**Brightspace**

**Quiz Setup**

To explore options for setting up your exam with improved academic integrity, open your Brightspace course and navigate to the quiz within your course content. Click the quiz name and click ‘Quiz Setup’.

The *Properties* tab will enable you to add questions and customize how the questions display to students. After adding questions, you will be able to set how many questions should appear on each page of the quiz and optionally prevent students from returning to questions they have already answered. The ‘Shuffle questions at the quiz level’ feature can be used if you would like students to receive questions in an order different than their peers.

If you have any questions, please do not hesitate to reach out to us at TLT@purdue.edu.
The *Restrictions* tab will enable you to set the ‘Availability’ of the quiz to students. By default the quiz is set to be unavailable/hidden from students. To make it available, uncheck the box next to ‘Hide from Users’. You can set a ‘Due Date’ if appropriate. If you set a due date, the quiz will appear on your course calendar. Checking the box next to the ‘Has Start Date’ and ‘Has End Date’ options will enable you to make the quiz available for students to complete only between the days and times you set.

**NOTE:** The ‘Hide from Users’ setting at the top of the page must be unchecked for the quiz to be available to students during the timeframe you set here.

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‘Release Conditions’ allow you to establish criteria students must meet in order for them to gain access to the quiz. This could be criteria such as having completed a specific assignment, viewed a specific element of the course, etc.

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‘Respondus Lockdown Browser’ is a browser students must install in order to complete their quiz. The browser will not allow them to navigate to other websites or resources on their computer until the quiz has been submitted. **NOTE:** This is an optional restriction. If you are interested in it, please reach out to TLT@purdue.edu for assistance to set this up.

Security Options

**Respondus LockDown Browser**

Use the LockDown Browser Dashboard located in the main Quizzes area to enable/disable LockDown Browser for quizzes.

- [ ] Required to take this quiz
- [ ] Required to view quiz feedback and results

Enabling the ‘Password’ setting will require students to know the password you set in order to access the quiz. This password will be the same for all students. **NOTE:** Using this password feature in a remote teaching environment yields little benefit.

Optional Advanced Restrictions

- Collapse optional advanced restrictions

Password

The ‘IP Restriction’ feature should not be used.

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The ‘Timing’ feature enables you to set how long students have to complete the quiz. A ‘Recommended Time Limit’ is a general guideline for students as to how long the quiz should take. An ‘Enforced Time Limit’ will flag a quiz if it was submitted after any grace period you may set. You can then select what action you would like to happen after the grace period ends.

The ‘Special Access’ settings will enable you to grant exceptions for students who may need accommodations. Click ‘Add Users to Special Access’. You will then have options to set alternate display dates, an alternate length of time to complete the quiz, and/or an alternate number of attempts. You can then select which students these settings should apply to.
The **Assessment** tab will enable you to set whether students see their score immediately if the question types are able to be auto-graded (i.e. multiple choice, T/F). You **MUST** click on ‘add grade item’ to create a column for the quiz in the gradebook. By enabling ‘Auto Export to Grades’, the quiz score will be sent directly to the gradebook.

![Assessment](image)

The ‘Attempts’ feature is useful if you would like students to be able to attempt the quiz more than one time. If you enable multiple attempts, you will have the option to choose what grade Brightspace uses for the student’s score.

![Attempts](image)

After you have finished customizing your quiz options, click ‘Save and Close’ to save your changes.

If you have any questions, please do not hesitate to reach out to us at [TLT@purdue.edu](mailto:TLT@purdue.edu).
Randomize Questions from Question Library
This video shows how to randomize questions from a question library.
https://www.youtube.com/watch?v=7J2mO9QF6Z4

Randomize Answers on Multiple Choice Question
Multiple Choice answer choices can be randomized so each student will receive them in a different order. Open your Brightspace course and navigate to the quiz within your course content. Click the quiz name and click ‘Quiz Setup’.

Open an existing multiple-choice question or create a new one. Scroll to the ‘Options’ and check the ‘Randomize answers for each student’ option.

Use Arithmetic Questions to Change the Questions Students are Given
This document explains how to create Arithmetic questions.
https://documentation.brightspace.com/EN/le/question_library/instructor/create_arithmetic.htm

If you have any questions, please do not hesitate to reach out to us at TLT@purdue.edu.
Have Students Show Their Work
By creating a ‘Written Response’ question, students could take a picture of their work and submit it as a document or picture.

When creating the question, be sure to check the box next to ‘Enable HTML Editor for student responses’.

(Student Preview) Students will be able to submit images or documents from their computer using the ‘Insert Stuff’ button.

If you have any questions, please do not hesitate to reach out to us at TLT@purdue.edu.