Learning, Teaching & Assessment @

- This document outlines what is covered in the workshop: Brightspace 8 - Quizzes
- It lists the syllabus, together with a link which covers that particular topic / task
- Its purpose is to act as a refresher for staff who attend the Brightspace 8 workshop.
- It also operates as an alternative to the workshop for those staff who cannot attend the workshop.

Brightspace 8: Quizzes

Aim of this resource
This resource provides an introduction to the Brightspace Quiz Tool

Prerequisites for this resource:
- It is recommended that before working through this resource that you are familiar with Brightspace and have already worked through, or attended the workshops for, Brightspace 1 and 2.

INTRODUCTION: What is the Brightspace quiz tool and what does it allow me to do?

- The Brightspace quiz tool is available under the assessment tab in every Brightspace module and is very flexible.
- It allows you to run quizzes (marks attached) and surveys (no marks)
- Quizzes can be time limited, or not
- You can allow multiple attempts, or not
- You can restrict availability to a specific date/time, or not
- Using **Special Access** you can vary the time limit/dates etc for individual students
- There are a variety of question types
- Some question types (**Written Response**) allow students to upload files from their device; or to record audio/video responses directly in the quiz
- You can copy quizzes within a module for reuse - or use the **import/export/copy component** function to import those quizzes to other modules **NOTE:** Do not use the Learning Object Repository to store/share quizzes/quiz questions
- You can create questions directly in the quiz
- Questions created in your quiz can be added to your bank of questions - known in Brightspace as the **Question Library**
- In addition to creating questions directly in the quiz, you can populate your quiz with questions drawn from the **Question Library**
- **Question Libraries** can be copied from module to module allowing you to re-use your bank of questions across different modules
- You can give your students a random selection of questions using the **Question Pool** function (e.g. each student gets two questions out of a possible 10 etc.)
- You can use **Sections** to break your quiz into categories of questions
- You can **shuffle questions** at the quiz level, and **shuffle answers** at the question level
- You can break your quizzes up into pages and decide the number of questions visible per page, and whether a student can go back on a previous page or not
- You can determine whether students automatically see the quiz result on submission, or not
- You can provide individual feedback on quiz submissions; and also manually grade questions that are not suitable for automatic grading
- You control what the student sees after quiz submission i.e. whether the student can see their quiz attempt with right/wrong answers etc or not. This is controlled by the **Submission View**
- You can view an **Attempt Log** for each student showing when they launched (or re-launched) the quiz, saved each question, submitted the quiz

Syllabus	Resource
How to create a quiz, and create new questions directly in that quiz:	In TU Dublin the quiz tool is located on the "Assessments" tab ● D2L Video: Create a new quiz, with new questions

	NOTE: Be aware when setting your quiz properties that quiz timing is not the same as quiz availability. Quiz timing, the length of time that each individual has to complete a quiz attempt, only begins when that student clicks "Start" in their quiz attempt. This has an important implication in that students can submit that quiz after the prescribed due date/end date. If submission by due date/time is important you need to highlight that in the quiz introduction (Edit Quiz - Properties Tab)
How to populate a quiz with questions from your question library	Each Brightspace module contains a **question library** where you can create and manage your questions. ● D2L Video: Populate a quiz with questions from your question library ● D2L Guide: About the Brightspace question library
How to copy questions you created directly in a quiz into the question library (where you can re-use them in other quizzes)	● Go to the quiz tool and click into **Question Library** ● Click the **Import** dropdown and select "browse existing questions" ● Click the **Source** dropdown and select the appropriate quiz ● All questions within that quiz will appear on screen ● Select the questions you wish to import (any questions marked with a green tick have already been added to your question library) ● Click **Import** ● The quiz questions are now in your question library and can be re-used as needed
How to manually grade your quiz	Many quiz questions can be graded by Brightspace automatically. But some, such as written response questions, require you to review each individual answer and give a mark. You can also over-ride the marks given for automatically graded questions. You can blind mark to avoid bias. And you can in one step give all students the same mark and feedback for a particular question if appropriate. D2L Video: How to manually grade quiz questions
Best practices for using the quiz tool	LTTC Guide: Checklist for objective tests and MCQs exams LTTC Guide: Consideration and guidance for quizzes (login required) TU Dublin: Staff perspectives on online quizzes D2L Guide: Best practices - the quiz tool
How to allow students to review their quiz attempt after submission (e.g. see the questions, their responses, the correct answer, feedback etc)	This option is controlled by Submission View ● D2L Video: Customise submission views
How to use give individual students Special Access to a quiz	Special Access allows you to vary quiz settings for individual students e.g. make the quiz available at a different time, for a longer duration, for more attempts etc ● D2L Video: Grant students Special Access to a quiz
How to use Question Pools - create a quiz with a randomised set of questions to distribute a unique set of questions to individual students	You can use a mix of questions and multiple question pools in your quiz allowing you to create a quiz where some questions are delivered to all students, and other questions are delivered randomly to individual students ● D2L Video: Create a new quiz with a randomised set of questions
Overview of Brightspace quiz question types e.g. True/False, Multiple Choice, Multi-select, Arithmetic with variables, Fill-in-the-blank, Written Response and more	Brightspace has a number of quiz question types, some of which are auto-graded and some of which require the lecturer to grade after quiz submission. Some question types allow the lecturer to attach a file to the question, and the written response question can be set up to allow students to submit files/images/recordings etc. with their response ● D2L Guide: Question library, types of questions and how to create different types of questions
Transfer quiz grades to the gradebook	Quiz results, once published to the student, will be visible to the student via the Quiz tool. However, if you are also using the Brightspace Gradebook this video shows you how to bring results into the gradebook ● D2L Video: Transfer quiz grades to the gradebook
How to copy quizzes/quiz	**Note:** It is *not recommended* to use the "Learning Object Repository" or

questions/question pools across your modules or share with your colleagues	"Publish to LOR" option to share quizzes. ● To copy quizzes/questions/question pools from one module to another use the "Import/Export/Copy Components" tool. Text instructions Video Instructions
Made a mistake with a quiz question in a quiz in which your students have already begun to take?	If your students have already started taking the quiz then **you should NOT edit/fix the quiz question**. Even if a student has not yet reached the part of the quiz containing that question, once the quiz has been launched by the student then it contains the version of the question that was available at launch time. Currently (May 2021) the advice is to manually grade each incorrect question after quiz submission. (See "How to manually grade your quiz" above) And you can of course correct the question for future iterations of the quiz.
How to find a quiz attempt that a student started but has not submitted (an "attempt in progress") and what to do with that "attempt in progress"	The Brightspace quiz tool is very robust. If a student starts a quiz, answers a number of questions and then accidentally leaves the quiz before submitting then their answers to that stage will be saved as an "attempt in progress" but will not be visible to you for grading. If the quiz is still available (i.e. it is still within the time slot of availability for the quiz) then the student just needs to log back into Brightspace and launch the quiz again - the student will be able to pick up where they left off, answer the remaining questions and submit the quiz. However, if the quiz is no longer available to the student then the lecturer will need to review the attempt in progress and decide whether to submit that attempt on behalf of the student or, if there are extenuating circumstances, to give the student "Special access" in order to complete the quiz. ● How to find a quiz "attempt in progress" and what to do with it (external guide developed by Montana State University)
How to reset a quiz attempt	Enable students to re-take a quiz by resetting a quiz attempt if they have accidentally submitted a quiz before finishing. This will allow them to start the quiz from scratch. As a lecturer, you will have to exercise judgement if you wish to use this option.

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