

How to create quizzes on Brightspace

1. Log onto Brightspace using your CUNY credentials
2. Click on **Course Admin->Quizzes->New Quiz**

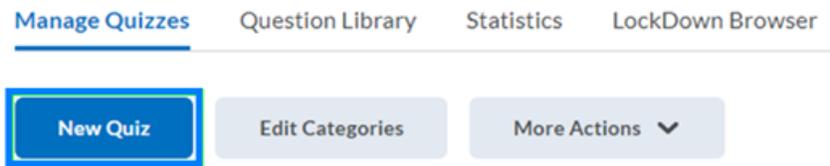


Figure 1 New quiz option

3. **Enter a name** for the quiz.
4. **Click the Add Existing** drop-down. From here, questions can be uploaded from a compatible file type or searched for from the question library, if previously created.

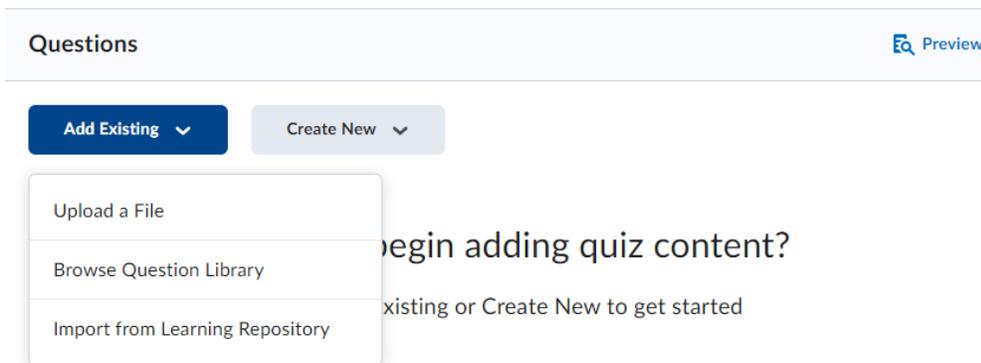


Figure 2 Add Existing drop down

5. **Click the Create New** drop-down. From here, you can create new questions, sections, or question pools.
 - **Sections** allow you to group similar questions together.
 - **Question pools** allow you to randomly pull a specified number of questions from a pre-existing section of questions. Question pools assist in randomizing quiz questions for students.

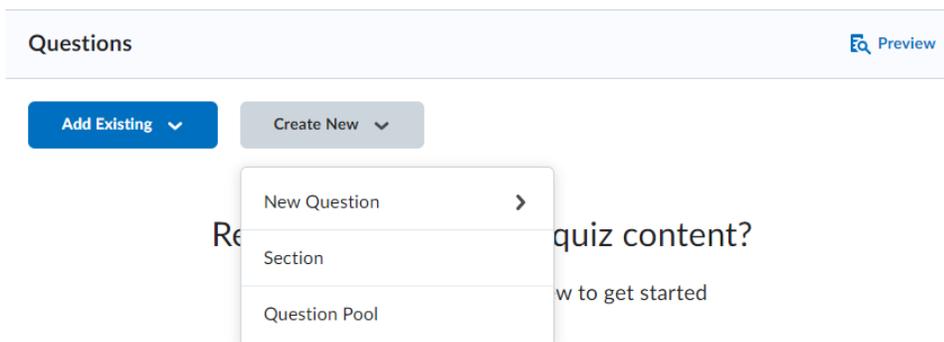


Figure 3 create new question options

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6. After all questions have been added to the quiz, you can connect the quiz to the gradebook by **clicking** the **Not in Grade Book** drop-down and **selecting Add to Grade Book**. This will create a grade item for this quiz in the gradebook.

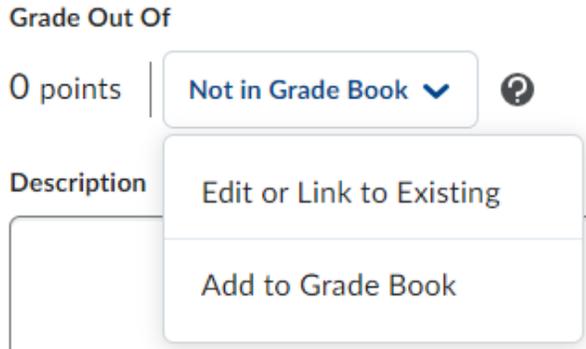


Figure 4 Not in grade book option in grade out of option

Availability Dates & Conditions

1. From the **Availability Dates & Conditions** section, you can **set** the **Start Date** and **End Date** of the quiz. This is optional. The Start Date establishes when students will be able to enter the quiz and begin answering questions. The End Date establishes when the quiz will no longer be available for students to enter. From the center of the page, you can also **set** the **Due Date** of the quiz. Quizzes submitted after the due date will be marked late.



Figure 5 Availability Dates and Conditions options for quizzes

PLEASE NOTE: The quiz must be made Visible in order for it to become available to students during the timeframe you establish. When a quiz is made visible, students will see the quiz exists, but will not be able to enter it until the Start Date/Time you establish. If the quiz is hidden, students will not be able to see the quiz exists.

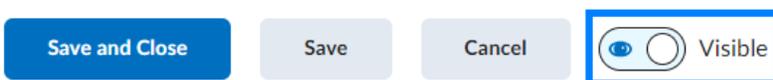


Figure 6 Visibility option

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2. **Release Conditions** enable you to restrict the visibility of a quiz until students have met one or more established criteria. An example of this might be creating a release condition requiring that students have submitted to an assignment. Once they submit that assignment, the quiz will become visible to them.

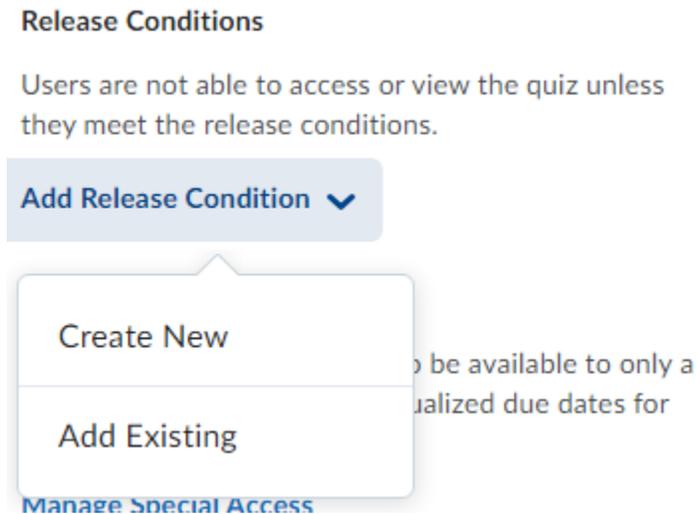


Figure 7 Add release condition options in quizzes

3. **Special Access** settings enable you to extend or set alternative availability of a quiz for specific students. This is often used if students are unable to complete the quiz during the established timeframe due to illness or other conflicts.

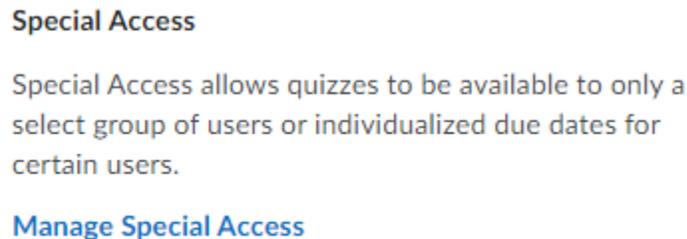


Figure 8 Special Access option in quizzes

4. **Password** enables you to set a custom password for the quiz. When in use, students will be prompted to enter the quiz password before entering the quiz. This feature is often used for proctored exams or exams that will take place in-person. The instructor or proctoring software then shares the password at the start of the exam.

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Password

Only users who enter this password will be granted access to write this quiz.

Figure 9 Password feature option in quizzes

5. **IP Restrictions** enable you to restrict access to a Brightspace quiz to a specific IP range. This could theoretically be used to restrict access to the quiz to a specific computer lab.

IP Restrictions

[Manage IP Restrictions](#)

Figure 10 IP restrictions feature option in quizzes

Timing & Display

1. **Set time limit** enables you to establish how long students have to complete the quiz.

Set time limit

Time Limit *

minute(s)

Asynchronous

Auto-submit when time is up

[Timer Settings](#)

Figure 11 Time limit setting in quizzes

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2. **Timer Settings** enables you to set whether the quiz should be asynchronous or synchronous. You can also establish how you would like the quiz to function once the time limit is up.

Timing ×

Quiz Start

Asynchronous: Timer starts when the learner launches the quiz

Synchronous: Timer starts on the start date

When The Time Limit Expires

Automatically submit the quiz attempt

Flag as "exceeded time limit" and allow the learner to continue working

Do nothing: the time limit is not enforced

Figure 12 Timing features in quizzes

3. **Paging** allows you to customize how questions are presented to students in the quiz.

Paging

All questions displayed together ▾

All questions displayed together

1 question per page

5 questions per page

10 questions per page

Add page break after each section

Figure 13 Paging feature in quizzes

4. **Shuffle quiz questions and sections...** will provide each student with the questions in a different order than their peers receive them.

Shuffle Quiz

Shuffle questions and sections within the quiz. Does not cascade to sub-sections.

Figure 14 shuffle quiz feature in quizzes

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5. **Display** options allow you the ability to provide students with hints on questions. If used, you must establish these hints within each question of the quiz. You can also disable student access to email, instant messages, and alerts within Brightspace. This does not prevent students from accessing email or other messaging tools outside of Brightspace.

Display

- Allow hints
- Disable Email, Instant Messages, and Alerts within Brightspace 

Figure 15 Display feature in quizzes

6. **Header and Footer** allow you to customize the appearance of the quiz and provide any details that should always be visible to students during the quiz.

Header and Footer

Manage Header and Footer

Figure 16 Header and Footer feature in quizzes

Attempts & Completion

1. **Attempts** enable you to customize how many attempts a student should have on a given quiz. If more than one attempt is allowed, you can customize how the grade should be recorded in the gradebook.

Attempts

1 attempt allowed

Manage Attempts

Figure 17 Attempts feature in quizzes

2. **Category** enables you to group similar assignments together. Assignment categories are displayed from **Course Tools > Assignments**. These categories do not correspond to the gradebook in anyway.

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Category

Figure 18 Category feature in quizzes

3. **Notification Email** enables you to list the email address(es) of individuals who should be notified via email every time a submission is made to the assignment. This feature is not commonly used in academic courses as instructors will see an indicator within Brightspace when a new submission has been received.

Notification Email

To receive notifications when a quiz is attempted, enter an email address or multiple email addresses separated by a comma.

Figure 19 Notification Email feature in quizzes

Evaluation & Feedback

Brightspace is able to auto-grade many question types such as multiple choice, true/false, multi-select, etc. Question types such as Written Response, require instructors to review and assess manually. Instructors can customize when/if grades are published to the Brightspace gradebook and when/if any feedback is released to students.

1. **Auto-publish attempt results immediately upon completion** will publish the grade of all questions able to be auto-graded by Brightspace immediately upon students submitting their attempt. Question types that cannot be evaluated by Brightspace will be marked 0 until evaluated by an instructor or TA.

Auto-publish attempt results
immediately upon completion

Figure 20 1. Auto-publish attempt results immediately upon completion feature in quizzes

2. **Synchronize to grade book on publish** will push the student's grade to the gradebook once evaluated.

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- Synchronize to grade book on publish

Figure 21 Synchronize feature in quizzes

- You can customize whether or not students should see their attempt grade immediately upon submitting their quiz. And also if they should see any information regarding the questions they got correct or incorrect.

When published, display to learners:

- Attempt grade

and

No questions ▾

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

Figure 22 Customization on attempt grade feature in quizzes

- Alternatively, can also choose to release feedback to students at a later date/time (i.e. after the quiz has ended or after all students have submitted). To do this, **click Customize Quiz Results Displays** and **click +Additional View**. You can establish the date/time students can return to the quiz to access their feedback, establish the level of feedback to be provided, and determine if you would like the class statistics released. When finished, **click Create** and then **click OK**.

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Customize Quiz Results Displays



Additional view comes into effect:

Display Date *

A limited amount of time (in minutes) after submission

Your work has been saved and submitted

Custom Message

Grade

Display attempt grade for evaluated questions

Questions

Statistics

Display class average

Display grade distribution

Figure 23 Customize Quiz Results Display feature in quizzes

PLEASE NOTE: Students will only be able to view quiz answers and feedback by going to **Course Tools > Quizzes**. These details will not be available to them from the gradebook.

How to create quizzes on Brightspace

Add A Quiz to A Course Module

The Quizzes area under Assessments lists all of the quizzes within the course. You can insert them into a Content module in order to list them with related content.

1. Click on **Course Admin->Content** then select the module in which you would like to insert the quiz in
2. Click **Existing Activities** and Select **Quizzes** from the drop down.

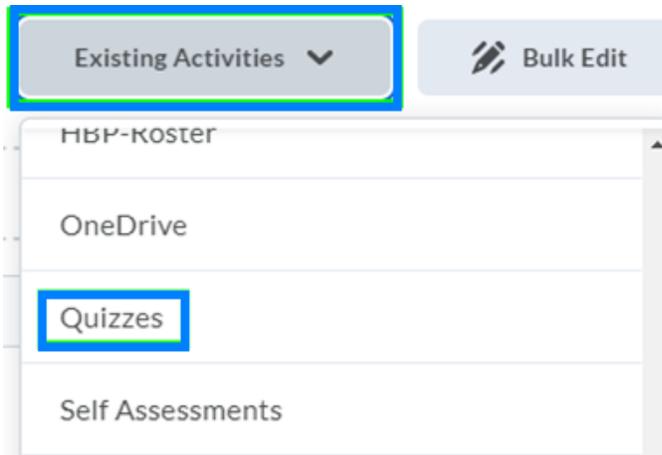


Figure 24 Quizzes in the Existing Activities menu

3. **Locate** and **click** the **quiz** you would like to insert.

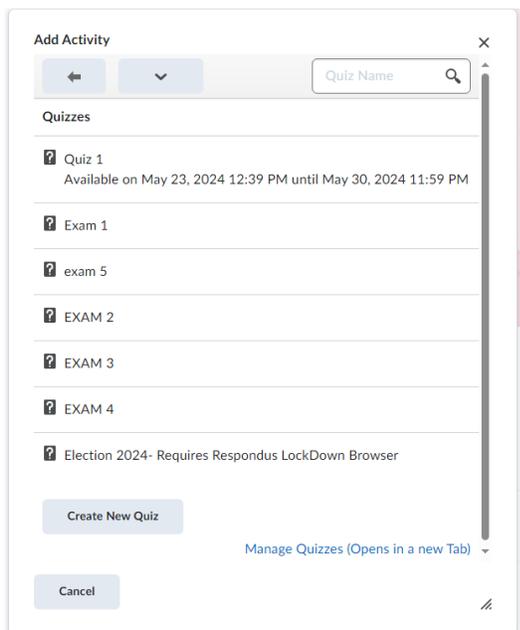


Figure 25 Collection of quizzes in the course to choose from