

Quizzes: Create a Quiz

Quick Summary

Creating a Quiz in Brightspace is easy to do and has several customizable settings. To create a quiz:

- Navigate to the Module where you want to add the quiz.
- Select New Quiz from the Upload/Create dropdown menu.
- Give the quiz a name, add in grade details, a due date, and a description.
- Customize your settings for:
 - Availability Dates & Conditions
 - Attempts & Completion
 - Evaluation & Feedback
- Add your questions by either:
 - Adding Existing questions or;
 - Creating new questions from Brightspace's available question types.

Video

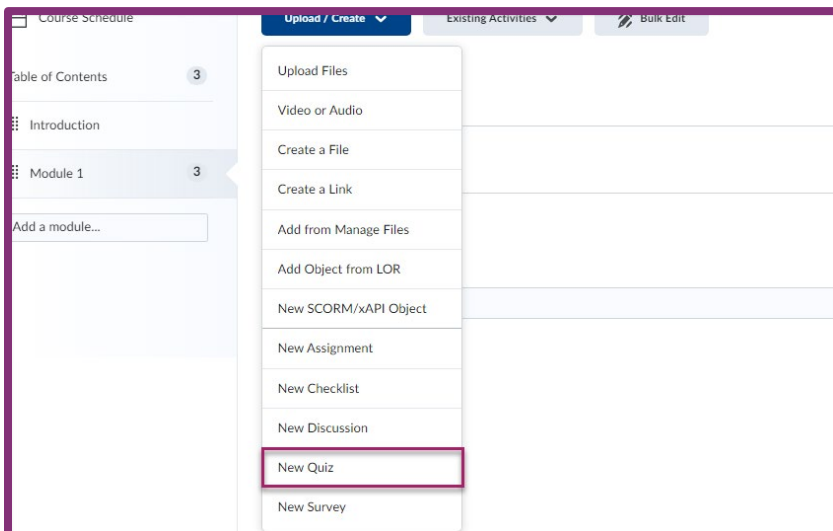
The following D2L-created video shows the steps to create a quiz.

[D2L Brightspace Create a Quiz | Instructor](#)

Part 1: Access the Quiz tool

Step 1: Navigate to Content then select Upload/Create from the module the Quiz will be in.

Select New Quiz from the dropdown menu.



Part 2: Customize Settings in the Quiz Tool

Step 1: Set Quiz attributes

The screenshot shows the 'New Quiz' interface. At the top left, there are navigation links: '< Back to Content' and 'New Quiz'. The main form has several sections:

- Quiz Title:** A text input field containing 'Untitled', marked with a red '1'.
- Grade Out Of:** A dropdown menu showing '0 points' and a checkbox 'Not in Grade Book', marked with a red '2'.
- Due Date:** A date picker field showing 'M/D/YYYY', marked with a red '3'.
- Description:** A large text area for entering details, marked with a red '4'.
- Questions:** A section with 'Add Existing' and 'Create New' buttons, and a 'Preview' link.
- Settings Panel (Right):** A vertical list of expandable settings, marked with a red '5' at the top:
 - Availability Dates & Conditions:** Currently set to 'Always available'.
 - Timing & Display:** Currently set to 'No time limit'.
 - Attempts & Completion:** Currently set to '1 attempt allowed'.
 - Evaluation & Feedback:** Currently set to 'Auto-publish results' and '1 result display'.

At the bottom of the main form, it says 'Ready to begin adding quiz content?' and 'Click Add Existing or Create New to get started'.

1. Create Quiz Title
2. Set Quiz points and whether it should be included in the Grade Book
3. Set Due Date
4. Write the Description and instructions for students
5. Customize advanced settings (select the arrow to expand options)
 - a. Availability Dates & Conditions (addressed below)
 - b. Timing & Display (addressed below)
 - c. Attempts & Completion (addressed below)
 - d. Evaluation & Feedback (addressed below)

Step 2: Set Availability Dates & Conditions

Availability Dates & Conditions

Start Date

End Date

Release Conditions

Users are not able to access or view the quiz unless they meet the release conditions.

[Add Release Condition](#)

Special Access

Special Access allows quizzes to be available to only a select group of users or individualized due dates for certain users.

[Manage Special Access](#)

Password

Only users who enter this password will be granted access to write this quiz.

IP Restrictions

[Manage IP Restrictions](#)

Use this section to:

- Set Start Date and End Date
 - The Start Date and End Date determine when students will be able to open a quiz page and select Start Quiz. Reaching the end date will not kick students out of an in-progress attempt.
 - Note, this does not affect the visibility of the quiz for students. Make sure to check visibility of the quiz before the start date of the quiz.
- Create any Release Conditions
 - Users are not able to access or view the quiz unless they meet the release conditions.
- Allow Special Access for individuals or groups of students
 - Special Access allows quizzes to be available to only a select group of users or individualized due dates for certain users.
- Set a Quiz Password (optional)
 - The Password field will allow you to enter some text which your students will be required to input to take this quiz

Step 3: Set Attempts & Completions Settings

Attempts & Completion

Attempts
1 attempt allowed

[Manage Attempts](#)

Category

No category

Notification Email

To receive notifications when a quiz is attempted, enter an email address or multiple email addresses separated by a comma.

Use this section to:

- Set the number of attempts students have for the quiz
- Select the category for the quiz (if you use categories in your gradebook)
- Set email notification status (optional)

Step 4: Set Evaluation & Feedback Settings

Evaluation & Feedback

Auto-publish attempt results immediately upon completion ?

Synchronize to grade book on publish ?

When published, display to learners:

Attempt grade

and

No questions ▼

[Customize Quiz Results Displays](#)

Learning Objectives

No learning objectives

[Manage Learning Objectives](#)

Use this section to:

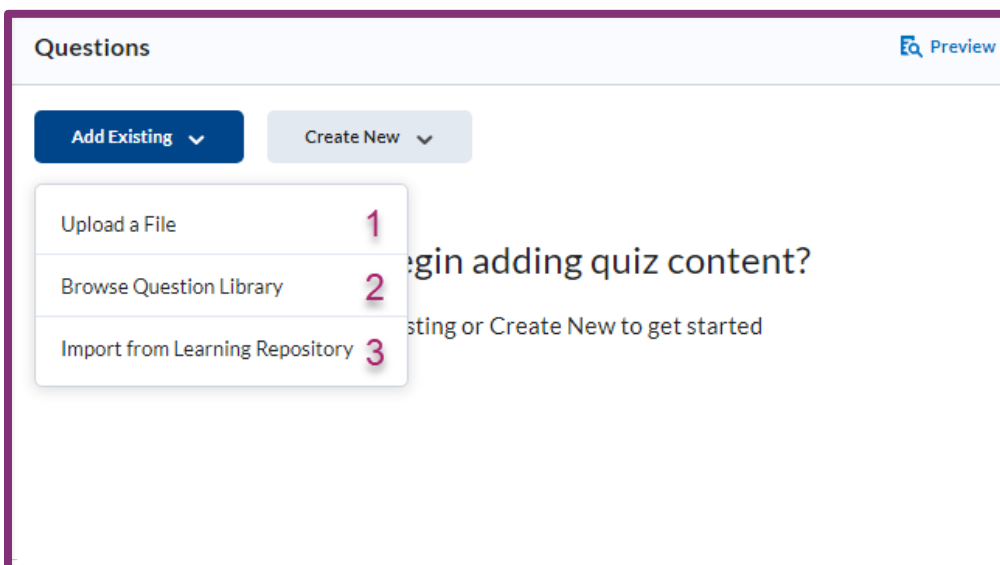
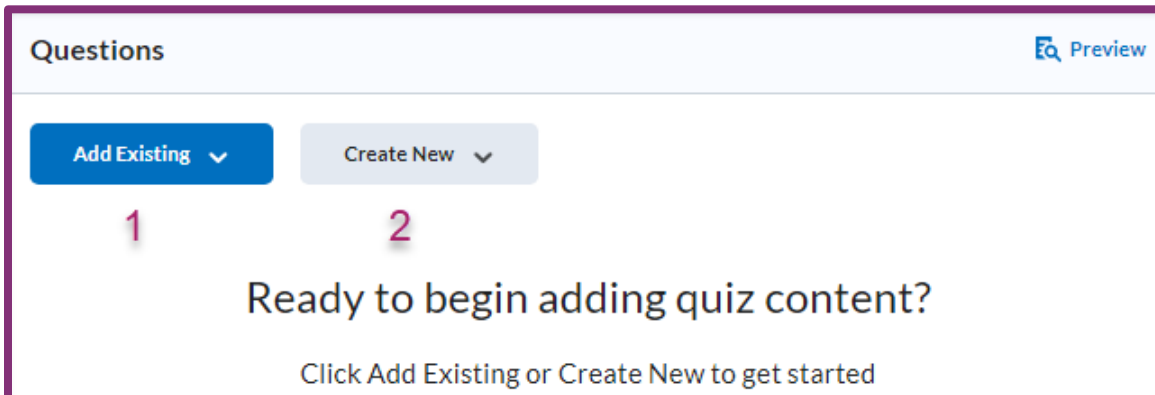
- Select to auto-publish results upon completion
 - With this feature turned on, the auto-evaluated attempt results will be published and appear to learners. If questions cannot be evaluated by the system (e.g., written response questions), those questions will be automatically scored with a zero until manual evaluation.
- Synchronize to grade book on publish
 - With this feature turned on, the learner's grade will be automatically published to the grade book once it has been evaluated.
- Set if students can see their grade when published and whether they can see:
 - No Questions
 - Incorrect questions only, with correct answers
 - Incorrect questions only, without correct answers
 - All questions, with correct answers
 - All questions, without correct answers
- Set Learning Objectives for the Quiz (optional)

Part 3: Add Quiz Questions and Preview

Step 1: Add Existing Questions or Create New Questions

There are two options for adding quiz questions:

1. Add Existing
2. Create New



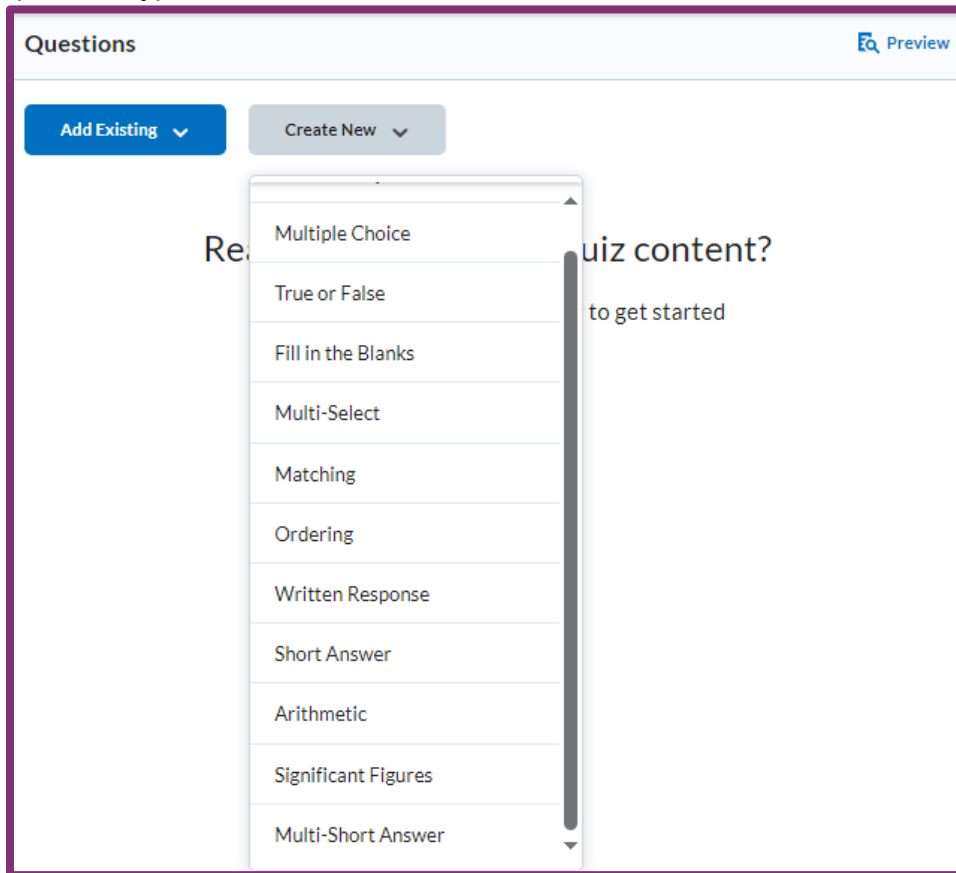
Options for Adding Existing Questions

Select from these options from the Add Existing dropdown menu:

1. Upload a .CSV file
2. Upload from your Question Library
3. Import from the Learning Repository (LOR)

Create New Quiz Questions

To create new questions, select the Create New dropdown menu. Brightspace has the following quiz question types available:



- Multiple Choice
- True or False
- Fill in the Blanks
- Multi-Select
- Matching
- Ordering
- Written Response
- Short Answer
- Arithmetic
- Significant Figures
- Multi-Short Answer

Step 2: Preview a Quiz

To preview your quiz, select Preview Quiz near the question creation section. Brightspace does not allow faculty to test quizzes in student view, as they did in Blackboard. This is the only way to view a quiz.

Read over your instructions screen to check for errors then, select Start Quiz.

Need Help?

If you need help with the Quiz creation process, contact the Help Desk (OLAT@tri-c.edu) for troubleshooting. If you would like to discuss how to design effective quizzes in your course or select the best settings for your unique situation, [schedule a virtual consult](#) with the Instructional Design & Learning Excellence team. If you are not sure whom to contact, please refer to the [Faculty Support Flowchart](#).

