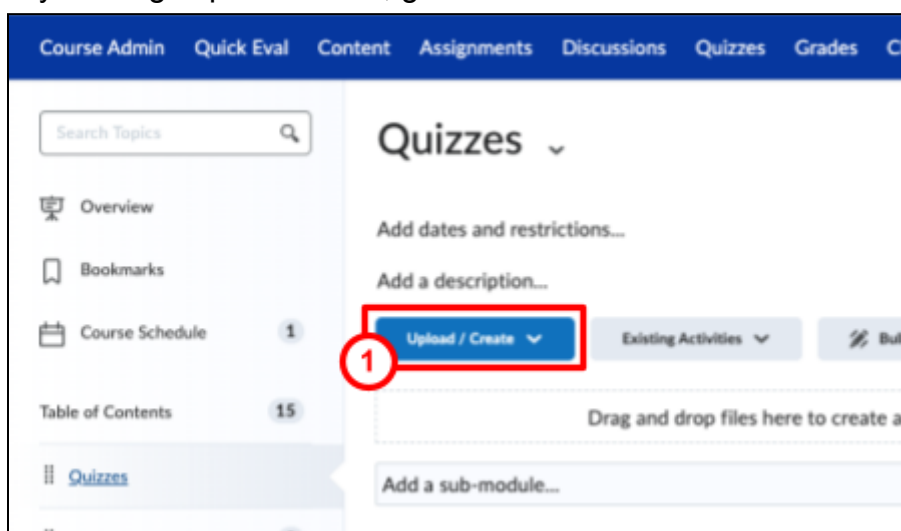


Brightspace Quizzes

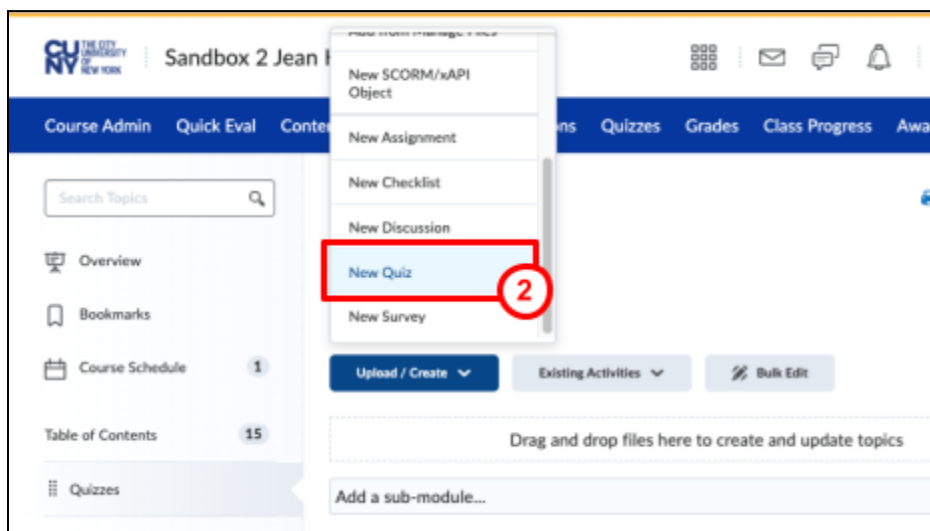
Brightspace Guides Collection

Set up a Quiz

1. In your Brightspace course, go to a content module and click on Upload/Create.



2. Click on New Quiz.



3. Enter a Quiz Title.
4. Enter a due date.

← Back to Content New Quiz

Quiz Title *
Quiz Demo

Grade Out Of
0 points | Not in Grade Book

Due Date
7/26/2024 11:59 PM

Description
Instructions here

Questions Review

5. To enter Grade Points, you must first add the quiz to the Grade Book. Click on the Not in Grade Book drop-down menu and select Add to Grade Book.
6. Then enter Points under Grade Out Of.

Quiz Title *
Quiz Demo

Grade Out Of
0 points | Not in Grade Book

Due Date
7/26/2024

Description

Edit or Link to Existing

Add to Grade Book

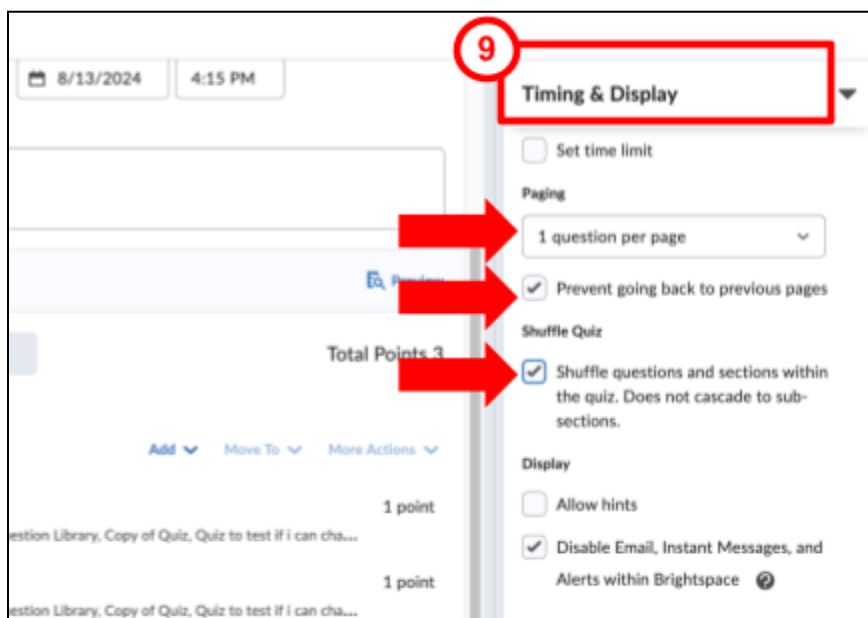
7. Under Availability, enter start date and end dates.

The screenshot shows the 'Availability Dates & Conditions' panel. The 'Start Date' is set to 7/26/2024 at 12:01 AM, and the 'End Date' is set to 7/26/2024 at 11:59 PM. A red box highlights these two date and time selection areas, with a red circle containing the number 7 positioned to the left of the box. Below the date fields, there is a checkbox for 'Add availability dates to Calendar' which is currently unchecked. Further down, there are sections for 'Release Conditions' and 'Special Access'.

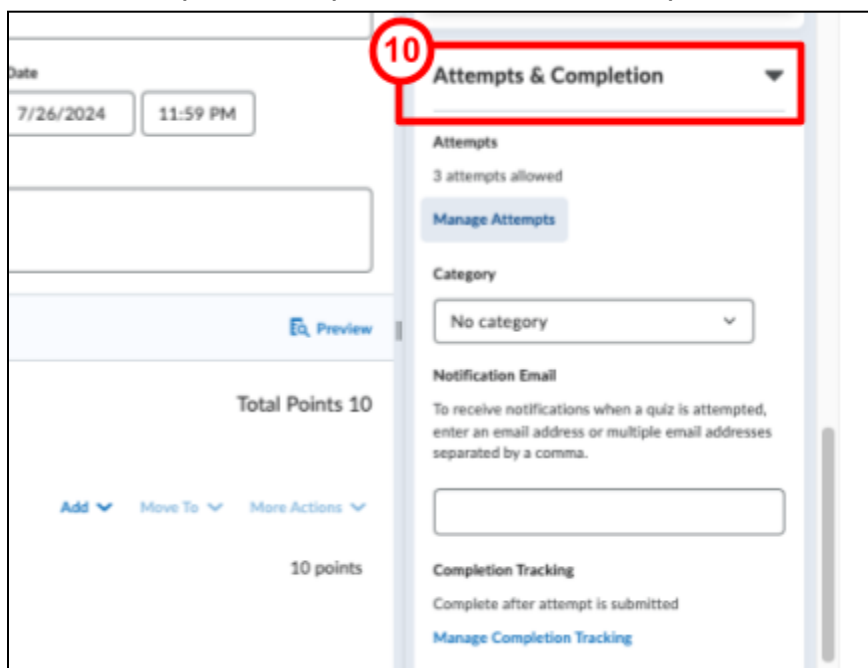
8. Click on the Hidden/Visible toggle button to make the quiz visible. You *must* make it visible regardless of the Availability Settings. This will *not* override the Availability Settings.

The screenshot shows the bottom portion of the quiz editor. At the top, it displays 'Grade Out Of' (10 points) and 'Due Date' (7/26/2024, 11:59 PM). Below that is a 'Description' field with the placeholder text 'Instructions here'. The 'Questions' section shows a list of questions, with one question selected: '1 The first capital of New York State was Multiple Choice' (10 points). At the bottom, there are buttons for 'Save and Close', 'Save', and 'Cancel'. A red box highlights the 'Hidden' toggle switch, which is currently turned off (to the left), with a red circle containing the number 8 next to it.

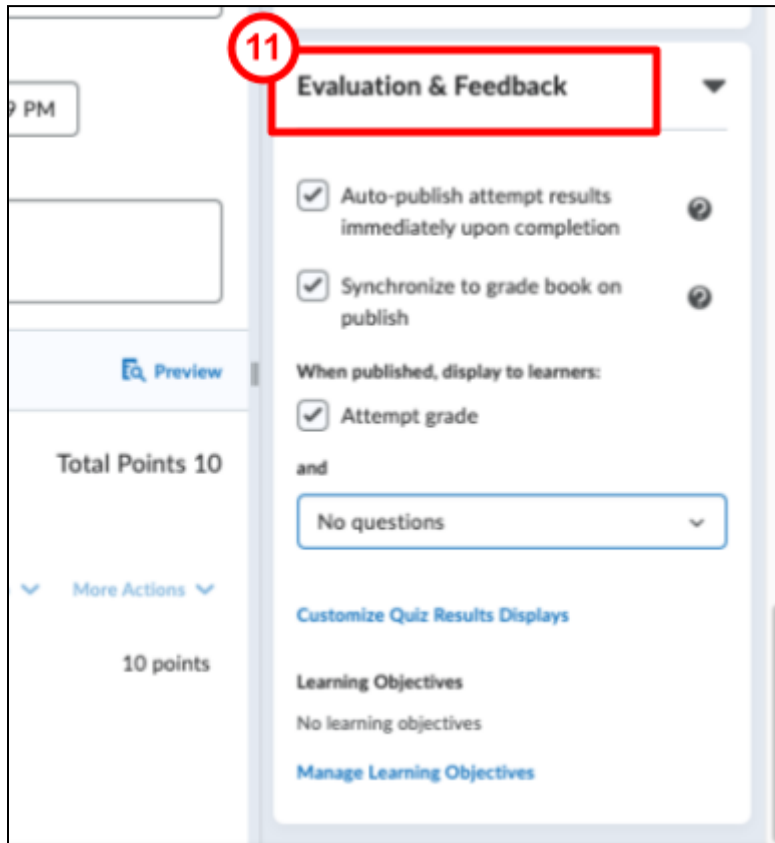
9. Under Timing & Display, take a look at the options such as the **Paging drop-down menu**; **Prevent going back to previous pages**; **Shuffle questions**, etc. and select whatever is appropriate for your quiz.



10. Under Attempts & Completion, select desired options.

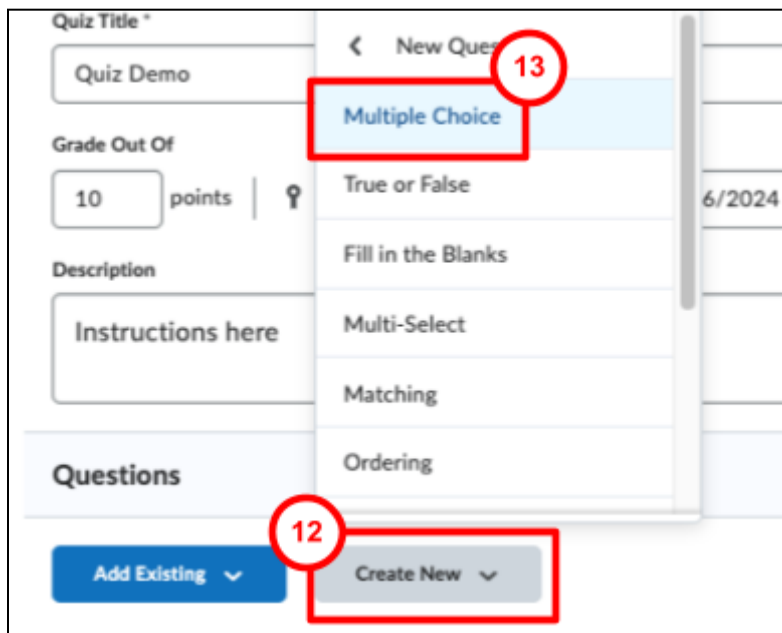


11. Under Evaluation & Feedback, select desired options



12. To add questions, click on Create New.

13. Select a question type. In this example, we are creating a Multiple Choice question.



14. Add answers. The default setting is four answers but you can add more, or delete one if you want only three answers.
15. To identify the correct answer, click on the circle to the left of it.
16. Enter points for each question

New Multiple Choice Question

Question Text *

The first capital of New York State was

Answers *

- Kingston
- Albany
- Brooklyn
- Manhattan

Add Answer

Randomize answer order

Points *

10

17. Click on Options to add feedback for each answer; add a hint; a short description; custom weights; and enumeration.

Edit Multiple Choice Question

Multiple Choice

Question Text *

The first capital of New York State was

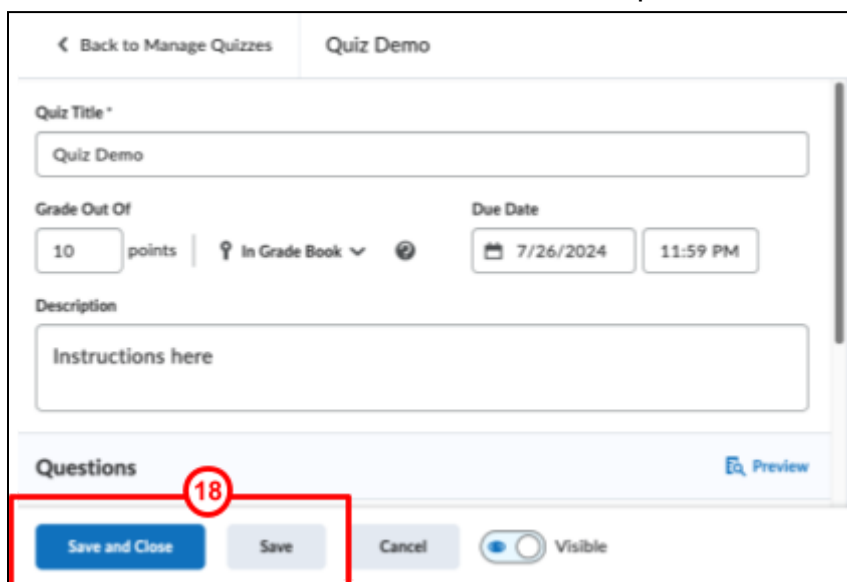
Answers *

- Kingston
- Albany
- Brooklyn

Options

- Add Feedback
- Add Hint
- Add Short Description
- Add Custom Weights
- Add Enumeration

18. Click Save and Close or Save to add a new question.



Back to Manage Quizzes Quiz Demo

Quiz Title *
Quiz Demo

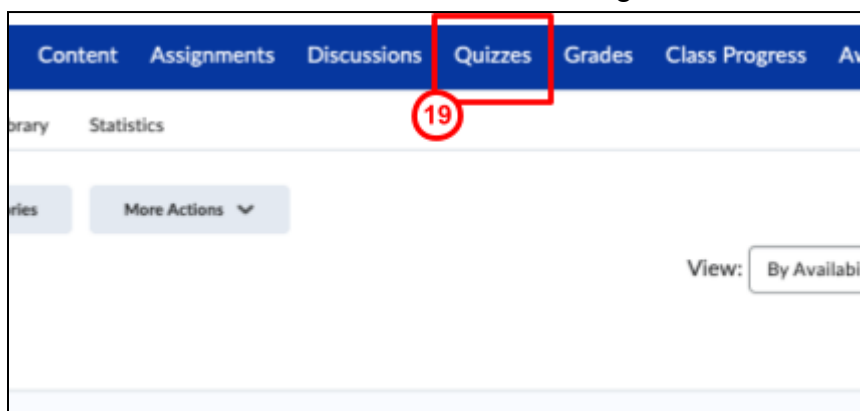
Grade Out Of 10 points | In Grade Book Due Date 7/26/2024 11:59 PM

Description
Instructions here

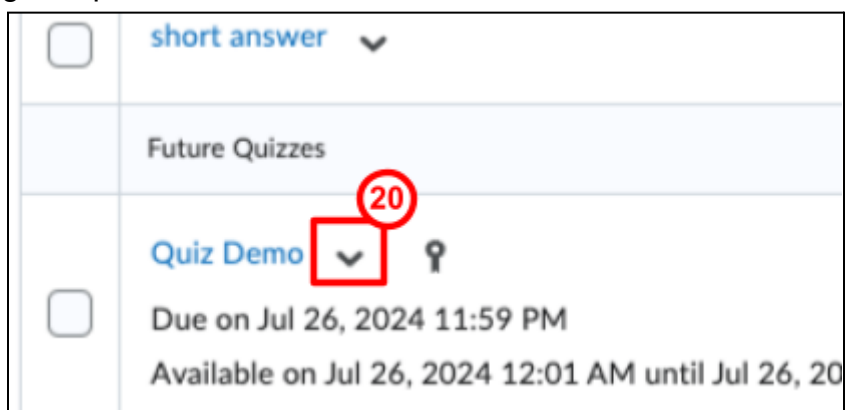
Questions [Preview](#)

Save and Close Save Cancel Visible

19. To edit a Quiz, click on Quizzes in the Navigation Bar.



20. Click on the chevron (downward arrow) next to the quiz you want to edit. This will take you to the setup page, where you can edit questions, the due date, grade points, etc.



<input type="checkbox"/>	short answer <input type="button" value="v"/>
Future Quizzes	
<input type="checkbox"/>	Quiz Demo <input type="button" value="v"/> <input type="button" value="lock"/>
<input type="checkbox"/>	Due on Jul 26, 2024 11:59 PM Available on Jul 26, 2024 12:01 AM until Jul 26, 20