UCD College of Arts and Humanities

Extending Brightspace

January 2020

Brightspace Quiz Set Up

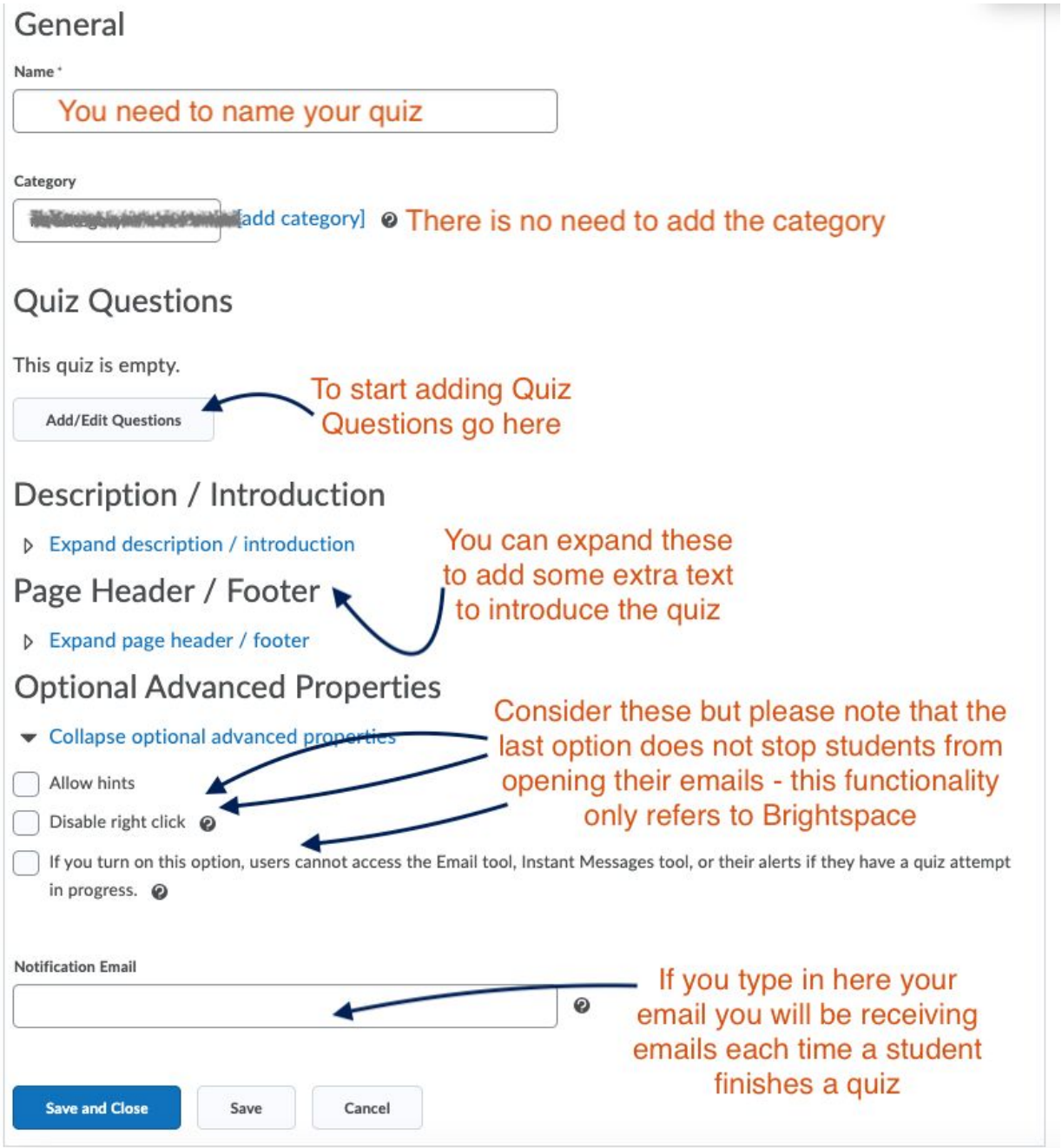
Using Quizzes in Brightspace

Quizzes in Brightspace can be used for formative (ungraded) or summative (graded) assessment with feedback provided to students. They offer the instructors auto-grading functionality as well as the ability to create reusable quizzes within Brightspace (referred to as Question Pools).

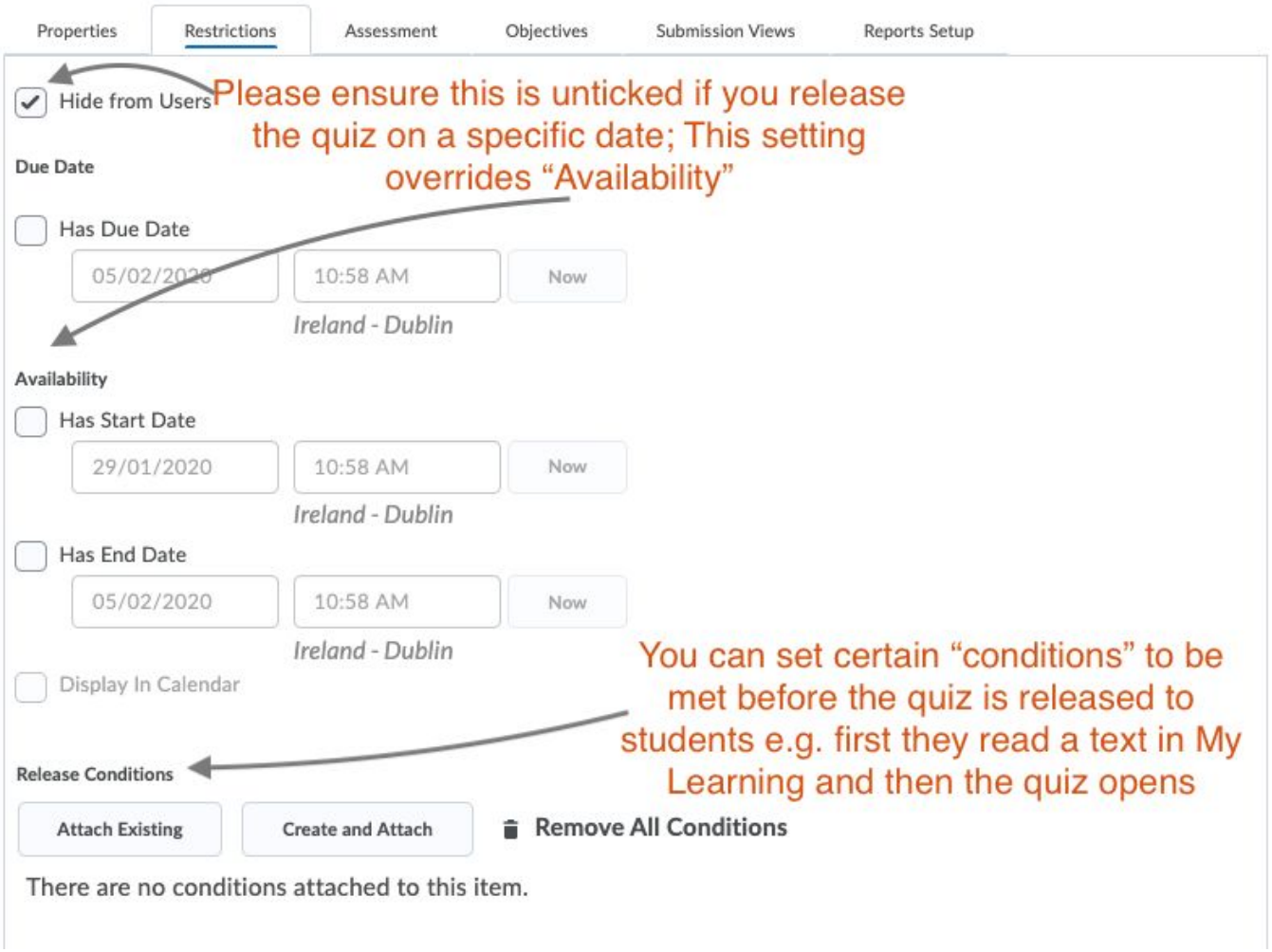
This manual will show you how to set up Quizzes and ensure they serve their purpose. It is divided in four sections: Quiz Properties, Restrictions, Assessment and Submission View

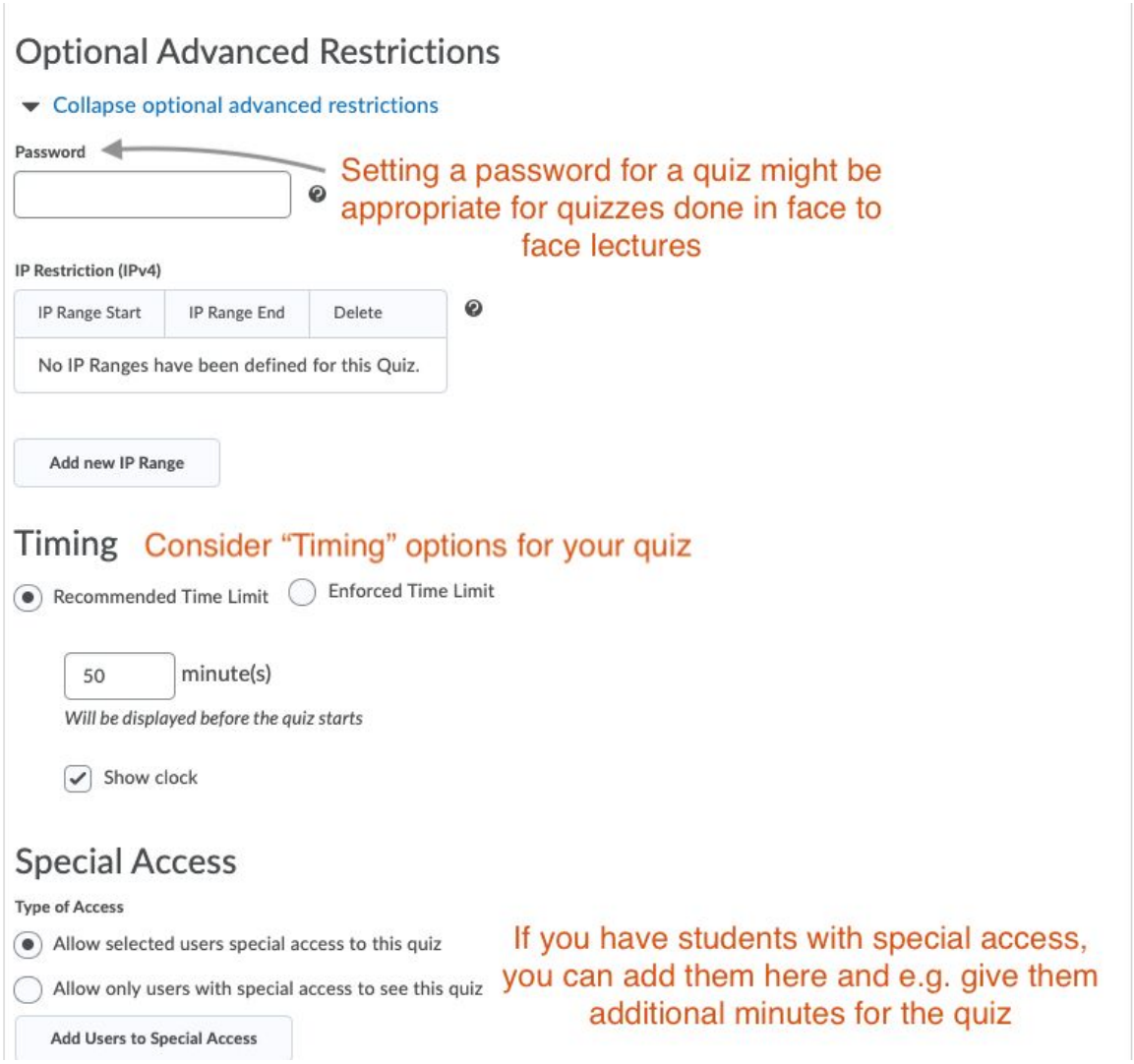
Quiz Properties

Below you will find a screenshot of properties that you need to go through when setting a new quiz.



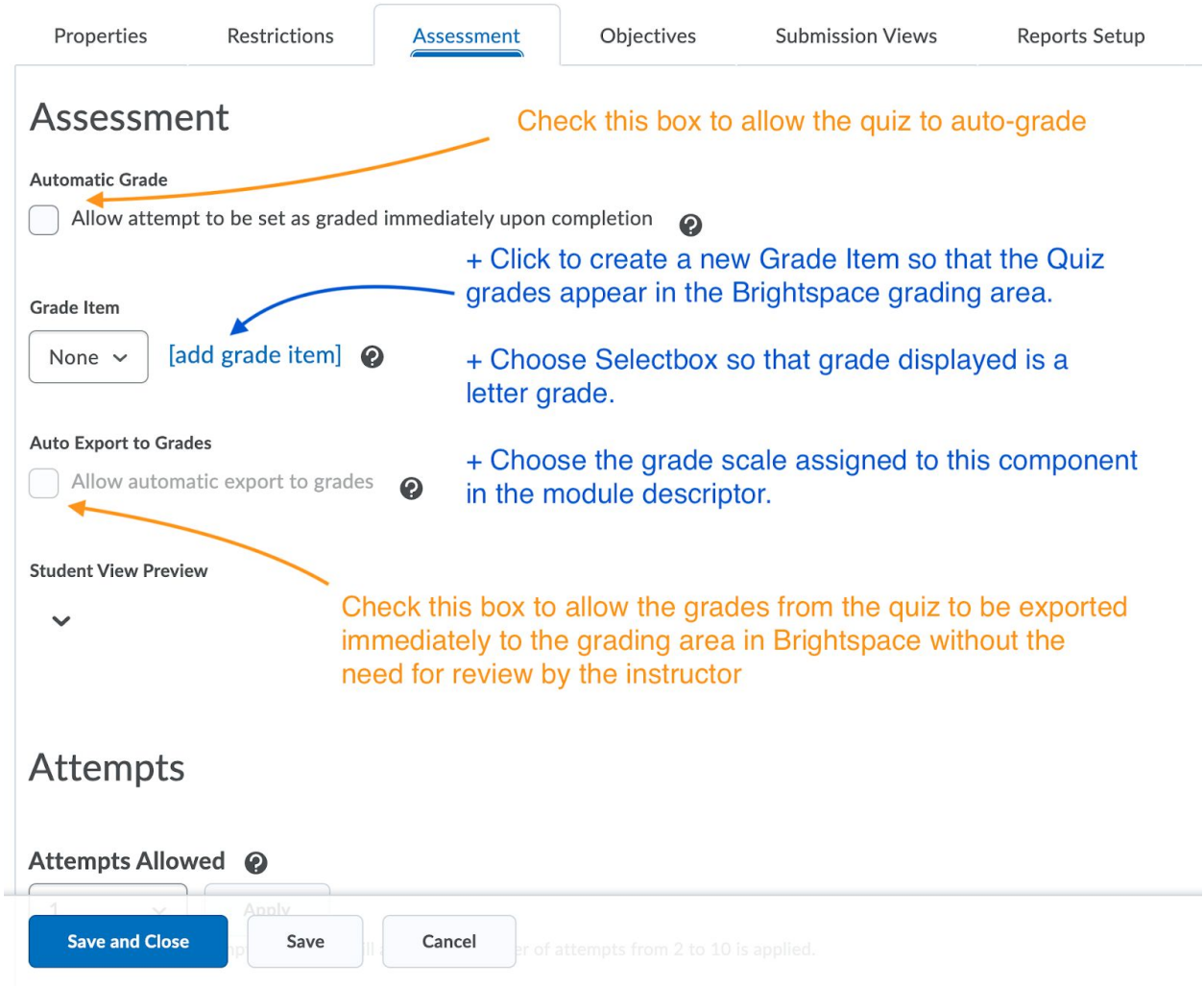
Restrictions




Optional Advanced Restrictions
Collapse optional advanced restrictions
Password
Setting a password for a quiz might be appropriate for quizzes done in face to face lectures
IP Restriction (IPv4)
IP Range Start
IP Range End
Delete
No IP Ranges have been defined for this Quiz.
Add new IP Range
Timing
Consider "Timing" options for your quiz
Recommended Time Limit
Enforced Time Limit
50
minute(s)
Will be displayed before the quiz starts
Show clock
Special Access
Type of Access
Allow selected users special access to this quiz
Allow only users with special access to see this quiz
Add Users to Special Access
If you have students with special access, you can add them here and e.g. give them additional minutes for the quiz

Assessment

How you use the options under the Assessment tab of Quizzes will depend on the assessment strategy within your module. Please first view the image below and then read the extra information below the photo for a more detailed discussion of the functions outlined.



Automatic Grade: This only works for quizzes containing all right/wrong type questions and for which the instructor will input the correct answer(s) during question creation.

If you don't add a grade item to the Quiz, the grade/score generated by auto-grade will be based on the underlying grading scheme selected for the module through _____.

If auto-grade is selected, Brightspace will correct as much as it can as soon as the student clicks Submit but leave ungradable questions (e.g. long-answer questions) for manual grading by the instructor. If there is a mixture of auto-gradable and instructor-graded questions, the auto-grade shown to the students after their quiz is complete may be incorrect as a number of questions will not yet have been graded.

It is best to use Automatic Grade with quizzes containing only right/wrong answer-type questions, such as MCQs.

Grade Item:

> **If you add a Grade Item,** grades will be displayed in the Brightspace grading area and you can then transfer them from Brightspace to Gradebook. When setting up your Quiz, you have the option of selecting a pre-existing grade item from the drop-down menu or of creating a new grade item there and then. If your quiz is part of the summative assessment for the module, you will likely want to assign it a grade item.

> **If you do not add a Grade Item**, you can still allow students to view their score/grade for the Quiz (through the Submission Views tab in Quiz set-up) but they will be unable to see their grade in the Brightspace grading area and you will be unable to transfer the grades to Gradebook. This may be the preferable option if the Quiz is formative and you prefer to include only summative assessment grades in the grading area of Brightspace.

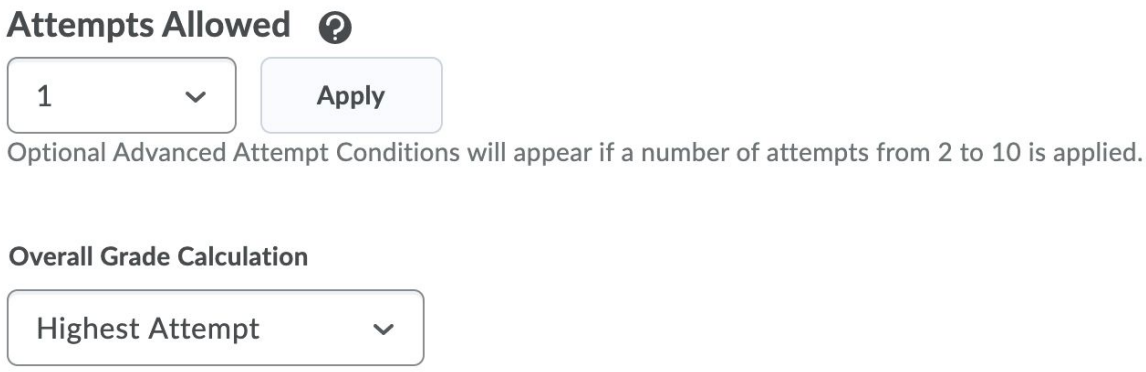
Student View Preview:

This shows you what the student will see when they receive their grade/score.

- If you have added a Selectbox Grade Item, it will display a letter (A+ etc.).

- If you do not wish to associate a grade item, the student view preview will take its cue from the underlying grading system of the module (drawn from Assessment > Grades > Setup Wizard). If this underlying scheme is one of the UCD letter grade scales, it will display as a letter. If not, it will display as a score or percentage.

Attempts



Attempts

The Attempts function allows you to set the number of times a student is allowed to take a quiz.

If multiple attempts are allowed, the Overall Grade Calculation can be drawn from:

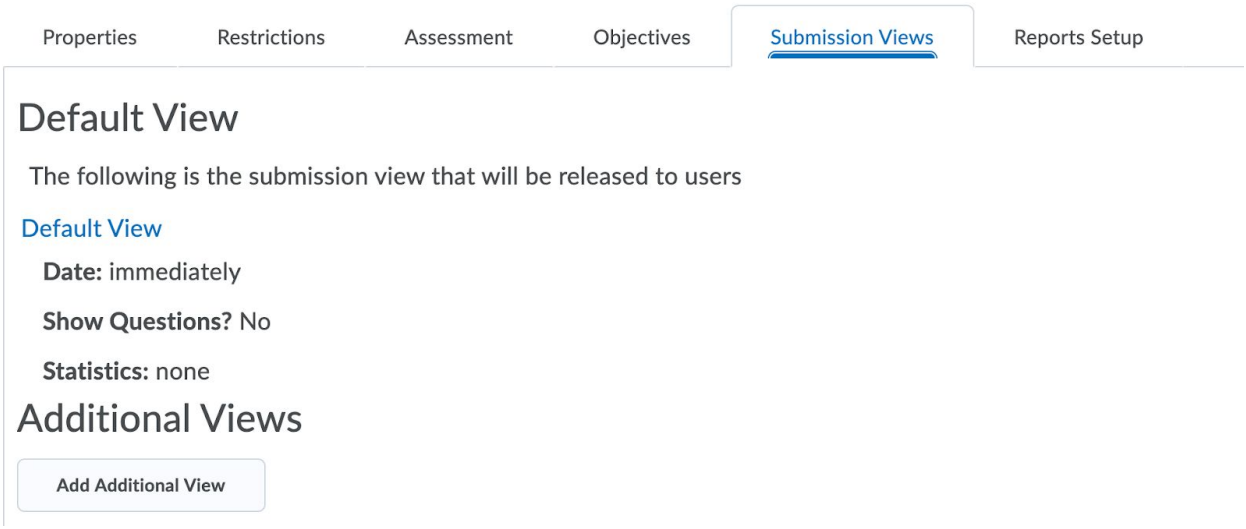
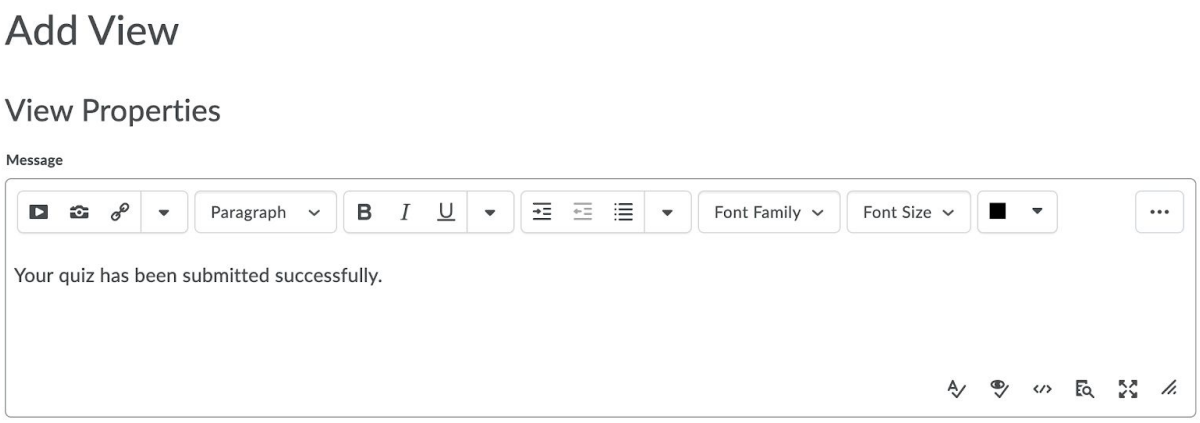
- the student's first attempt,
- their last attempt,
- their best attempt,
- the average grade across all of their attempts.

Please note that if 'Unlimited attempts' is selected, students will not have access to the feedback you have built into your quiz questions.

Submission View

The ‘Submission View’ is the screen shown to students when they submit their quiz.

To change the settings for this, click on **Default View** in blue:



First, you may choose to edit the message students will see once they have completed their quiz. You might include links in this message to encourage students to move onto the next section of the course or to view revision materials and to channel them towards them.