Customizing a Quiz in Brightspace
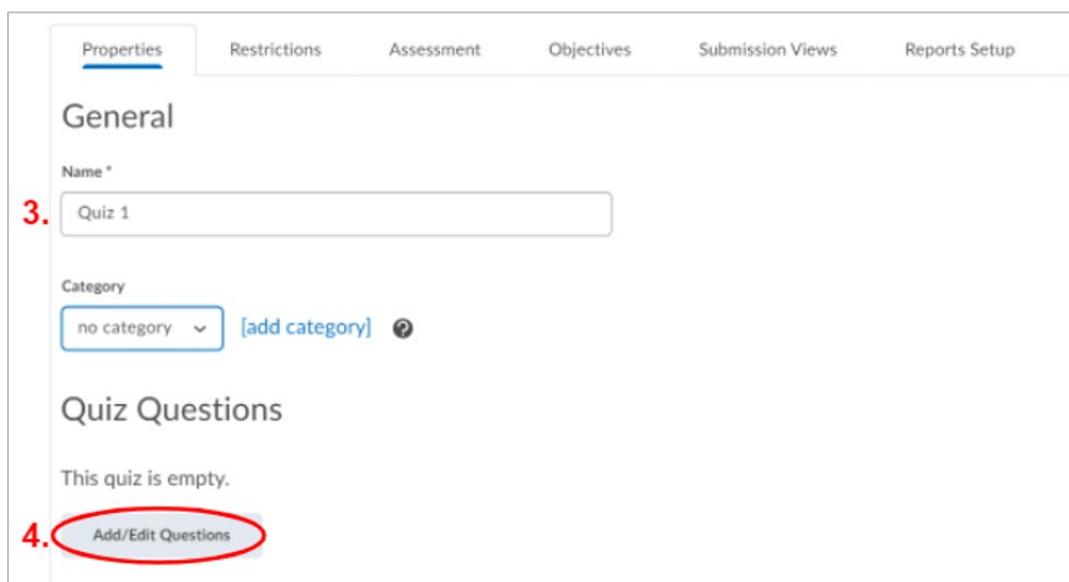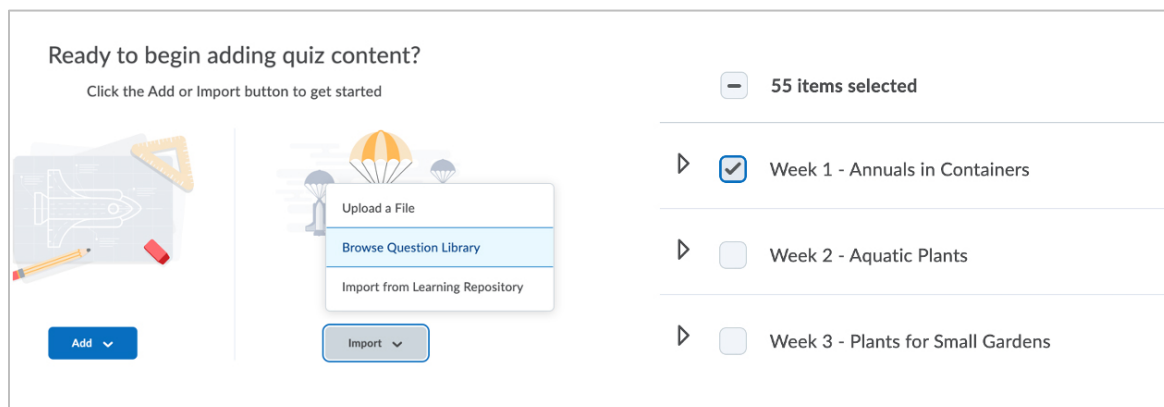
Once quiz questions have been created in the question library, as outlined in Building Questions in the Question Library, a quiz can be customized. Follow the steps below to create a new quiz or to edit a placeholder quiz created through ETD's course template.

1. Navigate to the Quizzes page by selecting Assessments/Quizzes from the ribbon.
2. Create a new quiz by clicking the blue "New Quiz" button or click an existing quiz to edit.
3. Provide a name for the quiz and choose a Category if desired (organizing the quizzes into categories can be done later).
4. Click the "Add/Edit Questions" button to add questions.
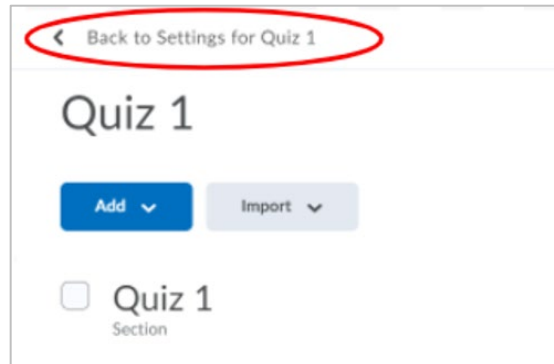

5. To import questions from the question library, select the "Import" button. If you are interested in creating a question pool of randomized questions, please visit https://edtechtruro.edublogs.org/2018/06/28/how-to-randomize-quiz-questions/ on our blog.
6. In the window that appears:
   a. Select "Browse Question Library" from the dropdown menu;

b. Check the box beside the section to select the section and all its contents. It is also possible to manually select a handful of questions within a section.

c. Repeat the above to select questions from additional sections.

d. Once you have selected all the questions that you wish to add to the quiz, Click the blue "Import" button.

e. To finalize adding the questions to the quiz, click on the link for "Back to Settings for {YourQuizName} Quiz" at the top of the browser window.

7. Note that the questions are now part of the quiz. Select the grey "Save" button to continue with the settings on the Properties page.

8. While not necessary, consider adding page breaks to reduce the number of questions per page to around 10. If the quiz is comprised of sections, it may make sense to add a page break between section. You can specify how many questions per page, or you can manually insert page breaks by clicking on the mini arrows to the left.

9. Click "Add/Edit Questions" to add additional questions or to edit questions.

10. Click the "Edit Values" button to change the value for each question.

11. To include a description or an introduction to the quiz, add content into the respective box and click "on" instead of the default "off" to display for students.

12. Under the "Optional Advanced Properties" heading, choose the options that will work for you. It is generally not recommended to add an email address to be notified each time a student completes a quiz attempt (unless you have a small class!).

13. Select the blue "Save and Close" button, or the grey "Save" button to complete **the first stage of setting up your quiz**.

    Note: The steps in this document provide an overview of the settings found within the "Properties" tab in Quiz Creation. **The tabs for "Restrictions", "Assessment", and "Submission Views" are equally as critical as adding questions to the quiz.**

The instructions for finalizing your quiz and then making it available for students are discussed in our Updating Quiz Settings help resource document.

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