

Manage quiz questions

Use Question Library and Question Pools to create a randomized set of quiz questions

Randomizing your quiz questions prevents students from sharing the questions and answers with other students in the course. This prevents cheating and removes an advantage some students may have over others.

You must use Question Library to provide a random set of quiz questions. Question Library is a central repository where you can store questions to reuse in a course. As a best practice, we recommend that you create all your questions using the Question Library. This ensures your questions are stored in one central location for reuse and access.

Question Pools allow you to create quizzes with randomized questions while using the new Question Creation Experience. Question pools are an effective way to prevent cheating on quizzes as they ensure each student receives a unique set of questions. Once you have entered a title, the number of questions to select, and the points per question for your question pool, you can browse the Question Library or existing quizzes, surveys, and self-assessments, to select the desired questions. It is recommended that you organize your Question Library to include a section for each quiz. This makes it easier to locate the correct questions during the question pool creation process. A dynamic preview is automatically generated when questions are imported into a question pool. The preview allows instructors to quickly get an idea of how the question pool appear to students when taking the quiz.

To create a question pool and give each student a random set of quiz questions

1. Navigate to **Quizzes**.
2. Click the name of your quiz.

3. Click **Create New > Question Pool**.

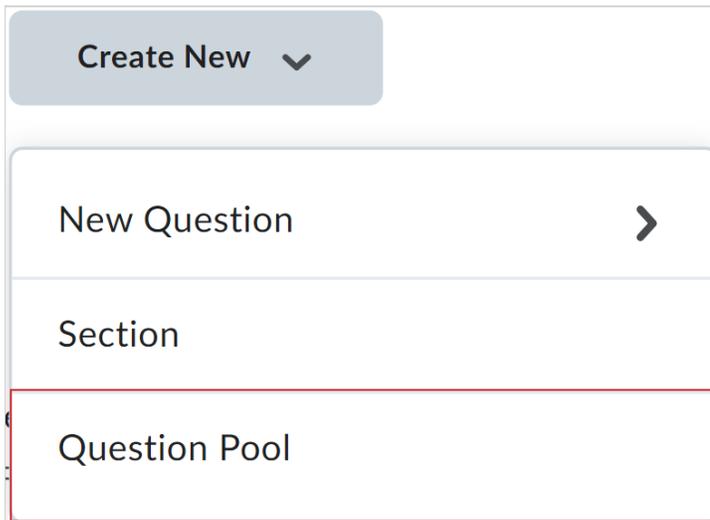


Figure: Click **Create New** and then click **Question Pool**.

4. In the **New Question Pool** dialog, enter a title in the **Question Pool Title** field.
5. Enter the number of questions you want taken randomly from the pool in the **Number of Questions to Select** field.
6. Enter the number of points each question is worth in the **Points per Question** field.
7. Click **Browse Question Library**.

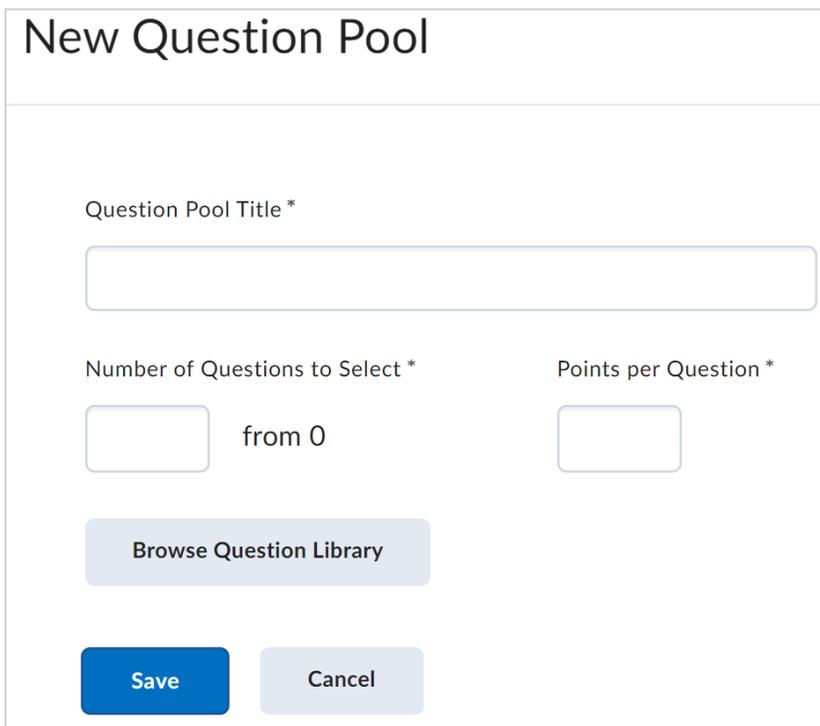
A screenshot of a 'New Question Pool' dialog box. The title 'New Question Pool' is at the top. Below it is a text input field labeled 'Question Pool Title *'. Underneath are two input fields: 'Number of Questions to Select *' with a 'from 0' label, and 'Points per Question *'. A 'Browse Question Library' button is positioned below these fields. At the bottom are 'Save' and 'Cancel' buttons.

Figure: Enter your question pool details in the fields.

8. Select the questions you want to include in the question pool by selecting the question's check box. Questions are automatically chosen at random from the ones you select.
Note: If you are also using sections in your Question Library, you can select questions from different sections. You may have to expand the section (and sub-sections) to see the nested questions.
9. Click **Import** to add the questions to the question pool.
10. Click **Save**.
11. Repeat this process if you have multiple sections in your quiz, with each section drawing a random set of questions.
12. Click **Save and Close**.

You have created a section and given each student a random set of questions.

Shuffle all the questions and sections in a quiz

You can shuffle a quiz's questions and sections so that each student sees them in a random order. Shuffling only affects top-level questions and sections; anything inside a section is not affected.

To shuffle all the questions and sections in a quiz

1. Navigate to **Quizzes**.
2. Click the name of your quiz.
3. Expand the **Timing & Display** accordion.
4. Under **Shuffle Quiz**, select **Shuffle questions and sections within the quiz. Does not cascade to sub-sections**.

Timing & Display ▼

Set time limit

Paging

All questions displayed together ▼

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](#)

Figure: Select **Shuffle questions and sections within the quiz. Does not cascade to sub-sections** in the **Timing & Display** accordion.

5. Click **Save and Close**.

Your quiz is shuffled for each student.

Shuffle a set of quiz questions using a section

You can shuffle the questions inside a section without affecting questions outside that section.

To create a section and give each student quiz questions in a different order in that section

1. Navigate to **Quizzes**.
2. Click the name of your quiz.
3. Click **Create New > Section**.

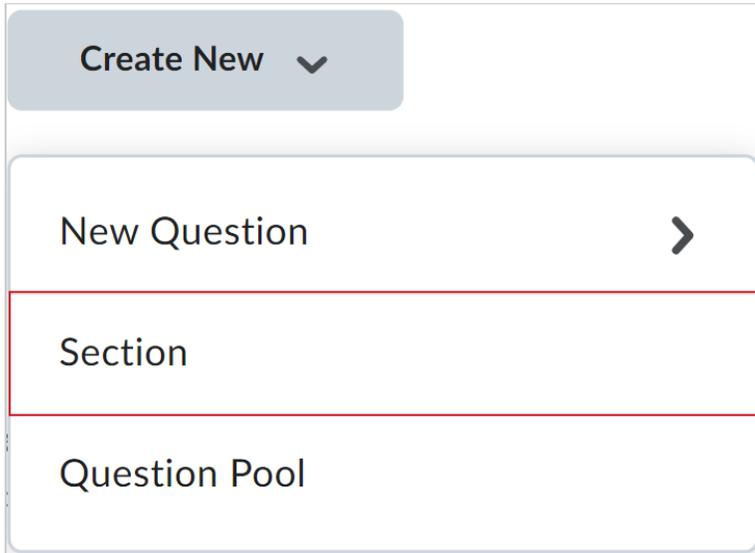


Figure: Click **Create New** and then click **Section**.

4. In the **New Section** dialog, enter a title in the **Section Title** field. Optionally, enter a section description in the **Section Text** field. **Note:** The Section Title is, by default, visible to students. To ensure students do not see the title, select **Hide Section Title from students**.

5. Select **Shuffle questions in this section**.

The image shows a 'New Section' form with the following elements:

- Section Title ***: A text input field with a red border around it.
- Hide Section Title from learners**: A checkbox.
- Section Text**: A text area with a red border around it.
- Hide Section Text from learners**: A checkbox.
- Shuffle questions in this section**: A checkbox with a red border around it. Below it is the text: "Also shuffles sections and question pools in this section. Does not cascade to sub-sections."

Figure: Enter a **Section Title** and select **Shuffle questions in this section**.

6. Click **Save**.
7. Drag and drop individual questions from your quiz into the relevant section. To move multiple questions into a section simultaneously, select the check box next to the questions, select **Move To > Section**, and then select the section name.
8. Click **Save and Close**.

You have shuffled your quiz questions while maintaining a specific order for some questions in a section.

Randomize the answer choices in multiple choice and multi-select quiz questions

If you want to discourage your students from cheating on quizzes with multiple choice and multi-select questions, you can randomize the answer choices for each question so the correct answer(s) are in a different order for each student.

Note: When using answer choices that require the order to remain constant, for example answer choice C is Both A and B, or the final answer choice is All of the above, you do not want to randomize the answer choices in those types of questions.

To randomize answer choices in multiple choice and multi-select quiz questions

1. Navigate to **Quizzes**.
2. Click the **Question Library** tab.
3. Click on the name of a question with the **Type** being **Multiple Choice** or **Multi-select**.
4. Select **Randomize answer order** below the answer options.

The screenshot shows a quiz editor interface. At the top, there is a dropdown menu set to "Multiple Choice" and a blue "Options" link with a downward arrow. Below this is a text box labeled "Question Text *" containing the question: "The energized particles of the sun collide with what two chemicals to produce aurorae?". Underneath the question text is a section labeled "Answers *" containing three answer options, each in a rounded rectangular box with a radio button to its left and a small 'x' icon to its right. The first option is "Oxygen and hydrogen" with a checked radio button. The second option is "Hydrogen and nitrogen" with an unchecked radio button. The third option is "Nitrogen and oxygen" with an unchecked radio button. Below the answer options is a blue link labeled "Add Answer". At the bottom of the form, there is a checkbox labeled "Randomize answer order" which is checked and highlighted with a red rectangular border.

Figure: Select **Randomize answer order**.

5. Click **Save**.
6. Click **Done Editing Questions**.

You have randomized the answer choices for a multiple choice or multi-select question.

Attach a rubric to a written response (WR) question

In the new quiz evaluation experience, you can attach a rubric when creating or editing written response (WR) questions. Use the rubric to evaluate the question and provide feedback on the quiz. Students can see the rubric alongside the WR question during a quiz and later review the rubric in their graded quiz for feedback.

To attach a rubric to a written response (WR) question:

1. Navigate to **Quizzes, Surveys, or Self Assessments**.
2. Click the **Question Library** tab.
3. Do one of the following:
To create a new question, click the **New** drop-down menu and select **Written Response (WR)**.
To edit an existing WR question, click the question text from the list.
4. Click the **Add Rubric** drop-down menu.
5. Do one of the following:
Click **Create New** to create rubric. In the Create Rubric window, complete the required fields and set the status to **Status: Published**. Click **Attach Rubric**.
Click **Add Existing** to **Search** or select an available rubric from the list that appears in the Add Existing window. Click **Add Selected**.
6. Click **Save**.

You have added a rubric to a written response question that can appear in quizzes, surveys and self-assessments.

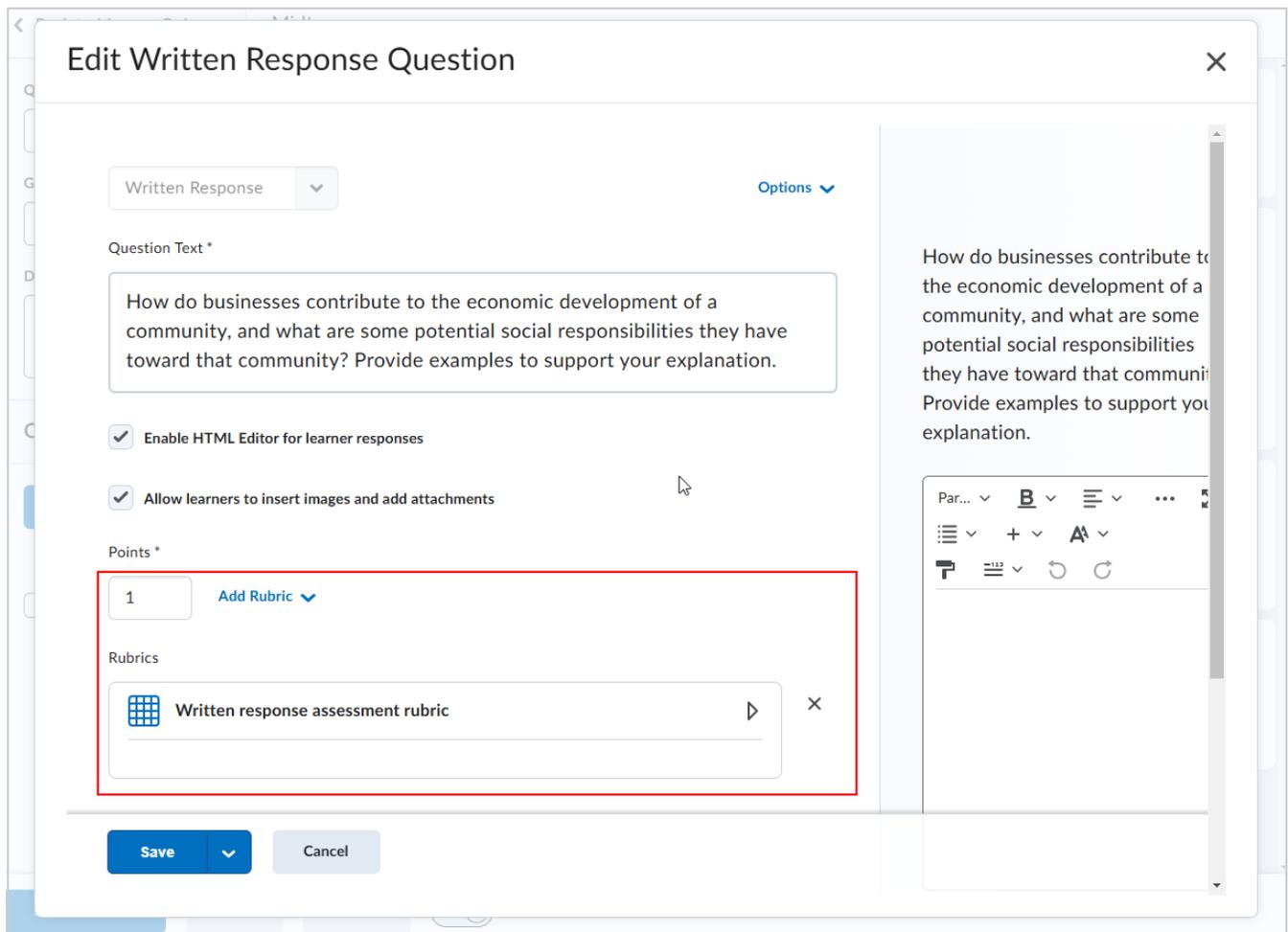


Figure: A rubric is attached to a written response question in a quiz.

Create bonus quiz questions

Create bonus questions to allow students a chance to score extra marks on their quiz.

To create bonus quiz questions

1. Navigate to **Quizzes** or **Content**.
2. Click the desired quiz.
3. Select the questions that you want to make into bonus questions.
4. Click **More Actions**.

5. Click **Toggle Bonus**. You can also reselect **Toggle Bonus** to make a bonus question a regular quiz question.

The screenshot shows a 'Questions' management interface. At the top, there are buttons for 'Add Existing' and 'Create New', and a 'Preview' link. Below these, there are buttons for 'Add', 'Move To', and 'More Actions'. A list of three questions is shown. The first question, 'The Earth is round because of gravity', is selected. A dropdown menu is open for the selected question, showing options: 'Delete', 'Align to Standards', 'Toggle Bonus' (highlighted with a red box), 'Toggle Mandatory', 'Set Points', and 'Publish to the LOR'. The total points for the quiz are 3.

Figure: Select **Toggle Bonus** from the **More Actions** drop-down menu.

Note: Bonus questions are shown to students with the word **(Bonus)** displayed.

The screenshot shows a student view of a quiz question. The question is titled 'Question 3 (Bonus) (2 points)'. The question text is 'Name three research tools that NASA is using to try and predict when aurorae storms take place and reduce their harmful effects?'. There is a text input field and a checkmark icon.

Figure: All bonus questions are shown with **(Bonus)** displayed.

Make a bonus question into a mandatory question

A mandatory question is a question that students must answer before they can submit their quiz attempt. Questions can be both a bonus question and a mandatory question.

To change a bonus question to a mandatory question

1. Navigate to **Quizzes**.

2. Click the quiz you want to edit.
3. Click the checkboxes for the bonus questions you want to make mandatory.
4. Click **More Actions** > **Toggle Mandatory**.

The screenshot shows a 'Questions' management interface. At the top, there are buttons for 'Add Existing' and 'Create New'. Below these, a list of questions is displayed. The first question is 'The Earth is round because of gravity' (True or False). The second is 'What is the estimated age of Earth?' (Multiple Choice). The third is 'What is the average orbital speed of Earth per second in kilometers?' (Written Response). The fourth question, 'What is solar radiation?' (Multiple Choice), is selected, indicated by a checkmark in a box. To the right of the list, there are buttons for 'Add', 'Move To', and 'More Actions'. The 'More Actions' dropdown menu is open, showing options: 'Delete', 'Align to Standards', 'Toggle Bonus', 'Toggle Mandatory' (highlighted with a red border), 'Set Points', and 'Publish to the LOR'. The 'Total Points' column is visible on the right side of the interface.

Figure: Click **More Actions** > **Toggle Mandatory** to turn a bonus question into a mandatory question.

5. Click **Save and Close**.

You have changed the selected bonus question into mandatory question.

Note: If you no longer want to make a question mandatory, repeat steps 3-4 to remove the mandatory setting. By clicking the **Toggle Mandatory** option, you can add or remove the mandatory setting.

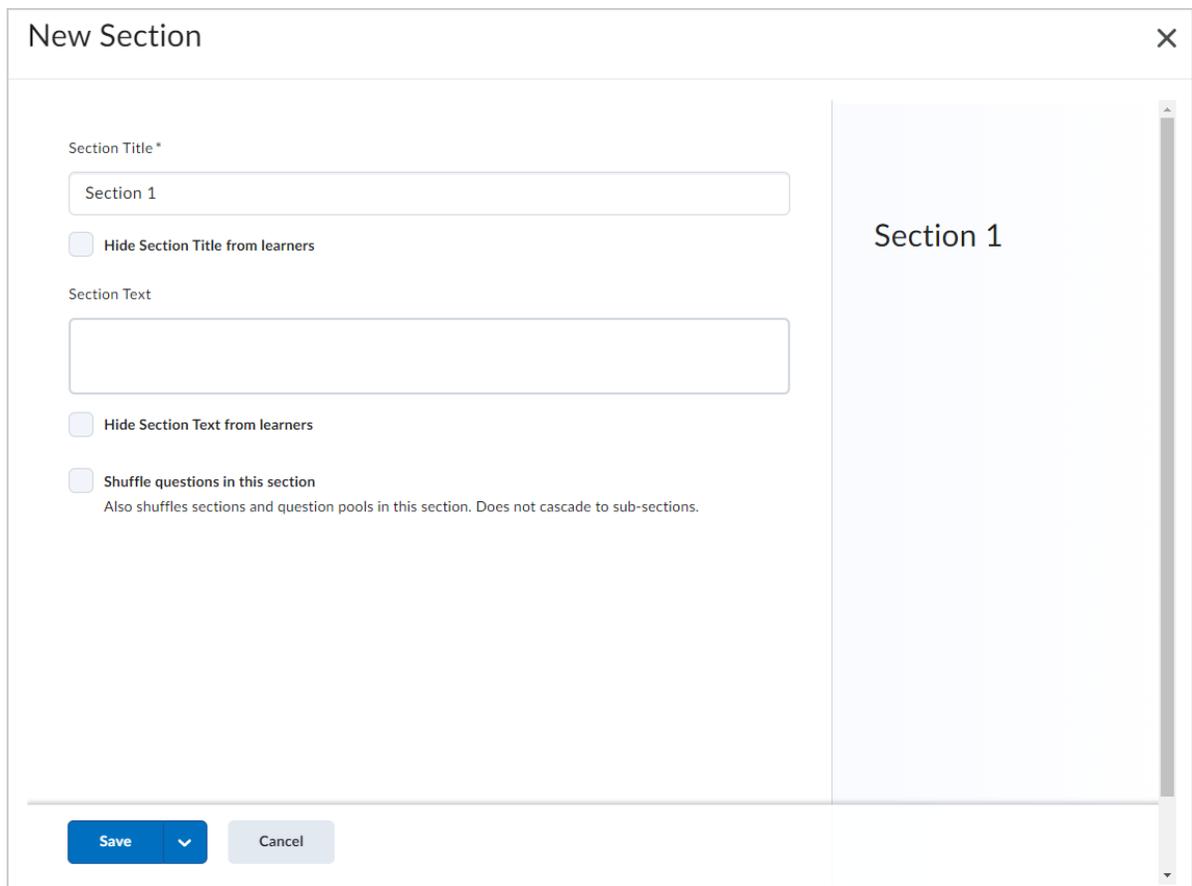
Use Sections to organize quiz questions

You can use sections to organize related quiz questions and display them to students with a section header on a single page. This is useful when you want to present questions to a

student, but also organize questions conceptually by theme or parent topic. For example, sections could allow you to present all questions related to biology on a single page, or display a series of single biology questions on pages, each with the same section header.

To use sections to organize quiz questions

1. From your organization or course navbar, click **Quizzes**.
2. Click **New Quiz**.
3. Enter a **Name** for your quiz.
4. Under **Questions**, click **Create New** and select **Section**. The **New Section** page opens.



The screenshot shows a 'New Section' modal window. On the left, there is a form with the following elements: a text input for 'Section Title*' containing 'Section 1', a checkbox for 'Hide Section Title from learners', a text input for 'Section Text', a checkbox for 'Hide Section Text from learners', and a checkbox for 'Shuffle questions in this section' with a sub-note: 'Also shuffles sections and question pools in this section. Does not cascade to sub-sections.' At the bottom left are 'Save' and 'Cancel' buttons. On the right, a vertical preview pane shows a light blue background with the text 'Section 1' centered. A scrollbar is visible on the right side of the preview pane.

Figure: Enter details into **New Section** page.

5. Enter a **Section Title** and click **Save**.
6. To create a quiz question to add to this section, click **Create New > New Question** or select a question from the **Question Pool**.

- Click and drag the quiz question into the **Section**. The quiz question nests under the **Section**.

The screenshot displays a quiz configuration interface. At the top, there is a 'Name' field containing 'Sections Quiz'. Below this, the 'Grade Out Of' is set to '1 point' and 'Not in Grade Book' is selected. The 'Due Date' field is empty, showing a placeholder 'M/D/YYYY'. A 'Description' field is also empty. The 'Questions' section is highlighted in light blue and contains a 'Preview' link. Below the 'Questions' header, there are two buttons: 'Add Existing' and 'Create New'. The 'Total Points' is displayed as '1'. A 'Select All' checkbox is present. The main content area shows a list of questions. A red box highlights a section named 'Section 1' which contains a question '1 True or False?' worth '1 point'. The question text 'True or False?' is repeated below the question number.

Figure: Review the **Section** of a quiz with all associated questions nested under it.

- Repeat steps 5 to 7 to create more sections and nested quiz questions.
- Click **Timing & Display**. Under **Paging** select **Add page break after each section**. This ensures that each section and all quiz questions nested under that section will display separately on a page.

Timing & Display ▼

Timing

🕒 No time limit

[Manage Timing](#)

Paging

Add page break after each section ▼

Figure: Select the **Paging** option as **Add page break after each section**.

10. Click **Save** and then click **Preview**.

Note: When you preview, each **Section** that you create displays all the questions nested under it on a single page.

Sections are added to your quiz to display related questions on a single page.