

About Quizzes

Build quizzes using varying question types. Create quizzes that randomly select questions from a question pool or that shuffle the order of questions.

Visual tour of the Quizzes tool

The screenshot shows the Quizzes tool interface with the following elements highlighted by numbered callouts:

- 1. Question Library tab
- 2. Statistics tab
- 3. New Quiz button
- 4. Edit Categories button
- 5. More Actions dropdown menu
- 6. View: By Availability dropdown menu and Apply button
- 7. Bulk Edit button
- 8. Poetry Terms dropdown menu

	Current Quizzes	Published
<input type="checkbox"/>	Poetry Terms ▼ ⓘ	3/3
<input type="checkbox"/>	Bonus Quiz ▼ ⓘ Due on Jan 20, 2022 3:00 PM	-

Figure: Overview of the **Quizzes** tool interface.

The **Quizzes** tool page provides the following options:

1. Click the **Question Library** tab to create new quiz questions or add existing questions.
2. Click the **Statistics** tab to review user and quiz grade statistics.
3. Create a **New Quiz**.
4. Edit or create new quiz **categories** to help organize your quizzes.
5. Click **More Actions** to:
 - Add a Learning Object
 - Reorder quizzes.
 - Make quizzes visible to users.
 - Hide quizzes from users.

- Delete or restore quizzes.
6. View quizzes by availability or assigned category.
 7. Select multiple quizzes and click **Bulk Edit** to configure multiple quizzes.
 8. Click the arrow to apply more actions to a quiz.

Create and configure a quiz

Build quizzes using varying question types. Create quizzes that randomly select questions from a question pool or that shuffle the order of questions.

1. From your course navbar, click **Quizzes**.
2. From the **Manage Quizzes** tab, click **New Quiz**.

The screenshot shows the 'Manage Quizzes' interface. At the top, there are three tabs: 'Manage Quizzes' (selected), 'Question Library', and 'Statistics'. On the right, there is a 'Help' icon. Below the tabs, there are three buttons: 'New Quiz' (highlighted with a red box), 'Edit Categories', and 'More Actions' with a dropdown arrow. To the right of these buttons is a 'View:' dropdown menu set to 'By Availability' and an 'Apply' button. Below the buttons is a 'Bulk Edit' icon. At the bottom, there is a table with two rows:

<input type="checkbox"/>	Current Quizzes	Published
<input type="checkbox"/>	Auroral quiz ▼ 🔑	3/4

Fill in quiz details

Once you have opened the **Quiz Title** page, you must start by entering basic details for your quiz.

Note: If you choose to not associate your quiz with a Grade Item in Grade Book, the **Grade Out Of** value is set to a default of 0 points. That value is read only, and automatically updates to represent the total amount of points assigned to all questions in the quiz.

If you choose to associate your quiz with a Grade Item in Grade Book, you can enter a custom **Grade Out Of** value that remains the same regardless of the number of points assigned to quiz questions.

To fill in quiz details

1. From the **New Quiz** page, enter a **Quiz Title** for the quiz.

Quiz Title *

Quiz 1

Grade Out Of: 0 points | Not in Grade Book ▼ ⓘ

Due Date: M/D/YYYY

Description

Questions [Preview](#)

Add Existing ▼ **Create New** ▼

2. If you do not wish to link your quiz to a grade item in Grade Book, select **Not in Grade Book**. The **Grade Out Of** option is set to **0 points** and is read only.
3. If you wish to link the quiz to Grade Book, do one of the following:
 - Select **Edit or Link to Existing**: Choose to either create and link to a new grade item, or link to an existing grade item.
 - Select **Add to Grade Book**.
 - For **Grade Out Of**, enter the number of points for the quiz.
4. Enter the **Due Date** for your quiz.
5. Enter a **Description** for your quiz.

Now you can add quiz questions to your quiz.

Create a new quiz question

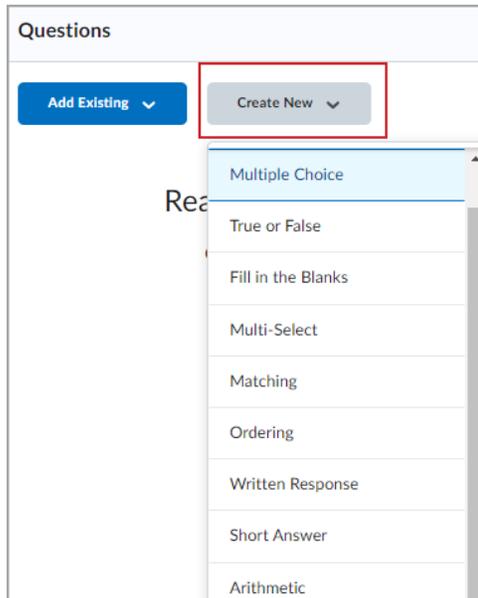
You can create and customize new quiz questions from the **New Quiz** page.

Tip: You can create and reuse quiz questions by creating a Question Library.

To create a new quiz question

1. On the **Create Quiz** page, click **Create New > New Question**.

2. Click the question type from the list and complete the question details.



Note: Written response questions require you to manually grade responses.

3. Do one of the following:

- Click **Save and New** to create another quiz question.
- Click **Save and Copy** to save the quiz question and make a copy of the quiz question to add to your quiz.
- Click **Save** to return to the **Create Quiz** page.

New quiz questions are added to your quiz.

Important: Written response questions have a character limit of 1,000,000. Short answer, multi-short answer, and fill-in-the-blanks questions have a character limit of 10,000.

Edit quiz questions

You can edit quiz questions by choosing to edit a quiz or during the quiz creation process.

To edit quiz questions

1. Navigate to **Quizzes**.
2. Click the name of the quiz you want to change.

3. In the **Questions** section, click the question you want to edit.

The screenshot shows the 'Questions' section of a Brightspace quiz titled 'Auroral quiz'. At the top, there are navigation links for 'Back to Manage Quizzes' and 'Auroral quiz'. Below this, the 'Questions' section has a 'Preview' button and two main buttons: 'Add Existing' and 'Create New'. A 'Total Points 28' indicator is visible. A list of six questions is shown, each with a checkbox, a question number, the question text, and a point value. The first question is highlighted with a red box. To the right of the question list is a sidebar with settings for 'Availability Dates & Conditions', 'Timing & Display', 'Attempts & Completion', and 'Evaluation & Feedback'.

4. In the **Edit** dialog, edit your question by performing one or more of the following:

- To edit the question text, click inside the respective fields and write your change.
- If you want to edit the text format, click inside the field and click the **Fullscreen** option in the pop-up bar. Brightspace Editor opens in full with your question text. Click **More Actions** to trigger more editing options. Change the font size, format, add links, or use **Insert Stuff** to add more content.

Note: The Edit dialog provides different editing options depending on the quiz question type you are editing.

5. When you're done editing, click the **Fullscreen** button again (if applicable) and click **Save** in the dialog.
6. Repeat steps 3-5 for other questions you want to edit.
7. Click **Save and Close**.

You have edited quiz questions.

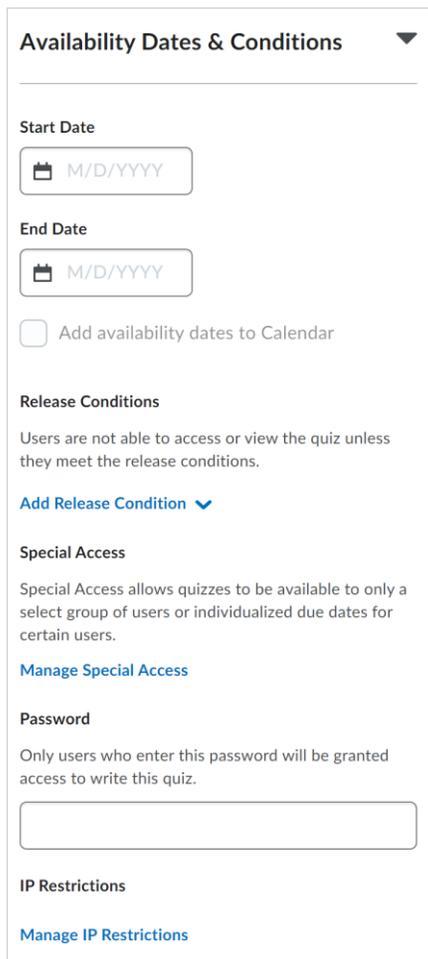
Set up Availability Dates & Conditions

Set a time frame for when the quiz is available and create conditions for accessing the quiz.

Note: Quiz **Availability Dates & Conditions** allow you to set start dates, due dates, and end dates for quizzes. The start date determines when a quiz becomes available to students. The end date determines when a quiz becomes unavailable to students. The due date specifies a time when a quiz is expected to be completed. A quiz is considered late if it is submitted after the due date is reached. If a quiz has an enforced time limit and the student uses more than the allotted time, the quiz is marked as **exceeded time limit**.

To set availability and conditions

1. From the **New Quiz** page, click to expand the **Availability Dates & Conditions** section.



The screenshot shows a configuration panel titled "Availability Dates & Conditions" with a dropdown arrow. It contains several sections: "Start Date" with a date input field (M/D/YYYY), "End Date" with a date input field (M/D/YYYY), an unchecked checkbox for "Add availability dates to Calendar", "Release Conditions" with a description and a link to "Add Release Condition", "Special Access" with a description and a link to "Manage Special Access", "Password" with a description and an empty input field, and "IP Restrictions" with a link to "Manage IP Restrictions".

2. Customize any of the following:
 - **Start Date:** Specify the date when your quiz becomes available to students.

- **End Date:** Specify the date when your quiz is no longer available.
- **Add availability dates to Calendar:** Select the checkbox to add quiz availability dates to your course Calendar. Students will see the quiz availability dates in their Calendar. Calendar events are generated as the following:
 - If the **Start Date** and **End Date** are set, separate events are created for when the quiz starts and when the quiz ends.
 - If the **Start Date** is set, a Start Date event is created.
 - If the **End Date** is set, an End Date event is created.
- **Release Conditions:** Only allow students to access the quiz if they meet its release conditions, or requirements. Click **Add Release Conditions** followed by either **Create New** or **Add Existing**. For example, you can create a release condition that only lets students view the quiz after they complete a specific topic, module, or unit.
- **Special Access:** Makes the quiz available to select groups of students or create individualized due dates and customize the timing settings for certain students.
 - Click **Manage Special Access** to set the conditions.
 - Select one of the following options:
 - Allow selected users special access to this quiz
 - Allow only users with special access to see this quiz
 - Click **Add Users to Special Access**.

Special Access

Allow selected users special access to this quiz

Allow only users with special access to see this quiz

Add Users to Special Access

Save and Close Cancel

- Specify **Properties: Due** and **Availability Dates**.
- Set one or both of the following **Timing** options.
 - Select **Override time limit** to set a new quiz duration for users with special access. You can choose one of the following options:
 - No time limit
 - **Set time limit**. You can change the value only in one of the following fields: **New Time Limit** (new quiz duration in minutes), **Multiplier** (how many times more the new limit is than the original one) or **Extra Time** (additional time in minutes). Values in two other fields are calculated automatically.
 - Select **Override behavior when time limit is exceeded** to set new conditions for users with special access after the time limit expires. You can choose one of the following options:
 - Automatically submit the quiz attempt
 - Flag as "exceeded time limit" and allow the student to continue working
 - Do nothing: the time limit is not enforced
- Set an **Attempts** option. If you select **Override attempts allowed**, you can set the number of attempts allowed from 1 to 10 and click **Apply**. If more than one attempt is applied, you can select optional **Advanced Attempt**

Conditions. To restrict access to attempts, enter a minimum and maximum percentage (from 0% to 100%) that needs to be achieved on the previous attempt to qualify for another attempt.

- Select users for **Special Access**.
- Click **Save**.

Password: Only students who enter the password can access the quiz to write it.

IP Restrictions: Only students with the IP addresses that you define can access the quiz. You can restrict quiz access based on either IPv4 or IPv6 address ranges. To define the allowed IP ranges, click **Manage IP Restrictions**, and specify the IP addresses in the **IP Range Start** and **IP Range End** fields.

IP Range Start	IP Range End	Delete
<input type="text"/>	<input type="text"/>	

[+ IP Range](#)

Add **Cancel**

If you have completed customizing your quiz, click **Save and Close**.

Availability dates and conditions are saved for your quiz.

Set up Timing & Display

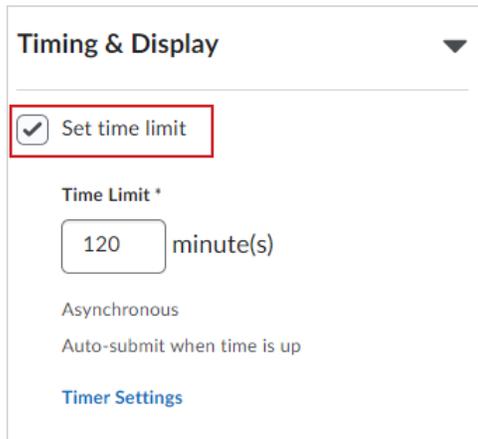
You can create a time limit for your quiz if needed and set up how the quiz displays to students.

Note: If you do not want to set a time limit, do not select the **Set time limit** option.

To set a time limit

1. From the **New Quiz** page, click to expand the **Timing & Display** section.

2. Select **Set time limit**.



Timing & Display

Set time limit

Time Limit *

120 minute(s)

Asynchronous

Auto-submit when time is up

[Timer Settings](#)

3. In the **Time Limit** field, specify the length of time for the quiz in minutes.
4. Click **Timer Settings**.
5. In the **Timing** dialog, under **Quiz Start**, select one of the following:
 - If you want to set up a quiz that starts and ends at the same time for all students, select **Synchronous: Timer starts on the start date**.
If no start date and time is set for the synchronous quiz, the **No Start date set** alert appears under the selected option, and you cannot save the quiz. The **Due Date** option is disabled for synchronous quizzes.
If you select **Synchronous: Timer starts on the start date** option, do the following:
 - Make sure the activity is visible in the Calendar (optional)
 - Check that students are aware of an upcoming quiz
 - Provide effective reminders
 - If you want to set up a quiz with flexibility for students to take a quiz in their own time, select **Asynchronous: Timer starts when the student launches the quiz**.
6. In the **Timing** dialog, under **When The Time Limit Expires**, select one of the following:
 - If you want to automatically submit the quiz when the time limit is exceeded, select **Automatically submit quiz attempt**.

- If you want students to be able to continue working after the time limit, select **Flag as time limit exceeded and allow the student to continue working**.
- If you do not want to enforce the time limit, select **Do nothing: the time limit is not enforced**.

7. Click **OK**.

To set quiz display

1. From the **New Quiz** page, click to expand the **Timing & Display** section.
2. Configure the following:
 - **Paging:** Choose how questions are displayed on the quiz.
 - **Shuffle Quiz:** To shuffle quiz questions and sections, select **Shuffle Quiz**.
 - **Display:**
 - To disable separate types of notifications, select **Disable Email, Instant Messages, and Alerts within Brightspace**.
 - To show your quiz hints, select **Allow Hints**.
 - **Header and Footer:** Click **Manage Header and Footer** to create a header or footer for your quiz.

The **Header** and **Footer** each have a character limit of 65,535 characters.

Timing & Display

Paging

5 questions per page

Prevent going back to previous pages

Shuffle Quiz

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

Display

Allow hints

Disable Email, Instant Messages, and Alerts within Brightspace

Header and Footer

[Manage Header and Footer](#)

3. If you have completed customizing your quiz, click **Save and Close**.

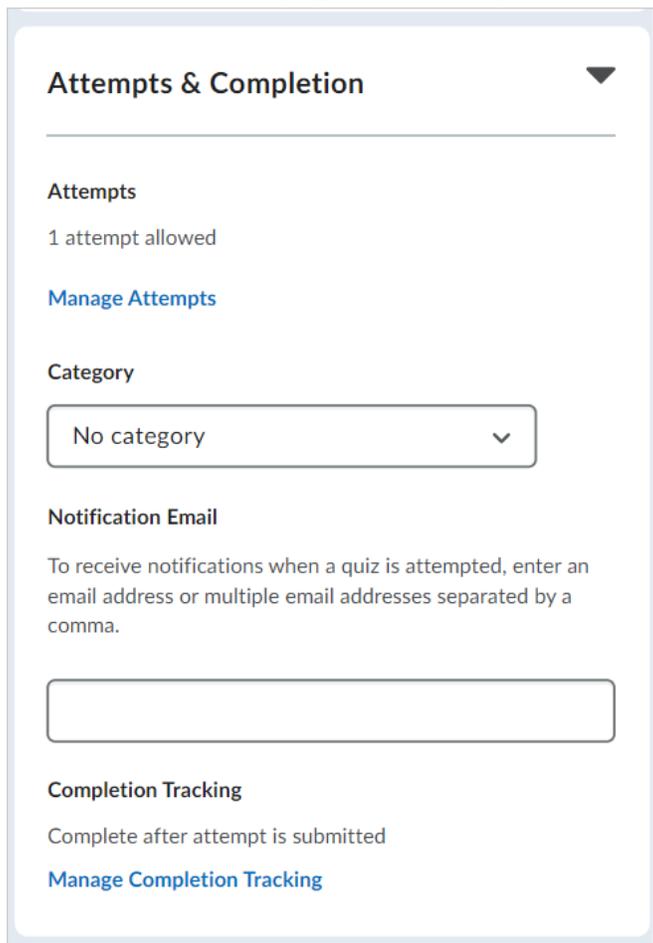
Timing and display settings are set for your quiz.

Set up Attempts & Completion

Configure the number of quiz attempts and manage how you track students' quiz completion.

To set up attempts & completion

1. From the **New Quiz** page, click to expand the **Attempts & Completion** section.



The screenshot shows a configuration panel titled "Attempts & Completion" with a downward arrow in the top right corner. Below the title is a horizontal line. The panel is divided into three sections:

- Attempts:** Shows "1 attempt allowed" and a blue link "Manage Attempts".
- Category:** A drop-down menu currently set to "No category" with a downward arrow.
- Notification Email:** A text input field with the instruction: "To receive notifications when a quiz is attempted, enter an email address or multiple email addresses separated by a comma."

Below these sections is another section:

- Completion Tracking:** Shows "Complete after attempt is submitted" and a blue link "Manage Completion Tracking".

2. Customize the following:
 - **Attempts:** Click **Manage Attempts** to set how many times a student can take a quiz.
 - **Category:** Select a category for your quiz from the drop-down menu.

Important: If you cannot see the Category drop-down menu, contact your administrator to ensure that your instance or Org Unit has the required configuration variable enabled.

- **Notification Email:** Enter email addresses for notification emails when a student completes a quiz.
- **Completion Tracking:** Click **Manage Completion Tracking** to set when a student is considered to have completed the quiz. If you select **The student is marked as complete if they have a Passing Overall Quiz Grade** and enter a grade, then you can trigger a message with emoticons at the end of the quiz that notifies students if they passed or failed.

Important: If you do not see Completion Tracking or Manage Completion Tracking in your quiz setup screen, your organization has either not purchased Completion Tracking as an add-on or your organization needs to enable it. To learn more about quiz creation experiences, refer to [Comparing Quiz Creation Experiences](#).

3. If you have completed customizing your quiz, click **Save and Close**.

Attempts and completion settings are set for your quiz.