

Brightspace

Quiz Setup

To explore options for setting up your exam with improved academic integrity, open your Brightspace course and navigate to the quiz within your course content. Click the quiz name and click 'Quiz Setup'.

The first screenshot shows the 'Module' dropdown menu. Underneath, there are options to 'Add dates and restrictions...' and 'Add a description...'. Below these are two buttons: 'Upload / Create' and 'Existing Activities'. At the bottom, a 'Final Exam' item is highlighted with a green box, and a 'Quiz' icon is visible below it.

The second screenshot shows the 'Final Exam' page. At the top, there is a breadcrumb trail: 'Table of Contents > Module > Final Exam'. Below this is the 'Final Exam' title with a dropdown arrow. Underneath is an 'Instructions' section with the text 'Add Instructions...'. At the bottom, there are two buttons: 'Quiz Setup' (highlighted with a green box) and 'Preview'.

The *Properties* tab will enable you to add questions and customize how the questions display to students. After adding questions, you will be able to set how many questions should appear on each page of the quiz and optionally prevent students from returning to questions they have already answered. The 'Shuffle questions at the quiz level' feature can be used if you would like students to receive questions in an order different than their peers.

The 'Quiz Questions' page has a title 'Quiz Questions'. Below the title are several settings:

- 'Questions per page:' followed by an input field, an 'Apply' button, and a help icon.
- 'Paging:' followed by a checkbox, the text 'Prevent moving backwards through pages', and a help icon.
- A checkbox for 'Shuffle questions at the quiz level' with the subtext 'Also shuffles sections at the quiz level. Does not cascade to sub-sections.'
- Two buttons: 'Add/Edit Questions' and 'Edit Values'.
- A section titled 'Page Name' with a list of questions: '1 Q1. The patella refers to the knee.'

If you have any questions, please do not hesitate to reach out to us at TLT@purdue.edu.

The *Restrictions* tab will enable you to set the 'Availability' of the quiz to students. By default the quiz is set to be unavailable/hidden from students. To make it available, uncheck the box next to 'Hide from Users'. You can set a 'Due Date' if appropriate. If you set a due date, the quiz will appear on your course calendar. Checking the box next to the 'Has Start Date' and 'Has End Date' options will enable you to make the quiz available for students to complete only between the days and times you set. **NOTE:** The 'Hide from Users' setting at the top of the page must be unchecked for the quiz to be available to students during the timeframe you set here.

The screenshot shows the 'Restrictions' tab of a quiz configuration interface. It features four main sections: 'Hide from Users', 'Due Date', 'Availability', and 'Display In Calendar'. Each section has a checkbox and associated input fields for dates and times, along with a 'Now' button. The location is set to 'United States - Indianapolis'.

Section	Checkbox	Date	Time	Button	Location
Hide from Users	<input checked="" type="checkbox"/>				
Due Date	<input type="checkbox"/>	4/8/2020	3:12 PM	Now	United States - Indianapolis
Availability (Has Start Date)	<input type="checkbox"/>	4/1/2020	11:12 AM	Now	United States - Indianapolis
Availability (Has End Date)	<input type="checkbox"/>	4/8/2020	3:12 PM	Now	United States - Indianapolis
Display In Calendar	<input type="checkbox"/>				

'Release Conditions' allow you to establish criteria students must meet in order for them to gain access to the quiz. This could be criteria such as having completed a specific assignment, viewed a specific element of the course, etc.

The screenshot shows the 'Release Conditions' interface. It includes three buttons: 'Attach Existing', 'Create and Attach', and 'Remove All Conditions'. Below the buttons, it states: 'There are no conditions attached to this item.'

If you have any questions, please do not hesitate to reach out to us at TLT@purdue.edu.

'Respondus Lockdown Browser' is a browser students must install in order to complete their quiz. The browser will not allow them to navigate to other websites or resources on their computer until the quiz has been submitted. **NOTE:** This is an optional restriction. If you are interested in it, please reach out to TLT@purdue.edu for assistance to set this up.

Security Options

Respondus LockDown Browser

Use the LockDown Browser Dashboard located in the main Quizzes area to enable/disable LockDown Browser for quizzes.

Required to take this quiz

Required to view quiz feedback and results

Enabling the 'Password' setting will require students to know the password you set in order to access the quiz. This password will be the same for all students. **NOTE:** Using this password feature in a remote teaching environment yields little benefit.

Optional Advanced Restrictions

▼ [Collapse optional advanced restrictions](#)

Password

?

The 'IP Restriction' feature should not be used.

IP Restriction (IPv4)

IP Range Start	IP Range End	Delete
No IP Ranges have been defined for this Quiz.		

?

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The 'Timing' feature enables you to set how long students have to complete the quiz. A 'Recommended Time Limit' is a general guideline for students as to how long the quiz should take. An 'Enforced Time Limit' will flag a quiz if it was submitted after any grace period you may set. You can then select what action you would like to happen after the grace period ends.

Timing

Recommended Time Limit Enforced Time Limit

Time Limit minute(s) Grace Period minute(s) before flagged as exceeded time limit

Exceeded Time Limit Behaviour

After the grace period, flag the quiz attempt as exceeded time limit, and

Allow the student to continue working
 Prevent the student from making further changes
 Allow the student to continue working, but automatically score the attempt as zero after an extended deadline.

The 'Special Access' settings will enable you to grant exceptions for students who may need accommodations. Click 'Add Users to Special Access'. You will then have options to set alternate display dates, an alternate length of time to complete the quiz, and/or an alternate number of attempts. You can then select which students these settings should apply to.

Special Access

Type of Access

Allow selected users special access to this quiz
 Allow only users with special access to see this quiz

Add Users to Special Access

The *Assessment* tab will enable you to set whether students see their score immediately if the question types are able to be auto-graded (i.e. multiple choice, T/F). You **MUST** click on 'add grade item' to create a column for the quiz in the gradebook. By enabling 'Auto Export to Grades', the quiz score will be sent directly to the gradebook.

Assessment

Automatic Grade
 Allow attempt to be set as graded immediately upon completion ?

Grade Item
None ▾ [add grade item] ?

Auto Export to Grades
 Allow automatic export to grades ?

Student View Preview
1 / 1 - 100% ▾

The 'Attempts' feature is useful if you would like students to be able to attempt the quiz more than one time. If you enable multiple attempts, you will have the option to choose what grade Brightspace uses for the student's score.

Attempts

Attempts Allowed ?
1 ▾ Apply

Optional Advanced Attempt Conditions will appear if a number of attempts from 2 to 10 is applied.

Overall Grade Calculation
Highest Attempt ▾

After you have finished customizing your quiz options, click 'Save and Close' to save your changes.

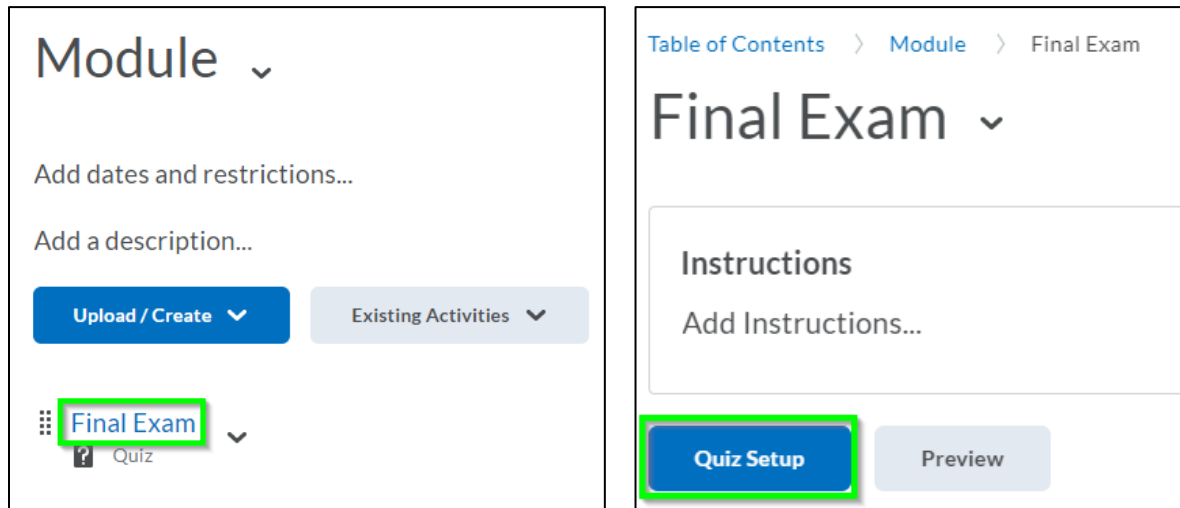
Randomize Questions from Question Library

This video shows how to randomize questions from a question library.

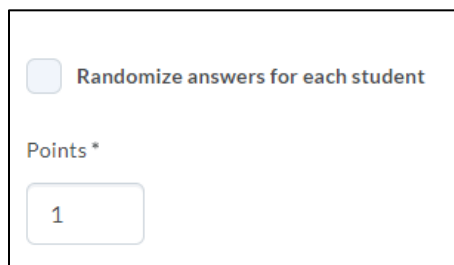
<https://www.youtube.com/watch?v=7J2mO9QF6Z4>

Randomize Answers on Multiple Choice Question

Multiple Choice answer choices can be randomized so each student will receive them in a different order. Open your Brightspace course and navigate to the quiz within your course content. Click the quiz name and click 'Quiz Setup'.



Open an existing multiple-choice question or create a new one. Scroll to the 'Options' and check the 'Randomize answers for each student' option.



Use Arithmetic Questions to Change the Questions Students are Given

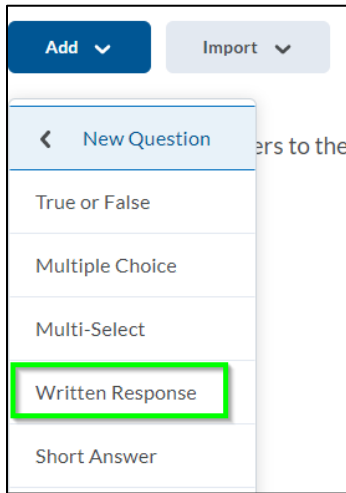
This document explains how to create Arithmetic questions.

https://documentation.brightspace.com/EN/le/question_library/instructor/create_arithmetic.htm

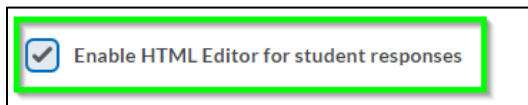
If you have any questions, please do not hesitate to reach out to us at TLT@purdue.edu.

Have Students Show Their Work

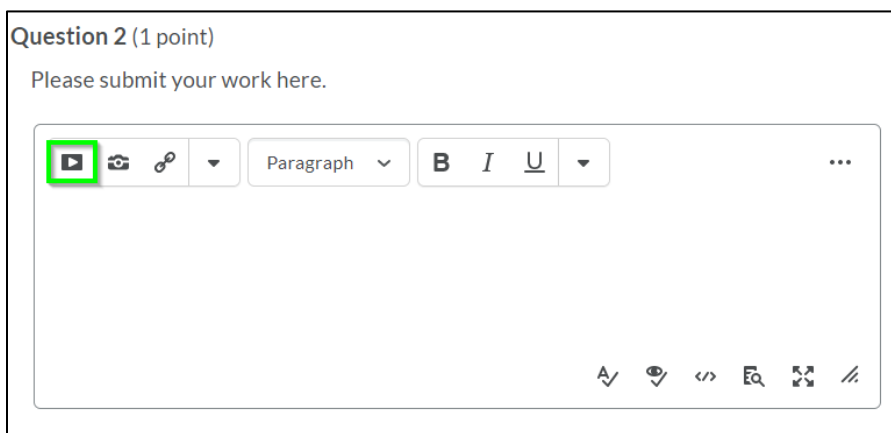
By creating a 'Written Response' question, students could take a picture of their work and submit it as a document or picture.



When creating the question, be sure to check the box next to 'Enable HTML Editor for student responses'.



(Student Preview) Students will be able to submit images or documents from their computer using the 'Insert Stuff' button.



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