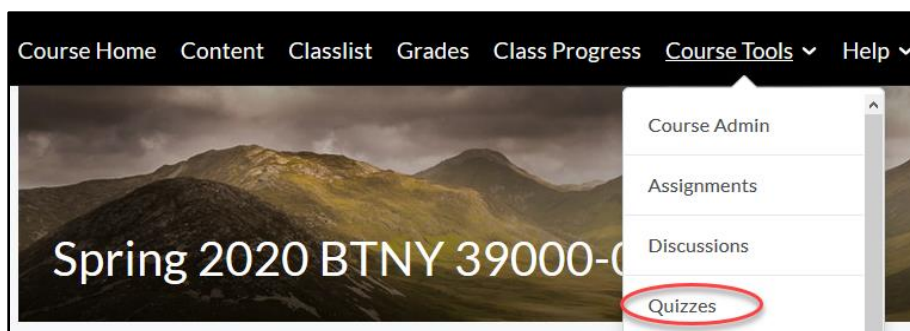


Creating a Quiz and Adding Grade Item to the Gradebook

Creating a Quiz

□ Go to the Quizzes tool in your course

- ✓ **Click** on **Course Tools** in the course navigation bar, then **select** **Quizzes** from the drop down menu.



- ✓ **Click** on the **New Quiz** button at the top of the screen.

□ Enter Quiz Details

- ✓ **Enter** the **Quiz Name**, in this document the example quiz will be named "Reading Quiz 1".

Once you have entered the required name, there are several optional details that can be added:

- Category
- Description / Instruction
- Page Header / Footer
- Optional Advanced Properties

□ Optional Advanced Properties

- ✓ **Click** on **Expand optional advanced properties**.
- ✓ **Click** the associated box to **Allow hints**.

Note: This will provide learners with hints during the quiz/test.

- ✓ **Click** the associated box to **Disable right click**.

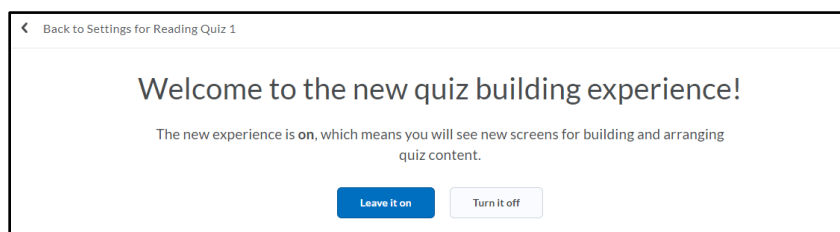
Note: This will prevent students from printing quiz questions

- ✓ **Click** the associated box to **Disable student access to the Email tool, Instant Message tool, or their alerts** while taking the quiz.
- ✓ **Enter** an email address in the **Notification Email** text box to receive emails each time a user completes a quiz attempt.

Creating Quiz Questions

□ Create initial Quiz Questions

- ✓ **Click** on **Add/Edit Questions** button. This will open the Brightspace Question Editor.
- ✓ You will receive a pop-up notification if this is the first time building a quiz on Brightspace.



- ✓ **Click** the **Leave it on** button to proceed.
- ✓ **Click** on the **Add** button to create a new quiz question.
- ✓ **Select** the **New Question** option from the dropdown menu.
- ✓ **Select** the appropriate question type from the dropdown menu.
- ✓ Available question types include the following:

(a) True or False	(g) Fill in the Blanks
(b) Multiple Choice	(h) Matching
(c) Multi-Select	(i) Ordering
(d) Written Response	(j) Arithmetic
(e) Short Answer	(k) Significant Figures
(f) Multi-Short Answer	(l) Short Answer
- ✓ **Complete** the question type options as needed.
- ✓ **Enter** the appropriate number of points for this question.

*This will be at a default of 1 point, if you do not change it.

✓ **Click** on the **Save Button** to finish creating this question.

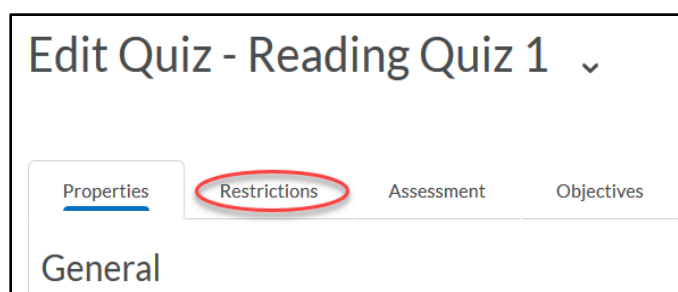
*If you click on the dropdown arrow next to **Save**, you will also be able to save this question and either copy the question or create a new one.

✓ **Click** on **Back to Settings for Reading Quiz 1** once you are ready to continue completion of the quiz.

Setting Quiz Restrictions

□ **Once you have provided the basic properties, you can now set Restrictions on this quiz.**

✓ **Click** on the **Restrictions** tab to begin.



□ **Making your Quiz available to students.**

*This quiz has defaulted as being hidden from students, and they will be unable to take a quiz that is hidden.

✓ **Click** on the box next to **Hide from Users** to allow students to see this quiz.

□ **Setting the Quiz due date**

✓ **Click** on the box next to **Has Due Date** to set a due date for the quiz.

✓ **Click** on the **Date** box to select a date.

✓ **Click** on the **Time** box to select a specific time.

*Setting a quiz as being due by 11:59 pm is a convenient way to ensure that students know they have until the end of a given day.

✓ **Click** on the **Recommended Time Limit** option to allow students to complete the quiz without a required time frame.

*If choosing Enforced Time Limit, students must complete the quiz within the time limit you designate. Students will automatically see a time clock displayed.

- ✓ **Click** on the **Time Limit** box to select a specific time limit for the quiz.
- ✓ **Click** on the box next to **Show clock** to allow students to see remaining time.

□ **Additional Available Restrictions**

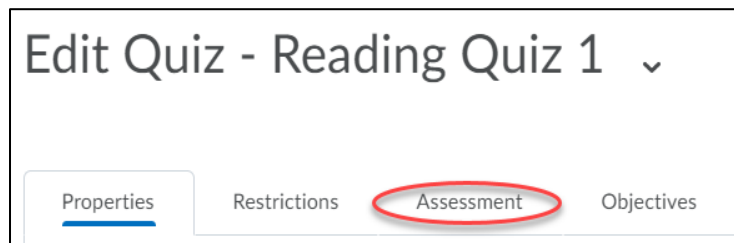
In addition to the basic restrictions we have covered, there are also several options for restrictions:

- Due Date
- Availability
- Release Conditions
- Optional Advanced Restrictions
- Special Access

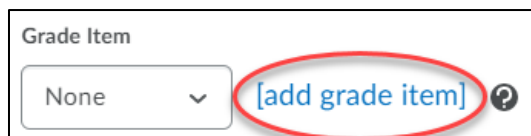
Adding Quiz Grade Item to the Gradebook

- **To associate a quiz to a gradebook item a grade item will need to be created for the quiz.**

- ✓ **Click** on the **Assessment** tab to begin.



- ✓ **Click** on the box next to **Allow attempt to be set as graded immediately upon completion** for automatic grading.
- ✓ **Click** on **add grade item** to create a grade item in the gradebook,.



- ✓ **Enter** a **Name** in the New Grade Item window.
- ✓ **Click** on the **Save** button.

- ✓ **Click** on the box next to **Allow automatic export to grades** to send auto-graded attempt scores directly to the grade book.
- ✓ **Click** the **Save and Close** button.

Adding the Quiz to a Module

*Once you created your quiz, it will need to be published to a module so that students can access it.

□ Access Content

- ✓ **Click** on the **Content** item of the **Navigation Bar**.
- ✓ **Select** the **Module** this quiz needs to be in from the left-hand menu.
- ✓ **Click** on the **Existing Activities** button within the module.
- ✓ **Select Quizzes** from the dropdown menu.
- ✓ **Select** the quiz you just created from the list.

*Any information entered when creating the quiz will automatically import over into the module.