

Protocol using Quizzes in Brightspace for (formative) tests 2023

For any questions about using quizzes in Brightspace, feel free to email ecole@hum.leidenuniv.nl.

There is a separate protocol available for using the Assignments tool for online examination, available through ecole@hum.leidenuniv.nl.

Please note there is no proctoring or Turnitin originality check available when using Quizzes

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Setting up your quiz

Create a Quiz

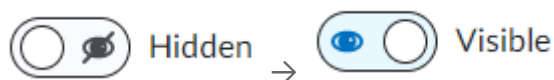
Go to *Course Tools > Quizzes > New Quiz*.

Main screen

1. Give the quiz a recognisable name (e.g. "Quiz A").
2. If you want to grade this quiz, either:
 - a. Add this Quiz to the Grade Book by selecting *Add to Grade Book*.
 - i. Insert what the maximum attainable grade is for the Quiz, usually 10. In that case, the total amount of points will be converted to a grade out of 10 by Brightspace. Example: if there are in total 20 points and a student get 12 points, then Brightspace will automatically calculate the final grade for the student to be a 6.¹

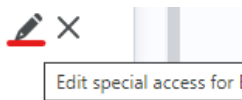
¹ **TIP:** If you want to allocate a bonus point for each student, so they always start with a default 1 as a grade for the test even if don't receive other points, the best way is to include a bonus question worth 1/10th of the total points. It is not possible to give bonus points after the Quiz is made by students. Example dummy question: Ask the student if they have read the Declaration of Originality and if they agree with it. To allocate points to specific questions, see step 5.e.

- b. If there already exists a Grade Item in the Grade Centre, select *Edit or Link to Existing*.
 - i. *Link to existing grade item > Select item > Ok*
3. Leave the *Due Date* **empty**.
4. *Description*. Give a description of the quiz for the students. This is a good place to include the Declaration of Originality if required.
5. In *Questions* insert the questions of your quiz with *Add Existing* and *Create New*. You can either:
 - a. Make new questions for the quiz at *Create New > New Question* and selecting the [appropriate question type](#).
 - b. Use questions that you've already made, for instance in the [Question Library](#), by selecting *Add Existing*. For more information question settings and options, click [here](#). Select the questions you want to add to the Quiz and select *Import*.
 - c. If you want to group specific questions **together**, you can group do that by going to *Create New > Section*.
 - i. Give the Section a title, even if students will not get to see it. You can hide the Section Title for students if you don't want them to see it.
 - ii. Tick the box if you want the questions to be shuffled within this Section.
 - iii. *Save* your Section and drag the questions to the Section that need to be included.
 - d. If you want to give students a **random selection** from a larger set of questions, use the [Question Library](#) first to create your set of questions. Then go to *Create New > Question Pool*:
 - i. Give the Question Pool a name.
 - ii. Enter how many questions need to be selected from the question pool (*Number of Questions to Select*) and how many points each question is worth (please note: all questions in the pool receive the same amount of points).
 - iii. *Browse Question Library*, then select the relevant folder/questions, then click *Import > Save*.
 - e. After inserting questions, you can change the question order by dragging and dropping the questions. Allocate question points by selecting the questions *> More Actions > Set Points*. Delete questions under *More Actions > Delete*.
6. Untick *Hidden*, otherwise the quiz will **not** be visible at the start date.



Tab Availability Dates & Conditions

1. Set a *Start Date* and *End Date*. The quiz will only become available to students after the start date and until the end date. After the Quiz takes place, the end date needs to be removed so that students will be able to see your feedback.
2. If you want to add [Release Conditions](#), add them here.
3. If there are students that need to start the Quiz at a different time, or if they require extra time, go to *Manage Special Access > Add users to Special Access*, select students



and *Save*. Select the pencil icon to set the *Start* and *End Date* for students, or give them a new enforced Time Limit.

Tab Timing & Display

1. In *Manage Timing*, set a time limit for the quiz, specifying how many minutes a student can take to answer all questions before the time runs out. If you want the quiz to have a “hard deadline”, select the option *Enforced Time Limit*. You can also pick what will happen if the Time Limit is exceeded.
 - a. For students who need extra time, see *Manage Special Access* at the *Availability* tab.
2. You can now specify how many questions will be shown on a page in the *Paging* drop down menu. You can also choose whether your students are prohibited from going back to previous pages/questions by ticking the box.
3. At *Shuffle Quiz* you can choose if the questions are delivered in a random order. If this box is not ticked, the order will be the same for every student.²
4. You can switch on hints at *Allow hints*, it is recommended to turn it off for quizzes which aren’t exclusively formative.
5. If you want to add text to the top and bottom of every Quiz page, insert at *Manage Header and Footer*.

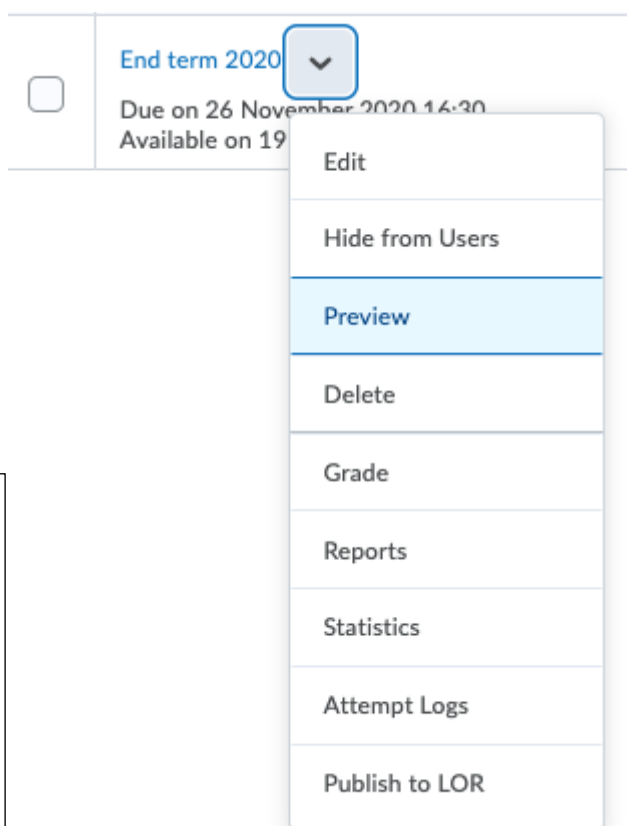
Tab Attempts & Completion

1. Under *Manage Attempts*, set the number of allowed attempts. Only allow one attempt for quizzes which aren’t exclusively formative.
2. Enter your email address if you want to be notified when students take the Quiz. We do not recommend this for large Brightspace courses, due to the high number of emails you will receive.

Tab Evaluation & Feedback

1. Leave the box *Auto-publish* **unticked** if your quiz has any open questions. Brightspace grades closed questions immediately and gives a score of 0 to questions it cannot automatically grade. Students will get an incorrect grade if it is automatically published.
2. Check the box under *Synchronize to grade book* if you are grading the Quiz.
3. Install how students will see their results after the test. Recommended is: *Attempt grade > All questions with correct answers*. To install a date, or for more specific settings, go to [Customize Quiz Results Displays](#).
4. Click *Save and Close* in the bottom left to save the Quiz.

² This setting does not extend to Sections, shuffling within Sections should be switched on within the Section itself.



TIP: Do you want to see a preview of your quiz to see what it looks like for students? The View as Student-mode does not work for this purpose. Instead, go to Course Tools > Quizzes, click on the arrow next to the quiz title and select Preview:

Optional: Set up a folder in the course

1. If you do not have a folder where you want to place the Quiz, click *+ New Unit* in Content. Give the folder a name and add a description if required. Click on the toggle to make it visible. Click *Save*.
2. Click *Add Existing > Quiz*. Click on the title of the Quiz you created earlier.

Student Instructions

1. Students can find the quiz via the folder you made in *Content*, or *Course Tools > Quizzes*.
2. In advance, notify students that they need to use the best internet connection they can get, so the quiz attempt will not be interrupted.
3. Tell them what the official end date and time limit are if the quiz has those. If there is an end date, tell students that Brightspace will still accept quiz attempts that are submitted after the end date, but the teacher will be able to see that the attempt was submitted after the end date. If you want to prevent these late submissions, tell students to not wait until the very last minute to submit.
4. Ask students to use an updated browser, like Firefox, Google Chrome, or Microsoft Edge. Internet Explorer is **not** supported for Brightspace; Safari is discouraged.
5. Students do not receive a confirmation email after submitting their quiz attempt.

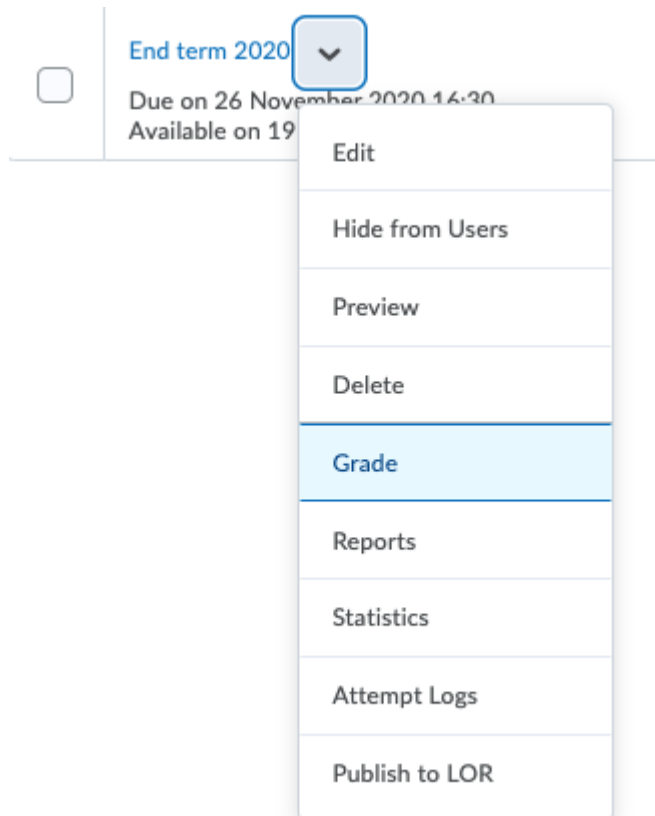
During and after Quiz

1. At the Start date the Quiz will be made available for viewing, and students can start answering questions.
2. At, or just before the Due date, students start to submit their quiz attempts.

- Submitted quiz attempts will be visible via Grade as soon as they have been submitted by the students.

Assessment, Grading and Publishing Grades/Feedback

- To access the student submissions, go to *Course Tools > Quizzes >* click on the arrow next to the title > *Grade*.



- To see how to grade quiz submissions, please see [this tutorial](#). We recommend the *Manual Grading* approach.
- Once you're done with grading all the submissions go back to the *Grade Quiz* screen, select all attempts and press *Publish Feedback*. See [this Screensteps article](#) for more information on publishing feedback.
 - Students are able to see their feedback in *Quizzes* from the date set at [Customize Quiz Results Displays](#).
 - Students are able to see their grades in *Grades* from the date set in the grade item. More information can be found [here](#).
- More information on quiz statistics and reports can be found on Screensteps:
 - [Quiz Statistics](#)
 - [Reports](#)

Appendix A: Originaliteitsverklaring / Declaration of originality
[Declaration of Originality](#)

Appendix B: Support websites
[ECOLe helpdesk](#)

[Digital assessment at Humanities](#); this is the ECOLe site on assessment

For reference, see the Manual for Digital Assessment on the website on [Tools & tips for digital examination](#)

ECOLe's general website on [Online education at FGW – support & guidelines](#)

[Teaching Support GATEWAY](#), the university-wide website on Remote Teaching

When students experience technical problems with the Quiz, they should contact the instructor who can contact ECOLe during office hours: ecole@hum.leidenuniv.nl or 071 527 2773.