Not-So-Easy Tests
Brightspace Steps

These instructions are beneficial for faculty who have a paper-copy test and would like to load it into a Brightspace Quiz.

PART 1 – Original Test

1. Open the test as a Word or PDF file.

PART 2 – Create Questions Using Test Quiz Generator

2. In a Chrome web browser, log in to Brightspace, and choose your course.

3. Select TOOLS – TEST QUIZ GENERATOR.

4. Copy your test from the Word file, and paste it into the Test Quiz Generator.

5. Press "Generate Test Questions".

6. Each question will appear as red – add an asterisk (*) to the outside of the correct answer, at the margin. (ex. *a. The house is blue.)

    Fix any other formatting issues the generator indicates. It will tell you <u>how</u> to fix them.

7. When you are done, press "Generate Test Questions" again. The test questions should now all pass and be highlighted in green.

8. Press the green "Download Test Questions for Brightspace" button.

9. A .csv file will download – this will be saved in your "downloads" folder on your computer.

PART 3 – Add Questions to Brightspace Quiz

10. In Brightspace, go into the course, select Activities – Quizzes.

11. Select the Question Library button.

12. Choose Import – upload a file – and locate the .cvs file in your download folder.

13. When you see the green check mark, select Import All. This loads all of the questions from the .cvs file into your question library.

14. Choose Done Editing.

15. Now you can make your quiz.