



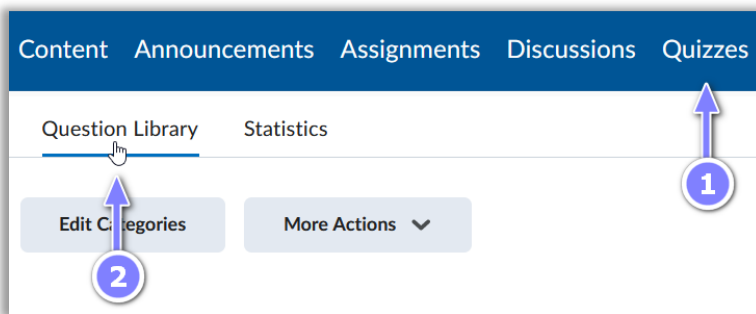
Brightspace Quizzes Workshop Exercises

Log in at brightspace.uwindsor.ca. Use your Sandbox course site to complete these exercises.

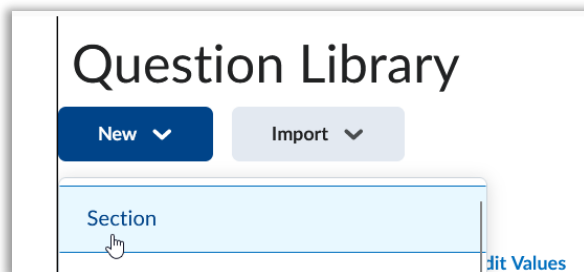
Exercise 1 – Create quiz questions in the Question Library

Step 1-Create a section

1. In your Sandbox course site, select **Quizzes** in your Nav bar.
2. Select **Question Library**.



3. Create a section to place the questions into to help organize them. In Question Library, from the **New** drop-down menu, select **Section**.



4. Enter a **Section Title**.
5. If you don't want your students to see the section title, select the **Hide Section Title from learners** check box.
6. To add a description of this section, enter the **Section Text**.
7. If you don't want your students to see this description, select the **Hide Section Text from learners** check box.
8. To shuffle sections and question pools in this section, select the **Shuffle questions in this section** check box.
Note: The shuffle functionality does not cascade to sub-sections.
9. Click **Save**.



Back to Question Library

Section Title *

Chapter 1 Quizzes ← 4

Hide Section Title from learners ← 5

Section Text

Questions for chapter 1 quizzes ← 6

Hide Section Text from learners ← 7

Shuffle questions in this section ← 8
Also shuffles sections and question pools in this section. Does not cascade to

Save ↓ Cancel ← 9

Step 2 – Create a True or False Question

1. In the Question Library, select **New**. All of the question types listed can be used in Quizzes except for Likert which is meant for Surveys. Select **True or False Question**.

Question Library > Chapter 1 Quizzes

Chapter 1 Quizzes

New ↓ Import ↓

Section

True or False Question (T/F)

estions

2. Click in the **Question Text** field and enter your true or false question. Notice once you click in the text box that some editing options appear.
3. In the **Answers** area, select **True** or **False** as the correct answer. A preview of the question appears in the preview pane as you begin creating the question.
4. Set the number of **points** for the true or false question.



True or False

Question Text*

The shape of the Earth is a perfect sphere.

Answers*

True

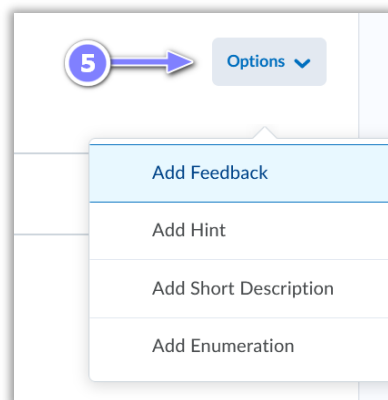
False

Default Points*

1

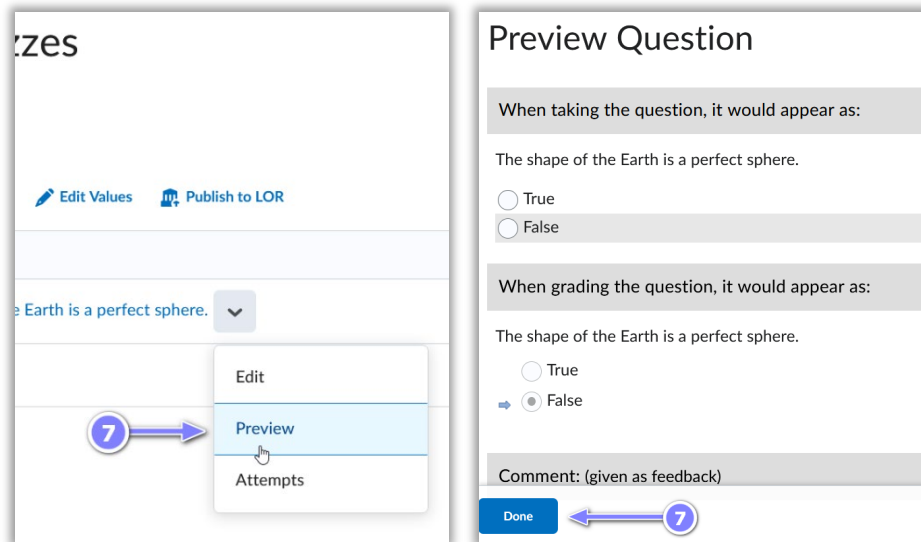
5. From the **Options** drop-down list (top right corner), optionally, specify the following:

- Select **Add Feedback** to add feedback for each answer and/or overall feedback for the question.
- Select **Add Hint** to add a hint to the question.
- Select **Add Short Description** to add a short description to the question. This is used to differentiate quiz questions in Question Library. The **Short Description** field is only accessible to instructors from Question Library. Learners cannot see this field when taking a quiz
- Select **Add Enumeration** and then select the default choice from the **Enumeration** drop-down list.



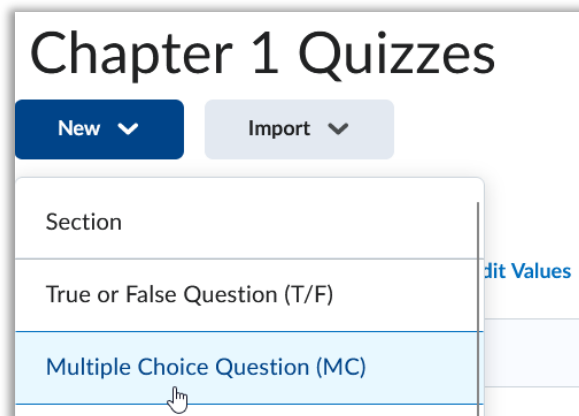
6. Choose **Save** to close the window. This will take you back to the section (folder) view.

7. To see what the question will look like, select the **chevron** beside the questions and select **Preview**. When done, select **Done**.



Step 3 - Create multiple choice question

1. In the Question Library, select **New** and select **Multiple Choice Question**.



2. In the **Question Text*** field, enter your multiple-choice question. A preview of the question appears in the preview pane as you begin creating the question.
3. In the **Answers *** area, enter the answers for the multiple-choice question.
4. If you need to add another answer choice, select **Add Answer**. If you would like to remove an answer choice, select the “x” to the right of the answer choice.
5. Select the **Randomize answers order** check box to randomize the answers for each learner.
6. Enter the number of points for the multiple-choice question.
7. From the **Options** (found in the top right corner) drop-down list, optionally, specify the following:
 - Select **Add Feedback** to add feedback for each answer and/or overall feedback for the question.
 - Select **Add Hint** to add a hint to the question.



- Select **Add Short Description** to add a short description to the question.
- Select **Add Custom Weights** to add a percentage weight for each answer. You can set different weights for each answer if some solutions are more correct than others.
- Select **Add Enumeration** and then select the default choice from the **Enumeration** drop-down list.

8. Click **Save**.

The screenshot shows a question editor interface with the following elements and callouts:

- 1:** A blue arrow points to the "Options" dropdown menu.
- 2:** A blue arrow points to the "Question Text" input field containing the text "When did the dot com bubble occurred?".
- 3:** A blue arrow points to the "Answers" section, which contains four radio button options: 2004, 2002, 1995 (selected with a checkmark), and 1990.
- 4:** A blue arrow points to the "Add Answer" button.
- 5:** A blue arrow points to the "Randomize answer order" checkbox, which is checked.
- 6:** A blue arrow points to the "Default Points" input field, which contains the value "1".
- 7:** A blue arrow points to the "Options" dropdown menu.
- 8:** A blue arrow points to the "Save" button, which is highlighted with a red border.

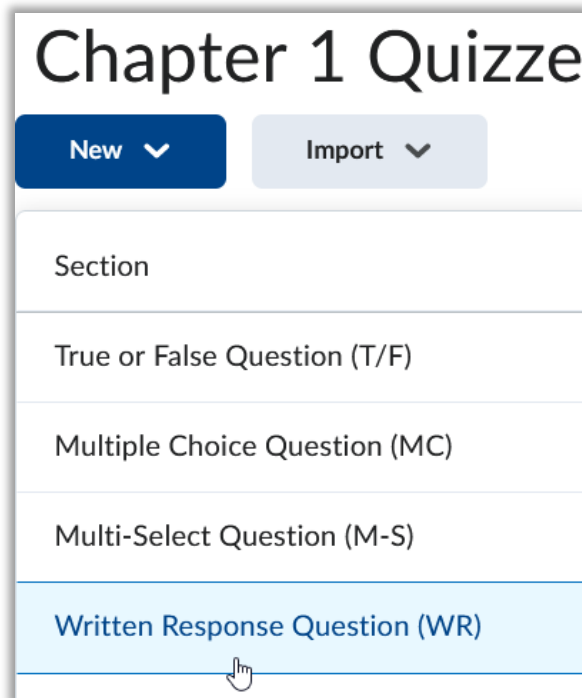
The "Options" dropdown menu is open, showing the following options:

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



Step 4 - Create Written Response

1. In the Question Library, select **New** and select **Written Response (WR)**.



2. In the **Question Text** field, enter your written response question details. (ex. Explain why the sky is blue.)
3. If you want learners to be able to format their answer and use the Brightspace HTML editor, select the **Enable HTML Editor for learner responses** check box.
Note: HTML code is sometimes stripped from saved written responses if a learner refreshes the page while taking the quiz. As a best practice, encourage students to save a version of their HTML response locally (on their computer) in case they need to refresh the page.
4. To allow learners to attach files and images to support their answers, select the **Enable inserted images and attachments** check box. You will see the options appear in the right Preview Pane.
5. In the **Default Points** field, enter the points learners will receive for answering the whole question correctly.
6. From the **Options** drop-down list, do one of the following:
 - Select **Add Feedback** to add feedback for each answer and/or overall feedback for the question.
 - Select **Add Hint** to add a hint to the question.
 - Select **Add Short Description** to add a short description to the question.
 - Select **Add Answer Key** to add an answer key to assist evaluators in their marking



- Select **Add Custom Response Box Size** and select a custom size for the response box. You will see the change in the right Preview Pane.
- Select **Add Initial Text** and enter the desired text to provide the start of the learner response. For example, to answer the question “Explain why the sky is blue”, you can add the initial text “The sky is blue because”

7. Click **Save**.

8. To see what the question will look like, select the **chevron** beside the questions and select **Preview**. When done, select **Done**.

Exercise 2 – Create a quiz

Step 1 – Create the quiz and add questions

1. On the navbar, click **Quizzes**.
2. On the **Manage Quizzes** page, click **New Quiz**.

3. Enter the **Name** (Quiz 1) for your quiz.
4. Leave the points and Not in Gradebook items until the very end.
5. Select the **Due Date**. The default time is 11:59 PM, which you can change. This is the date that everything submitted after is marked late.
6. Enter a **Description** (or instructions) into the text field. (Students will see this.)
7. In the **Questions** section, select **Add Existing** and select **Browse Question Library**.



Back to Manage Quizzes | New Quiz

Name *
Chapter 1 Quiz 1 ← 3

Grade Out Of
points | In Grade Book | Due Date ← 5
11/13/2022 11:59 PM

Description
Quiz 1 of Chapter 1 ← 6

Questions Preview

Add Existing | Create New

Upload a File
Browse Question Library ← 7
Import from Learning Repository

- Find the section of questions you have just created and select the arrow to the left of the section title to expand it and view the questions.
- Place a check in the box beside the True or False question you created.
- Click **Import**. The question has been placed in the quiz.
- Click on the question and change it to 5 points and click **Save**.

Search...

1 items selected

Chapter 1 Quizzes ← 9

The shape of the Earth is a perfect sphere.

When did the dot com bubble occurred?

Explain why the sky is blue.

Import | Cancel

True or False

Question Text *

The shape of the Earth is a perfect sphere.

Answers *

True

False

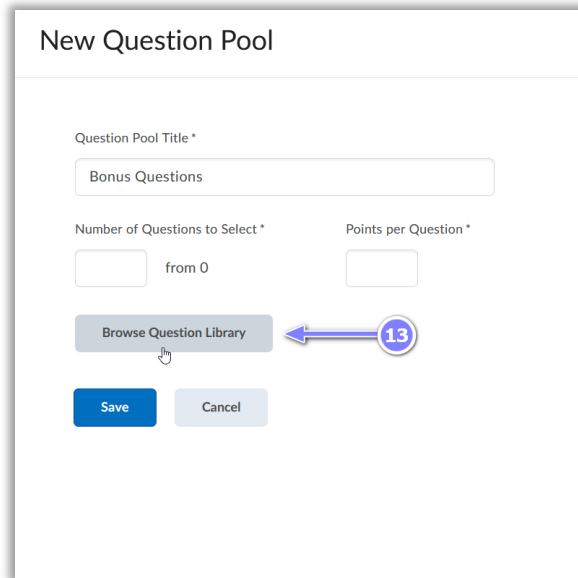
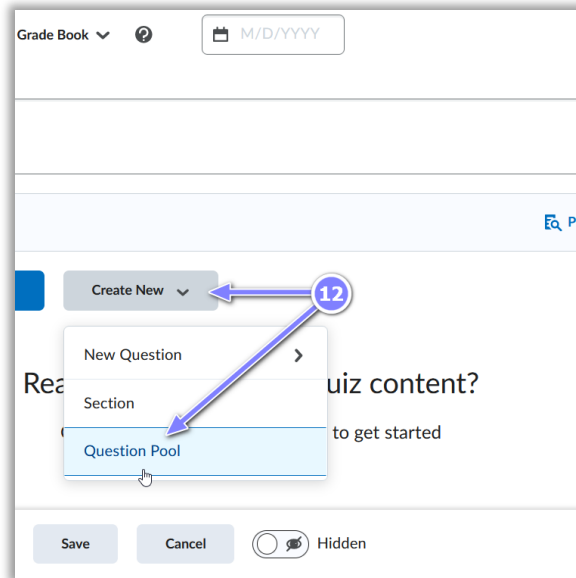
Points *

5 ← 11

Save | Cancel

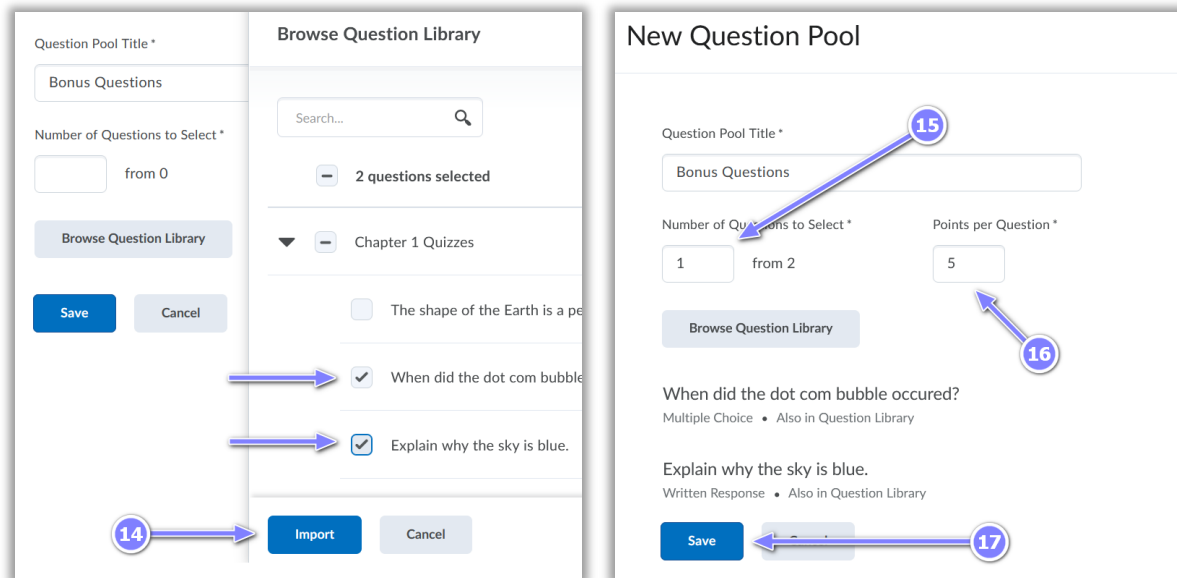


12. On the New Quiz page, select **Create New** and select **Question Pool**.
13. Write a **Question Pool Title**. (Part 3)



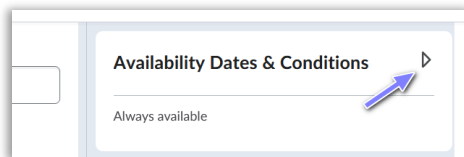


14. Click **Browse Question Library**. So, we can search for and select the questions or the entire section of questions you want to add to create this pool of questions. Select the other two questions you created and click **Import**.
15. For the **Number of Questions to Select**, type 1 here. So out of the 2 questions in your pool, one will appear to the students.
16. Enter **5** for the number of points students will receive for each question they answer correctly. The appropriate number of questions (in this case, 1) will be chosen randomly for each quiz attempt.
17. Click **Save**.

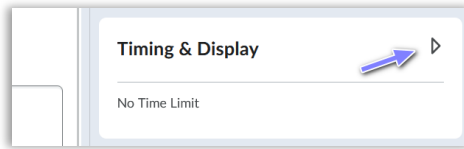


Step 2 – Add restrictions

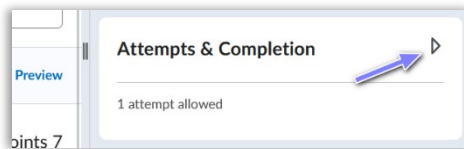
The expandable lists on the right allow you to set restrictions for your quiz.



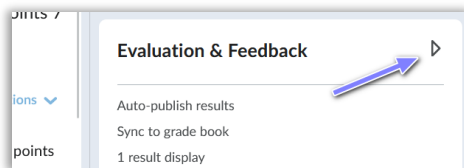
1. Expand **Availability Dates & Conditions** and do the following:
 - a. Set the **Start Date**, the date when students can first access the quiz. Students will be able to see the description as soon as it is created.
 - b. Set the **End Date**, the date when students will no longer be able to access the quiz.
 - c. Collapse **Expand Availability Dates & Conditions** to see the summary text displaying the selected start and end date information.



2. Expand **Timing and Display** and do the following:
 - a. Check **Set Time Limit**.
 - b. Enter a **Time Limit** of 60 minutes.
 - c. Click **Timer Settings**.
 - d. Select **Automatically submit the quiz attempt** and click **OK**.
 - e. In paging, select **All questions displayed together**.
 - f. Check the box beside **Shuffle questions and sections within the quiz. Does not cascade to sub-sections** to randomize the order of the questions and the sections for each student.



3. Expand **Attempts and Completion** and do the following:
 - a. Leave the number of attempts allowed at 1.



4. Expand **Evaluation and Feedback** and select one of the following:
 - a. To have the quiz grade immediately appear to the student upon quiz completion, select the **Auto-publish attempt results immediately upon completion** check box. This setting must be turned on for grades to be automatically sent to the grade book and for the default submission view to be released to users when they complete an attempt. Note: If questions cannot be evaluated by the system (e.g. written response questions), those questions will be automatically scored with a zero until manual evaluation and a score including the zeros for those unmarked questions will be posted.
 - b. To add the quiz grades to your grade book, select the **Synchronize to grade book on publish** checkbox.
 - c. To display your learners' attempt grade, under **When published, display to learners**, select the **Attempt grade** checkbox; *and* you can choose how you would like questions to be displayed after evaluation by clicking the drop-down arrow and selecting what you want your students to see.

Step 3 – Connect to Gradebook and save

1. Go up to the **Grade Out Of** points box and notice that 10 is now automatically seen there.

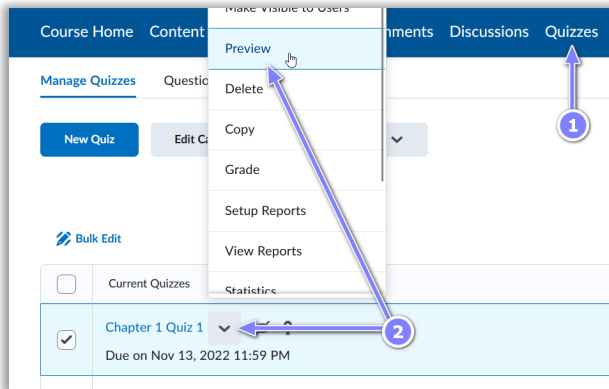


2. Select the arrow beside **Not in Grade Book** and select **Add to Grade Book** from the drop-down list. This will create a column in your Grade Book for this quiz.
3. Select the visibility at the bottom of your quiz screen to make the quiz visible to students. If the start date is in the future, students will be able to see the name of the quiz in the **Quiz List**, as well as when it will be available.
4. Select **Save and Close**.

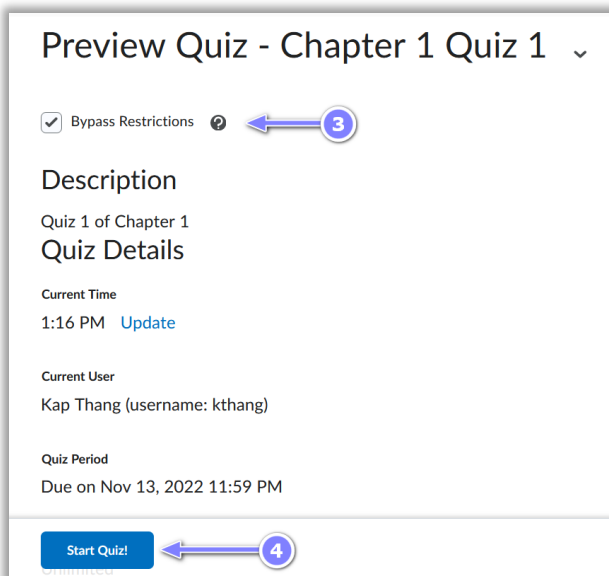
Exercise 3 - Preview a quiz

Option 1 – from Manage Quizzes

1. From the Nav bar, click **Quizzes**.
2. Click the drop-down arrow beside the name of the quiz you created and click **Preview**.



3. Leave **Bypass Restrictions** checked in order to view a quiz that is not available to students yet.
4. Click **Start Quiz**.



5. Preview and complete the quiz as a student.



6. Click **Submit**. Notice it is not submitted yet. Place a check beside **Allow this preview attempt to be graded in the Grade Quiz area**. Then click the second **Submit quiz**.

Explain why the sky is blue.

Paragraph **B** *I* U **A** **≡** **≡** **≡**

Lato (Recom... 19px... **P** **Q** **R** **S** **T** **U** **V** **W** **X** **Y** **Z** **0** **1** **2** **3** **4** **5** **6** **7** **8** **9** ***** **#** **~** **^** **_** **+** **=** **<** **>** **↵** **↶** **↷** **↸** **↹** **↺** **↻** **↷** **↶** **↸** **↹** **↺** **↻**

example preview 2

Add a File Record Audio Record Video

Submit Quiz 3 of 3 questions saved

Quiz Submission Confirmation

You are about to submit your quiz...

Once you press the Submit Quiz button you cannot return to yo

Allow this preview attempt to be graded in the Grade Quiz area. ⓘ

Submit Quiz Back to Questions

7. You see a confirmation page and can click **Done**. You will see a table report.
8. Click **Exit Preview** to return to **Manage Quizzes** page.

Option 2 – from the New Quiz or Edit Quiz page

1. While in the Edit Quiz page, select **Preview** found to the right of **Questions**.
2. Leave **Bypass Restrictions** checked in order to view a quiz that is not available to students yet.
3. Click **Start Quiz**.

Chapter 1 Quiz 1

In Grade Book ⓘ

Due Date 11/13/2022 11:59 PM

Preview

Create New Total Points 7

Add Move To More Actions

Preview Quiz - Chapter 1 Quiz 1

Bypass Restrictions ⓘ

Description

Quiz 1 of Chapter 1

Quiz Details

Current Time 1:29 PM Update

Current User Kap Thang (username: kthang)

Quiz Period Due on Nov 13, 2022 11:59 PM

Start Quiz!

4. Preview and complete the quiz as a student.



5. Click **Submit**. Notice it is not submitted yet. Place a check beside **Allow this preview attempt to be graded in the Grade Quiz area**. Then click the second **Submit quiz**.
6. You see a confirmation page and can click **Done**. You will see a table report.
7. Click **Exit Preview** to return to **Manage Quizzes** page.

Explain why the sky is blue.

Paragraph **B** *I* U ~~A~~

Lato (Recom... 19px...

example preview 2

[Add a File](#) [Record Audio](#) [Record Video](#)

Submit Quiz 3 of 3 questions saved

Quiz Submission Confirmation

You are about to submit your quiz...

Once you press the Submit Quiz button you cannot return to yo

Allow this preview attempt to be graded in the Grade Quiz area.

Submit Quiz [Back to Questions](#)

Quiz Submissions - Chapter 1 Quiz 1

Submission View: Default View
Kap Thang (username: kthang)
Attempt 3
Written: Nov 11, 2022 8:57 AM - Nov 11, 2022 8:57 AM
Submission View

Your quiz has been submitted successfully.

Done

Exit Preview

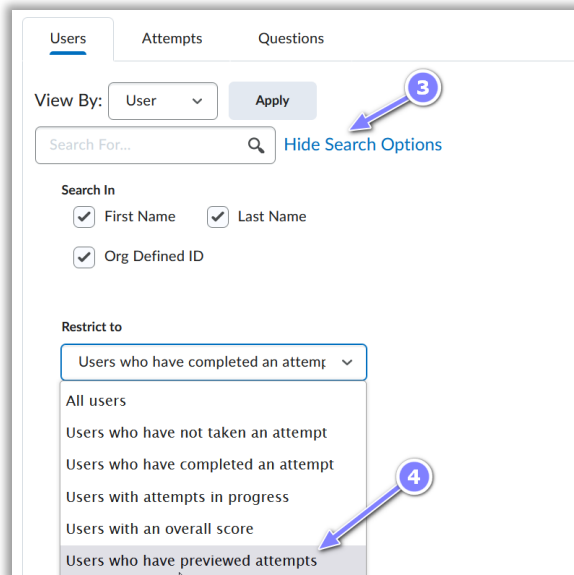
Attempt Score:10 / 10 - 100 %



Exercise 4 – Grade a Quiz Preview

When previewing a quiz, you must select the **Allow this preview attempt to be graded in the Grade Quiz area** check box in order to be able to preview how the quiz appears when being graded.

1. From the navbar, click **Quizzes**.
2. Click the drop-down arrow beside the desired quiz and click **Grade**.
3. On the Users tab, click **Show Search Options**.
4. In the **Restrict to** drop-down menu, select **Users who have previewed attempts**. Click the **Search icon** in the **Search for** field.



5. Find and click on your attempt.



Question types

For step-by-step instructions for creating each of these question types, visit the Brightspace documentation:

https://documentation.brightspace.com/EN/le/question_library/instructor/creating_questions.htm?highlight=question%20types

- **True or false (T/F) questions** present a statement which respondents must determine is correct or incorrect.
- **Multiple choice (M/C) questions** present a statement or question with a list of possible answers, in which learners must choose the best possible answer. Multiple choice questions differ from multi-select questions in that learners select one answer for each multiple choice question.
- **Multi-select (M-S) questions** require respondents to identify one or more correct answers in a list of possible answers. Unlike multiple choice (MC) questions, multi-select questions enable you to choose a grading method and allow users to select more than one answer.
- **Written response (WR) questions** require respondents to write detailed answers in response to open-ended questions. You can enable users to respond in multiple sentences, paragraph answers, or mathematical explanations and calculations, and attach files and images to support their answers.

Written response questions are not auto-graded. Quiz attempts that have a combination of auto-graded and written response questions display the status **Pending Evaluation** on the **User** and **Attempts** pages in Quizzes to easily identify attempts that require manual grading by instructors.

- **Short answer (SA) questions** require respondents to create one word or brief sentence answers in response to open-ended questions.
- **Multi-short answer (MSA) questions** require respondents to answer a multi-solution question and input their answers into individual input boxes. Respondent's answers are checked against each possible answer stored in the answer fields. D2L recommends that the required number of answers corresponds with the number of input boxes provided.

Multi-short answer questions differ from short answer (SA) questions in that the multi-short answer question enables you to create multiple answer boxes which all relate to one answer set; short answer questions also support multiple answer boxes, but each requires a distinct set of possible answers. The short answer question type is ideal if you need to create a multi-part question that cannot share the same answer pool.

For example, the question "Name 3 provincial capitals" displays three input boxes to users. Each answer users submit is checked against 10 possible correct answers stored in the answer fields and each answer field has a weight of 33.3%.

- **Fill in the blanks (FIB) questions** require respondents to fill in one or more missing words for an incomplete sentence, statement, phrase, list, or key terminology.



- **Matching (MAT) questions** require respondents to choose from a set of possible match choices from drop-down lists and correctly pair them with related items. This question type enables you to assess users' recognition of information and demonstrate comprehension of specific relationships.
- **Ordering (ORD) questions** require respondents to arrange a series of items into a correct sequence or order.
- **Arithmetic questions** enable you to assess users' knowledge and comprehension of mathematics and number theory. You can ensure each respondent receives a unique question by including variables enclosed with curly braces that randomly generate numbers within the problem. For example, if you set variables x , y , and z with a Min 1 to Max 5 number range in 1-step increments, the question "You have $\{x\}$ green marbles, $\{y\}$ red marbles, and $\{z\}$ blue marbles. How many marbles do you have in total?" will randomly generate a rational number (1, 2, 3, 4, 5) for $\{x\}$, $\{y\}$, and $\{z\}$.

In arithmetic questions, use answer precision to limit the number of acceptable decimal places allowed in a response. You can require that correct answers contain a specific number of decimal places.

- **Significant figures questions** require respondents to answer in scientific notation and provide solutions that contain a specified number of significant figures. Math and science courses commonly use this question type. You can ensure each respondent receives a unique question by including variables enclosed with curly braces that randomly generate scientific notations within the problem.
- **Create Likert (LIK) questions** to measure subjective information such as personal opinions, knowledge, abilities, and attitudes. Likert questions enable you to create surveys that evaluate the intensity of respondents' feelings towards statements presented to them.

There are seven measurement scales available to Likert questions: One to Five (1 to 5), One to Eight (1 to 8), Agreement Scale (Disagree–Agree), Satisfaction Scale (Dissatisfied–Satisfied), Frequency Scale (Never–Always), Importance Scale (Unimportant–Important), and Opposition Scale (Oppose–Support).

You can only access Likert questions through the Surveys tool and Question Library. Similar to self assessments, all question types you import into surveys automatically omit point value and difficulty level indicators.