



# Updating Quiz Settings

## Overview of Brightspace Quiz Settings

Each tab in the Edit Quiz (i.e. Assessments/Quizzes/Quiz1) area provides a wealth of options. The key features associated with each tab are outlined below.

Page Name	Type	Points	Diff	Bonus	Mandatory
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### **Properties**

Change a quiz name; associate the quiz with a category; add/edit questions; alter question values.

### **Restrictions**

Activate the quiz; availability dates; time limit; handle late submissions; create special access for users.

### **Assessment**

Permit the quiz to grade automatically upon completion; connect the quiz to a grade item in the gradebook; add or create a rubric; set the number of attempts.

### **Objectives**

Link learning objectives.

### **Submission Views**

Change the Brightspace default Submission View (which does not allow students to see any quiz results); create an Additional Submission View.

### **Reports Setup**

Create reports to display quiz statistics.



## Updating Settings

Most of the options are ones that will be familiar and intuitive for the majority of users. We've created instructions for some of the most critical of settings, and for those whose features are more difficult to navigate in pursuit of the desired results.

### Activate the Quiz

By default, quizzes are designated as "Inactive". Set your quiz's status to "Active" when you are ready.

1. Under the Restrictions tab, select "Active" under the Status heading.
2. "Save", or "Save and Close".

### Special Access

Special Access is intended as a method of overriding existing restrictions for any students with different needs. Perhaps a student was unable to complete the quiz due to illness, or a student needs more time to complete the task.

1. Within the Restrictions tab, scroll to the bottom and select "Allow selected users special access."
2. Enter the alternate dates and/or times, and any changes to timing.
3. Check the boxes of the students requiring special access.
4. Click the blue "Add Special Access" button.

**Note:** use of Special Access should be limited to the scenarios described above. If you are looking to create different restrictions for groups of students, the Groups tool is the more suitable option.

### Submission Views

A Submission View describes the details students are given, in regards to a quiz they have completed. The Default Submission View is to show no details at all, and it is recommended that students receive feedback of some degree.

Within the Submission Views tab, you can either modify the Default View, or create an Additional View to work in tandem with a modified Default View. To modify the Default View:

1. Choose the Submission Views tab, and choose the "Default View" link.

The screenshot shows a web interface with several tabs: Properties, Restrictions, Assessment, Objectives, Submission Views (highlighted with an orange border), 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'. Underneath, there is a link labeled 'Default View' (highlighted with an orange box) and three settings: 'Date: immediately', 'Show Questions? No', and 'Statistics: none'. Below these settings is a section for 'Additional Views' with an 'Add Additional View' button. At the bottom of the form is a blue 'Save and Close' button.

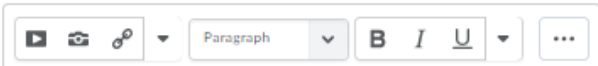


2. Select the settings that suit your needs, using the small question mark icons to guide you.


### Add View

#### View Properties

Message




Your quiz has been submitted successfully.





#### View Details


Show Questions?


Yes

Show questions answered incorrectly 


Show questions answered correctly 

Show all questions without user responses 


Show all questions with user responses 

Show question answers 

Show question score and out of score

No 

Score

Show attempt score and overall attempt score 

Statistics

Show class average

Show score distribution

3. Click the blue Save button.
4. The updated Default View will be applied to this quiz.

**NOTE:** This changes the Default View for this quiz ONLY.



### Additional View (optional)

5. If you want an Additional View to work along with your modified Default View, select “Add Additional View” on the Submission View page.

The screenshot shows the 'Edit Quiz - Quiz1' interface. At the top, there are tabs for 'Properties', 'Restrictions', 'Assessment', 'Objectives', 'Submission Views', and 'Reports Setup'. The 'Submission Views' tab is selected. Below the tabs, there is a section for 'Default View' with the following settings: 'Date: immediately', 'Show Questions? Show all questions with user responses', 'Show question answers: No', and 'Statistics: none'. Below the 'Default View' section, there is a section for 'Additional Views' with a button labeled 'Add Additional View' highlighted by an orange border. At the bottom of the 'Additional Views' section, there is a blue button labeled 'Save and Close'.

6. Give the view a Name.
7. Enter the desired restrictions.

Tip: an Additional View can be useful for providing the correct answers for a past quiz, but only after a set date.

8. Click the blue Save button.
9. The Additional View will be applied and implemented, according to the settings you’ve created for it.