

April 5, 2022

# Brightspace Instructor Guide

## Quizzes



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## Creating and Managing Quizzes

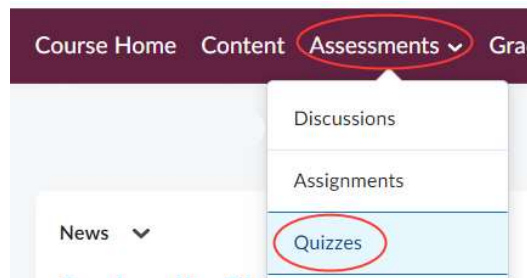
The quiz tool enables you to create quizzes using a variety of question types. Quiz questions can be shuffled and randomized. Use the quiz preview option to test the accuracy of content and grading before you release a quiz. In a preview, you can answer the questions, view allowed hints, submit the quiz, auto-grade answers, read feedback, and view report results.

Once you receive completed quizzes from learners, you can view quiz statistics such as grade distribution, grade average, question statistics, and user statistics on the Statistics page.

### Creating a Quiz

To create a quiz using the original experience:

1. On the navbar, click **Assessments** and select **Quizzes** from the dropdown menu.



2. On the **Manage Quizzes** tab, click **New Quiz**.



3. On the **Properties tab**, fill in your quiz details such as:
  - a. **Name** (mandatory) – Give a name to the Quiz.
  - b. **Category** (optional) – this allows you to Categorize your quizzes.
  - c. **Description** (optional) – add a Quiz description. Students will see this description before quiz availability.

- d. **Page Header/Footer** (optional) – page header/footer will be shown above or below every quiz page.
  - e. **Optional Advanced Properties**
    - i. Allow Hints
    - ii. Disable right click – prevents a student from printing quiz questions by right-clicking. Certain accessibility workflows will be blocked because learner cannot copy/paste question. Individual users can be granted the ability to right-click on a quiz even when this feature is enabled for a quiz by enabling “Always Allow Right Click” in that user’s Accommodations.
    - iii. Disable Pager and Alerts – Users will not receive alerts from Brightspace during the quiz attempt.
4. Under the **Restrictions tab**, you have the following options:
- a. **Hide from Users** – Keep quiz hidden from users until you are ready for them to see it.
  - b. **Due Date** – The due date indicates a quiz deadline for students
  - c. **Availability** – Start and End date determine the timeframe in which students can start the quiz. It is important to note that students will have the full amount of time to write the quiz once they’ve clicked start, regardless of the end date/time.
    - i. To set start and end dates, select the Has a Start (End) Date check box(es) and select the appropriate dates and times.
  - d. **Release Conditions** – Release conditions can be set so students can’t access the quiz until another condition has been met (ex. completed a reading assignment or achieved a certain grade on another quiz).
  - e. **Timing** – To set a time limit for students to complete the quiz, select Enforced Time Limit. Enter the number of minutes students are allowed to complete the quiz. Enter a Grace Period. This is additional time above the allotted minutes above. Select one of the following options:

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

**NOTES:**

- The end date is the last possible time a student can start a quiz. Students will still have the full amount of time to write the quiz, as long as they begin the quiz in the availability window. *For example*, if a quiz set to start at 11am and close at 11:30am and the timing is set to 60 minutes, students can start the quiz anytime between 11 and 11:30 and will have the full 60 minutes to write the quiz.
  - Best practice is to set the End time for 15-20 minutes after the Start time and to let the students know that they can only start the quiz within that time frame.
  - Student who experiences internet issue after the End time will need to be readmitted to the quiz by the instructor through Special Access.
5. Under the Assessments tab, you have the following options:
- a. Auto-publish attempt results immediately upon completion – Students will be able to see their quiz score immediately upon submission. “Submission Views” settings control what is displayed to the student
  - b. Grade Item – Select the grade item from the drop-down menu if you have already created your gradebook or create a new grade item by clicking on add grade item.
  - c. Automatically update evaluations in grade book when published – Student grades will be automatically published to the grade book once it has been evaluated.

**NOTE:**

- Select both options and connect to grade item if you want the quiz to automatically update the associated grade item in grades.

- It is not recommended to select the auto-publish option if you have included questions that cannot be auto graded, like written responses, as they will be scored zero until manually graded.
6. Click **Save and Close** to return to your Manage Quizzes page.

## Adding Questions to your Quiz

### Question Types Available in Brightspace

Brightspace offers the following types of quiz questions:

- Multiple Choice: Students select one answer out of multiple choices. Brightspace offers 4 answer slots by default, but choices can be easily added or deleted.
- True or False: Students select if a statement is True or False.
- Fill in the Blanks: Students write out a word or short phrase to complete a statement. By default, Brightspace offers 2 text boxes with 1 blank option in the middle, but text boxes and blanks can be easily added and deleted. Multiple answers can also be added for each blank.
- Multi-Select: Students select multiple answers out of multiple choices. Brightspace offers 4 answer slots by default, but choices can be easily added or deleted.
- Matching: Students choose answers to match a list of provided statements or key terms. It is possible to have multiple matches for each option on the list. Brightspace offers two paired matches by default, but question fields can be easily added or deleted.
- Ordering: Students order a list of options. The direction of ordering (first to last, lowest to highest, etc.) should be stated in the question.
- Written Response: Students write out a multi-sentence response to a question. Adding attachments, inserting images, and providing an HTML editor can all be enabled. These questions must be graded manually, and answer keys can be added to help evaluators.
- Short Answer: Students write out a word or short phrase in response to a question. Similar to Fill in the Blanks format, but the text box for the answer exists outside of the question or statement.

- Arithmetic: Students input a number value to answer an arithmetic question. Questions can be short calculations or word problems. Brightspace can generate random numbers for variables, then use formulae to calculate the correct answer. These variables can be given minimum and maximum values, decimal places, and step values. Units can be enabled, and their use graded. Adding images and attachments can be enabled.
- Significant Figures: Students input a number value to answer an arithmetic question but may lose points if they do not provide correct significant figures. Functions very similarly to Arithmetic questions.
- Multi-Short Answer: Students write out multiple short answers in response to a single question. Similar to Short Answer format, but with more text boxes in the answer field

Most question types will have a few advanced options available. These can be accessed by clicking the **Options** drop down menu while creating a question. If there is no **Options** drop down menu, such as in short answer or ordering, then any applicable advanced options can be found at the bottom of the question creation screen:

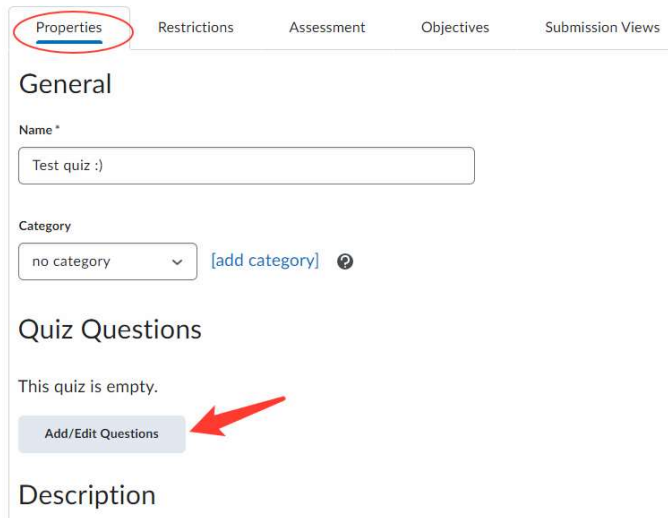
- Add Feedback: This option enables a feedback response for students, for each answer. If a student selects a certain answer, they will receive the associated feedback.
- Add Hint: Hints are displayed if they are enabled in the quiz settings.
- Add Short Description: This could be used as an introduction for a question, or to provide context/further information.
- Add Custom Weights: This option is only available for certain questions, such as multiple choice, and allows instructors to give points for different question answers. For example: if the best answer were "A", but "B" could be an acceptable answer in some scenarios, it would be possible for an instructor to assign partial points to "B".
- Enumeration: The enumeration allows questions to be listed by different numbering or lettering options (e.g., A, B, C or 1, 2, 3)



## Add or Edit Questions

To add or edit quiz questions:

1. Under the Quizzes page, click on the name of the quiz you want to edit. This will launch the Edit Quiz menu.
2. In the Properties tab of the edit quiz menu, questions can be created by selecting **Add/Edit Questions**.



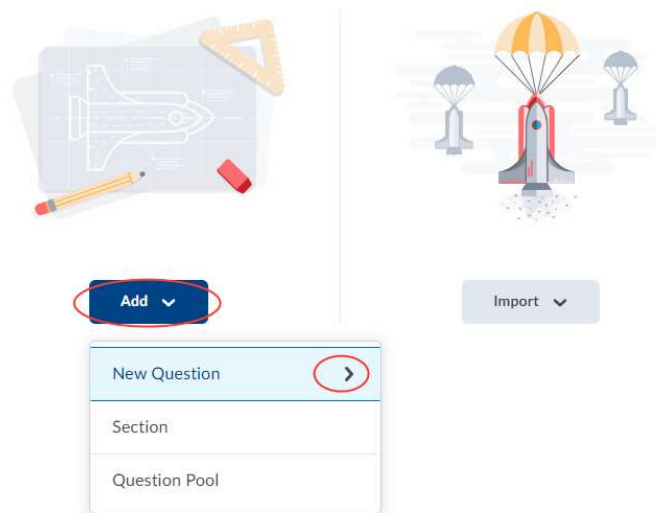
The screenshot shows the 'Edit Quiz' interface with the following elements:

- Navigation tabs: Properties (selected and circled), Restrictions, Assessment, Objectives, Submission Views.
- Section: General
- Form field: Name \* (containing 'Test quiz :)')
- Form field: Category (dropdown menu showing 'no category', with a link '[add category]' and a help icon).
- Section: Quiz Questions
- Text: 'This quiz is empty.'
- Button: 'Add/Edit Questions' (highlighted in blue with a red arrow pointing to it).
- Section: Description

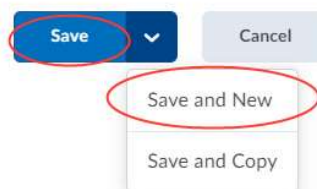
3. In the question creation page, start a new question by clicking **Add**, selecting **New Question**, and choosing the question type.

Ready to begin adding quiz content?

Click the Add or Import button to get started



4. Enter the question information.
5. When finished with the question, click **Save** to return to the Edit Quiz menu. If you are adding multiple questions, click the arrow next to **Save** and choose **Save and New**.



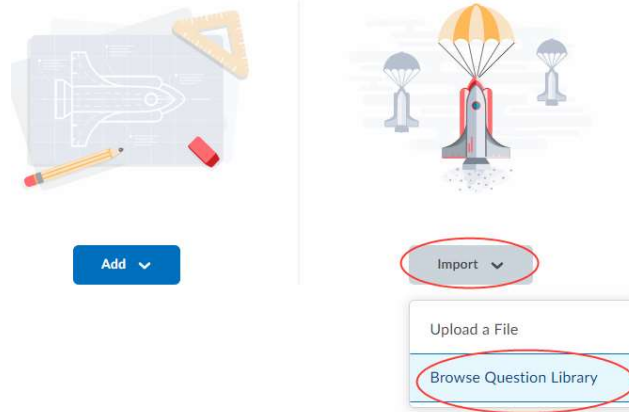
## Importing Questions from the Question Library

If the questions you want to use have already been created in the Brightspace course, you can import these questions from the quiz library:

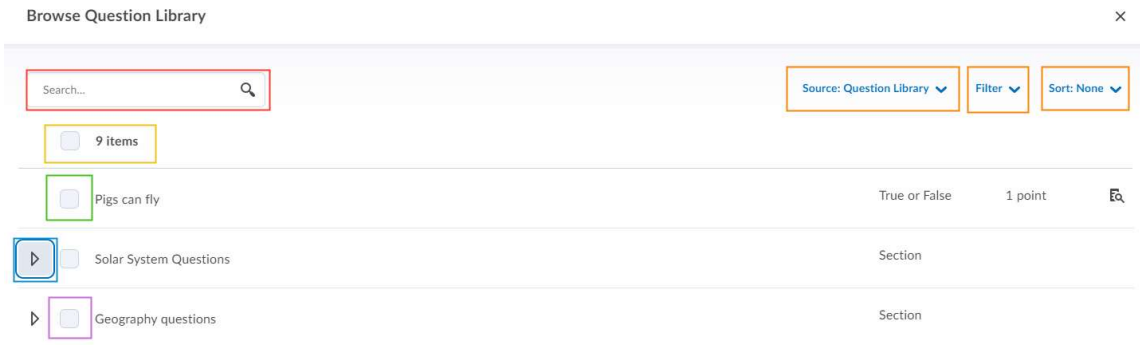
1. In the Properties tab of the edit quiz menu, select **Add/Edit Questions**.
2. In the question creation page, import a question by clicking **Import** and selecting **Browse Question Library**.

Ready to begin adding quiz content?

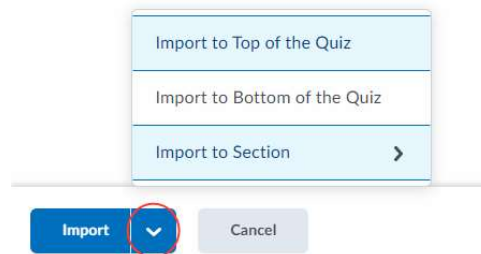
Click the Add or Import button to get started



3. The Question Library presents many options:
  - a. **Search**: allows you to search for quiz questions and sections.
  - b. **Source, Filter, & Sort**: changes the questions you are viewing and the order you view them in.
  - c. **Select all**: clicking this checkbox selects all questions you are currently viewing, including those within the sections.
  - d. **Select individual questions**: click the checkbox next to a question to select it.
  - e. **Expand sections**: click this arrow to expand the list of section questions, allowing you to select specific questions from the section.
  - f. **Select section**: click the checkbox next to a section to select all questions in that section.



- Once you have selected the questions you want from the library, click **Import**, or click the arrow next to the Import button and choose if you would like the new questions to appear at the top of the quiz, the bottom of the quiz, or in a particular section of the quiz.

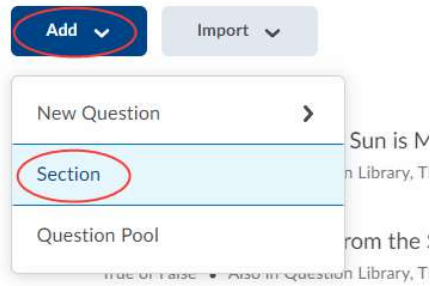


## Organizing your Quiz Questions

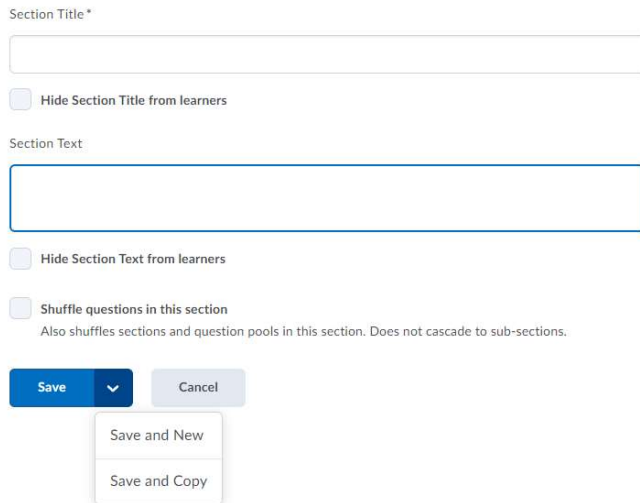
### Creating Question Sections

Quiz sections can be created to organize question groups in your quiz, or to shuffle a specific set of questions. This can be particularly useful for longer quizzes with different types of questions. You can choose to shuffle the questions within a section, allowing for randomization of some sections while others appear in your specified order.

- On the **Quizzes** page, click on the name of the quiz you want to edit.
- In the Properties tab of the edit quiz menu, select **Add/Edit Questions**.
- In the question creation page, click **Add** and select **Section**.




4. Enter a **Section Title** and a description (optional). Customize the following settings:
  - a. **Hide Section Title from learners:** Select this box to hide the section title from students as they take the quiz.
  - b. **Hide Section Text from learners:** Select this box to hide the text entered in the "Section Text" text box.
  - c. **Shuffle questions in this section:** Select this box to shuffle the order of the questions within the section. This will not shuffle sub-sections.



A screenshot of a form for configuring a section. It includes the following elements:

- A text input field labeled "Section Title\*".
- A checkbox labeled "Hide Section Title from learners".
- A text input field labeled "Section Text".
- A checkbox labeled "Hide Section Text from learners".
- A checkbox labeled "Shuffle questions in this section" with a sub-note: "Also shuffles sections and question pools in this section. Does not cascade to sub-sections."
- Buttons for "Save", "Cancel", "Save and New", and "Save and Copy".

5. Click **Save**. If you are creating multiple sections, select **Save and New** or **Save and Copy**.
6. Click the checkbox next to the questions you want to add to a section.


7. Click **Move To** and select **Section**, then choose the destination section. You can also drag and drop a question into the section using the move icon  that appears when you hover over the question.
8. Questions in a section will appear below the section name in an indented list.


9. Click **Back to settings for Quiz**.
10. Click **Save and Close**.

## Adding Page Breaks

1. On the **Quizzes** page, click on the name of the quiz you want to edit.
2. In the Properties tab of the edit quiz menu, scroll down to the **Quiz Questions** section. There are two ways to add a page break:
  - a. Enter the number of **Questions per page** and click **Apply**. This will
  - b. Click on the grey arrow pointing to the grey line between questions.

Quiz Questions

Questions per page:  Apply 

Paging:  Prevent moving backwards through pages 

Shuffle questions at the quiz level  
Also shuffles sections at the quiz level. Does not cascade to sub-sections.

Add/Edit Questions Edit Values

Page Name	Type	Points	Diff	Bonus	Mandatory
1 Solar System Questions	-	-	-	-	-
1 Q1. The first planet from the Sun is Mars	T/F	1		1	
1 Q2. Earth is the fifth planet from the Sun	T/F	1		1	
2 Q3. What planet was recently (wrongly) removed from the ...	MC	1		1	
2 Q4. Earth is the X planet from the Sun.	MC	1		1	

- Page breaks will be indicated by a blue line between questions, and the Page Name will change between pages.
- To undo a page break, click on the blue line or the blue arrow next to it.
- Click **Save and Close**.

## Creating Randomized Quizzes

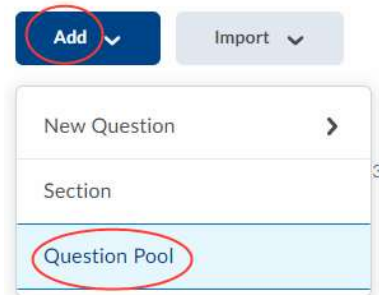
### Question Pool

Question pools allow you to create quizzes with randomized questions while using the new Question Creation Experience. Question pools are an effective way to prevent cheating on quizzes as they ensure each learner receives a unique set of questions. Once you have entered a title, the number of questions to select, and the points per question for your question pool, you can browse the Question Library or existing quizzes, surveys, and self-assessments, to select the desired questions. It is recommended that you organize your Question Library to include a section for each quiz. This makes it easier to locate the correct questions during the question pool creation process. A dynamic preview is automatically generated when questions are imported into a question pool. The preview allows instructors to quickly get an idea of how the question pool appear to learners when taking the quiz.

If you are using the new quiz creation experience:

- On the **Quizzes** page, click on the name of the quiz you wish to edit.

2. Click **Add/Edit Questions**.
3. From the **Add** button, click **Question Pool**.



4. Enter a **Question Pool Title**, the **Number of Questions to Select**, and the **Points per Question**.

Question Pool Title \*

Number of Questions to Select\*      Points per Question\*

from 0     

Browse Question Library

Save      Cancel

5. Click **Browse Question Library**.
6. Select from the existing questions in the Question Library and click **Import**.
7. Click **Save**.
8. Click **Back to settings for Quiz**.
9. Click **Save and Close**.

## Shuffling a Quiz

### About random sections



You can create random sections in quizzes to distribute a unique set of questions to individual users. Random sections pull questions from a designated pool of questions stored in the question library.

Since you can only access random sections within quizzes, you must create a quiz before you can create its random sections. You can import an infinite number of questions from Question Library into each random section, but you cannot create new questions within random section folders.

Managing random sections (renaming, reordering, deleting) is like managing quiz questions except you cannot publish random sections.

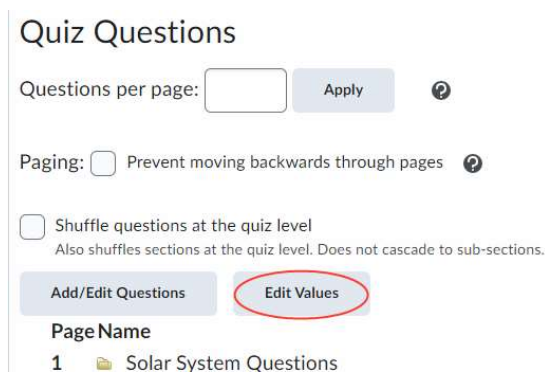
## Create bonus quiz questions

### To create bonus quiz questions using the new Quiz Builder experience:

1. In the new Quiz Builder experience, edit an existing quiz, and click **Add/Edit Questions**.
2. Select the check box for any questions you want to be made bonus questions.
3. Click **More Actions** and select **Toggle Bonus**.

### To create bonus quiz questions using the original experience

1. On the **Quizzes** page, click on the name of the quiz you wish to edit.
2. Click **Edit Values**.



Quiz Questions

Questions per page:  **Apply** ⓘ

Paging:  Prevent moving backwards through pages ⓘ

Shuffle questions at the quiz level  
Also shuffles sections at the quiz level. Does not cascade to sub-sections.

**Add/Edit Questions** **Edit Values**

Page Name

1 📁 Solar System Questions

3. Select the **Bonus** check box for every question you want to make bonus.

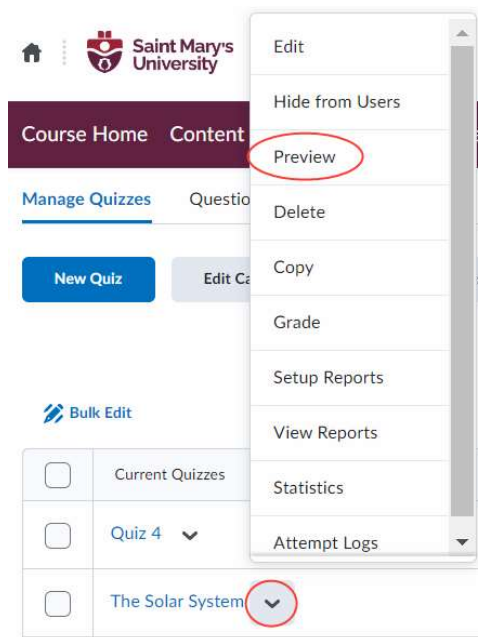
Add/Edit Questions		Cancel		Type	Points	Diff	Bonus	Mandatory
PageName								
1	📁	Solar System Questions						
1	🔗	Q1. The first planet from the Sun is Mars		T/F	1	▼	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1	🔗	Q2. Earth is the fifth planet from the Sun		T/F	1	▼	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1	🔗	Q3. What planet was recently (wrongly) removed from the ...		MC	1	▼	<input type="checkbox"/>	<input type="checkbox"/>

4. Click **Save and Close**.

## Previewing a Quiz

Previewing allows you to see what a student would see while taking the quiz.


1. On the **Quizzes** page, click on the arrow next to the quiz you want to preview.
2. In the drop-down menu, select **Preview**.



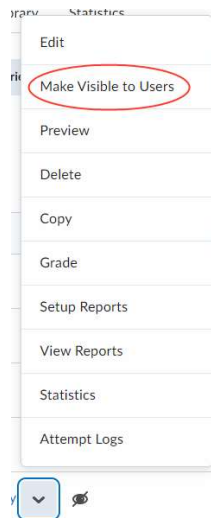
3. Choose whether you want to bypass restrictions. If the **Bypass Restrictions** checkbox is selected, any availability restrictions for the quiz will be bypassed to allow you to preview the quiz.

4. Click **Start Quiz!** to begin previewing your quiz.
5. At any time, you will be able to click the **Exit Preview** button and return to the **Quizzes** page.

## Making you Quiz Visible to Students

First, determine if a quiz is visible to students. On the **Quizzes** page, quizzes that are hidden will have an icon of a crossed-out eye next to them . To make hidden quizzes visible.

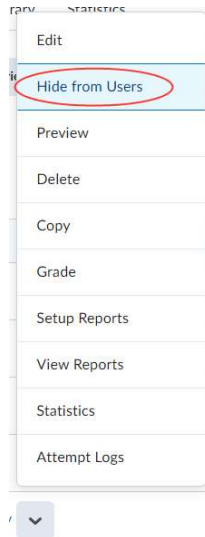
1. On the **Quizzes** page, click on the arrow next to the quiz you want to edit.
2. From the dropdown menu, select **Make Visible to Users**.



**Note:** You can also edit a quiz, access the **Restrictions** tab, and deselect the **Hide from Users** checkbox.

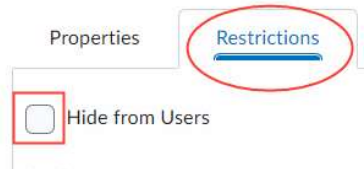
To hide a quiz:

1. On the **Quizzes** page, click on the arrow next to the quiz you want to edit.
2. From the dropdown menu, select **Hide from Users**.



**Note:** You can also edit a quiz, access the **Restrictions** tab, and select the **Hide from Users** checkbox.

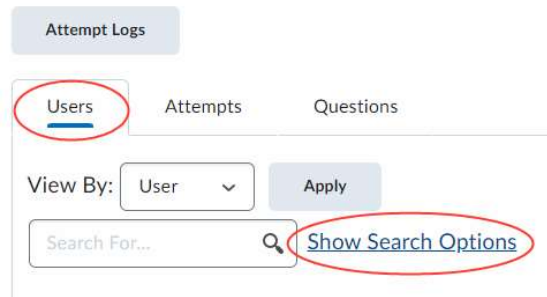
## Edit Quiz - The S



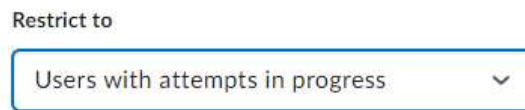
### Submitting Quiz Attempts in Progress

This is useful when a student has attempted a quiz but has not, for whatever reason, clicked the **Submit** button. You can submit their attempt for them so that it can be graded:

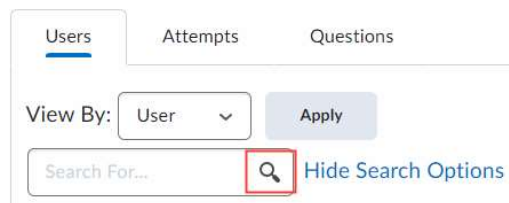
1. On the **Quizzes** page, click the arrow next to the quiz name.
2. Select **Grade** from the drop-down menu.
3. Under the **Users** tab, click Show Search Options.



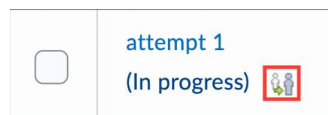
- Under the **Restrict to** dropdown menu, select **Users with attempts in progress**.



- Click the magnifying glass icon next to the search bar. This will pull up a list of students who have attempts in progress.



- Click the icon of two people next to an attempt to enter the quiz as the user.



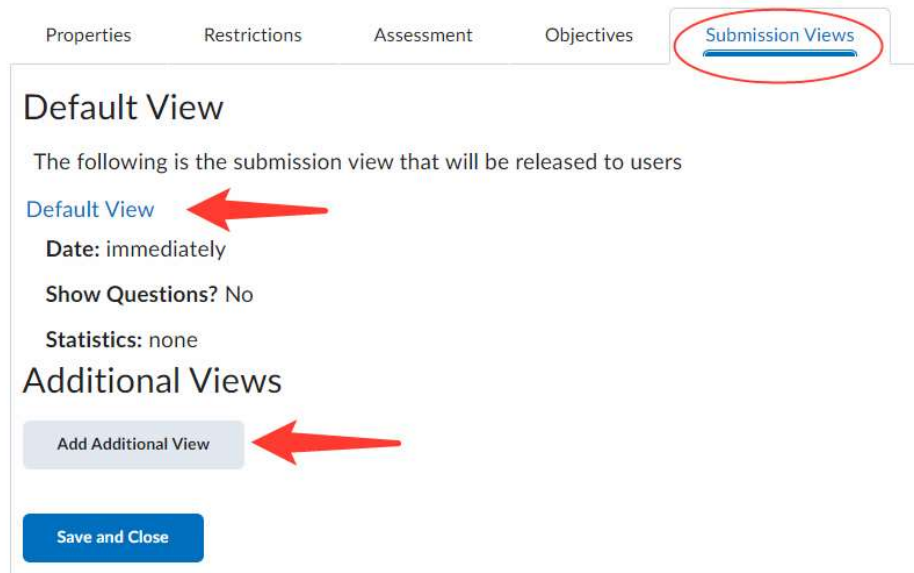
- When asked if you want to enter the quiz as the user, click **Confirm**.
- Once in the quiz, click **Submit**.
- When the quiz submission confirmation page pops up, click **Submit Quiz**.

## Adding a Quiz Submission View

The Submission View is what students see after they submit a quiz. By default, students are shown the date, their score, and a message that confirms that their quiz has been successfully submitted. You can customize

this view to allow them to see the quiz questions, quiz answers, class average, and the distribution of scores.

1. On the **Quizzes** page, click on the arrow next to the quiz you want to edit.
2. Select **Edit** from the dropdown menu.
3. Select the **Submission Views** tab, do one of the following:
  - To edit the default view, click the **Default View** link. Make your changes and click **Save**.
  - To create a new view, click **Add Additional View**. Customize your view and click **Save**.



Properties Restrictions Assessment Objectives **Submission Views**

### Default View

The following is the submission view that will be released to users

[Default View](#) ←

Date: immediately

Show Questions? No

Statistics: none

### Additional Views

[Add Additional View](#) ←

[Save and Close](#)

4. Click **Save and Close**.

## View Quizzes Attempt Logs

The Attempt Logs track detailed quiz attempt events per user. From the Overview tab you can view quiz attempts based on Quiz Entry time, Quiz Completion time, Quiz Attempt Deleted, and Quiz Attempt Restored.

From the Detailed tab you can view the following quiz attempt events: Quiz Entry and re-entry times, Response Save time, Page Movement time, Quiz

confirmation screen / completion time, and IP Address when each event occurs.

## To view Attempt Logs for quizzes

1. On the **Quizzes** page, click the arrow next to the quiz of interest, and select **Attempt Logs**.
2. Click the **Overview** tab or the **Detailed** tab to view all Attempt events for the quiz.
3. To filter the **Overview** tab, click on **Quiz Entry**, **Quiz Completion**, **Quiz Attempt Deleted**, or **Quiz Attempt Restored**. Please note: clicking on these filters toggles the selection to 'on'. If multiple filters are on at once, the results will include attempts that satisfy ANY of the selected conditions. To toggle the filter to 'off', click on the text again.

### Attempt Logs



The screenshot shows the 'Attempt Logs' interface. At the top, there are two tabs: 'Overview' (selected) and 'Detailed'. Below the tabs are four filter buttons: 'Quiz Entry', 'Quiz Completion', 'Quiz Attempt Deleted', and 'Quiz Attempt Restored'. Below the filters, it says '3 items in the list.' Below that is a table with the following columns: 'Attempt', 'Event', 'Modified by', and 'Date' (with a dropdown arrow).

4. In the **Detailed** tab, you can see all events related to every attempt made on the quiz.

## Restore deleted quiz attempts in the Attempt Logs

You can restore deleted quiz attempts for learners in the quiz's **Attempt Logs Overview** tab.

### Note:

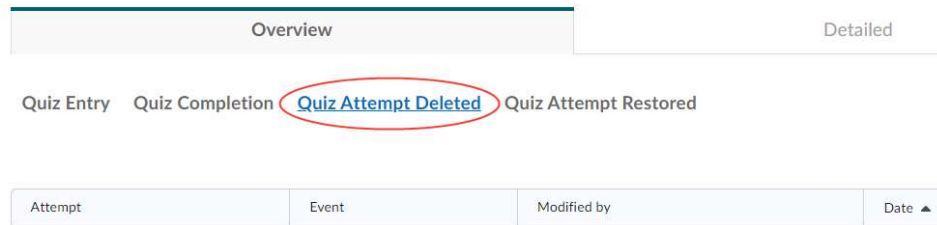
- A deleted quiz attempt can only be restored if the learner does not have another quiz attempt in progress.
- The **Restore** button only appears for the latest deleted quiz attempt.

### To restore a deleted quiz attempt

1. On the **Quizzes** page, click the arrow next to the quiz of interest, and select **Attempt Logs**.

- From the **Overview** tab, click the **Quiz Attempt Deleted** filter.

## Attempt Logs

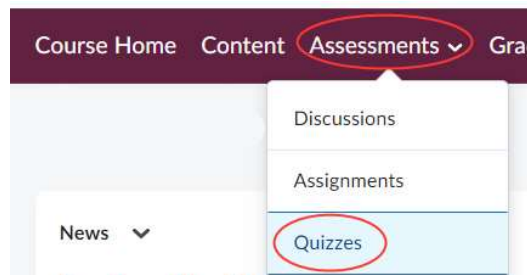


- Select **Restore** for the quiz attempt you want to restore.

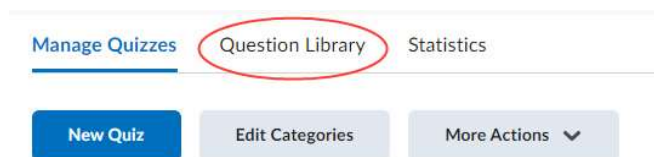
# Using the Question Library

## Accessing the Question Library

- On the navbar, click **Assessments** and select **Quizzes** from the dropdown menu.



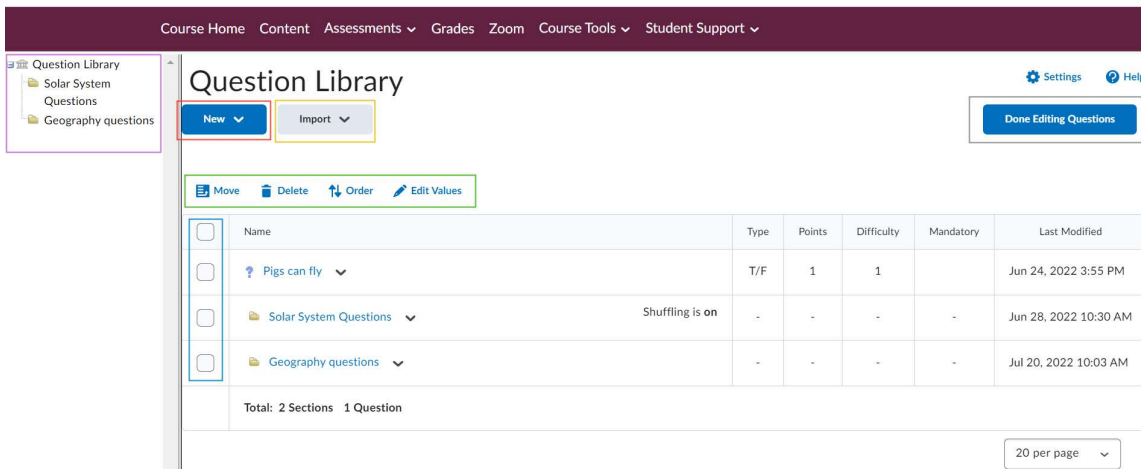
- Select the **Question Library** tab.



- The **Question Library** window has many features:
  - New**: add a new question or section to the library.
  - Import**: upload a file or browse existing quiz questions not already housed in the library.



- c. **Move, Delete, Order, Edit Values**: Select questions or sections to move them, delete them, change their order, or edit their point values.
- d. **Select**: Use the checkboxes to select individual questions, whole sections, or all items in the Question Library.
- e. **File Explorer View**: Shows the nesting of sections within the Question Library. Click on the names to navigate easily between folders.
- f. **Done Editing Questions**: Click this when you are finished with the Question Library and it will return you to the Manage Quizzes tab of the Quizzes page.

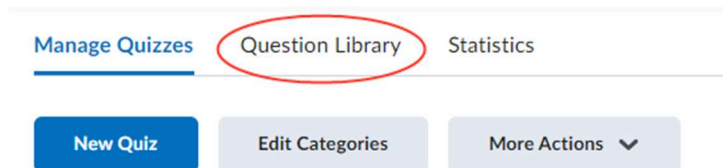


## Organize your Question Library

Questions can be organized into sections and subsections in the Question Library. Organizing your questions in sections helps make your questions easily findable when you are creating a quiz.

### Add a section to your Question Library to organize your questions in a folder

1. On the **Quizzes** page, click on the **Question Library** tab.

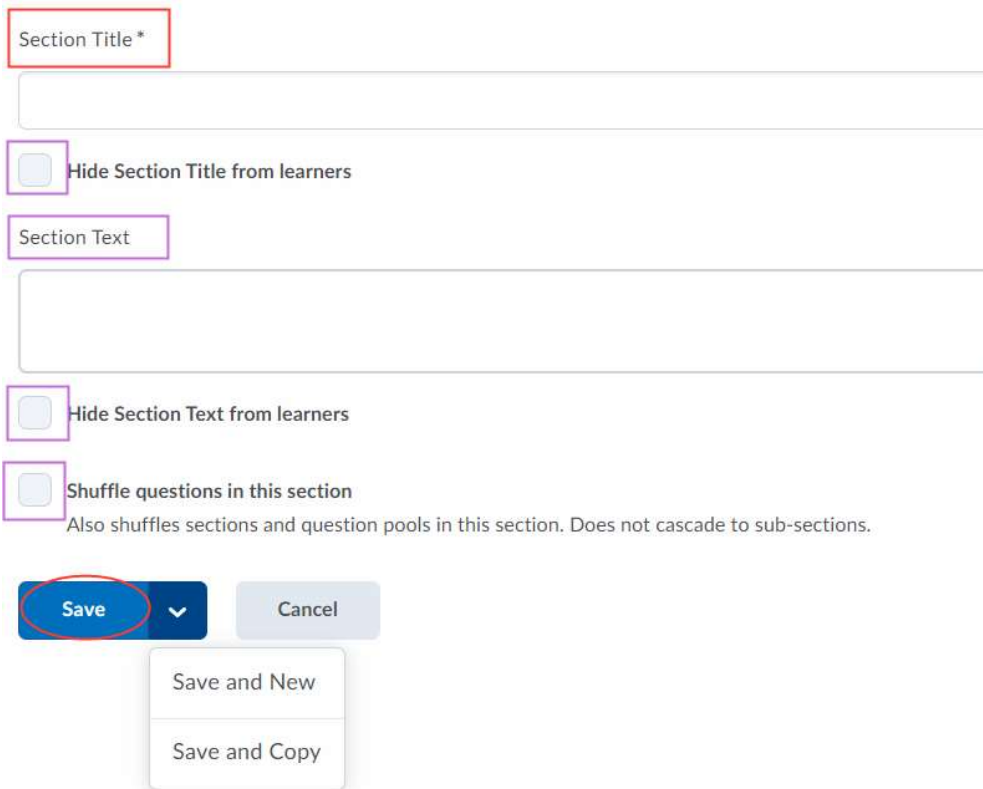


2. Click **New**. This will open a dropdown menu

3. Select **Section**. This will take you to the section creation page.



4. Enter a **Section Title** (Required). Choose something that will help you identify this section when you are importing the questions to a quiz. From this screen you can also choose to add **Section Text** for a description, to **Hide Section Title from learners**, to **Hide Section Text from learners**, and to **Shuffle questions in this section** (all Optional).



Section Title \*

Hide Section Title from learners

Section Text

Hide Section Text from learners

Shuffle questions in this section  
Also shuffles sections and question pools in this section. Does not cascade to sub-sections.

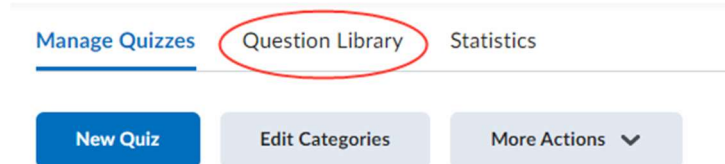
Save  Cancel

- Save and New
- Save and Copy

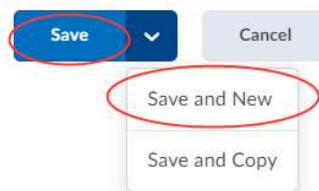
5. Click **Save**. If you are creating multiple sections at the same time, click on the arrow and select **Save and New** or **Save and Copy**.

## Add Questions to your Question Library

1. On the **Quizzes** page, click on the **Question Library** tab.

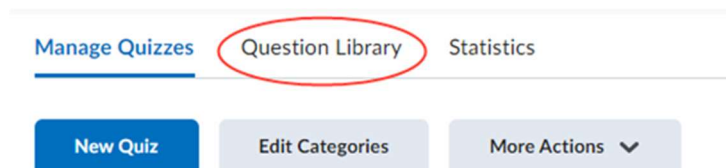


2. Click **New**. This will open a dropdown menu
3. Select the question type. This will take you to the question creation page. (For an overview of question types, see the **Question Types Available in Brightspace** section).
4. Enter the question information.
5. When finished with the question, click **Save** to return to the Edit Quiz menu. If you are adding multiple questions, click the arrow next to **Save** and choose **Save and New**.

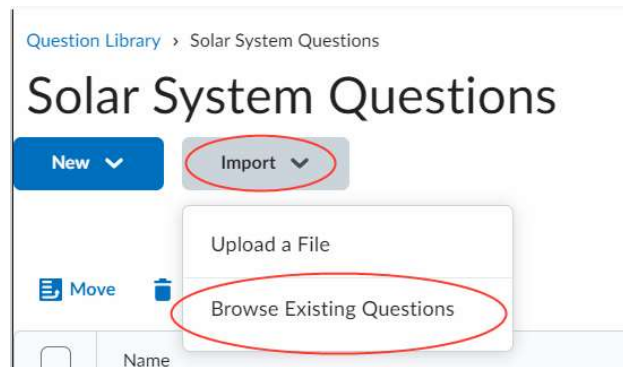


## Import Questions from a Quiz to the Question Library

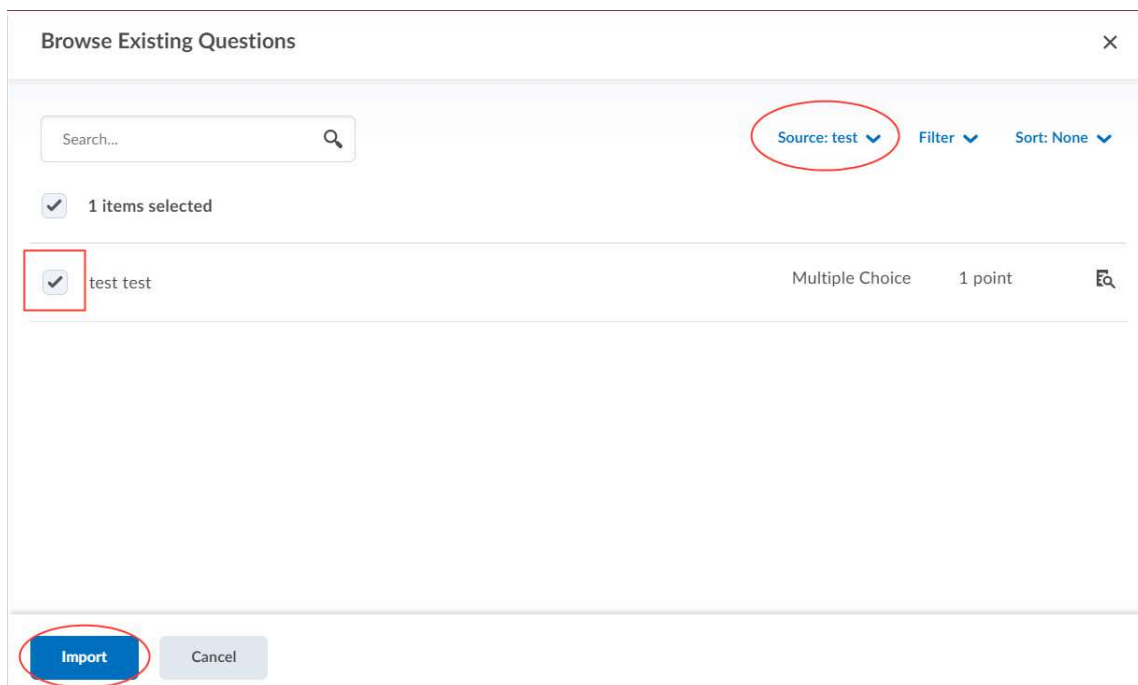
1. On the **Quizzes** page, click on the **Question Library** tab.



2. Click on the section folder where you want to add a question.
3. Click **Import**. This will open a dropdown menu.
4. Select **Browse Existing Questions**.



5. Click the **Source** dropdown menu and select an existing quiz. You can also use the **Filter** dropdown menu to search by question type or use the **Sort** dropdown menu to order the results by **Question Type, Points**, or alphabetically by **Title or Text**. You can also use the **Search** option to search for keywords of in questions.



6. Click the checkboxes next to the questions you want to import.

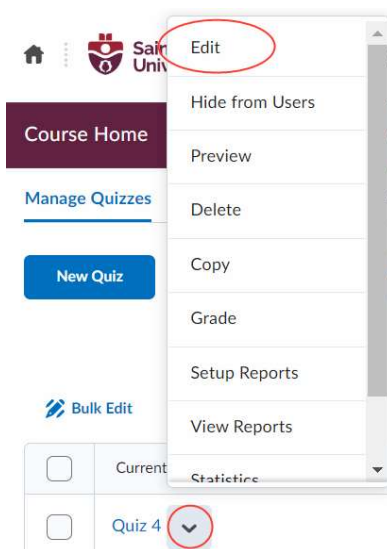
7. Click **Import**.

## Editing Quiz Settings

Once a quiz has been created it is easy to edit the quiz settings and content.

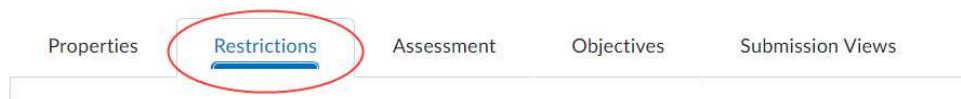
### Edit Start Dates, Due Dates, or End Dates

1. On the **Quizzes** page, click on the arrow next to the quiz you want to edit.
2. Select **Edit** from the dropdown menu.



3. Select the **Restrictions** tab.

### Edit Quiz - Quiz 4



4. Select one or more of the following:
  - a. **Has Due Date** – Select this checkbox to enter a due date and time. Anything submitted after this time will be marked as late.
  - b. **Has Start Date** – Select this checkbox to enter a start date and time. Quizzes will not be accessible to students before this time.

- c. **Has End Date** – Select this checkbox to enter an end date and time. Quizzes will not be accessible to students after this time.

**Due Date**

Has Due Date

📅 8/4/2022

1:35 PM

**Availability**

Has Start Date

📅 7/28/2022

10:35 AM

Has End Date

📅 8/4/2022

1:35 PM

Display In Calendar

Save and Close

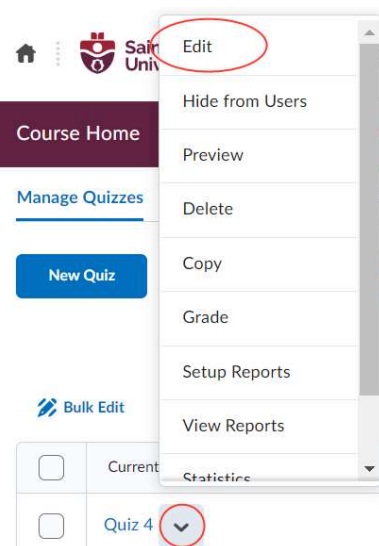
Save

Cancel

5. Click **Save and Close** when you are finished editing your settings.

## Set a Time Limit

1. On the **Quizzes** page, click on the arrow next to the quiz you want to edit.
2. Select **Edit** from the dropdown menu.



3. Select the **Restrictions** tab.

## Edit Quiz - Quiz 4 ▾

Properties **Restrictions** Assessment Objectives Submission Views

4. Select whether you want to add a **Recommended Time Limit** or an **Enforced Time Limit**.
  - a. If you choose a **Recommended Time Limit**, you will only be able to input the **Time Limit** and will not have access to the other options.
  - b. If you choose an **Enforced Time Limit**, you will be able to input the **Time Limit**, a **Grace Period**, and select an **Exceeded Time Limit Behaviour**. Within these behaviours, you can choose to allow the student to continue and submit their quiz as normal, to prevent the student from making changes, or to allow the student to keep working but give them a zero if they do not submit after an **Extended Deadline**.

### Timing

Recommended Time Limit
  Enforced Time Limit

<b>Time Limit</b> <input type="text" value="15"/> minute(s)	<b>Grace Period</b> <input type="text" value="3"/> 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.

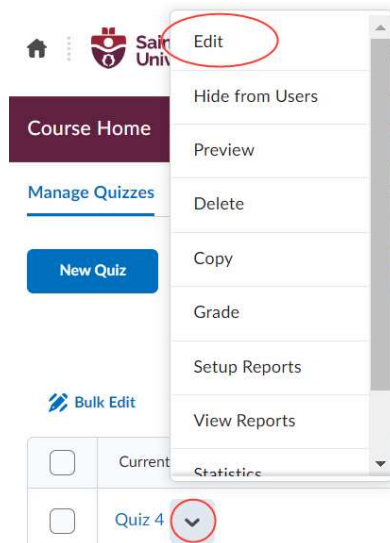
**Extended Deadline**

minute(s) after the grace period ends

5. Click **Save and Close** when you are finished editing your settings.

## Edit the Number of Quiz Attempts

1. On the **Quizzes** page, click on the arrow next to the quiz you want to edit.
2. Select **Edit** from the dropdown menu.



3. Select the **Assessment** tab.

### Edit Quiz - Quiz 4 ▾



4. In the **Attempts** section, click the dropdown menu under the **Attempts Allowed** heading to select 1 – 10 attempts, or select Unlimited attempts, and click **Apply**. (Please note, if you have chosen a number of attempts between 2 and 10 and clicked **Apply**, you will have access to **Advanced Attempt Conditions**, which will allow you to restrict access to attempts unless a student meets the minimum or maximum grade requirements on their previous attempt.)
5. Choose whether to allow students to **Retake Incorrect Questions Only** by selecting the checkbox under this heading.



6. Choose the style of **Overall Grade Calculation**. You can choose between Highest Attempt, Lowest Attempt, Average of all Attempts, First Attempt, or Last Attempt.

### Attempts

**Attempts Allowed** ⓘ

Unlimited ▼ **Apply**

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

**Retake Incorrect Questions Only**

On new attempts, only allow answers for previously incorrect questions ⓘ

**Overall Grade Calculation**

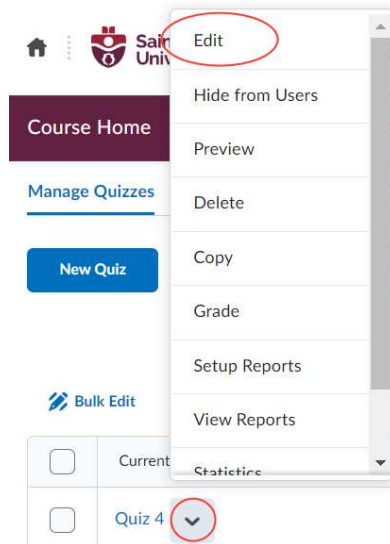
Highest Attempt ▼

**Save and Close** Save Cancel

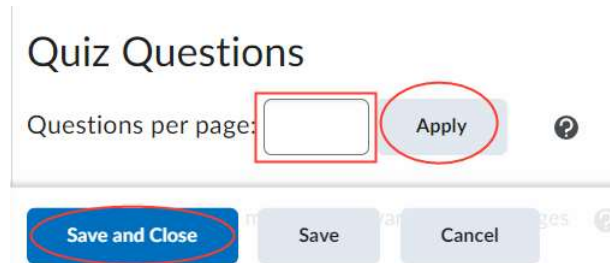
7. Click **Save and Close** when you are finished editing your settings.

## Edit the Number of Quiz Questions Per Page

1. On the **Quizzes** page, click on the arrow next to the quiz you want to edit.
2. Select **Edit** from the dropdown menu.



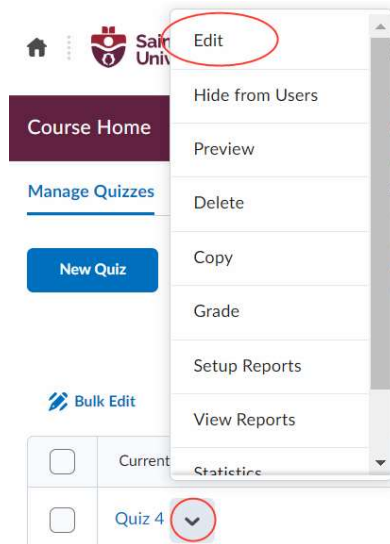
3. Select the **Properties** tab.
4. Enter the number of questions you want to display per page.



5. Click **Apply**.
6. Click **Save and Close**.

## Enable Special Access for Specific Students

1. On the **Quizzes** page, click on the arrow next to the quiz you want to edit.
2. Select **Edit** from the dropdown menu.

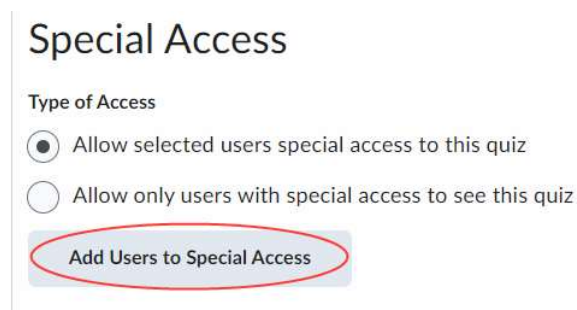


3. Select the **Restrictions** tab.

## Edit Quiz - Quiz 4 ▾



4. Under the **Special Access** section, choose **Allow selected users special access to this quiz**.



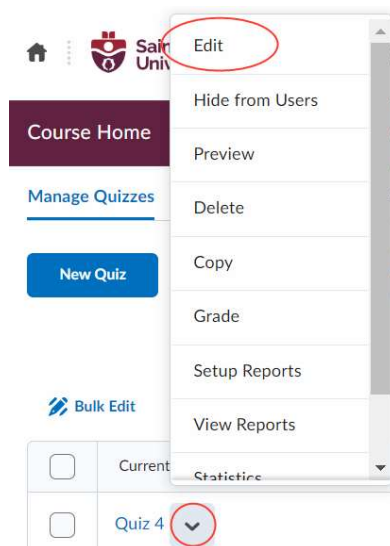
5. Click **Add Users to Special Access**.
6. Scroll to the bottom of the page and select the user you want to have special access. If you do not see the user in the class list, move to the next page of users, or change how many users appear on each page. Please Note: If you move to the next page of users it will remove any

information you have already entered. It is best to select all the applicable users before entering any other information.

7. Input the special restrictions for the quiz. You can edit the availability dates, due date, timing, and number of attempts.
8. Click **Add Special Access**.
9. Click **Save and Close**.

## Add Page Breaks


1. On the **Quizzes** page, click on the arrow next to the quiz you want to edit.
2. Select **Edit** from the dropdown menu.



3. Under the **Properties** tab, scroll down to the **Quiz Questions** section.
4. Click on the grey line between questions or click on the arrow button next to the line to add the page break. The grey line and arrow will turn blue to indicate a page break.

### Page Name

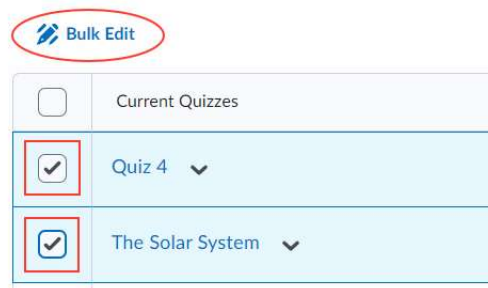
1  Quiz #4 (5 from 9)

	1	Q1. Random Question
	2	Q2. Random Question
	2	Q3. Random Question
	3	Q4. Random Question

5. Click **Save and Close**.

## Bulk Editing Quizzes

1. On the **Quizzes** page, click the checkboxes next to the quizzes you want to edit.



2. Click **Bulk Edit**. This will open a new page.

3. Make the edits. You have the ability to make the following changes:

- Name**: change the name of the quiz.
- Quiz Category**: add the quiz to an existing category or create a new category.
- Hide from Users**: immediately change the visibility of the quiz.

- d. **Attempts Allowed**: change the number of attempts allowed for the quiz.

## Bulk Edit Quizzes

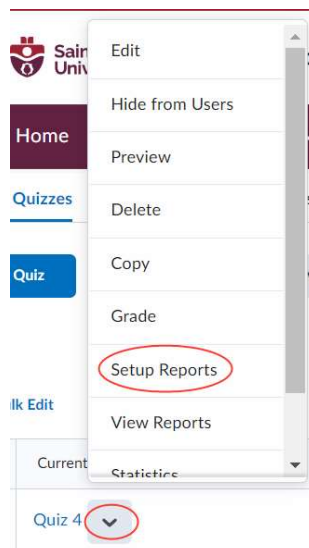
Name	Quiz Category <sup>?</sup>	Hide from Users	Attempts Allowed
Quiz 4	Multiple Choice <input type="button" value="add category"/>	<input type="checkbox"/>	5 <input type="button" value="v"/>
The Solar System	-- no category -- <input type="button" value="add category"/>	<input type="checkbox"/>	1 <input type="button" value="v"/>

4. Click **Save**.

## Creating and Viewing Quiz Reports

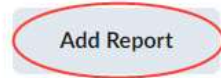
### Setup Quiz Reports

1. On the **Quizzes** page, click the arrow next to the quiz name.
2. Select **Setup Reports** from the drop-down menu.



3. Click the **Add Report** button.

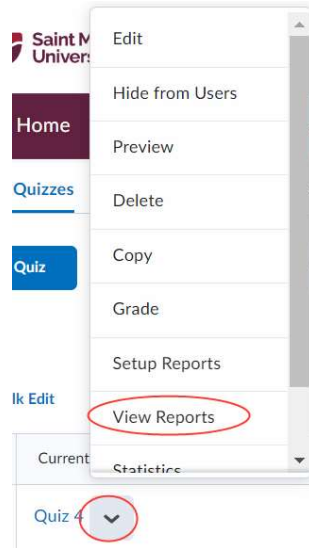
## Setup Reports - Quiz 4



4. On the **Add Report** page, enter the following:
  - a. Enter a **Report Name**.
  - b. Select a **Report Type**. Once a report type has been selected, you will be able to customize the report content using the checkboxes. NOTE: There are 5 types of reports (Question Statistics; Question details; Users Statistics; Attempts details; User Attempts), you can only select One type at a time. If you need more than one type of the reports, go back to the reports setup page and click on Add report again.
  - c. Set a **Release Date** (optional). The default is for the report to be released immediately.
  - d. Under **Release Report to**, select the roles that you want to release the report to.
5. Click **Save**.
6. Add another report or click **Save and Close**

### View Quiz Reports

1. On the **Quizzes** page, click the arrow next to the quiz name.
2. Select **View Reports** from the drop-down menu. This will open a new page.



3. In the **Reports List** page, click on the name of the report you want to view.

There are three options to view the report:

- HTML file: Viewing the HTML file is recommended to get an overview of the report, as this system generates charts for better visualization.
- .CSV file: will be downloaded directly when clicking **generate CSV**.
- Excel file: will be downloaded directly when clicking **generate Excel**.

### What type of Report do I need?

Case	Report type
I need to identify problematic as well as effective questions in a quiz.	Questions Statistics report
I need to identify how many learners choose each possible answer.	Questions Details report
I need to analyze all answers in a quiz.	Questions Details report
I need to evaluate how learners are performing in a quiz.	Questions Details report
I need to evaluate how learners are performing in a quiz.	Users Statistics report
I need to see the completion time for each attempt.	Attempt details report



I need to see which learners took a quiz.	User Attempt report
---	---------------------

## Report Type Options

There are five report types, and each includes a different set of information. You can set release dates for each report.

### Question Statistics:

Shows the average score on questions by points and percentage.

Unlike a report created using the Questions Stats tab on the Quiz Stats page, you can choose to exclude the class average, score distribution, bonus questions, or the Out Of value.

### Question Details:

Contains all of the answers provided for each quiz attempt, how many students chose each possible answer, the total number of responses, and the average score on each question.

Unlike a report created using the Question Details tab on the Quiz Stats page, you can choose to exclude the level of difficulty, text responses, or bonus questions. You can also choose to include private comments added to the report.

### Users Statistics:

Shows the class average, score distribution, and the grade of each user.

Unlike a report created using the User Stats tab on the Quiz Stats page, you can choose to exclude the class average, score distribution, or Org Defined ID (A-number).

### Attempt Details:

Includes the Org Defined ID (A-number), username (s-number), first name, and last name of each user. Detailed information about each question. The students' responses for each question organized by attempt, including how long each attempt took.

You can set a start or end date for which attempts to include.

### User Attempts:

Includes the Org Defined ID (A-number), username (s-number), first name, and last name of each user. The students' score for each question in points and percentage organized by attempt, including how long each attempt took.

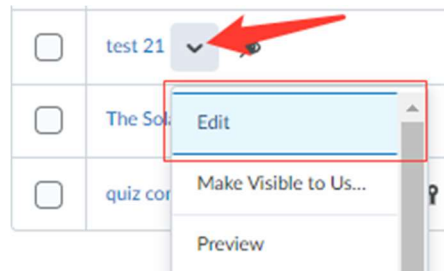
You can set a start or end date for which attempts to include.

## Special Access in Quizzes

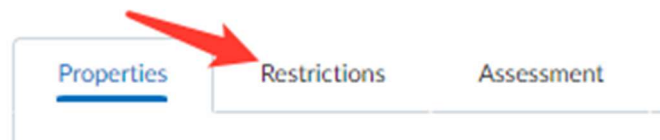
### Managing Special Access for an existing quiz

From your course home, Click **Assessments** from the top navbar and select **Quizzes** from the drop-down list.

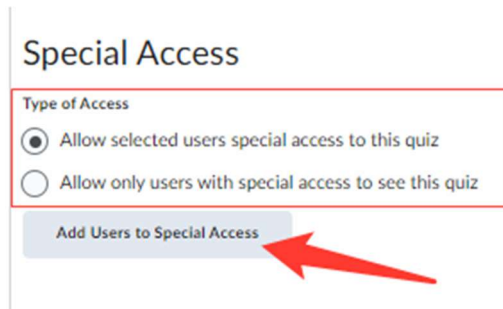
Click the **drop-down arrow** next to the name of the quiz you want to add special access to and click **Edit**.



Click on the **Restrictions** tab. Scroll down and at the bottom of the page you will find the **Special Access** section.



In the **Type of Access** section, select the **“Allow selected users special access to this quiz”** radio button to only give special access to specific students. Select the **“Allow only users with special access to see this quiz”** radio button if this quiz is *only for students who need accommodation*, and you have a different quiz for the other students.



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

Click the **“Add Users to Special Access”** button to manage Special Access settings for the quiz.

- Now you can set a separate **Due Date, Start Date and End Date** for the students with special access by clicking the **checkboxes** and setting the date and time. In the Timing section click the appropriate radio button to **Enforce Time Limit**, set a **Recommended time limit** or to make **no changes**.
- In the **Attempts** section you can allow the students multiple attempts by click the **“Override attempts allowed”** checkbox and setting the number of attempts.
- In the **Users** section you can select the **checkboxes** next to the students' names from the list of students to give them special access, or you can search and filter to find the student.

When you're done, click the blue **Add Special Access** button. Click the blue **Save and Close** button.

## Add Special Access to Quiz - test 21

### Properties

**Due Date**

Has Due Date

7/27/2022 5:42 PM

**Availability**

Has Start Date

7/20/2022 2:42 PM

Has End Date

7/27/2022 5:42 PM

**Timing**

No changes  Recommended Time Limit  Enforced Time Limit

60 minute(s)

*Will be displayed before the quiz starts*

### Attempts

Override attempts allowed

Attempts Allowed

Unlimited

Optional Advanced Attempt Conditions will appear if a number of at

### Users

View By:

Search For...

<input type="checkbox"/>	First Name ▲, Last Name, Org Defined ID
<input checked="" type="checkbox"/>	Demo Student - 1 (Id: SAS Demo Students)
<input type="checkbox"/>	Demo Student - 4 (Id: SAS Demo Students)
<input type="checkbox"/>	Demo Student - 5 (Id: SAS Demo Students)
<input type="checkbox"/>	Demo Student - 8 (Id: SAS Demo Students)
<input type="checkbox"/>	Demo Student - 9 (Id: SAS Demo Students)
<input type="checkbox"/>	Demo Student - 2 (Id: SAS Demo Students)

## Viewing Students with Special Access Accommodations in Quizzes

From your course home, Click **Assessments** from the top navbar and select **Quizzes** from the drop-down list.

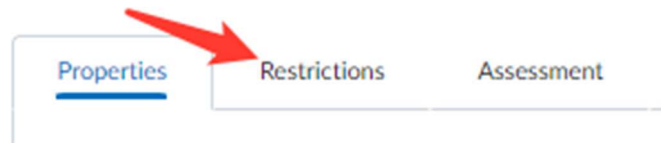
Click the **drop-down arrow** next to the name of the quiz you want to add special access to and click **Edit**.

<input type="checkbox"/>	test 21 <input type="button" value="v"/>
<input type="checkbox"/>	The Sol
<input type="checkbox"/>	quiz cor

**Edit**

Make Visible to Us...

Preview



Click on the **Restrictions** tab. Scroll down and at the bottom of the page you will find the **Special Access** section.

Now you can see the list of students with special access below the **“Add Users to Special Access”** button,

### Special Access

Type of Access

Allow selected users special access to this quiz

Allow only users with special access to see this quiz

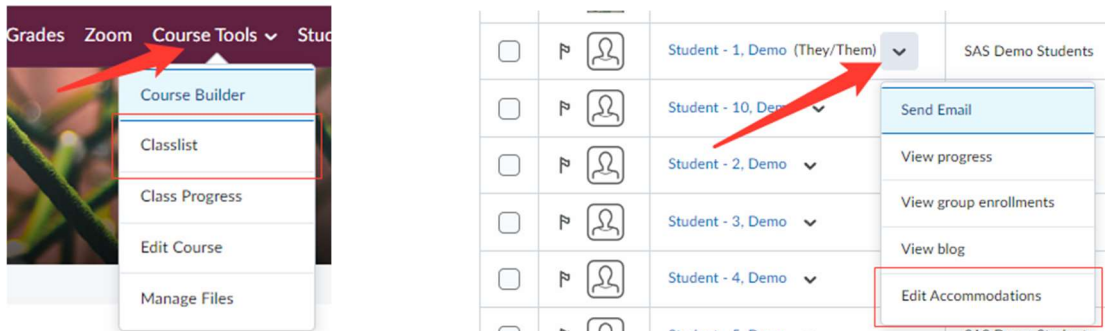
Add Users to Special Access

Demo Student - 1	✎ ✕
Availability: Always Available	
Demo Student - 5	✎ ✕
Availability: Always Available	
Demo Student - 9	✎ ✕
Availability: Always Available	

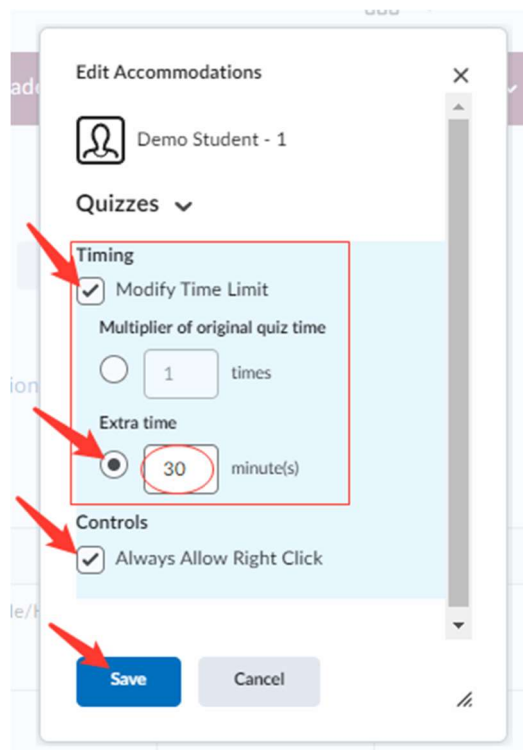
## Setting Course Level Accommodations for the Classlist

From your course home, Click **Couse Tools** from the top navbar and select **Classlist** from the drop-down list.

Click the **drop-down arrow** next to the name of the student you want to allow special access to and click **Edit Accommodations**.



From the **Pop-Up window** you can **allow right click** and modify **timing** for the student by clicking the **checkboxes**. Click the blue **Save** button when done.





**Note:** The changes made here will apply to all quizzes in the course for the student.

## Grading Quizzes

Before setting up grading, verify that the quiz is linked to a grade item. A quiz with a linked grade item will have a ribbon icon next to its name on the **Manage**

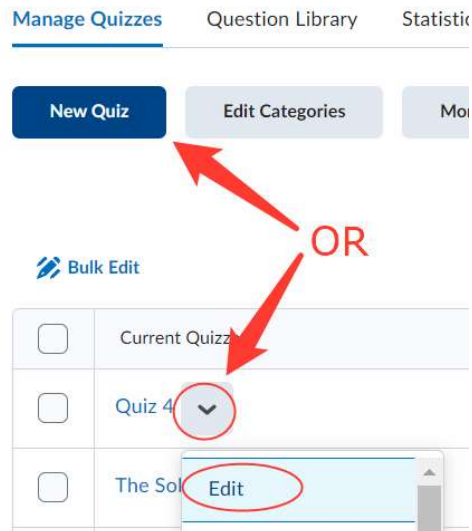
**Quizzes** tab of the **Quizzes** page. To see the grade item linked to the quiz, hover your cursor over the ribbon icon.

<input type="checkbox"/>	Current Quizzes
<input type="checkbox"/>	Quiz 4 <span>▼</span>  
<input type="checkbox"/>	The Solar System <span>▼</span>

## Configuring a Quiz for Automatic Grading


A quiz can be configured for automatic grading by auto-publishing the feedback and auto-exporting the grades. This setting should only be enabled for quizzes that contain questions that can be auto-graded (Multiple Choice, True/False, etc.). Some question types, such as Written Response, require manual grading. For an overview of question types, see **Question Types Available in Brightspace**.


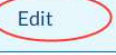
1. On the **Quizzes** page, create a new quiz, or choose an existing quiz to edit.
  - a. To create a new quiz: click the **New Quiz** button.
  - b. To edit an existing quiz: click the arrow next to the quiz name and select **Edit**.



Manage Quizzes    Question Library    Statistics

**New Quiz**    Edit Categories    More

 Bulk Edit

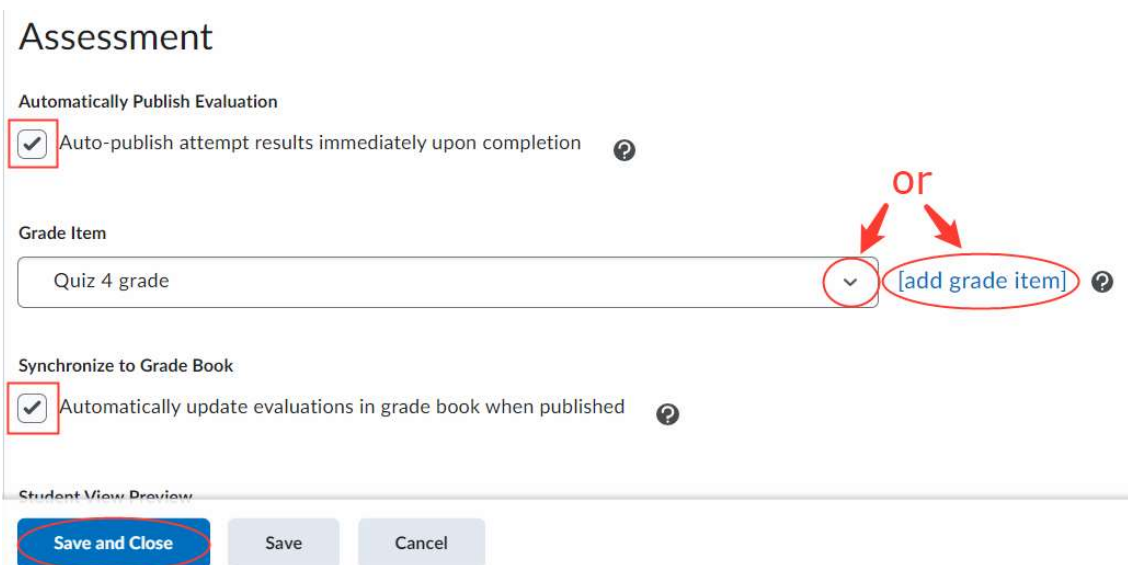
<input type="checkbox"/>	Current Quizzes
<input type="checkbox"/>	Quiz 4 <span>▼</span> 
<input type="checkbox"/>	The Solar System <span>▼</span> 

OR

2. Click the **Assessment** tab.



3. Under **Automatically Publish Evaluation**, click the checkbox next to **Auto-publish attempt results immediately upon completion**. (Note: students will be able to view the evaluated attempt immediately upon submission. The "Submission Views" tab controls what is displayed to learners (e.g., whether correct answers are shown).)
4. Select a **Grade Item** to link the quiz and grade book or click **[add grade item]** to create a new grade item.
5. Under **Synchronize to Grade Book**, click the checkbox next to **Automatically update evaluations in grade book when published**.



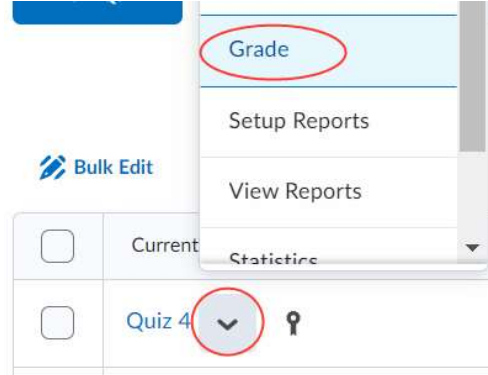
6. Click **Save and Close**.

## Manually Grading Quizzes

### Grading Quizzes by student Attempt

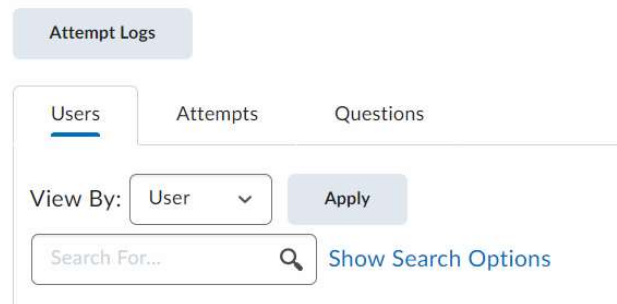
1. On the **Quizzes** page, click the arrow next to the quiz you want to grade.
2. Select **Grade** from the dropdown menu. This will open a new page.






- Under the **Users** tab you will see a list of student quiz attempts. You can also access attempts under the **Attempts** tab.

## Grade Quiz - Quiz 4 ▾



- Click the attempt for the student you want to grade. A new page will open where you can grade the attempt and enter feedback. You will see questions that are automatically graded indicated next to the question Score. A red X indicates the student did not answer the question correctly. A blue arrow indicates the correct answer.



	Users	Attempts	Questions				
<input type="checkbox"/>		<b>attempt 5</b>	Demo Student - 1	Aug 17, 2022 9:23 AM	2 / 6	33.33 %	Published: Aug 17, 2022 9:23 AM
<input type="checkbox"/>		attempt 6	Demo Student - 1	Aug 17, 2022 9:28 AM	12 / 12	100 %	Draft Saved: Aug 17, 2022 10:09 AM

- Enter a score in the **Score** field for each question. Any question that is not automatically graded will be required to have a score entered. By

default, a 0 is awarded to the student for any non-auto-graded questions.

Earth is the fifth planet from the Sun

True  
 False

Save Time  
9:23 AM

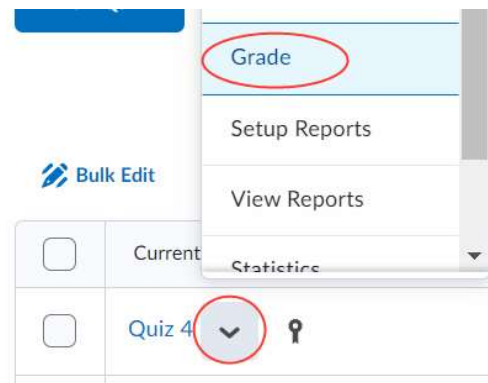
Score  
 / 1 (auto-graded)

[▶ Expand question 2 feedback](#)

6. The **Final Score** will automatically update. You have the option to override the final calculation by entering a score in this field.
7. If you want to add feedback, click **Expand Question Feedback**. A feedback box will appear where you can enter feedback specific to the question. This feedback will be visible to students in the grade book.
8. Click **Publish** to make the updated grade(s) visible to students. Click **Save Draft** if you want to publish the grade at a later date. Continue to the next student by toggling to a new attempt using the navigation arrows on the top-right side of the page.

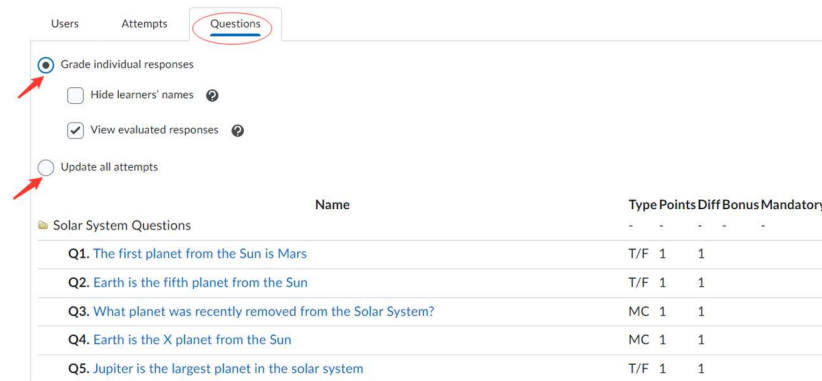
## Grading Quizzes by Question

1. On the **Quizzes** page, click the arrow next to the quiz you want to grade.
2. Select **Grade** from the dropdown menu. This will open a new page.



3. Select the **Questions** tab.
4. You can grade questions in two ways:
  - a. **Grade Individual Responses:** grades one quiz question at a time
  - b. **Update all attempts:** grade all quiz questions at the same time.

Grade Quiz - Quiz 1 ▾



### To grade an individual response:

1. Click Grade Individual Responses. You have two additional options for grading an individual response.
  - a. **Blind Marking:** Grade responses display in a shuffled order.
  - b. **View Graded Responses:** Previously graded responses appear as part of the response queue.
2. Click on a question name.

3. Read through the student's response and enter a **Score**.
4. If you want to add feedback, click **Expand Question Feedback**. A feedback box will appear where you can enter feedback specific to the question. This feedback will be visible to students in the grade book.
5. Click **Save**.
6. At the top there will be a numbers and arrows to toggle to the next student. Continue grading until complete.

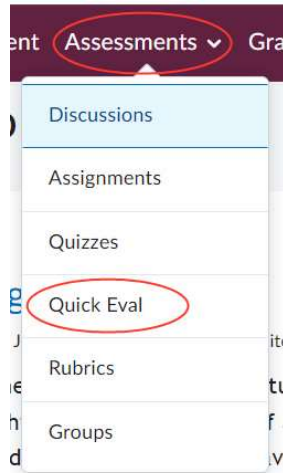
#### To update all attempts:

1. Click **Update all Attempts**.
2. Click on a question name.
3. You will be taken to the **Update All Attempts** page. Under **Grading Type**, choose one of the following options:
  - a. **Give points to all participants** – If you would like to give points to all participants for a specific question, select this option.
  - b. **Give points to attempts with specific answer** – If you would like to give points to all participants that chose a specific answer, select this option. (Note: Depending on the question type, you may need to select the answer from a drop-down menu or enter the answer in a text box.)
4. Enter the number of points in the text box.
5. Enter comments in the HTML editor (optional)
6. Click **Save**.
7. Click **Yes** to apply the points. You will see a new entry in the Modifications Log.

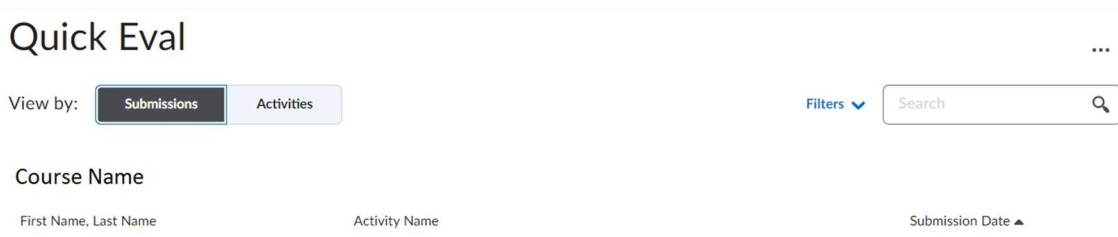
#### Grading Quizzes with Quick Eval

Quick Eval is an easy way to see an overview of ungraded items that have been submitted. It includes submissions of Discussion posts, Assignments, and Quizzes.

1. Click on the **Assessment** tab on the navbar.
2. Select **Quick Eval** from the dropdown menu.



3. You will now see the Quick Eval Dashboard. From your dashboard, you can view Assignment, Discussion, and Quiz submissions.
4. You can view the Quick Eval list by **Submissions** or **Activities**. Click on each of these options to toggle between the view.
  - a. **Submission**: view a list of ungraded student submissions. The list can be sorted by clicking on the **First Name**, **Last Name**, **Activity Name**, and **Submission Date** headings.
  - b. **Activities**: view a list of activities with ungraded submissions. The list displays the number of New Submissions, and the percentage of Completed, Evaluated, and Published submissions.



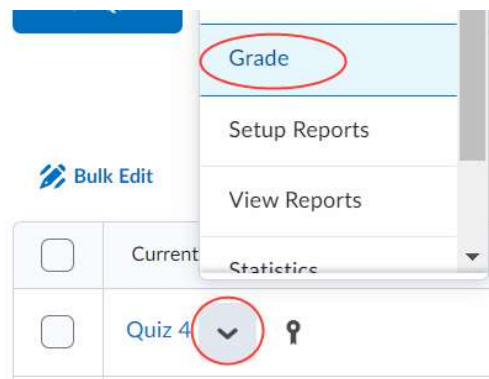
5. Navigate to the submission(s) you want to grade in the Quick Eval list.

- a. If you are viewing the **Submissions** list, click on the name of the student you want to assess.
  - b. If you are viewing the **Activities** list, click on the number over **New Submissions** to view only the ungraded submissions, or click **Evaluate All** or **Submissions List** to view all graded and ungraded submissions.
6. Click on the attempt you wish to grade.
  7. A new page will open where you can grade the attempt and enter feedback.
  8. When you are finished grading, click **Update**.

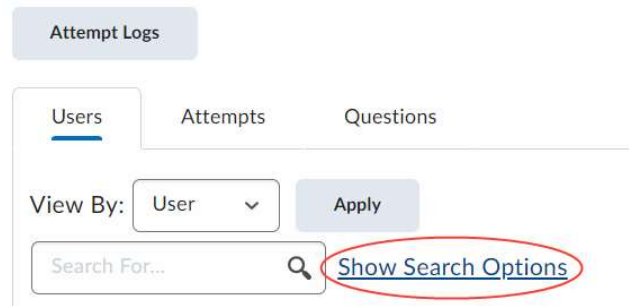
## View a Quiz Attempt in Progress and Submit on a Student's behalf

### Viewing an attempt in progress:

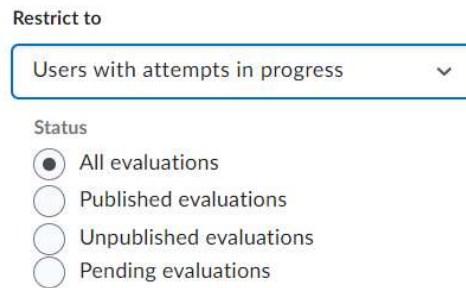
1. On the **Quizzes** page, click the arrow next to the quiz you want to grade.
2. Select **Grade** from the dropdown menu. This will open a new page.



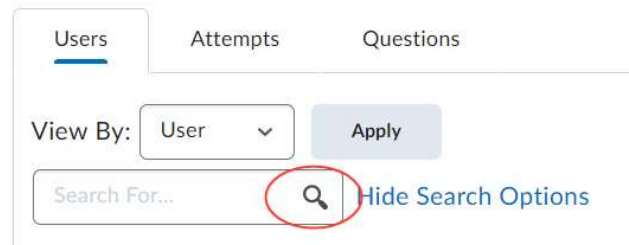
3. Under the **Users** tab, click **Show search options**.



4. In the **Restrict to** drop-down menu, select **Users with Attempts in Progress**.



5. Click the magnifying glass icon in the search bar.



6. Click on the student's attempt to view the attempt in progress.

### **Submitting an attempt in progress:**

1. Follow steps 1-5 of **Viewing attempts in progress**.
2. Click the icon of two people next to the attempt in progress.
3. You will be prompted to confirm that you want to enter the quiz as a user in the pop-up window. Click **Yes**.
4. You will now see the first page of the student's quiz attempt. Click **Next page** to navigate to the other pages.

5. When you are ready to submit on the student's behalf, click **Submit Quiz**.
6. You will see a Quiz Submission Confirmation page. Click **Submit Quiz**.

## Quiz Submission Confirmation

You are about to submit your quiz...

Once you press the Submit Quiz button you cannot return to your quiz.



## Regrading a Quiz

If you need to adjust a quiz question after the quiz end date, you will need to re-grade the quiz. For example, you will need to re-grade if you notice the wrong answer was set up as the correct answer for an auto-graded question (i.e. multiple choice, true or false), or if you want to award all students a certain grade for a quiz question.

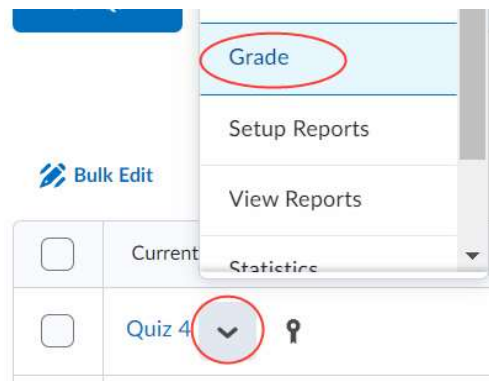
If you have a question that needs fixing after your students have completed the quiz (i.e. a question has "A" as the correct answer when it should be "B"), you have the following options:

- **Give points to all participants** – Give the same point value to all participants for a specific question, regardless of how they answered the question.
- **Give points to all participants with a specific answer** – Give maximum points to all participants that selected a specific answer.

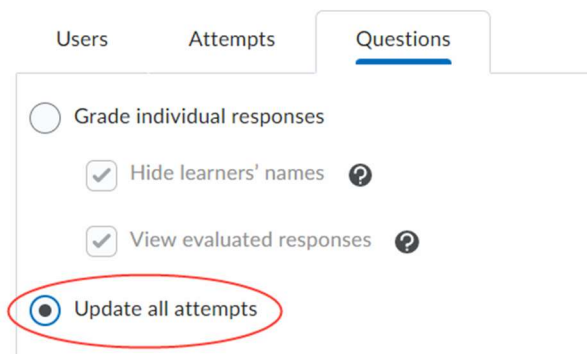
To Regrade a quiz question, follow these instructions:

1. On the **Quizzes** page, click the arrow next to the relevant quiz.
2. Select **Grade** from the dropdown menu.





3. Click the **Questions** tab.
4. Select **Update all attempts**.



5. Click on the quiz question you want to edit.
6. A new Update all Attempts page will open. Next, select the Grading type you want to use:
  - If you would like to give points to all participants for a specific question, regardless of how they answered the question, continue to the **Give points to all participants** section below.
  - If you would like to give points to all participants that answered a question with a specific answer continue to **the Give points to all participants with a specific answer** section below.
7. Fill out the number of points to award (and, in the case of points awarded for a particular answer, indicate the relevant answer).
8. If you want to leave a comment, enter it in the comment box.

9. Click **Save**.
10. You will be prompted to confirm that you want to change the grade values for these attempts. Click **Yes**.
11. You will see a new entry in the modifications log. If you need to adjust more questions, click **Go Back to Questions**.

## Using the Brightspace Quiz Question Generator

- Look at how Carleton has it set up! [Brightspace Test Question Generator \(carleton.ca\)](#) and [Using the Brightspace Quiz Question Generator - Instructor Support \(carleton.ca\)](#)

The Quiz Question Converter allows you to create a CSV file to import into the Brightspace Question Library. To have this tool added to your courses, contact Software Application and Support at [sas@smu.ca](mailto:sas@smu.ca).

## Generating Quiz Questions with the Brightspace Quiz Question Converter

To use the Quiz Question Converter, all questions must follow a proper format. Refer to the **Question formatting instructions** offered withing the converter to ensure all questions have been properly formatted. You can also **Download a Sample Question Text File** to use as a basis for formatting.

### Quiz Question Converter

This tool allows you to create a CSV file for import into the Brightspace [Question Library](#).

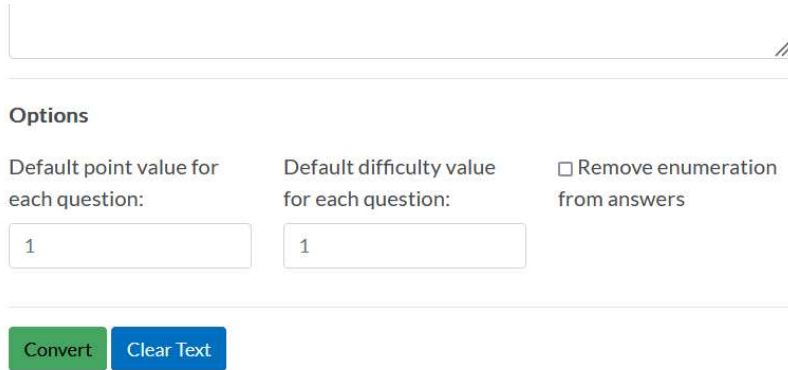
Paste the text for your quiz in the box.

• [View Question Formatting Instructions.](#)

• [Download Sample Question Text File](#)

1. Copy and paste all your questions from a word document or type them out in the text box.

2. Choose the **Default point value for each question**, the **Default difficulty value for each question**, and if you want to **Remove enumeration from answers**.

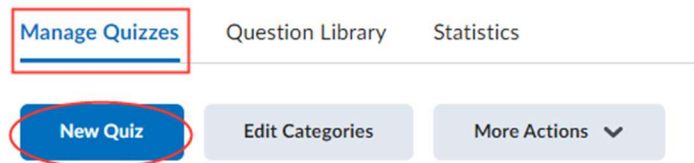


The screenshot shows a configuration interface for quiz questions. At the top is a large empty text area. Below it, the section is titled "Options". There are three main settings: "Default point value for each question:" with a text input field containing "1"; "Default difficulty value for each question:" with a text input field containing "1"; and a checkbox labeled "Remove enumeration from answers" which is currently unchecked. At the bottom of the options section are two buttons: a green "Convert" button and a blue "Clear Text" button.

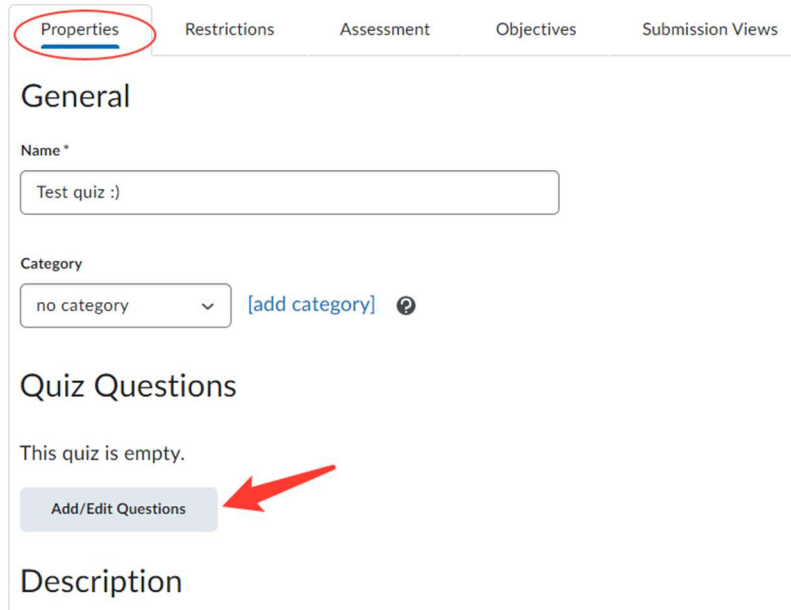
3. Click **Convert**. This will convert the text to a .csv file and automatically start the download of the file.

## Importing Quiz Questions into Brightspace

1. On the **Quizzes** page, select the **Manage Quizzes** tab.



2. Click on the name of the quiz you want to edit or click **New Quiz**. This will open the **Edit Quiz** page.
3. Select the **Properties** tab.



Properties Restrictions Assessment Objectives Submission Views

### General

Name \*

Test quiz :)

Category

no category [add category] ?

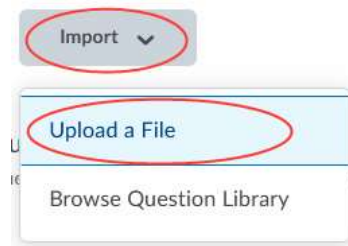
### Quiz Questions

This quiz is empty.

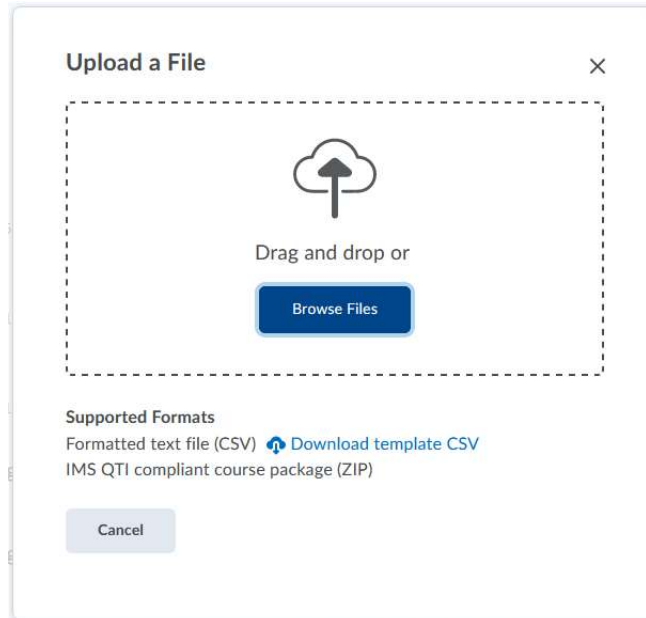
Add/Edit Questions

### Description

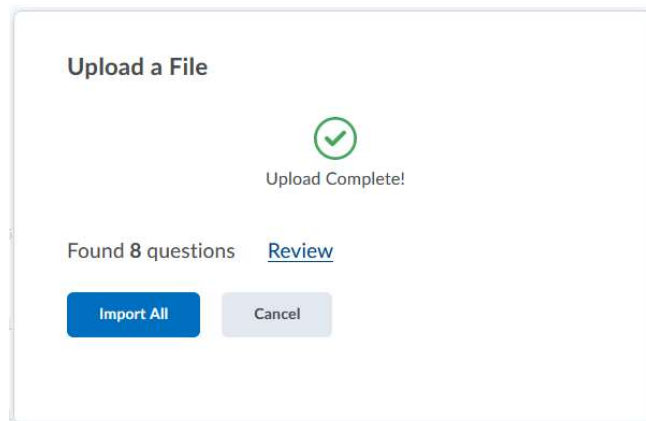
4. Under the **Quiz Questions** section, click **Add/Edit Questions**.
5. Click **Import**. This will generate a dropdown menu.
6. Click **Upload a File**. A new window will appear.



7. Drag and drop the .csv file you want to add or click **Browse Files** to find the file on your computer.



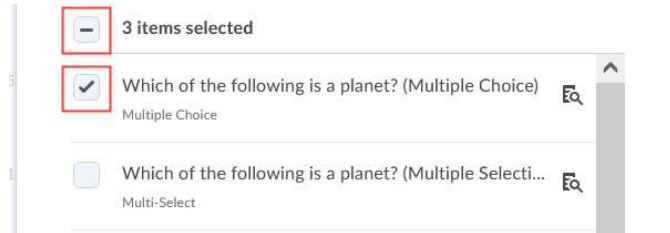
8. When the file is done processing, a green checkmark will appear with the words **Upload Complete** below. There will also be a message showing how many questions were found in the .csv file.



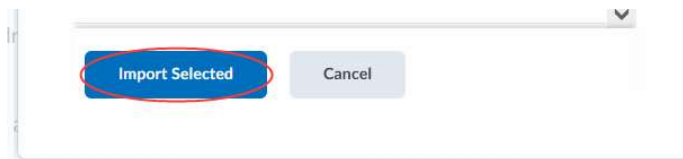
9. Ensure you see the expected number of questions, and click **Review** to see which questions were found. You can preview a question by clicking on the magnifying glass icon.



10. Select the questions you want to import by clicking the checkboxes next to each question, or select all by clicking the top-most checkbox.



11. Click the **Import** button.



The questions will now be added to the quiz.

### Further Support

If you need further support with Brightspace, please contact the **Software and Application Support Centre** at [sas@smu.ca](mailto:sas@smu.ca).

**Regular hours:** Monday – Friday, 9AM – 5PM.  
**Summer session hours:** Monday – Friday, 9AM – 4:30PM.