

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.

General

Name*

Category
 ⓘ There is no need to add the category

Quiz Questions

This quiz is empty.
 To start adding Quiz Questions go here

Description / Introduction
▶ Expand description / introduction

Page Header / Footer
▶ Expand page header / footer

Optional Advanced Properties
▼ Collapse optional advanced properties

Allow hints

Disable right click ⓘ

If you turn on this option, users cannot access the Email tool, Instant Messages tool, or their alerts if they have a quiz attempt in progress. ⓘ

Notification Email
 ⓘ

Annotations:
- "You can expand these to add some extra text to introduce the quiz" points to the expandable sections.
- "Consider these but please note that the last option does not stop students from opening their emails - this functionality only refers to Brightspace" points to the advanced properties checkboxes.
- "If you type in here your email you will be receiving emails each time a student finishes a quiz" points to the Notification Email field.

Restrictions

Properties **Restrictions** Assessment Objectives Submission Views Reports Setup

Hide from Users **Please ensure this is unticked if you release the quiz on a specific date; This setting overrides "Availability"**

Due Date

Has Due Date

05/02/2020 10:58 AM Now

Ireland - Dublin

Availability

Has Start Date

29/01/2020 10:58 AM Now

Ireland - Dublin

Has End Date

05/02/2020 10:58 AM Now

Ireland - Dublin

Display In Calendar

Release Conditions

Attach Existing Create and Attach Remove All Conditions

There are no conditions attached to this item.

You can set certain "conditions" to be met before the quiz is released to students e.g. first they read a text in My Learning and then the quiz opens

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.		

Timing Consider "Timing" options for your quiz

Recommended Time Limit Enforced Time Limit

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

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.

The screenshot shows the 'Assessment' tab of a quiz configuration interface. The interface includes several sections: 'Automatic Grade', 'Grade Item', 'Auto Export to Grades', 'Student View Preview', and 'Attempts Allowed'. Annotations with arrows point to specific elements:

- An orange arrow points from the text "Check this box to allow the quiz to auto-grade" to the 'Automatic Grade' checkbox.
- A blue arrow points from the text "+ Click to create a new Grade Item so that the Quiz grades appear in the Brightspace grading area." to the '[add grade item]' button.
- A blue arrow points from the text "+ Choose Selectbox so that grade displayed is a letter grade." to the 'None' dropdown menu.
- A blue arrow points from the text "+ Choose the grade scale assigned to this component in the module descriptor." to the 'Auto Export to Grades' checkbox.
- An orange arrow points from the text "Check this box to allow the grades from the quiz to be exported immediately to the grading area in Brightspace without the need for review by the instructor" to the 'Auto Export to Grades' checkbox.

At the bottom, there are buttons for 'Save and Close', 'Save', and 'Cancel', along with a partially visible 'Attempts Allowed' section.

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 [Brightspace > Grades > Setup Wizard](#).

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 Allowed

Optional Advanced Attempt Conditions will appear if a number of attempts from 2 to 10 is applied.

Overall Grade Calculation

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:

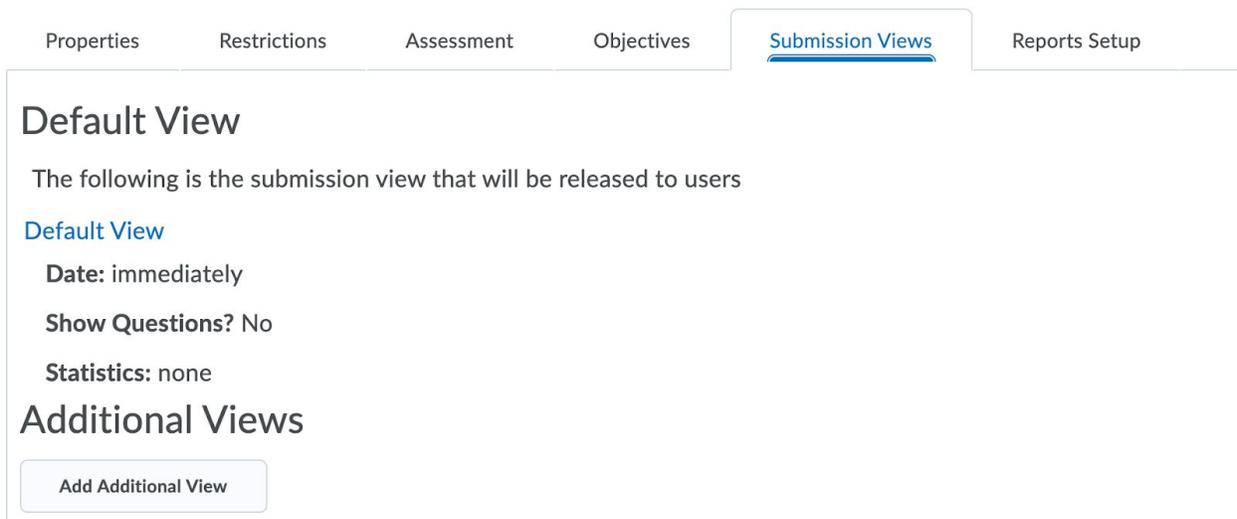
- the student's first attempt,
- their last attempt,
- their best attempt,
- the average grade across all of their attempts.

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:

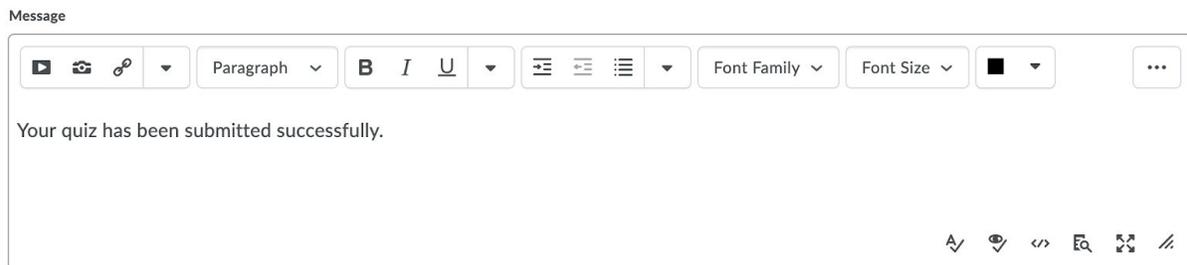


The screenshot shows a navigation bar with tabs: Properties, Restrictions, Assessment, Objectives, **Submission Views** (highlighted in blue), and Reports Setup. Below the tabs, the 'Default View' section is visible. It contains the text: 'The following is the submission view that will be released to users'. Below this, there are three settings: 'Date: immediately', 'Show Questions? No', and 'Statistics: none'. The 'Additional Views' section is also visible, with a button labeled 'Add Additional View'.

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.

Add View

View Properties



The screenshot shows the 'Message' editor interface. At the top, there is a toolbar with icons for video, image, link, paragraph, bold, italic, underline, list, font family, font size, and background color. Below the toolbar, the message text reads: 'Your quiz has been submitted successfully.' At the bottom right of the editor, there are icons for text color, background color, code, search, and undo.

