Create & Manage Quizzes – New Experience

Overview

This document provides a step-by-step guide for using the New Quizzes Experience (available since May 10, 2023) from the Quizzes page. Quizzes can also be created within the Content tool.

Objectives

By following the guide, you will be able to:

Quiz Setup

Part 1: Locate the Quiz Tool

Part 2: Create a New Quiz

Part 3: Connect to the Gradebook

Part 4: Manage Quiz Settings

Develop & Import Questions

Part 5: Create Questions within a new Quiz

Part 6: Create Questions in the Question Library

Part 7: Import Questions from the Question Library into a Quiz

Part 8: Import Questions from an Existing Quiz into the Questions Library

Organize & Edit Questions

Part 9: Create a Section to Organize Questions

Part 10: Create a Question Pool to Randomly Select Questions from a Larger Set

Part 11: Edit an Existing Quiz Question in a Quiz

Part 12: Rearrange the Order of Quiz Questions in a Quiz

Part 13: Preview a Quiz

Quiz Setup (Parts 1-4)

Part 1: Locate the Quiz tool

1. Login to Brightspace.
2. Click the link to the course.
3. On the navbar, click **Course Tools**.
4. Select **Quizzes** from the dropdown menu**.**

Part 2: Create a New Quiz

1. From the Manage Quizzes page, click the **New Quiz** button.
2. Click in the 'Name' field to title the quiz.
3. Note: When you create a new quiz, the default will show '0' points and 'Not in Gradebook'. (See Part 3 to Connect to the Gradebook.)
4. Click in the 'Due Date' field to add a Due Date. (optional)
5. Click in the 'Description' field to add a Description. (optional)

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Part 3: Connect to the Gradebook

Select whether you want to Create a New Grade Item (Option 1) or Link to an Existing Grade Item (Option 2).

Option 1: Create a New Grade Item

1. Click In the '**Not in Grade Book**' field.
2. Select '**Add to Grade Book**' in the dropdown menu.
3. Click in the '**Grade Out Of**' field to enter a point value for the quiz.
4. Click outside of the field or use the '**Save**' button to lock in the point value.

Option 2: Link to an Existing Grade Item

1. Click in the '**Not in Grade Book'** field.
2. Select '**Edit or Link to Existing**' in the dropdown menu.
3. In the popup window, select the 2ⁿᵈ radio button to '**Link to an existing grade item**'.
4. Click the dropdown arrow to expand a list of non-associated grade items and select the appropriate name.
5. Click '**OK**'.
6. Note: The popup window will close and the 'Grade out of' points field will automatically fill with the same maximum points in Grades now linked to this quiz.

Part 4: Manage Quiz Settings

When creating a quiz, you can further customize it with the following quiz settings.

- **Due Date**: Located next to the Grade settings.
  - Assign a date and time to inform students of when the quiz is due. Note: Students can still complete a quiz past the Due Date, but it will be flagged as late.

- **Availability Dates & Conditions**: Click the panel located to the right to expand settings.

Setting	Description and Tips
Start Date & End Date	Assign a '**Start Date**' and '**End Date**' to control access to the quiz. Students will still have access to the quiz instructions page outside of the availability dates.
Release Conditions	Click '**Add Release Condition**' to control who can view and access the quiz based on certain conditions.
Special Access	Click '**Manage Special Access**' to add special access to select users. Note: See the Quizzes: Set Special Accommodations for Students in Quizzes for more details including Special Access at the Course Level (for all quizzes).
Password & IP Restrictions	(Not Typically Used) Both of these features are typically only used for proctoring and/or special security purposes.

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- **Timing & Display**: Click the panel located to the right to expand settings.

Setting	Description and Tips
Time Limit	Click the checkbox to '**Set time limit**'. When checked, a default Time Limit will display at 120 minutes. Adjust the time as needed.
Timer Settings	Once "Set time limit" is checked, a link to '**Timer Settings**' will display. Click the '**Timer Settings**' link to change the settings for how the quiz will start and end. See *Timing Settings below this table. The default is set as 'Asynchronous' and 'Automatically submit the quiz attempt'.
Number of Pages	Click the '**Paging**' dropdown menu to change the number of quiz questions per screen page. The default is set to "All questions displayed together".
Shuffle Questions	Click the checkbox to '**Shuffle Quiz Questions**'. When checked, questions and sections (intact) will be shuffled. Note: If the order of some questions are important, consider shuffling ONLY at the section level (See Part 9.)
Allow Hints	Click the checkbox to '**Allow hints**' if built into the quiz, for example, for a practice quiz.
Disable Communication Tools	Click the checkbox to '**Disable Email, Instant Messages, and Alerts within Brightspace**' if preferred. Note: Students can still communicate by using a 2nd device.
Header & Footer	Click '**Manage Header and Footer**' to add a quiz header or footer visible to learners at the top and bottom of the quiz. Click "Add" when finished.

*Timing Settings

Notes for Synchronous Quiz Start:
- When you pick a start date, the default start time will be 12:01 AM. Remember to change this to the actual start time of your synchronous quiz.
- Due Date & End Date do not need to be established. An end time is automatically enforced based on the timer you set.
- By default, one quiz attempt is allowed. If you allow multiple attempts, students who finish their first attempt prior to the end time, will be able to immediately begin a second attempt.
- If a student was given extended time, they will be honored the accommodation with synchronous quizzing. However, if the student starts the quiz late, Brightspace will forfeit the time that has passed.

- **Attempts & Completion**: Click the panel located to the right to expand settings.

Setting	Description and Tips
Attempts	Click '**Manage Attempts**' to change the number of "Attempts Allowed". The default is set to "1 attempt allowed". Once the number of attempts is increased, you will have the option to check a box to limit the next attempt to only use previously incorrect questions, if desired. "Attempt Conditions" can also be used under this setting. Click OK when done.
Category	Click the '**Category**' dropdown menu to organize the quiz list with categories. You can associate it with an existing category or create a 'New category'.
Notifications	If you would like to receive email notifications each time a student completes the quiz, enter your email address in the open field below 'Notification Email'.

- **Evaluation & Feedback**: Click the panel located to the right to expand settings.

Setting	Description and Tips
Publish Results	(default) Keep box checked to '**Auto-publish attempt results immediately upon completion**' to learners. When checked, the auto-graded results will be published and appear to learners. Manually graded questions will have a default value of 0 until graded. This setting must be check for students to see their quiz score.
Sync to Grades Tool	(default) Keep box checked to '**Synchronize to grade book on publish**'. When checked, the quiz grade will be published in the grade book once evaluated. Note: If the option is greyed out, then the quiz is not yet connected to Grades. (See Part 3.)
Display Grade Results	(default) Keep box checked to display the '**Attempt grade**' for evaluated questions to learners.
Student's View of Quiz Results	Click the dropdown menu to change what learners see when results are displayed. Click the '**Customize Quiz Results Displays**' link to add 'Additional Views'. Note: This setting was formally referred to as 'Submission Views'.

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Develop & Input Questions (Parts 5-8)

Part 5: Create Questions within a new Quiz

Note: Prior to building your quiz, consider whether you might want to organize the questions in sections (similar to a folder). See Part Sections act similar to folders in the Question Library and can also be used to control the order of a group of questions within a quiz. Questions can be randomized in each section, however, sections are not randomized within a quiz. For example, a Chapter 1 section (of randomized questions) might display first, followed by a Chapter 2 section (of randomized questions).

1. Click the **Create New** button to expand the drop-down menu.
2. Select **New Question** from the drop-down menu.
3. Select a Question type from the new drop-down menu.
4. Depending on the question type, enter the quiz information.
   - Enter the question in the **Question Text** area.
   - Enter each of the answers.
   - Mark the correct answer(s).
5. Tip: Make sure that all the answers are the same font and format and include no special symbol indicating the correct answer (e.g. italic or asterisk).
6. Assign a point value in the 'Default Points' box.
7. (Optional) If applicable to the question type, click the checkbox to randomize answers.
8. Click **Options** menu (located in the upper-right) to add additional settings to the question.
   - **Add Feedback**: You have the option to Add feedback at each answer choice and/or as Overall Feedback.
   - **Add Hint**- You can choose to provide a hint for the question. A link to the hint appears below the question in the quiz and the student can choose to click to view it. Important: Remember to turn on hints in the quiz settings located on the Timing & Display panel.

   - **Add Short Description**- This is an optional title for the quiz question. When left blank, the actual question text will show as the title in the list of questions.
   - **Add Custom Weights**: Adding this option, allows you to add percentage weight values to each answer choices. This option is useful if you choose to provide different values for some or all of the answer choices
   - **Add Enumeration**- This option is set at the individual question level to use numbers or letters next to each answer choice.
9. Click the down-arrow next to the **Save** button.
10. Click **Save and New.** (Use Save and Copy if you have similar questions to edit.)
11. Continue making questions as needed.
12. When finished adding questions, click **Save**.

Part 6: Create Questions in the Question Library

Note: The steps to create a Section (Part 9) and/or a new Question (Part 5) function similarly in the Question Library. Refer to these instructions if needed.

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- Part 9: Create a Section in a Quiz to Control the Order of Grouped Questions
- Part 5: Create Questions within the new Quiz

Part 7: Import Questions from the Question Library into a Quiz

1. From Quizzes, click on the quiz to edit.
2. Click the **Add Existing** button.
3. Select **Browse Question Library** from the dropdown menu.
4. Click the checkbox next to the section/individual question(s) that you would like to add.
5. Click the **Import** button OR click the down-arrow next to the 'Import' button for additional options.

Part 8: Import Questions from an Existing Quiz into the Question Library

NOTE: These instructions address the opposite scenario of Part 10 above. You will not need these instructions if you always choose to create the Question Library first.

1. From Quizzes, click the **Question Library** tab.
2. Click the name of the section to which you would like to import the questions.
3. Click the **Import** button.
4. Select **Browse Existing Questions** from the dropdown menu.
5. Click in the Source Collection for a list of the existing quizzes.
6. Click on the quiz you would like to import the questions from.
7. The list of questions will appear on the page. Click the checkbox next to the section or individual question(s) that you would like to add.
8. Click the **Import** button.
9. Check to make sure that the sections and questions are organized in the Question Library as you would like them and move sections/questions as needed.
10. Click the **Done Editing Questions** button.

Organize & Edit Questions (Parts 9-14)

Part 9: Create a Section in a Quiz to Control the Order of Grouped Questions

Sections act similar to folders in the Question Library and can also be used to control the order of a group of questions within a quiz. Questions can be randomized in each section, however, sections are not randomized within a quiz. For example, a Chapter 1 section (of randomized questions) might display first, followed by a Chapter 2 section (of randomized questions).

1. Below the Questions section, click the **Create New** button.
2. Select '**Section**' in the dropdown menu.
3. Click in the '**Section Title**' field to name the section. (e.g., Chapter 1).

Part 10: Create a Question Pool to Randomly Select Questions from a Larger Set

To create Question Pools, you must already have the questions built in the Questions Library (See Part 6). When ready, follow the steps below to create the Question Pool.

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1. From the 'Manage Quizzes' page, click the page to edit.
2. Click the **Create New** button located below the 'Questions' section.
3. Select '**Question Pool**' in the dropdown menu.
4. Click in the 'Question Pool Title' field and type a name for the pool (e.g., Chapter 1).
5. Click the **Browse Question Library** button.
6. In the popup window, select the questions to include in the pool.
    1. Click the checkbox next to the section or individual question(s) that you would like to add.
    2. To expand a collapsed section, click the arrow next to the section to expand the list.
7. Click the **Import** button.
8. Click in the box below '**Number of Questions to Select**' and enter a quantity to randomly select from the pool of questions.
9. Confirm the '**Points per Question value**'.
10. Click **Save**.

Part 11: Edit an Existing Quiz Question

1. From the 'Manage Quizzes' page, click the quiz to edit.
2. The Quiz Questions will display below in the 'Questions' section.
3. Click the question to edit and edit as needed.
4. When finished, click **Save**.

Part 12: Rearrange the Order of Quiz Questions in a Quiz

1. From the 'Manage Quizzes' page, click the quiz to edit.
2. Mouse over the question to reorder.
3. While hovering over the question, locate the drag handle (⠿) to the left of the checkbox next to the question.
4. Drag the handle (⠿) to the new location. (Note: A blue line must appear in the new location before releasing. Questions can also be dragged into a section.)
5. Release the mouse to the desired location.

Part 13: Preview a Quiz

1. From the 'Manage Quizzes' page, click the down arrow next to the quiz name.
2. Select **Preview** in the dropdown menu.
3. Click the **Start Quiz** button.
4. Click the **Exit Preview** button to exit Preview.

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