

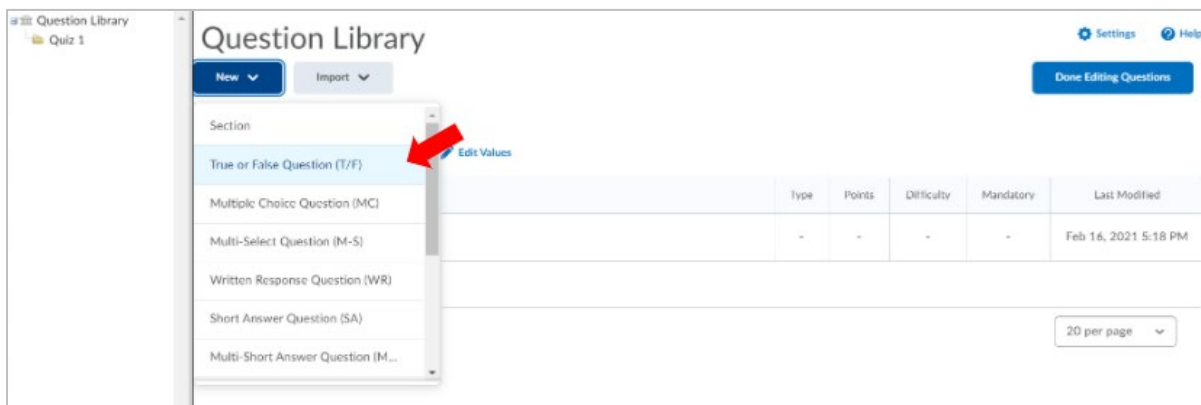


# Building Quiz Questions in Brightspace

When creating a quiz from scratch for use in Brightspace, it is always recommended to first build the questions in the question library. This provides the flexibility to easily utilize the questions randomly in the quiz, in other quizzes, self-assessments, or surveys.

## Creating Questions in the Brightspace Question Library

1. To get started, select Assessments/Quizzes, and choose the link for “Question Library”
2. Click the blue “New” button and select “Section”.  
*Creating a section will help organize the questions. Sections are for your own organizational purposes and there can be multiple sections per quiz.*
3. Give the Section a title and select “Save”.
4. Click on your just-created section.
5. Select the blue “New” button, and choose the desired question type (i.e. T/F).



The types of questions available in Brightspace are:

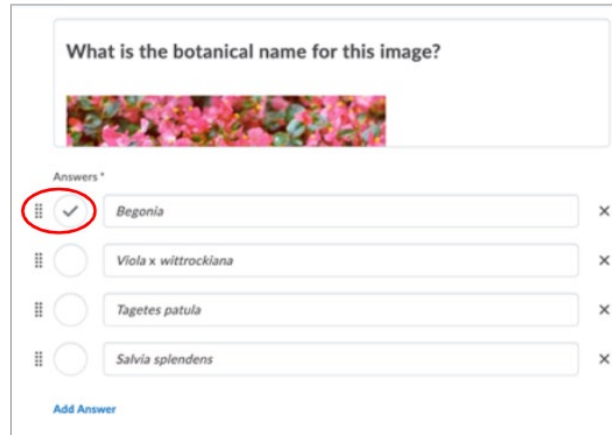
- True or False (T/F)
- Multiple Choice (M/C)
- Multi-Select (M-S)
- Written Response (WR)
- Short Answer (SA)
- Multi-Short Answer (MSA)
- Fill in the Blanks (FIB)
- Matching (MAT)
- Ordering (ORD)
- Arithmetic (2+2)
- Significant Figures (x10)
- Likert Question (LIK)

To learn more about each question type, visit

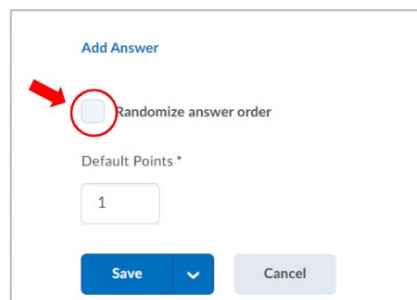
[https://documentation.brightspace.com/EN/le/question\\_library/instructor/creating\\_questions.htm?Highlight=quiz%20questions](https://documentation.brightspace.com/EN/le/question_library/instructor/creating_questions.htm?Highlight=quiz%20questions)



- b. As in b) and c) for the True and False question type, it's possible to add basic text formatting, images, videos, links, and equations. More options can be revealed by clicking on the crossed arrows icon.
- c. Type the possible answers into each blank and select the circle to mark which answer is correct.



- d. To add an answer, select the blue “add answer” button located below. To delete an answer, select the “x” located beside the textbox.
- e. Choose the “randomize answer order” if you wish for the answers to appear in random order for each student.



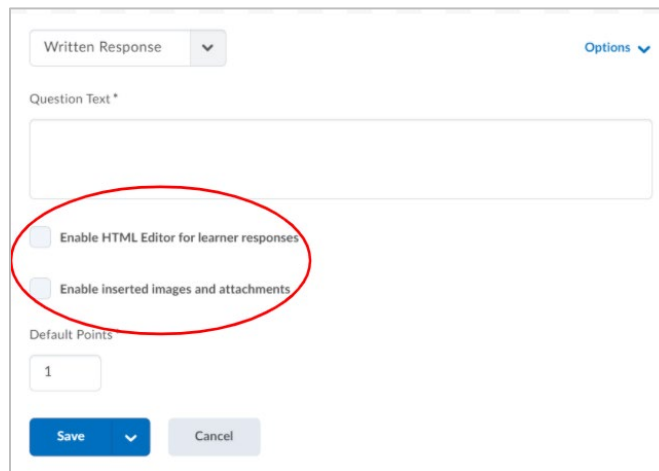
- f. To add enumeration (i.e. a, b, c, d, e), click the options menu at the top and select “Add Enumeration”. A drop-down menu will appear after the answer text boxes where you can select the type of enumeration.

**Note:** If you do use enumeration and have answer options such as “both A and C” do not select the “Randomize answer order” button, as it will jumble the letters out of order.

- g. The point value can be changed at the question level, or once added to the quiz.
- h. Once you have completed these steps, click the “save” button.
- i. Note that these steps are a condensed version of the available options for a multiple choice question. There are options to add feedback, add a question description, add hints, customize weights, and more. Contact [ETD](#) if you require assistance with these features.

## Written Response

1. Select the Written Response option from the “New” menu.
  - a. Type your question into the “Question Text” box.
  - b. As in the previous question types, it’s possible to add basic text formatting, images, videos, links, and equations. More options can be revealed by clicking on the crossed arrows icon.
  - c. Below the “Question Text” box there are 2 boxes that can be selected to enable students to use the HTML editor for responses or to insert images and attachments. *This can be very useful if you would like students to submit a JPEG or PDF file of handwritten work. Further instructions for both instructors and students can be found in [Attaching Files to a Quiz Question](#).*



- d. There are also many options to customize questions under the options menu at the top such as adding a custom response box size to give students an idea of how long their answers should be or adding initial text to provide a start point for student responses.
- e. Note that these steps are a condensed version of the available options for a written response question. There are options to add feedback, add a question description, add hints, customize weights, and more. Contact [ETD](mailto:ETD@Dal.ca) if you require assistance with these features.

*If you have existing question banks or quizzes/tests from previous offerings available in a Word or PDF format and would like the questions created in bulk, please contact us at [ETD@Dal.ca](mailto:ETD@Dal.ca).*