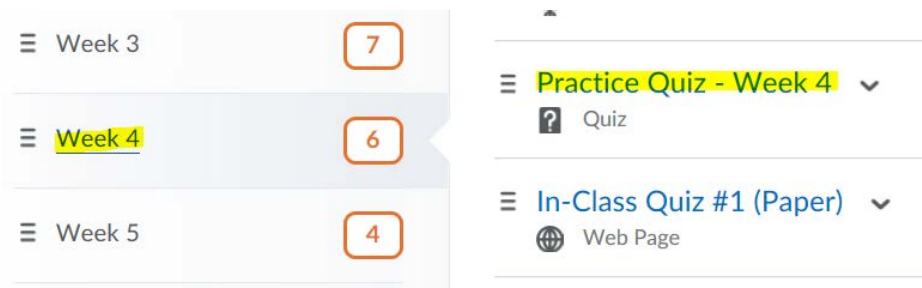


## Quick Tips: Important Quiz Settings

Quiz settings in Brightspace are a bit different than in Blackboard. Below are some key things to know when you are working with imported quizzes from Blackboard or when you are creating new quizzes.

### 1. Quizzes are still visible to students under [Activities > Quizzes](#) when they are hidden or deleted within a Content module


Quizzes are created and reside within the **Quizzes** area that you get to through **Activities > Quizzes**. To see the quiz in a content module, such as a weekly folder, you create a *link* to where they are in the Quizzes area. Therefore, if you hide or delete the quiz within a content module, it still resides within **Activities > Quizzes**.



### 2. Blackboard quizzes were imported into Brightspace as *Active* and are visible to students. *Make them Inactive*.








This means that when students go to the **Activities** menu and select **Quizzes**, they can view and complete the quizzes.

The quickest solution is to:

- a) go to **Activities > Quizzes**,
- b) click on all checkboxes to select all quizzes
- c) click on **Bulk Edit**  **Bulk Edit**
- d) uncheck all boxes under **Active** and press **Save**

Afterwards, you can choose to set **availability dates** to have quizzes. Or, you can go back and make the individual quizzes active when you want students to see them.

## Edit Quizzes

Name	Quiz Category 	Active	Attempts Allowed
<input type="text" value="Practice Quiz - Week 4"/>	Practice Quizzes  <a href="#">add category</a>	<input checked="" type="checkbox"/>	1 
<input type="text" value="Practice Quiz - Week 7"/>	Practice Quizzes  <a href="#">add category</a>	<input checked="" type="checkbox"/>	1 
<input type="text" value="Practice Quiz - Week 14"/>	Practice Quizzes  <a href="#">add category</a>	<input checked="" type="checkbox"/>	1 

3. Check off *Automatic Grade* and *Auto Export to Grades* in order to see student quiz results in the Grades Centre.

If these two check boxes are not checked, you will not see quiz results in the Grades Centre. **Checking them does not mean that students will see their quiz results. This is managed through Submission Views (see below).**

To activate **Auto Export to Grades** checkbox, make sure you have **added a grade item** and selected it within the dropdown menu.


You can change these settings under **Activities > Quizzes**; then click on the quiz link to edit.

## Edit Quiz - Practice Quiz - Week 4



Properties   Restrictions   **Assessment**   Objectives   Submission Views   Reports Setup

### Assessment


**Automatic Grade**

Allow attempt to be set as graded immediately upon completion 

Grade Item

 [\[add grade item\]](#) 

**Auto Export to Grades**

Allow automatic export to grades 

4. Set default Submission View to what you want students to see upon finishing the quiz  
Under the **Submission Views** tab when you are in **Edit Quiz**, click on link to **Default View** to select quiz details that you want your students to see upon completing/submitting the quiz. Otherwise, the default setting is for students to *not* see details about their responses.

## Edit Quiz - Practice Quiz - Week 4 ▾

Properties   Restrictions   Assessment   Objectives   **Submission Views**   Reports Setup

### Default View

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

**Default View**

Date: immediately

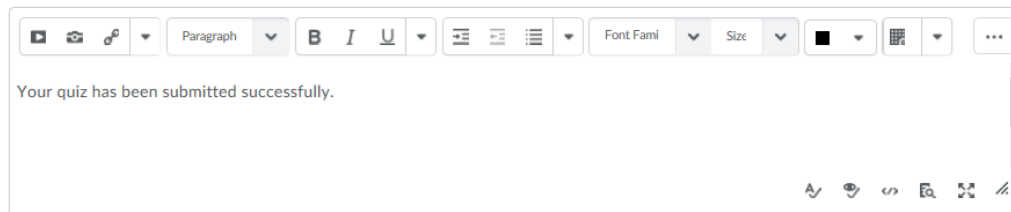
**Show Questions? No**

Statistics: none

## Add View

### View Properties

Message



Your quiz has been submitted successfully.

The image shows a rich text editor toolbar with various icons for text formatting (bold, italic, underline), alignment, font family, size, background color, and a list of icons. Below the toolbar is a message box containing the text "Your quiz has been submitted successfully." and a vertical scrollbar on the right side.

### View Details

Show Questions?

- Yes
- Show questions answered incorrectly ?
- Show questions answered correctly ?
- Show all questions without user responses ?
- Show all questions with user responses ?
- Show question answers ?
- Show question score and out of score
- No ?

Score

- Show attempt score and overall attempt score ?

Statistics

- Show class average
- Show score distribution