

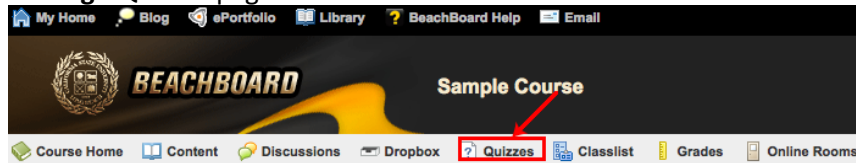


Quiz Creation - Quick Start Guide

Use the Quizzes tool to create a quiz for your users, review quiz results, and see class statistics for quiz and question results and analysis.

Access the Quizzes Tool

Click **Quizzes** on the course navigation bar. Doing so always takes you to the **Manage Quizzes** page.



Create Quiz Questions

- Choose **one** of the following:
 - Select the **Question Library** icon on the Manage Quizzes page. The Question Library is a central, shared repository for the questions you create and import. It is strongly recommended that you create all your quiz questions from within the Question Library.

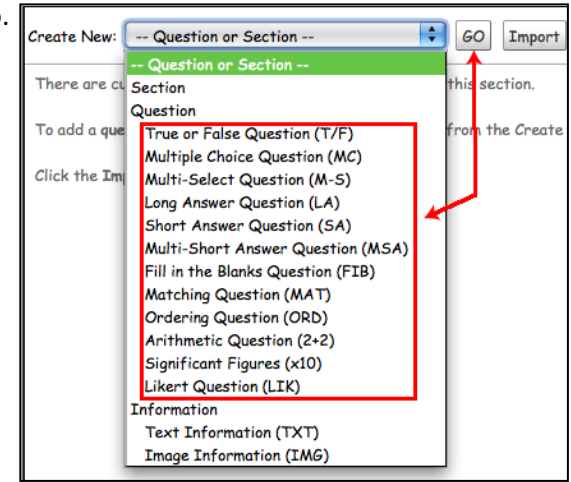


OR

- From within an existing quiz, select the **Layout/Questions** tab and then click **Add/Edit Questions**. If you choose this option, follow the steps in the **Create Quiz** section first.
- To organize your questions, you can create Sections by first selecting **Section** from the **Create New** drop-down list and clicking **Go**. Provide a name for the section and click **Save**. From the

Question Library page, click on the section name to place questions inside.

- Select the desired question type from the **Create New** drop-down list and click **Go**.



Create a Multiple Choice Question (example)

- Note: **Title**, **Difficulty**, **Description**, and **Feedback** are all optional.
- Designate the point value for this question in the **Points** field.
- Type the question in the **Question Text** box.
- Check the box **Randomize options** if you would like the order of the answer options to be random.
- Type the first answer option in the first **Value** text box.
- Repeat with the rest of the options in the rest of the value boxes. More options can be added by clicking the **Add Option** button at the top of the list.
- Place a 100 in the **Weight (%)** box to the right of the correct answer. This will give the user 100% of the point value for choosing this option. You can give half credit for an answer option by placing a 50 in the **Weight (%)** box for that answer option.
- Click **Preview** to preview the question.
- Click **Save** or **Save and New** to create another MC question.

Create Quiz

- From the Manage Quizzes page, click **New Quiz** to create a new quiz.
- Enter a **Name** for your quiz.
- Select a **Grade Item** from the drop-down list (or create a new grade item by clicking **Add Grade Item**) to associate this quiz with the grade

book. Associating a grade item with a quiz allows quiz results to be automatically exported to the Grades tool.

- a. Select the box next to **Auto Export Grades** in order to send auto-graded attempt scores directly to the grade book. If this option is not selected you will have to manually export the quiz results. **Note: this option may be greyed out, but is still functional by clicking on the check box.**
4. Select the box next to **Automatic Grade** to allow the system to grade attempts automatically upon completion. This setting must be turned on for grades to be automatically sent to the grade book, and for the attempt score to be released to users when they complete an attempt (if you choose to have them see it – see **Set Up Quiz Restrictions**).
5. Click **Save Quiz**.

Set Up Quiz Restrictions

1. From within the quiz, click on the **Restrictions** tab.
2. In the **Availability** section:
 - o Set the **Status as Active**. Users can only see and take quizzes that have been set to Active status.
 - o Select the checkbox next to **Has Start Date** and choose a start date and time using the drop-down lists or the calendar icon, if you wish the quiz to have a specific start date.
 - o Select the checkbox next to **Has End Date** and choose an end date and time using the drop-down lists or the calendar icon, if you wish the quiz to have a specific end date.
 - o Select **Display in Schedule** if you would like the dates to show in the course calendar.
3. In the **Timing** section:
 - o Set a time limit for your quiz by typing the applicable number of minutes in the **Time Limit** field. The default time limit is 120 minutes.
 - Choose to enforce the time limit by checking the corresponding box (Optional).
 - Choose to show a clock by checking the corresponding box (Optional).
 - o Type a **Grace Period** in the text field. This value determines how many minutes the user has after the time limit has expired to submit their quiz before it is flagged as late. The default is set to 5 minutes. The Grace Period must be at least 1 minute.
 - o **Late Submissions:**

- Select **Allow for normal submission** to let users submit quizzes even if the time limit and grace period have expired. Submissions after the grace period are flagged as late.
- If you select **Use Late Limit** and set an amount of time, users are given a grade of zero if they submit the quiz after the time limit + grace period + late limit period.
- Select **Auto-Submit Attempt** to have the system not allow the user to do anything *but* submit after the grace period as ended.

4. Click **Save Quiz**.

Set Up Quiz Attempts

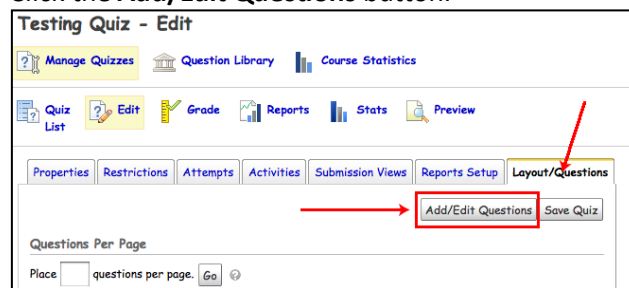
1. From within the quiz, click on the **Attempts** tab.
2. Choose the number of **attempts allowed** from the drop-down list.
3. Choose which attempt is included in the grade calculation from the **Overall Grade Calculation** drop-down list. The grade calculated can be the highest, lowest, first, last, or average of all attempts.
4. Click **Save Quiz**.
5. If you choose to allow more than one attempt but not unlimited attempts, you have the option of setting **Advanced Attempt Conditions**. Use the advanced attempt conditions to set a min. and max. the user must achieve in order to take the next attempt.
6. Click **Save Quiz**.

Submission Views

From within the quiz, click the **Submission Views** tab. A Submission View is what the user sees once they have submitted their quiz. The default view for the user will show the score only. To provide further information (such as quiz answers) after a quiz has been completed, click on **Add Additional View**, and select the appropriate options.

Add Questions to a Quiz and Set Up Quiz Layout


1. From within the quiz, click on the **Layout/Questions** tab.
2. Click the **Add/Edit Questions** button.



3. Import questions from your **Question Library** by clicking the **Import** button.
 - a) Make sure **From an Existing Collection** is selected for **Import Source**.
 - b) Choose **Question Library** from the **Source Collection** drop-down menu.
 - c) In the **Source Section** drop-down menu, choose **Collection Root** to show all of the questions and sections in your Question Library. Questions from your library will display on the page.
 - d) Check the boxes beside the questions you want to import.
 - e) Click **Save**.
4. Click **Back to Quiz Layout/Questions** to return to the **Layout/Questions** tab for your quiz.
5. Set how many questions are displayed per page by typing the desired value in the **Questions Per Page** entry box and clicking **Go**. Using a small number of questions per page reduces page load time. **Note: When the user moves from one page to another one, all of the answers on that page will be automatically saved. If all questions are on one page, users will have to manually save their answers.**
6. Click **Save Quiz**.

Preview a Quiz

The quiz preview option allows you to "take" a quiz before releasing it. It is always a good idea to preview a quiz before you release it to ensure the accuracy of the content and grading. While previewing a quiz you work through the steps of answering the questions, submitting the quiz, and seeing the submission view to ensure that the automatic grading/submission view was set up properly.

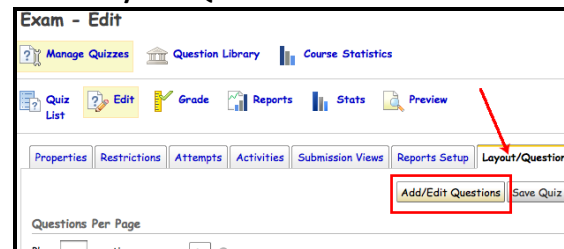
1. Click the **Preview** icon  beside a quiz in the quiz list on the **Manage Quizzes** page to view the quiz as a user would see it. If you have set up a random quiz, the questions are randomly drawn.
2. Select the **Bypass Restrictions** box to bypass any restrictions on the quiz that users are subjected to, including conditional release, start/end dates, attempts allowed, and quiz status.
3. Click **Start Quiz**.

Random Question Set

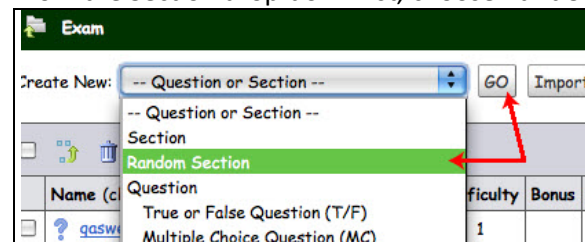
Inserting a random section into a quiz ensures that each user will receive a unique set of questions for that section. The random section pulls from a designated pool of questions stored in the Question Library; you cannot create questions within the random section. After selecting the questions from the library, you can specify how many questions from the random question pool each user should see. The random section will then randomly select this number of questions for each user that takes the quiz. There are no limits to the number or type of questions in a random quiz; however, each question within a random section must have the same point value. There is no limit on how many random sections you can have in one quiz.

Create a Random Section Folder

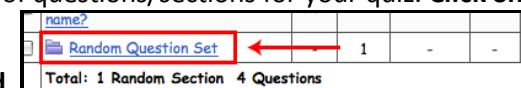
1. From the **Manage Quizzes** page, select the quiz you want to have random questions.
2. Select the **Layout/Questions** tab.
3. Click **Add/Edit Questions**.



4. From the Section drop-down list, choose **Random Section** and click **Go**.

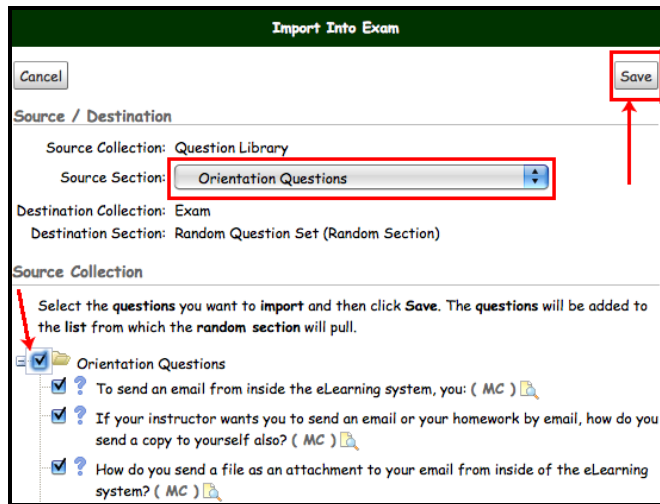


5. Enter a **Section Name** (for example, "random short answers").
6. Optional: Add a message to be displayed with the section (for example "The next five questions will involve the Biology and Chemistry unit").
7. Check any applicable **Display Options** and click **Save**.
8. A folder displays in the list of questions/sections for your quiz. **Click on**



9. Click the **Import** button.

10. Choose the section you want to import questions from in the **Source Section** drop-down list, or choose **Collection Root** to view a list of all questions in the **Question Library**.
11. **Check the questions you want to include in the random section.** You can automatically select all the questions in one section by checking the box beside the desired folder.
12. Click **Save**. The questions are now included in the random section folder.



13. At the top of the page, type the **number of questions** you want each user to see from the random section and **assign a point value** for the questions. **Note: All questions in one random section must have the same point value.**



- 14.
15. Click **Save**.

For more information, see our [BeachBoard Help Pages](#).