

UCD College of Arts and Humanities  
**Extending Brightspace**

February 2020

# Brightspace Quiz Considerations



## Quiz Watch outs

There are a few considerations with some functionalities of Brightspace quizzes and this document outlines these. You will find here information about:

- [Best Practice for using Audio files in Quizzes](#)
- [Multi Select question type considerations](#)
- [Setting up a Quiz to be taken by multiple groups](#)
- [Working with long fill-in-multiple-blank questions](#)

# Best Practice for Audio in Quizzes

When using audio files in Quizzes - and in Brightspace in general - try to **stick to .mp3 files** as they are better integrated. Audio files with the extension .wav are not displayed as well and they tend to autoplay even when this isn't required or desired. If you don't have the option to convert your files to mp3 and need to use .wav files, please follow the steps below.

## Optimising the Audio Player for .wav files within Quiz Questions in Brightspace

When embedding .wav audio files into quiz questions/sections, the player's default size is small, making it impossible for students to seek through the audio track. If you change the dimensions of the player in the source code, however, it becomes possible for students to use the seeker to go backwards and forwards through the track in a controlled way. This reduces frustration for students and is essential for many of our listening exercises and exams.

You can make these changes by following these 4 steps:

1. Once you've added your audio to the quiz question, click on the button shown below to expand the question in the **full screen editor**:

The screenshot shows the Brightspace quiz editor interface. At the top, there is a navigation bar with a back arrow and the text "Back to Canúint Chorr na Móna (Cainteoir: Caitlín de Búrca) [Cleachtadh]". Below this, the editor is divided into two main sections: a left sidebar for editing and a right preview pane.

**Left Sidebar (Editing Area):**

- Section Title \***: A text input field containing "Cuid A - Cluastuisicint".
- Hide Section Title from students
- Section Text**: A rich text editor with a toolbar containing icons for Bold (B), Italic (I), Underline (U), Link, Unlink, List, Sum, and a blue square icon with four arrows pointing outwards. This icon is highlighted with an orange box, and a tooltip below it says "Open in Full Screen Editor". The text area contains the text "Éist leis an mír seo agus freagair na ceisteanna thíos." and a play button icon at the bottom right.
- Hide Section Text from students
- Shuffle questions in this section  
Also shuffles sections and question pools in this section. Does not cascade to sub-sections.
- Buttons: "Save" (blue) and "Cancel" (white).

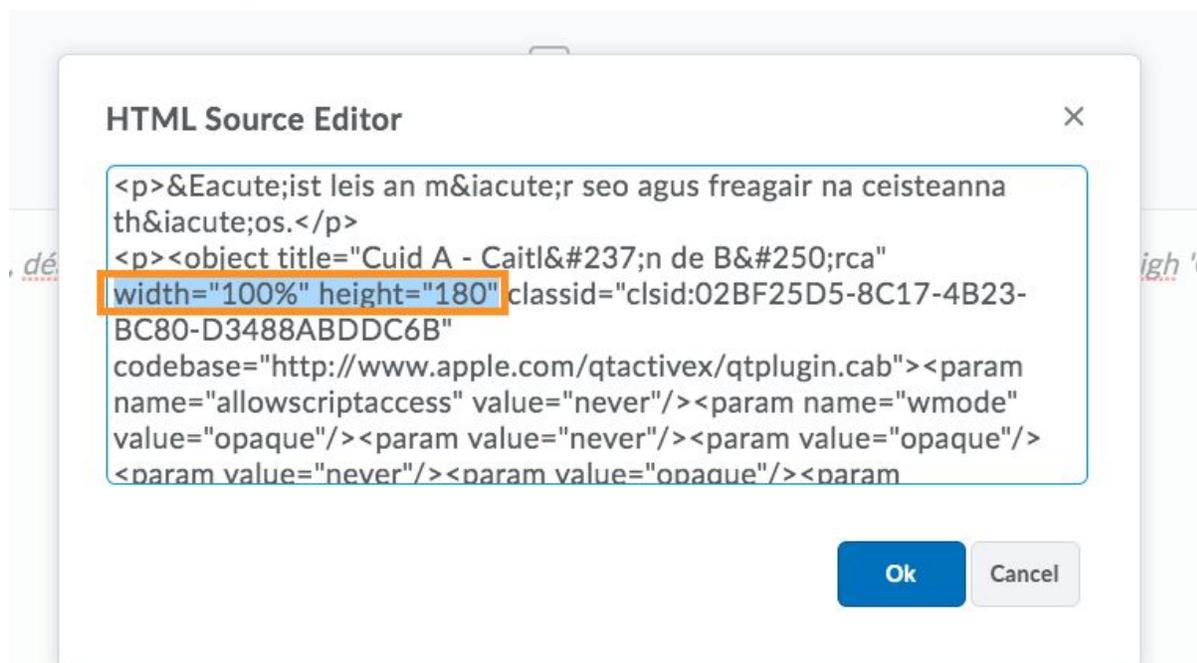
**Right Preview Pane:**

- Section Title**: "Cuid A - Cluastuisicint"
- Text: "Éist leis an mír seo agus freagair na ceisteanna thíos."
- Audio Player**: A black player with a play button, a progress bar showing "0:00 / 2:05", a volume icon, and a settings icon.
- Text below player: "[Chun an mhír a oscailt i bhfuinneog nua, déan deaschliceáil (nó cliceáil le dhá mhéar ar Mac) ar an seinnteoir bán agus roghnaigh 'Open Audio in New Tab'.]"

2. Once the full screen editor is open, open the HTML source code through the `</>` **button** shown below (it's the third button from the right):



3. When the HTML Source Editor opens then in its small window, **change the width setting to 100%** and the **height to 180**, as shown:



4. Press **Ok** and save your question.

# Multi Select question type considerations for grading

Below you will find information about the ways Multi Select question types are graded as these might be confusing.

Question Text \*

Format B I U Font Fam

Tick all the sounds that are characterised by the feature [+son].

Image

Insert an Image

Description:

Options

Enumeration no enumeration

Style  Vertical  Horizontal

Grading  All or nothing  Right minus wrong  Correct answers

This setting is crucial to consider as there are 3 ways Brightspace calculates the grade for this quiz question

Multi Select the system calculates "ticking" and "not ticking" that equals to a full point (see next example)

All or nothing - students get 0 if they make one mistake

Right minus wrong - students get penalised BUT points are broken into number of possible answers and then decimal of a point can be allocated

Just correct answers are calculated for a full point BUT remember the rule that selection and NON SELECTION is treated as a correct answer

Tick all the sounds that are characterised by the feature [+son].

Fricatives

Students are to select 4 correct items from a list

Nasals

There is one point allocated for this question

Glides

Liquids

Each of possible answers is weighted 0.14 as  
1 point divided by 7 possible answers = 0.14

Vowels

Stops

Affricates

When grading the question, it would appear as:

Tick all the sounds that are characterised by the feature [+son].

Fricatives =0.14 of a point

→  Nasals =0.14 of a point

There are 4 right out of 7 - but  
selection and non selection are both  
regarded as correct

→  Glides

→  Liquids

→  Vowels

= each of these  
= 0.14

Stops

Affricates

## Quiz Results

### Question 1

Tick all the sounds that are characterised by the feature [+son]. Right minus wrong setting was deployed so:

✘  Vowels = -0.14 as it was supposed to be ticked and was left unticked = incorrect

✘  Affricates = - 0.14 as it was not supposed to be ticked and was ticked by the student

✔  Glides = 0.14 = correct

✔  Fricatives = 0.14 = correct

✘  Liquids = -0.14 incorrect

✘  Stops = -0.14 incorrect

✘  Nasals = -0.14 incorrect

Save Time

2:54 PM

so it sums up to - 0.32

Score

/ 1 (auto-graded) The system gives 0 as there are no negative points

As illustrated above, the settings for Multi Select can be confusing so what is recommended is to:

- Ensure there are sufficient instructions for this type of questions
- In your instructions you can add the ticking functionality as well as selecting and non selecting e.g. *Below you will find two correct and two incorrect sentences, selecting two and leaving the rest “unticked”. Only that will be regarded as a correct answer (For all or nothing setting)*
- Try not to use Right minus wrong as it is tricky in its assessment as illustrated above

# Setting up a listening exam for multiple class groups in Brightspace

The following are instructions for setting up a listening exam which will take place in a face-to-face session (for supervision) and which will be taken repeatedly by different groups of students, e.g. different class groups within the one module *Teanga na Gaeilge III A*.

## Build your template quiz:

1. Set up a Quiz through **Assessment > Quizzes > New Quiz**
2. Add your questions: **Use one Section per listening segment** and add the listening segment to the Section body rather than to an individual Question within a Section. This will allow you to create the Quiz online even if the students are filling out the answers on paper.
3. If adding .wav audio files, beware the dimensions of the player. Alter these if necessary: instructions for this above.
4. **Use dividers** to separate the sections from each other so listening segments don't play over one another (particularly relevant for .wav type files).
5. Set number of **attempts allowed to unlimited**.
6. Set the recommended time allowed to the length of the class.
7. Do not apply restrictions but **leave Quiz hidden from users**.
8. Save your quiz. This will become your template for each group.

## Copy the template for each distinct class:

9. Use the **copy** function to create a separate copy of the quiz for each class that will sit the listening exam
10. **Label** each copy clearly with the date and time of the class.

## Apply passwords and date restrictions to each individual quiz:

11. Once all the copies have been created, enter edit mode in each quiz in turn.
12. Add a **start date and time** ten minutes before the exam is due to begin.
13. Add a **password** and make this password available to the tutor/lecturer who will be supervising the exam. This will ensure that students who are not present cannot attempt the listening exam and thereby reduces the risk of impersonation.

14. Add an **end date and time** to coincide with the end of the class to ensure that the quiz becomes unavailable again so that students will not be able to access the quiz outside of class time.
15. Make sure that you have made each quiz **Available to users** (Note: Even with this enabled, the exam will only become available on the start date and students will only be able to begin it once they have been given the password.) You can make all of the quizzes “Available” at once by using the Bulk Edit tool and by unchecking Hide from Users for each quiz.

# Working with long fill-in-multiple-blank questions

If you're creating a quiz question in Brightspace where students have to fill in a number of blanks in a passage of text like in this example:

There was a little ... and he had a ... gun and over the .... he did run.  
With a ... full of fat and an old top ... and a pancake strapped to his .....

you will need to take your passage and break it into chunks of text, breaking at each blank, as follows:

**Text 1:** There was a little

**Blank 1:** *man*

**Text 2:** and he had a

**Blank 2:** *little*

**Text 3:** gun and over the

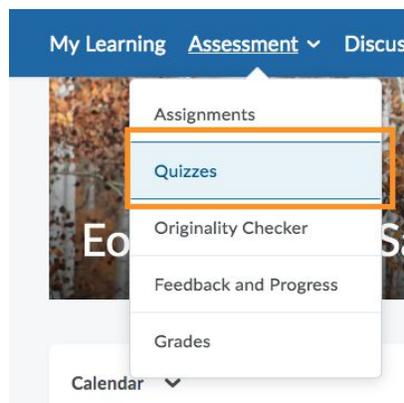
**Blank 3:** *mountain*

**Text 4:** he did run.

etc etc.

Once you have laid this out, follow the steps below to set up the question in Brightspace.

## 1. Go to **Assessment > Quizzes**



## 2. Create new quiz, give it a title and then **Add/edit questions**

My Learning Assessment ▾ Discussions My Class ▾ Library ▾ Module Tools ▾

### New Quiz ▾

Properties Restrictions Assessment Objectives Submission Views Reports Setup

#### General

Name \*

Category

no category ▾ [add category] ⓘ

#### Quiz Questions

This quiz is empty.

Add/Edit Questions

#### Description / Introduction

Expand description / introduction

Save and Close Save Cancel

## 3. In the question editing area, click the blue **New** button and then select question type **Fill in the Blanks (FIB)**:

New ▾ Import ▾

- Section
- Question Pool
- True or False Question (T/F)
- Multiple Choice Question (MC)
- Multi-Select Question (M-S)
- Written Response Question (WR)
- Short Answer Question (SA)
- Multi-Short Answer Question (MSA)
- Fill in the Blanks Question (FIB)
- Matching Question (MAT)

4. Add your first piece of text (There was a little) to **Text #1** and add the text of the answer your first blank (man, i.e. the answer you want from the student) to **Blank #1**:

The screenshot shows a quiz editor interface. At the top, there is a section for 'Text # 1' containing a text box with the text 'There was a little' and a rich text editor toolbar. Below this is a section for 'Blank # 1'. It includes a 'Size' dropdown set to '30', a '+ Add Answer' button, and a count of '1'. A 'Check Answers' button is also present. Below these controls is a table with the following structure:

Answer	Weight (%)	Evaluation	Remove
man	0	<input checked="" type="radio"/> Case Insensitive <input type="radio"/> Case Sensitive <input type="radio"/> Regular Expression	

5. Continue in this fashion down through the numbers until you run out of boxes. If you do run out and need to create a new text box or a new blank, you will find the buttons **+ Add Blank** and **+ Add Text** just above Text #1. When clicked, these will create an extra text-box or blank-box at the bottom of your list.

## Question Text

+ **Add Blank**     + **Add Text**

The screenshot shows a quiz editor interface. It features a section for 'Text # 1' with a text box and a rich text editor toolbar. The toolbar includes icons for video, image, link, and a dropdown menu, along with a three-dot menu icon.

This must be done one at a time for the example I have given here, as our little poem has the layout: **text - blank - text - blank - text - blank** until the end. If you had, for example, 3 blanks in a row, you could change the number from 1 to 3 and add three blanks at once.

6. Decide what weight of the question grade each blank will be worth and fill this in. Save as you go to avoid losing your work and make sure to preview the Quiz before making it visible to students to make sure everything is in order.

**Tip: Keep the text format uniform.**

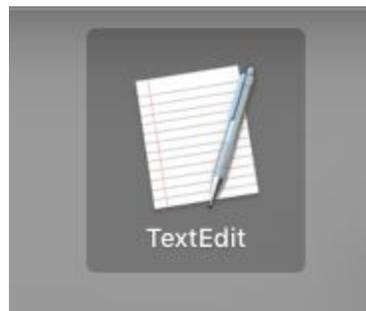
If you lay out your questions in Word beforehand and copy the text into Brightspace, the format of the text may also be brought across, leaving the text in a font different to the basic Brightspace font. There are a number of ways to avoid this.

**Method A:**

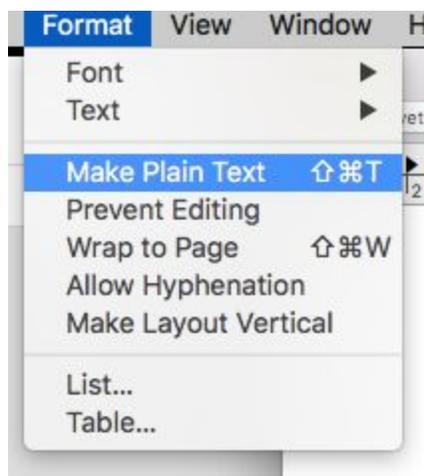
Make the font the same as that in Brightspace in the original document before you begin to copy and paste.

**Method B:**

1. Paste all of the text into your computer's text editor:



2. Click on **Format > Make Plain Text**



3. Copy and paste the text from here and it will take on the Brightspace font as it is pasted.

### Method C:

1. Copy each section of text / blank from your document as you come to it.
2. Paste it into the URL bar in your internet browser. This will remove the original formatting.
3. Re-copy the text from the URL bar.
4. Paste into Brightspace.

### Very useful here are the following shortcuts:

- **Copy text in Windows: Ctrl + C | Copy text on a Mac: Cmd + C**
- **Paste text in Windows: Ctrl + V | Paste text on a Mac: Cmd + V**

### Tip: Speed up your workflow

Each new piece of text and each new blank is added to the quiz through the buttons at the top of the quiz creation page, but when you're filling in the text or the answer to the blank you will do this at the bottom of the question creation page.

To jump quickly between the top and the bottom of the page, you can use the following shortcuts:

To jump to the **top** of the page:

- Windows computers: Ctrl + ↑ (directional up-arrow)
- Mac computers: Cmd ⌘ + ↑ (directional up-arrow)

To jump to the **bottom** of the page:

- Windows computers: Ctrl + ↓ (directional down-arrow)
- Mac computers: Cmd ⌘ + ↓ (directional down-arrow)