The Quiz Builder Tool

Intro: Creating a Quiz

The quizzes tool within Brightspace is used not just for quizzes, but for all assessments that follow that general format. This includes tests, exams, knowledge checks, etc. They are all created using the same process, the instructor just constructs the assessment how they see fit.

Quiz tool placement can vary by campus, but it will always be accessible from somewhere in the navbar. If you do not see a direct link in the navbar, look in Course Tools/ Course Admin, or in Course Activities. Once you have located and accessed the quiz tool:
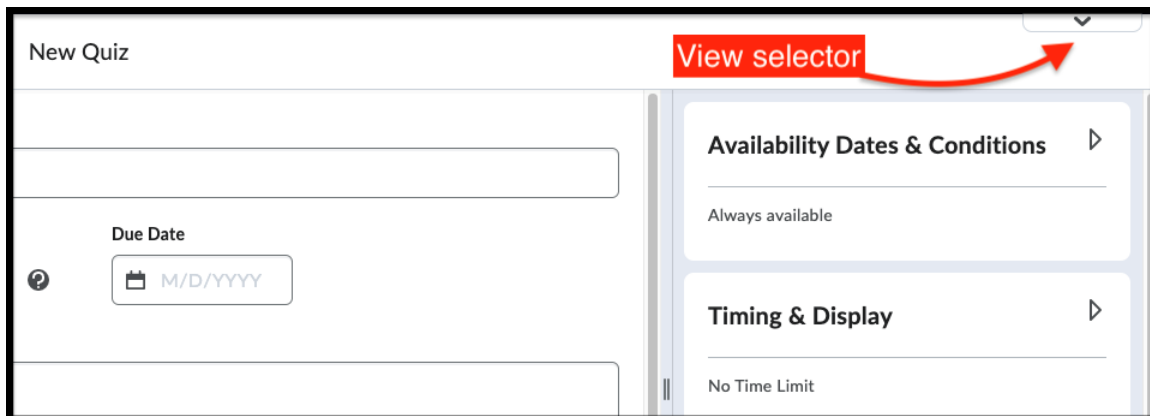
The New Quiz Builder Tool

Your campus may have launched the new quiz builder tool, in which case you will see the following welcome popup window when starting to create a new quiz.
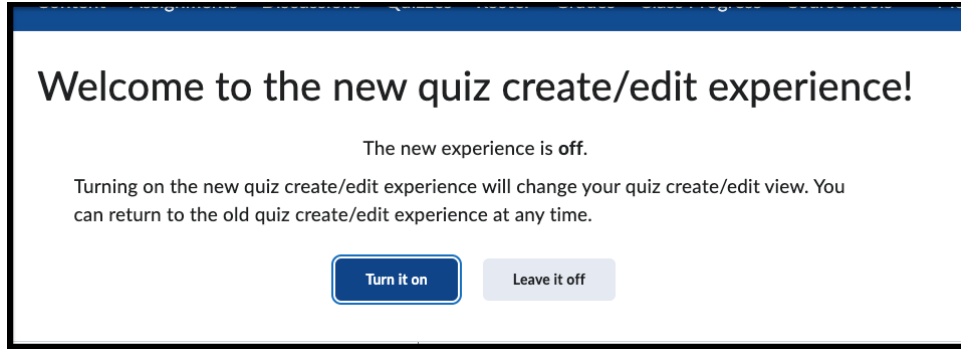
You have the ability to utilize either view you can switch between them at any time. **NOTE: PLEASE BE SURE TO SAVE BEFORE SWITCHING VIEWS OTHERWISE YOU WILL LOSE ALL EDITS.**

To switch between quiz views:
1. Click the small chevron in the upper right of the Brightspace window
2. To turn on quiz builder click the Turn It On button
3. To turn off the quiz builder and work in classic mode, click Turn It Off. (For details on building in classic mode, see our Creating a Brightspace Quiz document).
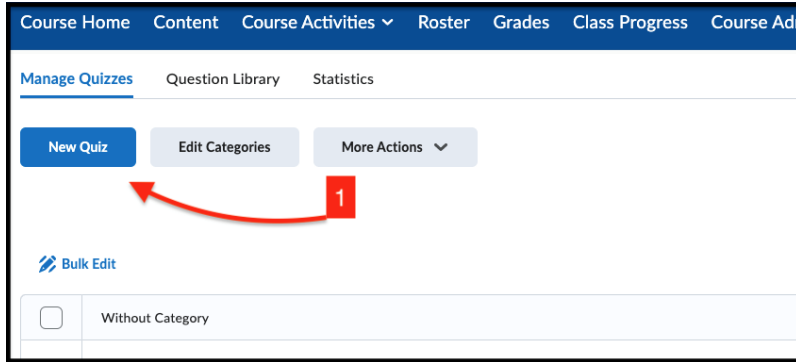


Creating a Quiz with the Quiz Builder Tool

Remember, the Quiz tool will always be accessible from somewhere in the navbar. Once you have located and accessed the quiz tool:

1. **Select New Quiz**. This will land you in the Quiz Builder area

2. **Name** your quiz
3. Indicate if you want your quiz added to the gradebook by **clicking the chevron next to "Not in Grade Book"**
   a. If adding to grade book, click edit or link to existing
   b. In a resulting window, you can create a new grade item, choose grade category, choose grade scheme, OR link to an existing grade item
4. If added to gradebook, edit point value box
5. Enter due date
6. Click Description box to add text
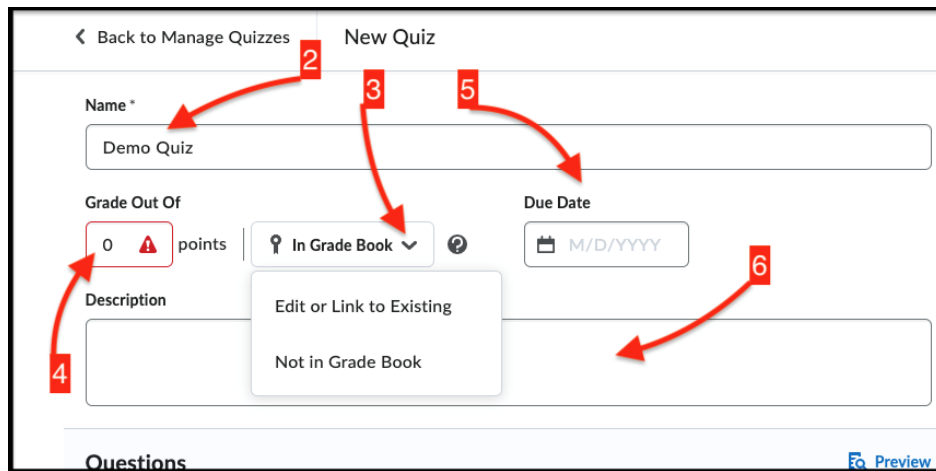
7. To **add existing question content** from either the question library or an external file, **click add existing**, then choose the desired source
8. Optional: To create new questions, sections, or pools within quiz builder **click Create New**
9. To edit a single question's content:

a. **Click on the question text** to edit follow the standard question build process, and click save (at this point you can deploy these changes to other areas such as other assessments or the question library)
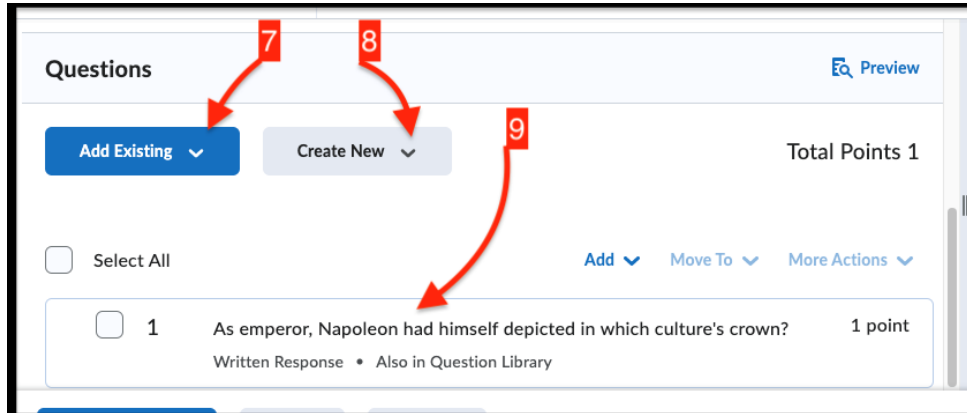
10. To edit question functions within the quiz:
    a. **Check the boxes** next to all questions you wish to edit
    b. **Click the More Actions button** to change point value, delete, or denote the questions as mandatory or bonus
11. Optional**: Select preview** to preview your quiz
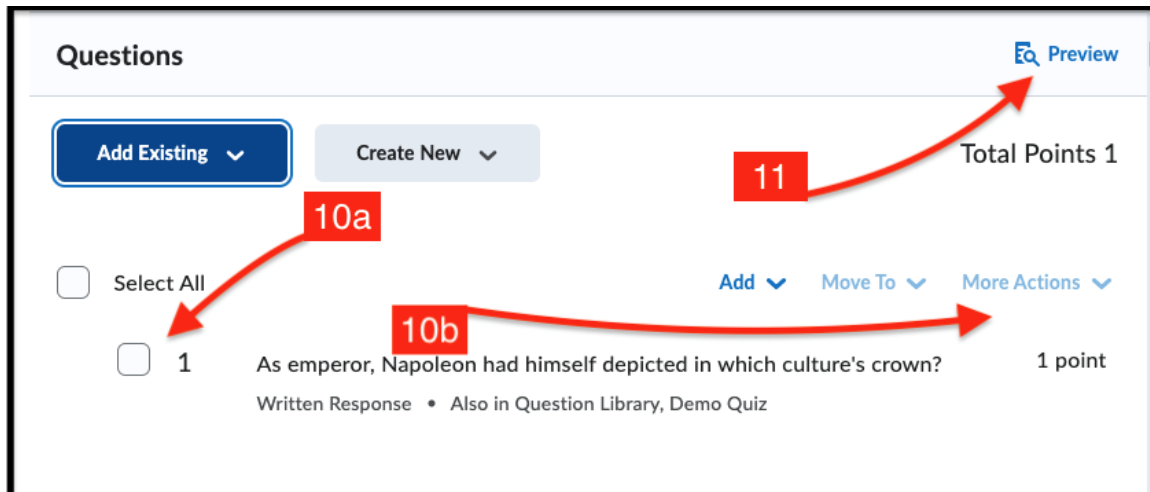
12. NOTE: For accessing settings on the right side of the screen, click the chevron next to each title, as seen below:
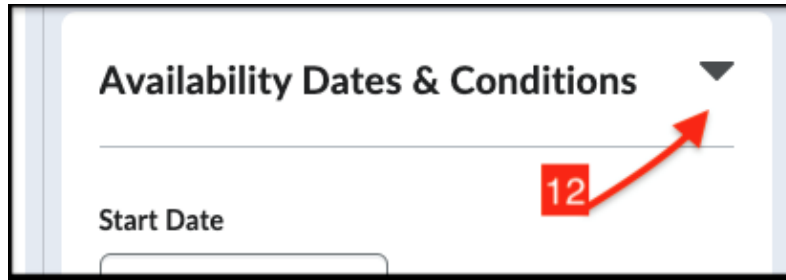
Setting Availability Dates and Restrictions:

13. **Click the triangle next to access Availability Dates and Conditions**
    a. **Add start and end dates**
    b. **Optional: Add or create release conditions**
    c. **Click Manage Special Access** to customize access for specific learners
    d. **Optional: Add a required password** for students to use to access quiz
    e. **Optional: Click IP Restrictions** to add, edit or delete IP ranges required for access to the quiz
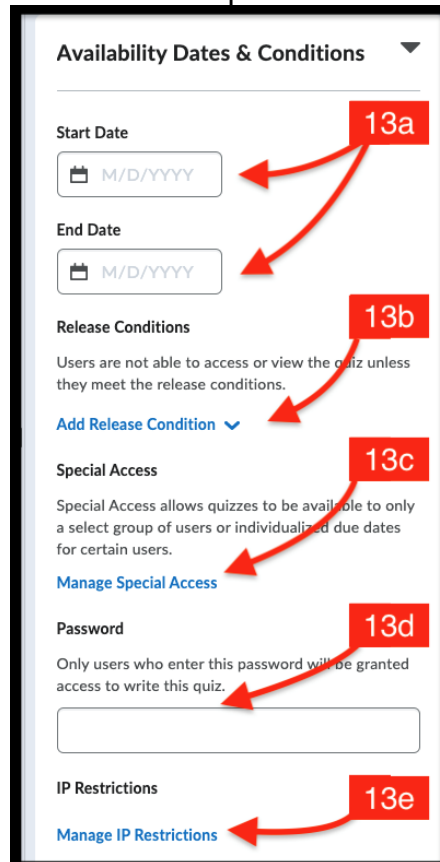
Editing Timing and Display:

14. **Click the triangle next to access Timing & Display**
    a. **Click Manage Timing** to edit time limits
        i. In the resulting window, choose No Time Limit, Recommended Time Limit (*with show clock option*), or Enforced Time Limit (*with grace period options*)
        ii. **Click save** when done
    b. **Click on the Paging box** to view options menu for student page experience
        i. **In the Paging box click to choose** *all questions displayed together*, *1 question per page*, or *add page break after each section*
    c. **Optional: check box to prevent students going back** to previous pages
    d. **Optional: Check box to shuffle** questions and sections in your quiz (NOTE: this does not affect subsections)
    e. **Optional: Check box to Allow hints** (hints are previously created when you build each question)
    f. **Optional: Check box to disable** email, instant messages, and alerts
    g. **Click on Manage Header and Footer** if you want to add reference information to your quiz pages
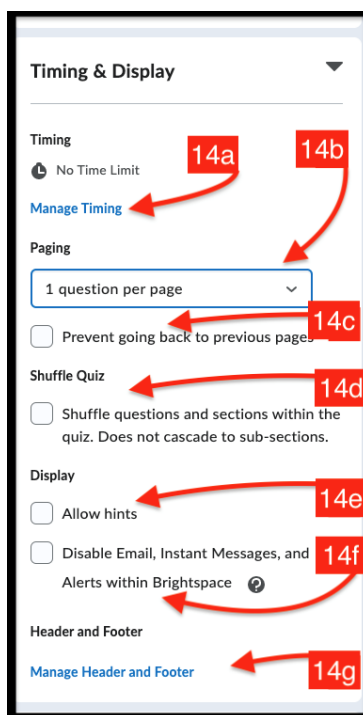
Attempts and Completion Settings:

15. **Click the triangle next to access Attempts & Completion**
    a. **Click Manage Attempts** to choose between 1-10, or unlimited
    b. If you want to place this quiz within a specific quiz category (or create a new category for it), **click the Category box**
    c. **Optional: add your email/ emails** to the box to receive notification of quiz attempts
    d. **Optional: Click Manage Completion Tracking**
        i. Select default to mark a student as having completed the quiz upon submission
        ii. Select the lower radio button if you want to attach a minimum grade condition for completion
        iii. **Click ok to save** your selection

Setting Evaluation and Feedback:

16. **Click the triangle next to access Evaluation & Feedback**
    a. **Check or uncheck boxes** to set the following quiz behaviors:
        i. **Auto-publish attempt results** upon completion
        ii. **Synchronize grades** to gradebook once published

iii. **Show user attempt grade** once published

b. Below the Attempt grade box, **click the next box to determine what information students receive** upon publication

c. To change quiz result displays, **click Custom Quiz Results Displays** to open a new window of options

 i. **To edit primary view click the Edit View box**, then edit the submission message, grade display, question display options, or statistics

 ii. When done, click update to save or cancel to revert to previous settings

 iii. **Click Additional View** to add a second set of date & time, message, grade display option, question display options, or statistics

 iv. **Click create** to save your selections

 v. **Optional: Click Additional View again** to add more displays

 vi. **Click OK** to save customization
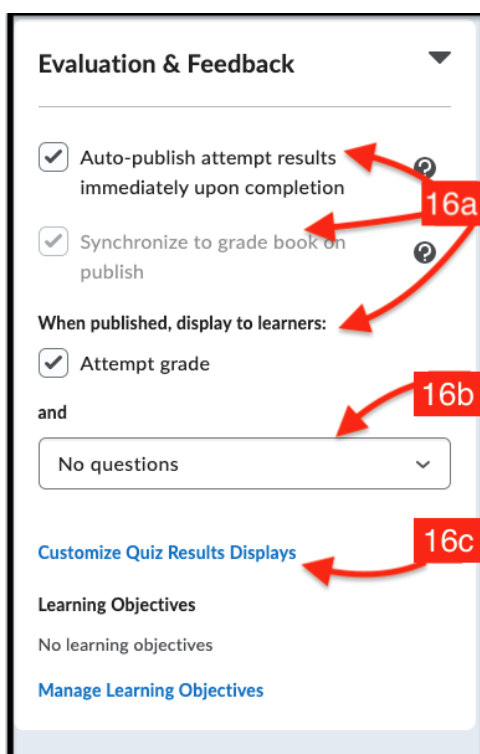
17. At the bottom of the page:

a. Set **visibility**

b. Choose **Save and close, save,** or **cancel**