



Creating Quiz Questions in Brightspace

When creating a quiz from scratch for use in Brightspace, you can build questions directly within a quiz, or within the question library. Building within the question library allows you to easily utilize the questions randomly in the quiz, and in other quizzes or surveys.

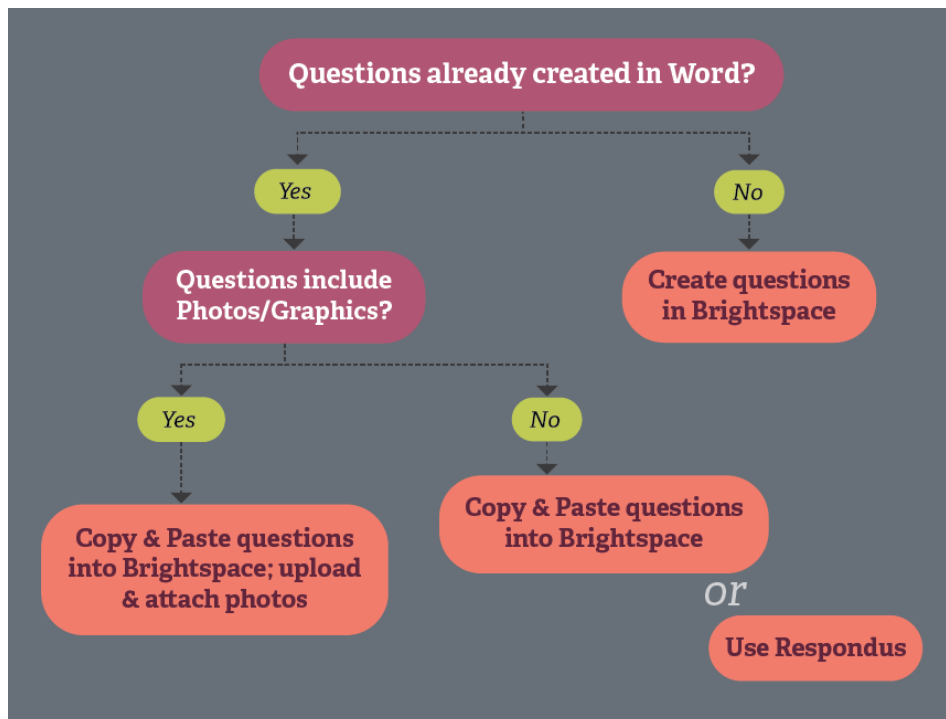
The types of questions available in Brightspace are:

- True or False (T/F)
- Multiple Choice (M/C)
- Multi-Select (M-S)
- Long Answer (LA)
- Short Answer (SA)
- Multi-Short Answer (MSA)
- Fill in the Blanks (FIB)
- Matching (MAT)
- Ordering (ORD)
- Arithmetic (2+2)
- Significant Figures (x10)
- Likert Question (LIK)

To learn more about each question type, visit <https://documentation.desire2learn.com/en/creating-quiz-questions>.

Getting Started

Before beginning, ask yourself the following questions to help determine the workflow that will work best for you.





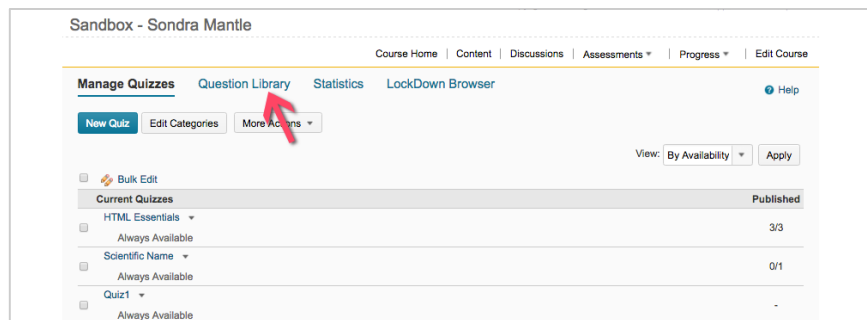
Creating questions directly in Brightspace is the most common workflow, usually because instructors choose to build questions as they go, or because they are adding images (which must be done directly in Brightspace). If your questions have already been created, Respondus (a free download <http://www.dal.ca/dept/its/its-services/software-download.html>) is an easy to use tool to transfer your questions from your computer directly into the Learning Environment (Respondus is only available for Windows).

If you wish to explore the Respondus route and have questions, please contact us.

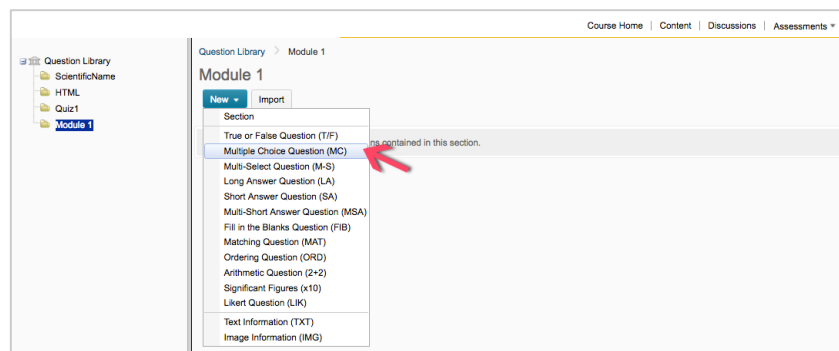
Creating Questions in the Brightspace Question Library

These instructions will focus on the “building questions directly in Brightspace” workflow.

1. To get started, select Assessments/Quizzes, and choose the link for “Question Library” (building the Question Library occurs before creating a Quiz).



2. Click the blue “New” button, and select “Section”.
Creating a section will provide a degree of organization within which your questions will be built (you may choose to have one section per quiz, or several for each quiz). Sections are for your own organizational purposes.
3. Give the Section a name, and select “Save”.
4. Click on your just-created section.
5. Select the blue “New” button, and choose the desired question type (i.e. MC).





6. Each “New Question” window has sections to complete. We’ll explore the Multiple Choice question.

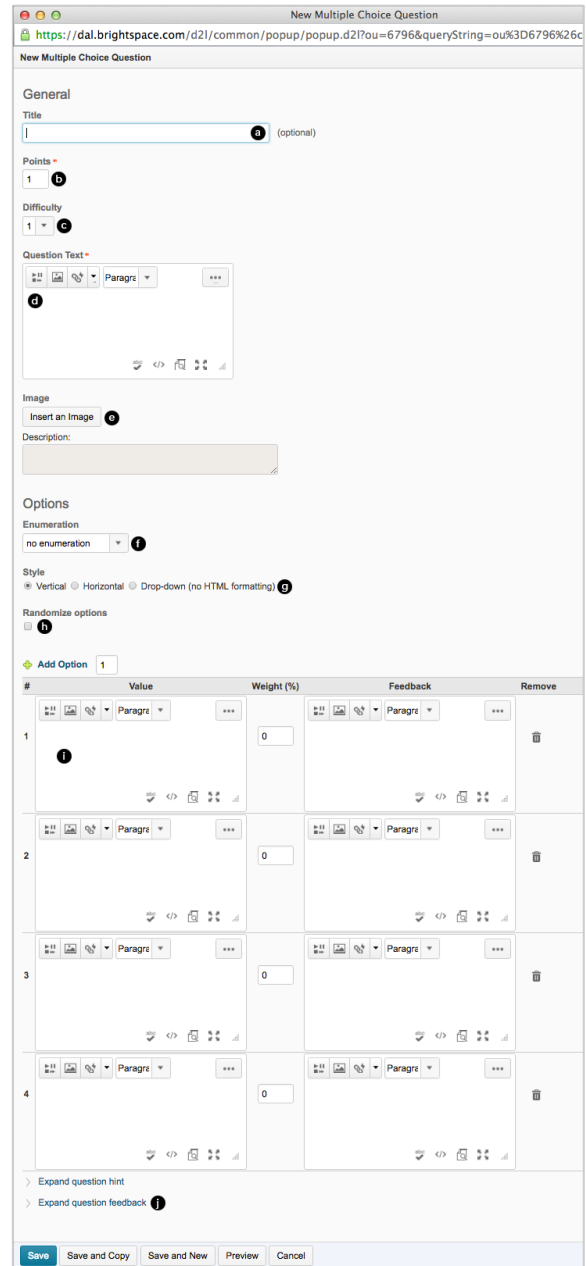
General (Top Section):

- a. A question title is optional;
- b. The default points (1) can be changed at this point or when added to the quiz;
- c. The difficulty scale is optional (helpful for filtering should you choose to do so);
- d. Enter the quiz question into the “Question Text” box;
- e. If you have an associated image with a question, select the “Insert an Image” button. You can select an image that’s already been uploaded, or you may upload one here. *By adding images in this manner (rather than linking to them within the “Question Text” box), the image will remain associated with the question when the question/quiz is copied to the next offering of the course.*

Options (Bottom Section):

- f. Choose the desired enumeration for the answer selections;
- g. Choose the layout style for presenting the answer selections;
- h. Check the box to randomize answer options if desired;
- i. Four possible answers are the default, add additional options as required. In each answer box, place the possible answer, designating the correct answer with a 100% weighting. Provide feedback as desired.
- j. General feedback for the entire question can be input at the bottom of the window (Expand question feedback).

7. Click the blue “Save” button when finished.
Repeat for each question.





Creating a Quiz

Once your questions have been created in the question library, you're ready to create a new quiz.

1. Return to the Manage Quizzes page by clicking on Assessments/Quizzes, or the blue "Done Editing Questions" button in the Question Library.
2. Create a new quiz by clicking the blue "New Quiz" button.
3. Provide a Name for the quiz, and choose a Category if desired (organizing the quizzes into categories can be done later).

The screenshot shows the 'Edit Quiz - Quiz 1' interface. The 'General' tab is selected. The 'Name' field contains 'Quiz 1'. The 'Category' dropdown is set to 'no category'. Below this is a button labeled 'Add/Edit Questions'. There are also sections for 'Description / Introduction', 'Page Header / Footer', and 'Optional Advanced Properties' with various checkboxes like 'Allow hints', 'Disable right click', and 'Disable pager and alerts'. At the bottom, there are 'Save and Close', 'Save', and 'Cancel' buttons.

4. Click the "Add/Edit Questions" button.
We will focus on the simplest option for adding questions, that the Section created earlier containing the questions that were built in Brightspace, are the questions that are going directly into the quiz.
5. To import questions from the section of questions created earlier, select the "Import" button.
6. In the window that appears:
 - a. Select "Question Library" from the Source Collection dropdown menu;
 - b. Choose the name of the section you created from the Source Section dropdown.

The screenshot shows the 'Import Into Test 1' dialog box. The 'Import Source' is 'From an Existing Collection'. The 'Source Collection' is 'Question Library' (marked with 'a'). The 'Source Section' is 'Module 1' (marked with 'b'). The 'Destination Collection' is 'Test 1' and the 'Destination Section' is 'Test 1 (root)'. Below this, there is a section for 'Source Collection' with a tree view showing 'Module 1' containing four questions: '01 (T/F)', '02 (SA)', '03 (M-S)', and '04 (MAT)'. Each question has a checkbox and an icon.



- The questions will appear, and now, either check the box beside the section name or the individual questions you would like added to the quiz.
- Click on the blue “Save” button.
- Note the section of questions is now part of the quiz. Select the blue “Done Editing Questions” button.
- You will be back on the Quiz Properties page. If you have a high number of questions, consider specifying the number of questions that will appear per page of the quiz.

Course Home | Content | Discussions | Assessments | Progress | Edit Course

Edit Quiz - Quiz1

Properties Restrictions Assessment Objectives Submission Views Reports Setup

General

Name: Quiz1

Category: no category [add category]

Quiz Questions

Questions per page: [] Apply

Paging: [] Prevent moving backwards through pages

Add/Edit Questions Edit Values

Page	Name	Type	Points	Diff	Bonus	Mandatory
1	Q1_01	MC	1	1		
1	Q2_03	MC	1	1		
1	Q3_08	MC	1	1		
1	Q4_09	M-S	3	1		
1	Q5_10	M-S	2	1		
1	Q6_02	T/F	1	1		
1	Q7_04	T/F	1	1		
1	Q8_05	T/F	1	1		

Save and Close Save Cancel

- Click the “Edit Values” button to change the value for each question. Click “Add/Edit Questions” to add additional questions or to edit questions.
- Select the blue “Save and Close” button.

By default, a newly created quiz is Inactive, so students will not be able to see the quiz until you have made it Active. Making a quiz Active, along with other critical quiz properties are discussed in our “Updating Quiz Settings” help resource document (http://edtechruro.edublogs.org/files/2016/01/Brightspace_Updating-Quiz-Settings-16nylq7.pdf).