Topic: Quizzes

D2L Brightspace’s Quizzes tool allows you to create many different kinds of assessments for your students. With this tool, you may also create surveys, exams, and self-assessments.

The Quizzes link is located in the dropdown from ASSESSMENTS.

The Quizzes tool can create the following types of questions:

- Multiple Choice
- True/False
- Arithmetic
- Fill-in-the-blank
- Multi-select
- Ordering
- Long/Short Answer

With the Quizzes tool, you can have grades entered in the grade book automatically.
On this page, you can edit categories, delete quizzes, re-order items, and copy quizzes.

On the Quizzes tool page, there are 3 Menus: Manage Quizzes, Question Library, and Statistics.

**Creating Quizzes**

To create a new Quiz, select **New Quiz** on the Quiz page.

On the top of the page, there are 7 tabs: **Properties, Restrictions, Attempts, Objectives, Submission Views, Reports Setup,** and **Layout/Questions.** These tabs allow you to customize and edit your quiz.

**Properties**

Once selected, the Properties tab page will open.

In the Properties tab, you can:

- Categorize Quizzes
- Add Rubrics
- Allow Hints
- Disable Pager Messages
- Include with Grade Item
- Automatically Grade
- Disable Right-Clicking
- Add Messages and/or Headers and Footers
To automatically export grades, you need to have grade items set up in the Gradebook. Click on [add grade item] to create a grade item for your quiz.

**Restrictions**

The Restrictions tab allows you to:

- Add Start/End Dates
- Add Release Conditions
- Create Time Limits
- Give Users Special Access
- Display in Calendar
- Add Password Restrictions
- Enforce Late Submissions
- Make Quiz Active/Inactive

**Availability**
Adding start and end dates will determine when the Quiz opens and closes. You may also add the start and end dates for students to view in the calendar.

**NOTE:** Changing availability changes ALL start/end dates for the class. If you wish to change availability for one student, go to Advanced Availability and click Add Users to Special Access.

### Additional Release Conditions

With Additional Release conditions, you can set conditions students have to meet in order them to see and take the quiz.

For example, a condition where students have to view all content in a category will only show the quiz once the student opens/views all content items in that category.

### Optional Advanced Restrictions

Adding a password to take quizzes and adding IP Address Restrictions are done in this menu.
Advanced Availability

With Advanced Availability, you are able to:

- Allow selected users special access to the quiz
- Allow only users with special access to see the quiz

To add users to Special Access, click the Special Access button.

With Special Access, you can give different Start and End dates, give special time limits or grace periods for late submissions, or allow special late submissions.
Select users who need special permission. Once all users desired are selected, click **Add Special Access**.

**Note:** Make sure to check **Enforced** if possible to enable options.
For More Information

Please contact Instructional Technology Services at support@mnstate.edu or 218.477.2603 if you have questions about this material.