p>  <p><b>NOTE:</b> If you choose this setting, it is recommended that you either:</p> <ol style="list-style-type: none"> <li>1. Let your students know in advance that the auto-generated grade will not include the written response questions, OR</li> <li>2. Split the auto-generated questions (T/F, MC, etc.) and the manual graded questions (written response) into two separate quizzes.</li> </ol>

## Quiz Results Display Use Cases (Parts 4-6)

### Part 4: Familiarize yourself with a Quiz Results Display Use-Case

You may wish to create an additional view for students to display more results than just the Primary (default) View. The following is a use case with two additional views. The 1<sup>st</sup> view (Primary Default View) shows only a score after quiz completion. The 2<sup>nd</sup> view (Begin Quiz Results View) overrides the 'Primary View' to show students all questions and answers and their user responses once the date takes affect. The 3<sup>rd</sup> view (End Quiz Results View) overrides the 'Begin Quiz Results View' to no longer show results after a specific date/time.

### Customize Quiz Results Displays

When published, display to learners: ⓘ

**1** **DEFAULT VIEW**

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

**2** **BEGIN VIEW:**  
This view replaces the default view as soon as it meets the date/time restriction.

Additional view comes into effect: At 9/11/2023 12:01 AM

Message  
Begin Quiz Results View

Grade  
Attempt grade displayed for evaluated questions

Questions	Answers	Learner's Responses
All questions displayed	All answers displayed	Displayed

Edit View Delete View

**3** **END VIEW:**  
This view replaces the previous view as soon as it meets the date/time restriction.

Additional view comes into effect: At 9/11/2023 3:32 PM

Message  
End Quiz Results View

Grade  
Attempt grade displayed for evaluated questions

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

Edit View Delete View

+ Additional View

## Part 5: Distinguish the Additional Submission View Options (Options 2-5)

Quiz Submission View Setting:	What the Student Sees After They Take the Quiz:
<p><b>OPTION 2 VIEW</b></p> <p><b>Find this setting:</b> Located on the Evaluation &amp; Feedback panel.</p> <div data-bbox="64 426 621 808"><p>When published, display to learners:</p><p><input checked="" type="checkbox"/> Attempt grade</p><p>and</p><p>Incorrect questions only, with correct answers</p><p>No questions</p><p><b>Incorrect questions only, with correct answers</b></p><p>Incorrect questions only, without correct answers</p><p>All questions, with correct answers</p><p>All questions, without correct answers</p></div> <p><b>Find this setting:</b> From the Evaluation &amp; Feedback panel, click 'Customize Quiz Results Displays'</p> <div data-bbox="64 1003 730 1365"><p>Customize Quiz Results Displays</p><p>When published, display to learners: ?</p><p>Primary View</p><p>Grade</p><p>Attempt grade displayed for evaluated questions</p><p>Questions: Incorrect only displayed</p><p>Answers: All answers displayed</p><p>Learner's Responses: Displayed</p></div>	<div data-bbox="792 306 1555 506"><p>Question 2 <span style="float: right;">0 / 1 point</span></p><p>Water consists of fire and ice.(True/False)</p><p><input checked="" type="radio"/> True</p><p><input type="radio"/> False</p></div> <p>Note: This view will only display the questions that the student incorrectly answered, excluding any correct responses. This view marks the incorrect response with an X and the correct answer with an arrow. Students can also see their score for the question in the top-right of the question.</p>

## Quiz Results Display Setting:

### OPTION 3 VIEW

**Find this setting:** Located on the Evaluation & Feedback panel.

When published, display to learners:

Attempt grade

and

Incorrect questions only, with correct answers

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

**Find this setting:** From the Evaluation & Feedback panel, click 'Customize Quiz Results Displays'

### Customize Quiz Results Displays

When published, display to learners: ?

Primary View

Grade  
Attempt grade displayed for evaluated questions

Questions Incorrect only displayed	Answers Not displayed	Learner's Responses Displayed
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## What the Student Sees After They Take the Quiz:

Question 2 0 / 1 point

Water consists of fire and ice.(True/False)

True  
 False

Note This view will only display the questions that the student incorrectly answered, excluding any correct responses. Although this view does NOT display the correct answers, the score zero out of 1 indicates that they answered the question incorrectly.

**Tip: To help students understand what they got wrong, you will want to display either the answers and/or score for the evaluated question.**

## Quiz Results Display Setting:

### OPTION 4 VIEW

**Find this setting:** Located on the Evaluation & Feedback panel.

When published, display to learners:

Attempt grade

and

All questions, with correct answers

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

**Find this setting:** From the Evaluation & Feedback panel, click 'Customize Quiz Results Displays'

### Customize Quiz Results Displays

When published, display to learners: ?

Primary View

Grade  
Attempt grade displayed for evaluated questions

Questions  
All questions displayed

Answers  
All answers displayed

Learner's Responses  
Displayed

## What the Student Sees After They Take the Quiz:

**Question 1** 1 / 1 point

Water consists of hydrogen and oxygen.(True/False)

True  
 False

**Question 2** 0 / 1 point

Water consists of fire and ice.(True/False)

True  
 False

Note: This view displays all the questions from the quiz with all of the student responses. This view marks the incorrect response with an X and the correct answer with an arrow. Students can also see their score for the question in the top-right of the question.

### Quiz Results Display Setting:

#### OPTION 5 VIEW

**Find this setting:** Located on the Evaluation & Feedback panel.

When published, display to learners:

Attempt grade

and

All questions, without correct answers

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

**Find this setting:** From the Evaluation & Feedback panel, click 'Customize Quiz Results Displays'

### Customize Quiz Results Displays

When published, display to learners: ?

Primary View

Grade  
Attempt grade displayed for evaluated questions

Questions: All questions displayed  
Answers: Not displayed  
Learner's Responses: Displayed

### What the Student Sees After They Take the Quiz:

Question 1 1 / 1 point

Water consists of hydrogen and oxygen.(True/False)

True  
 False

Question 2 0 / 1 point

Water consists of fire and ice.(True/False)

True  
 False

Note: This view displays all the questions from the quiz with all of the student responses. Although this view does NOT display the correct answers, a score zero out of 1 indicates that they answered the question incorrectly.

**Tip: To help the student understand what they got wrong, you will want to display either the answers and/or score for the evaluated question.**



## Part 6: Create an Additional Submission View

1. From the Quizzes list, click the dropdown arrow next to the Quiz and select **Edit**.
2. Click on the panel to expand the 'Evaluation & Feedback' settings.
3. Click the **Customize Quiz Results Displays** link.
4. Click the **+ Additional View** link.
5. In the Custom Message field, type a name or short message **viewable by students** and identifiable by you.
6. Check the box under Grade to Display attempt grade for evaluated questions.  
(Note: This is helpful for students to understand what questions they got wrong.)
7. Under the Questions section, click the drop-down arrow to expand your display options.
8. Select to show All Questions, Incorrect Questions, or Correct Questions.
9. Very Important!! Read carefully!!
  - 9.1 Click the **'Create'** button.
    - Note: You may need to scroll to view this grey button.
  - 9.2 Once you have clicked **'Create'**, the view will be saved.
  - 9.3 You may create an additional view if desired. (Repeat steps 4-9 carefully)
  - 9.4 Once ready, click the **'OK'** button.
    - Note: Make sure to click **'Save'** or 'Save and Close' before exiting the quiz editing page, otherwise you will lose the additional views that you attempted to create.
- 10 Once you have returned to the Quiz Editing page, click the **'Save'** or 'Save and Close' button once more.
  - Note: This step is also very important, otherwise you will still lose the additional views that you created as they are only 'soft-saved' until this last step is complete.

## Grading & Visible Feedback (Parts 7-8)

### Part 7: Grade a Quiz with Manual-graded Questions (Written Response)

To grade a quiz, go to the Quizzes tool (rather than Content) to access all your grading functions.

1. Click **Course Tools** in the navigation bar.
2. Select **Quizzes** in the dropdown menu.
3. From the Quizzes list, click the dropdown arrow next to the Quiz and select **Grade**.
4. The Grade Quiz page will open to the Users tab. You have **two options for grading quizzes**.

**4.1 Grade By Student Attempt:** to grade an entire quiz for one student at a time.

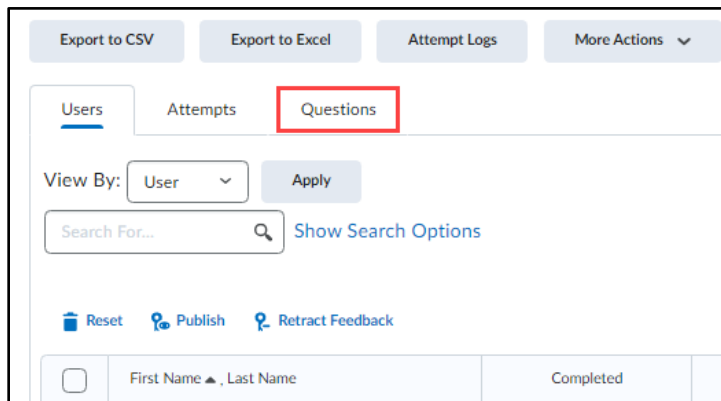
**4.2 Grade By Question:** to grade one question at a time for each student.

## 4.1 Grade by Student Attempt (From the Users tab)

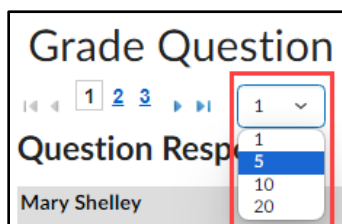
1. Under the student's name, click the link to the **'Attempt'**.
2. The student's quiz attempt will open.
3. Scroll down to the quiz questions that require manual grading.
  - a. Adjust the value in the **'Score'** field accordingly  
(Note: Brightspace will automatically score manual-graded questions with a zero.)
  - b. Click the link **'Expand question feedback'** to enter text feedback.
  - c. Located at the top of the quiz is a field for overall **'Attempt Feedback'**.
4. To save your grading for the student, select one of the following:
  - a. **Publish**: if you are ready to publish the grade to the student.  
(If the grade had been previously published, the button will say 'Update'.)
  - b. **Save Draft**: to save the feedback until you have finished all your grading.
5. To move on to the next student, use the directional arrows in the top-right of the Quiz attempt.
6. To return to the Users tab, click the **'Back'** link in the top-left corner of the page.
7. If you saved drafts and are ready to publish, follow these steps:
  - a. From the 'Users' tab, select all the rows by clicking the checkbox at the top of the quiz attempts.
  - b. Select **'Publish'**.

## 4.2 Grade by Question (From Questions tab)

1. Click the Questions tab.



2. Select the question by clicking on the title link.
3. After reviewing the user's response, enter a **'Score'** and **'Expand question feedback'**.
4. Click **'Save and Continue'** to advance to the next student's response.  
(Note: Saving drafts is not an option with this view)
5. Note: you can also review multiple student responses on the same page, by changing the display settings.



6. To return to the 'Users tab', click the **'Go Back to Questions'** button at the bottom of the page.
7. To return to the Quizzes list, click the **'Manage Quizzes'** link in the breadcrumb links below the navigation bar.

## Part 7: Make Feedback (including Written Response Questions) Visible for Students

To display feedback, either from manual-graded Written Response questions or built-in during the quiz creation, you must select to show 'All questions' to display feedback to students. Showing answers is optional.

1. From the Quizzes list, click the dropdown arrow next to the Quiz and select **Edit**.
2. Click the 'Evaluation & Feedback' panel to expand the settings.
3. Click the dropdown arrow next to the current display setting (e.g. 'No questions')
4. Choose one of the following settings:
  - All questions, with correct answers (This will display all the answers to auto-graded questions and all typed feedback.) and a score for evaluated questions
  - All questions, without correct answers (This will display the questions only, but no answers, plus all typed feedback.)
5. Click the **Save** or **Save and Close** button.

Quiz Submission View Setting:	What the Student Sees After They Take the Quiz & View Results:
<p><b>Find this setting:</b> Located on the Evaluation &amp; Feedback panel.</p> 