

DISTRIBUTED
LEARNING
| 2019



USING BRIGHTSPACE TOOLS

Quizzes

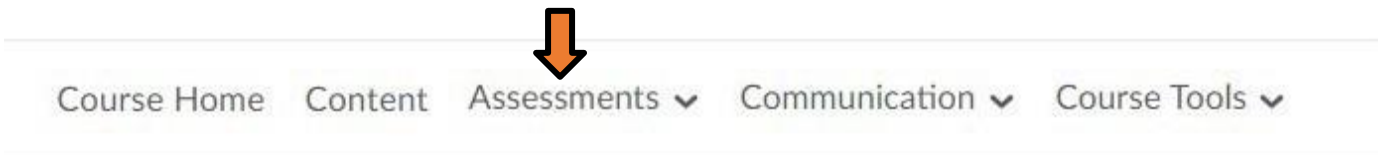
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Quizzes

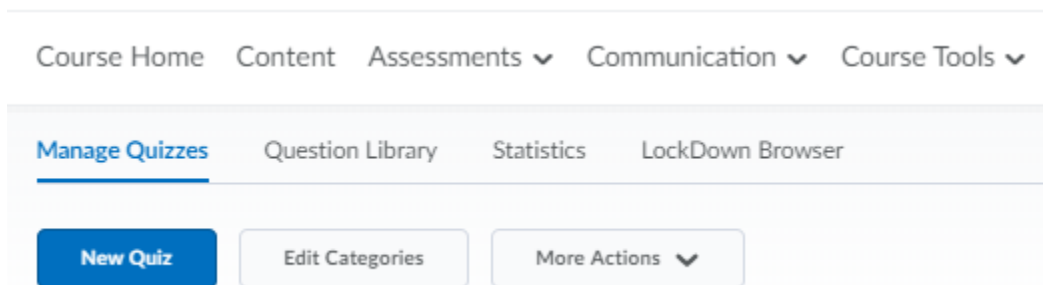
CREATE A NEW QUIZ

Click on Assessments on the course navigation bar.

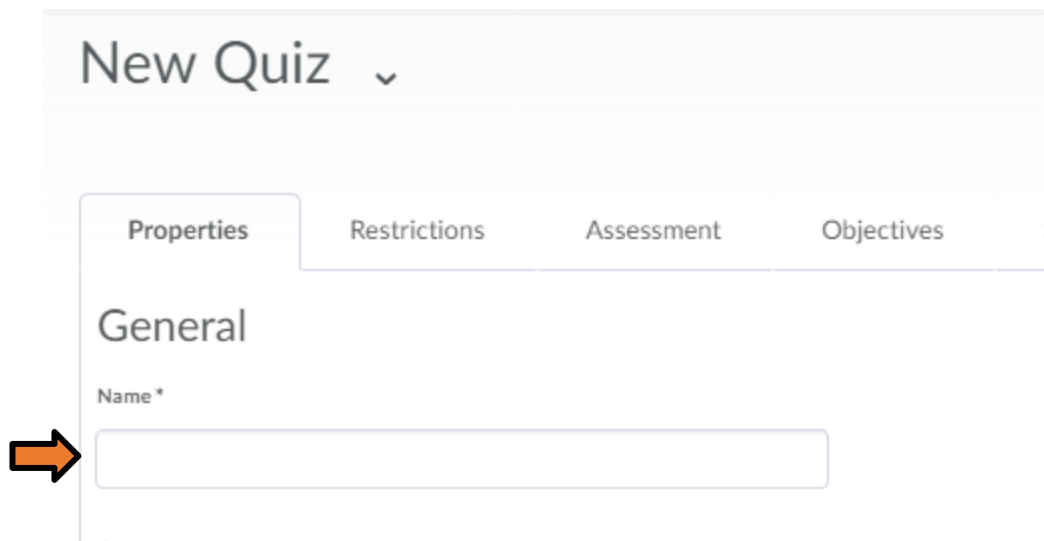
Select Quizzes from the dropdown menu. This will take you to the Manage Quizzes page.



Select the New Quiz Button.



Name your quiz in the box provided.



Click Save and Close.

Note: New quizzes can also be created using a software program called Respondus 4.0. Contact the Help Desk for more information and a tutorial.

ACCESSING THE EDIT QUIZ AREA

From the list of quizzes in the Manage Quizzes Area, click on the title of the quiz you wish to edit.

The screenshot shows the 'Manage Quizzes' interface. At the top, there are tabs for 'Manage Quizzes', 'Question Library', 'Statistics', and 'LockDown Browser'. Below the tabs are three buttons: 'New Quiz', 'Edit Categories', and 'More Actions'. A 'Bulk Edit' icon is visible. The main area contains a table of quizzes:

<input type="checkbox"/>	Current Quizzes
<input type="checkbox"/>	Windows and Outlook 2016 Practice Quiz ▼ Available on Sep 14, 2017 8:30 AM
<input type="checkbox"/>	Word Quiz Unit 4 ▼ Available on Oct 4, 2017 7:05 PM
<input type="checkbox"/>	Word Quiz Unit 5 ▼

PREVIEW A QUIZ

At the very top of the Edit Quiz page, click the dropdown arrow at the end of the quiz title.

Select Preview from the dropdown menu.

The screenshot shows the 'Manage Quizzes' interface with a dropdown menu open for the 'Windows and Outlook 2016 Practice Quiz'. The dropdown menu contains the following options: Edit, Preview, Delete, Grade, Reports, and Statistics. An orange arrow points to the 'Preview' option. The dropdown arrow at the end of the quiz title is also highlighted with a blue box.

When you have finished previewing the quiz, click Exit Preview

EDIT A QUIZ

Note: You will notice a series of tabs at the top of the Edit Quiz page some of which include Properties, Restrictions, Assessments and Submission Views. Each tab gives you a set of tools to modify or edit your quiz.

QUIZ PROPERTIES TAB

You can change the name of your quiz by typing a new name in the Name textbox editing Quiz.

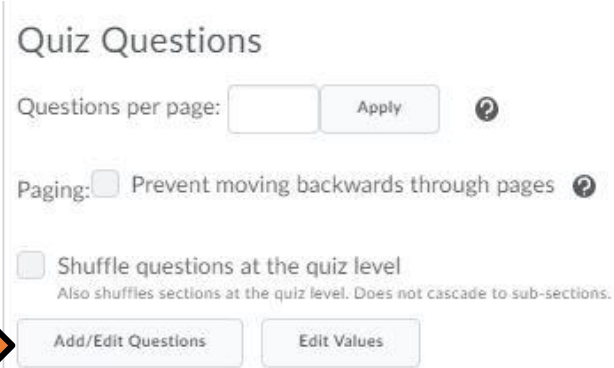


The screenshot shows the 'Properties' tab selected in a quiz editing interface. Below the tabs, the 'General' section is visible. A text input field labeled 'Name *' contains the text 'Test 1'. An orange arrow points to the left side of this text box.

Click Save.

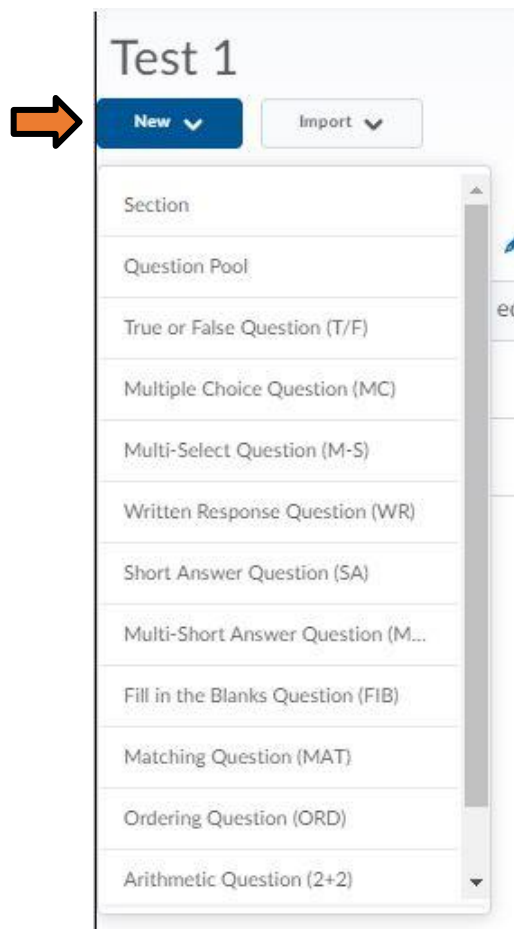
Create New Questions

Click on Add/Edit Questions.



The screenshot shows the 'Quiz Questions' section of the interface. It includes a 'Questions per page' field with an 'Apply' button and a help icon. Below that is a 'Paging' section with a checkbox for 'Prevent moving backwards through pages' and a help icon. At the bottom, there is a checkbox for 'Shuffle questions at the quiz level' with a help icon and a sub-note: 'Also shuffles sections at the quiz level. Does not cascade to sub-sections.' An orange arrow points to the 'Add/Edit Questions' button.

Click dropdown arrow next to the New button, choose the question type and build your question.



Edit Questions

Click on the Add/Edit Questions button.

Click on the title of the question you wish to edit.

Make your changes by typing in the spaces provided.

Quiz Questions

Questions per page: ?

Paging: Prevent moving backwards through pages ?

Shuffle questions at the quiz level
Also shuffles sections at the quiz level. Does not cascade to sub-sections.


Click Save.


Note: If there is more than one copy of a question in the course, you will be asked to which copies you would like the changes to apply. Check the boxes accordingly and click Save.

Edit Point Values for a Quiz


Click on the Edit Values button.

Quiz Questions


Questions per page: 

Paging: Prevent moving backwards through pages 

Shuffle questions at the quiz level
Also shuffles sections at the quiz level. Does not cascade to sub-sections.



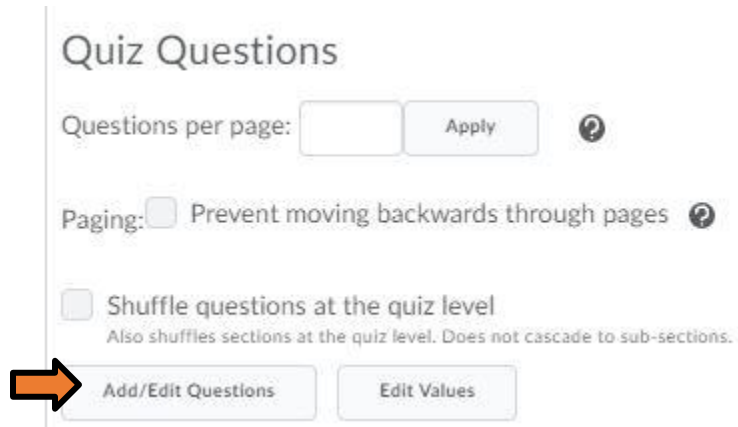
Edit point values by typing in the spaces provided.

	Type	Points	Diff	Bonus	Mandatory
	MC	<input type="text" value="1"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
	MC	<input type="text" value="1"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

Click Save.

Create a Random Question Pool

Click on the Add/Edit Questions button.



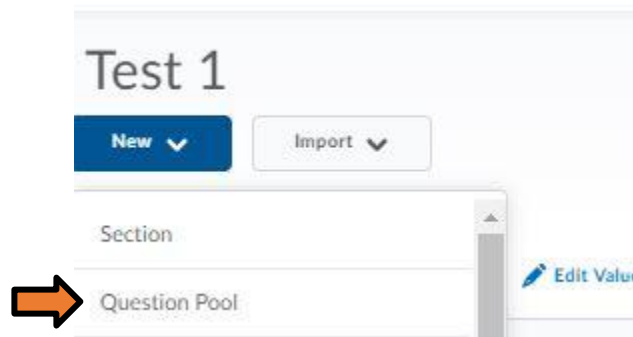
Quiz Questions

Questions per page:

Paging: Prevent moving backwards through pages

Shuffle questions at the quiz level
Also shuffles sections at the quiz level. Does not cascade to sub-sections.

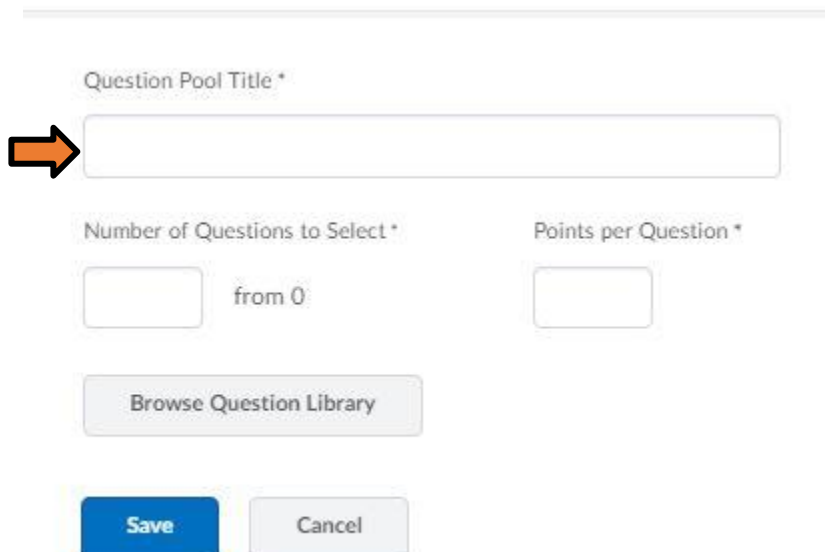
Click New and select Question Pool from the dropdown list.



Test 1

Section

Type a name in the Question Pool Title textbox.



Question Pool Title *



Number of Questions to Select * from 0

Points per Question *

Type in the number of questions to select and the Points per Question.

Question Pool Title *

Number of Questions to Select * Points per Question *


 from 0 


Browse Question Library


Save Cancel



Click the Browse Question Library Button.
Select the Questions to be added to the pool.

Browse Question Library

Search question text... 

 32 questions selected

 Chapter 1 W8

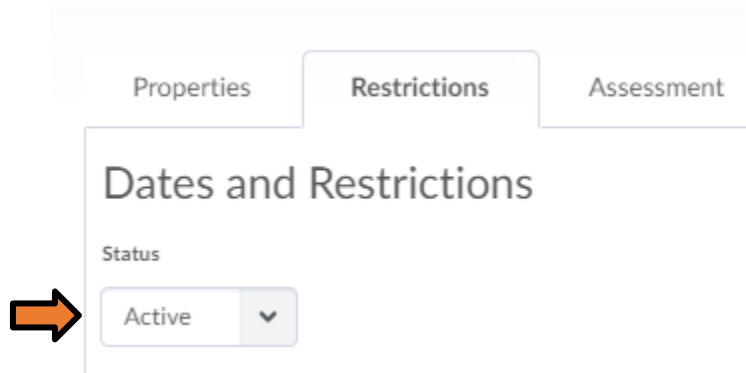
  Outlook1

Click Add and then Save, to return to the Edit Quiz page.

Click Save and Close.

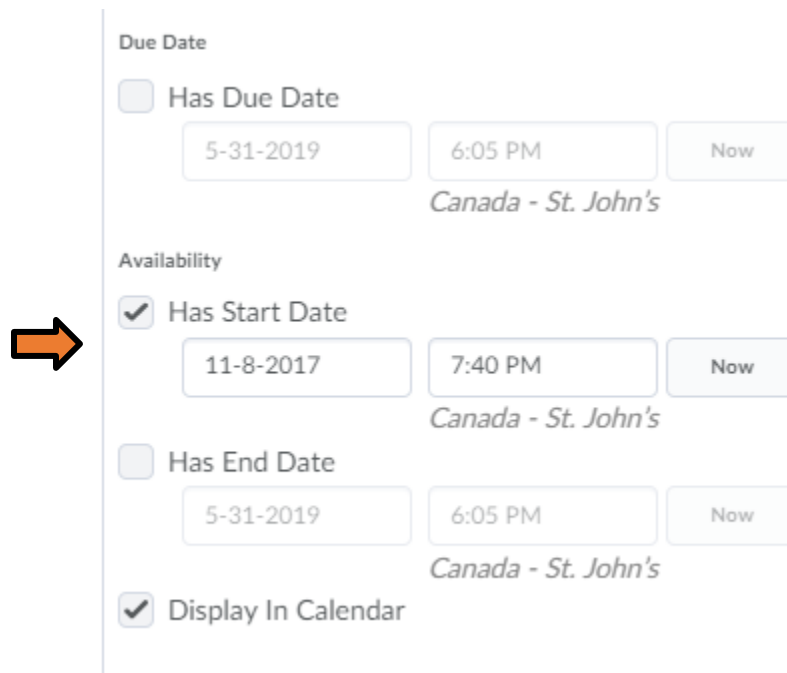
QUIZ RESTRICTIONS TAB

Under Status, select Active or Inactive from the dropdown list.



The screenshot shows the 'Restrictions' tab of a quiz configuration interface. At the top, there are three tabs: 'Properties', 'Restrictions', and 'Assessment'. Below the tabs is the section 'Dates and Restrictions'. Under this section, there is a 'Status' label and a dropdown menu. The dropdown menu is currently set to 'Active' and has a small downward arrow on the right side. An orange arrow points to the dropdown menu.

Under Due Date, set a period in which the quiz will be available to students or leave the boxes unchecked if you want it always available.



The screenshot shows the 'Due Date' and 'Availability' sections of a quiz configuration interface. Under 'Due Date', there is a checkbox labeled 'Has Due Date' which is unchecked. Below it are three input fields: a date field containing '5-31-2019', a time field containing '6:05 PM', and a 'Now' button. Below these fields is the text 'Canada - St. John's'. Under 'Availability', there is a checkbox labeled 'Has Start Date' which is checked. Below it are three input fields: a date field containing '11-8-2017', a time field containing '7:40 PM', and a 'Now' button. Below these fields is the text 'Canada - St. John's'. There is also a checkbox labeled 'Has End Date' which is unchecked, with similar input fields and text below it. At the bottom, there is a checkbox labeled 'Display In Calendar' which is checked. An orange arrow points to the 'Has Start Date' checkbox.

Under Timing, set a time limit for the quiz by entering the number of minutes and checking the boxes next to enforced and show clock.

Timing

Recommended Time Limit Enforced Time Limit



minute(s)

Will be displayed before the quiz starts

Show clock

Under Special Access, change availability for students who need to write at a different time.

Special Access

Type of Access



Allow selected users special access to this quiz

Allow only users with special access to see this quiz

[Add Users to Special Access](#)

Click Save

QUIZ ASSESSMENT TAB

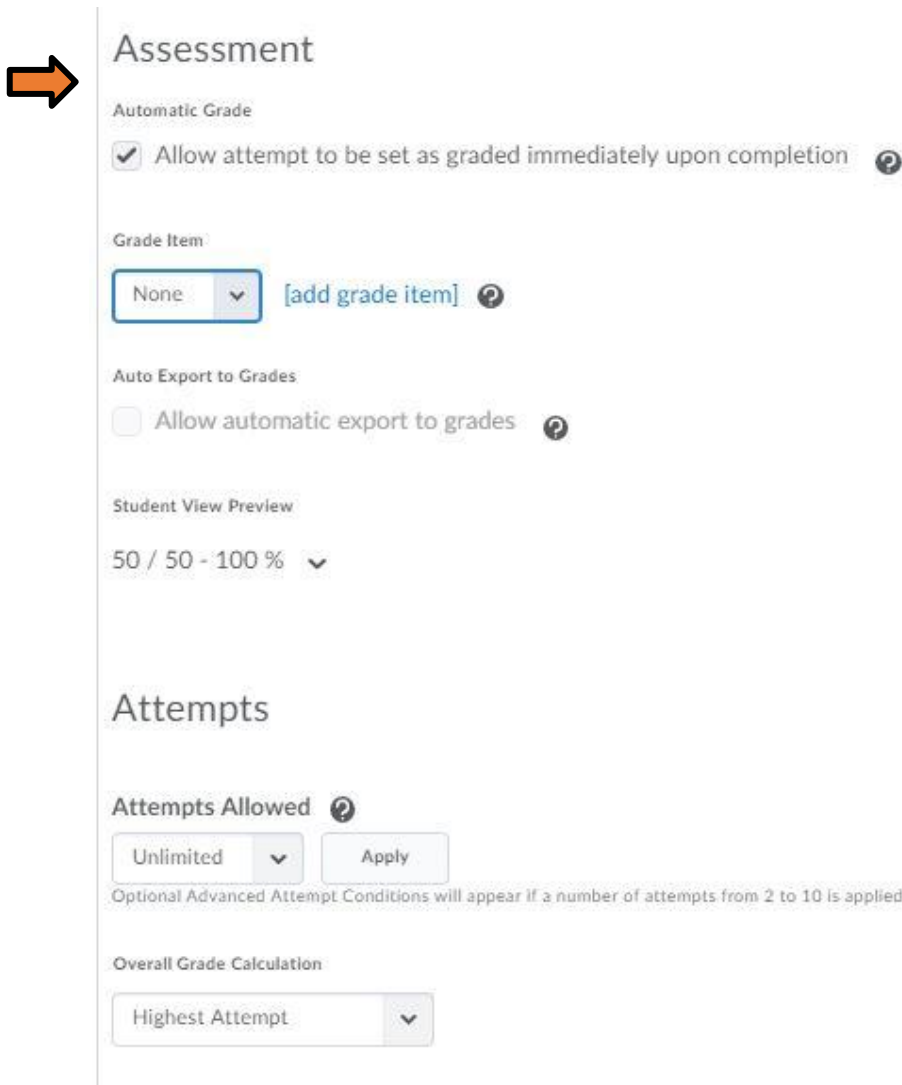
Assign a Grade Item from the dropdown list properties.

Check the box next to Allow Automatic Export to Grades.

Check the box next to Allow Attempt to be Set as Graded Upon Completion (*except for quizzes with long answer questions).

Set the number of Attempts Allowed from the options on the dropdown list.

In the case of multiple attempts, set the Overall Grade Calculation from the options on the dropdown list.



Assessment

Automatic Grade

Allow attempt to be set as graded immediately upon completion ?

Grade Item

None ▼ [add grade item] ?

Auto Export to Grades

Allow automatic export to grades ?

Student View Preview

50 / 50 - 100 % ▼

Attempts

Attempts Allowed ?

Unlimited ▼ Apply

Optional Advanced Attempt Conditions will appear if a number of attempts from 2 to 10 is applied.

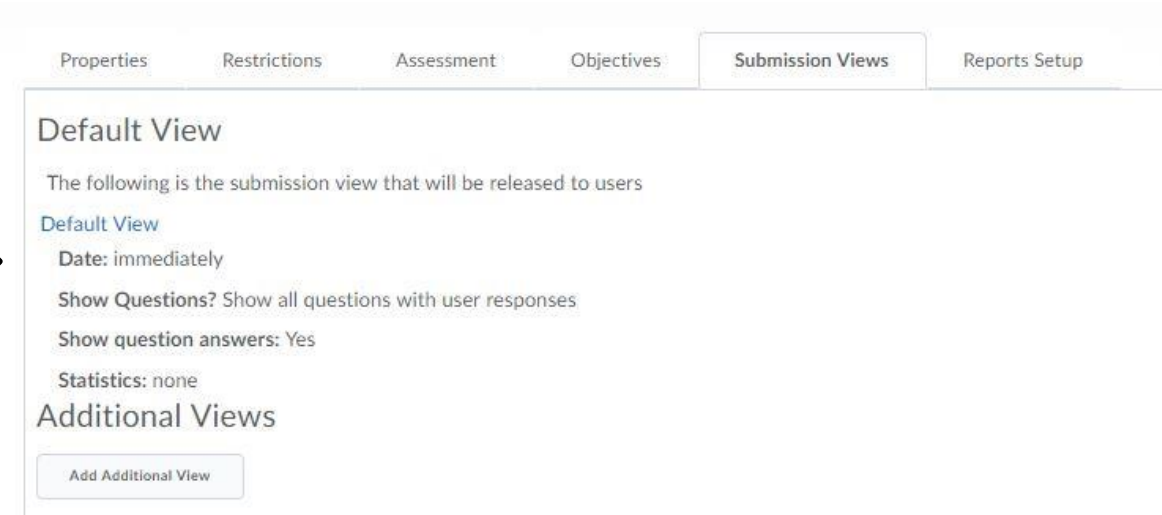
Overall Grade Calculation

Highest Attempt ▼

Click Save.

QUIZ SUBMISSION VIEWS TAB

Click Default View (Not the Add Additional View button).



Properties Restrictions Assessment Objectives **Submission Views** Reports Setup

Default View

The following is the submission view that will be released to users

Default View

Date: immediately

Show Questions? Show all questions with user responses

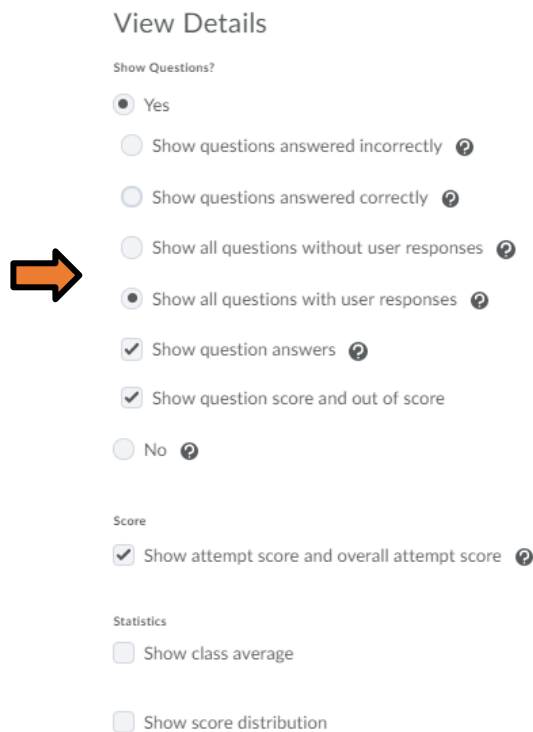
Show question answers: Yes

Statistics: none

Additional Views

Add Additional View

Under Show Questions, select the radio button next to Yes. Under Yes, select the radio button next to Show all questions with user responses. Check the boxes next to Show question answers, and Show question score and out of score.



View Details

Show Questions?

Yes

Show questions answered incorrectly

Show questions answered correctly

Show all questions without user responses

Show all questions with user responses

Show question answers

Show question score and out of score

No

Score

Show attempt score and overall attempt score

Statistics

Show class average

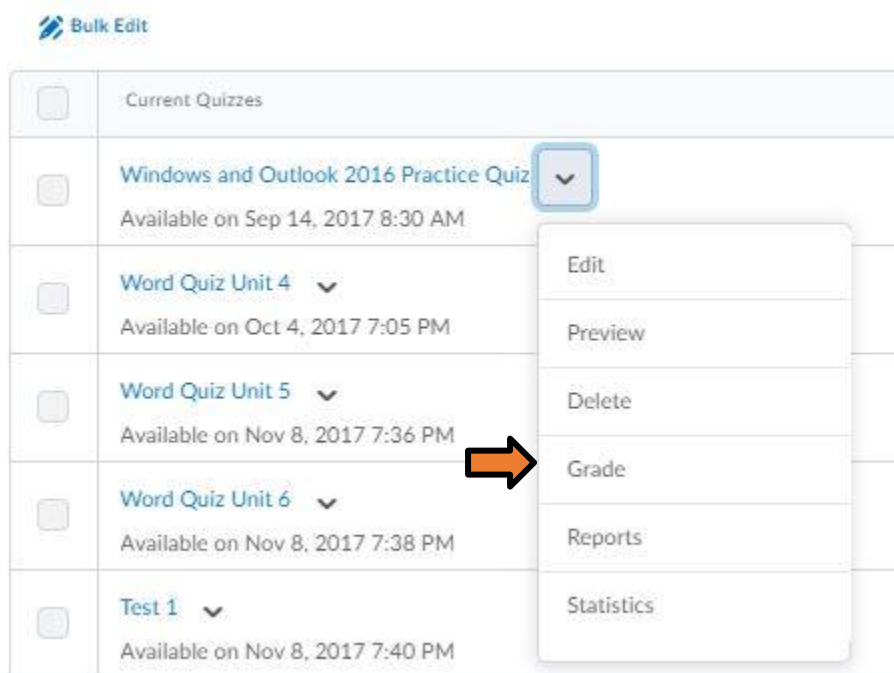
Show score distribution

Click Save.

RESET A QUIZ ATTEMPT

Click on the dropdown arrow next the quiz name.


Select Grade from the dropdown menu.



The screenshot shows a 'Bulk Edit' interface for quizzes. A table lists several quizzes with their availability dates. A dropdown menu is open for the 'Windows and Outlook 2016 Practice Quiz', showing options: Edit, Preview, Delete, Grade, Reports, and Statistics. An orange arrow points to the 'Grade' option.

<input type="checkbox"/>	Current Quizzes
<input type="checkbox"/>	Windows and Outlook 2016 Practice Quiz Available on Sep 14, 2017 8:30 AM
<input type="checkbox"/>	Word Quiz Unit 4 Available on Oct 4, 2017 7:05 PM
<input type="checkbox"/>	Word Quiz Unit 5 Available on Nov 8, 2017 7:36 PM
<input type="checkbox"/>	Word Quiz Unit 6 Available on Nov 8, 2017 7:38 PM
<input type="checkbox"/>	Test 1 Available on Nov 8, 2017 7:40 PM

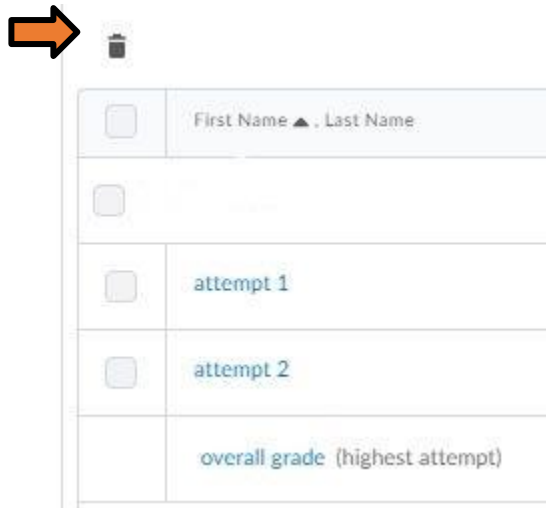
Check the box next to the student's attempt you wish to reset.



The screenshot shows a table with a trash icon at the top left. The table has columns for a checkbox and a label. The labels are 'First Name ▲ . Last Name', 'attempt 1', 'attempt 2', and 'overall grade (highest attempt)'. An orange arrow points to the checkbox for 'attempt 1'.

<input type="checkbox"/>	First Name ▲ . Last Name
<input type="checkbox"/>	
<input type="checkbox"/>	attempt 1
<input type="checkbox"/>	attempt 2
	overall grade (highest attempt)

Click on the Trashcan icon near top of the page.



When asked to confirm you wish to reset attempt, click Yes.

Click Save and Close.