How to Build a Test in Brightspace/D2L

HOW TO BUILD A TEST IN BRIGHTSPACE/D2L

To create a new **TEST**, navigate to Course Administration then select **Quizzes**.

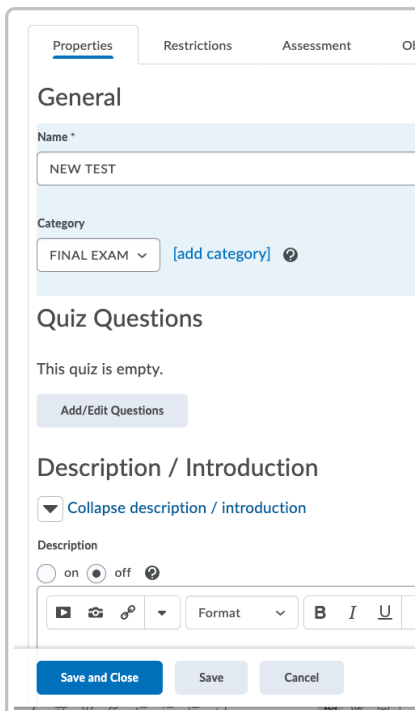Use the **NEW QUIZ** button (tab) to create a new test.
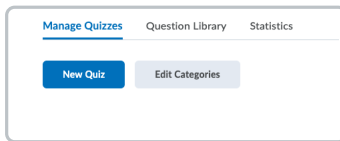
1. NAME the TEST
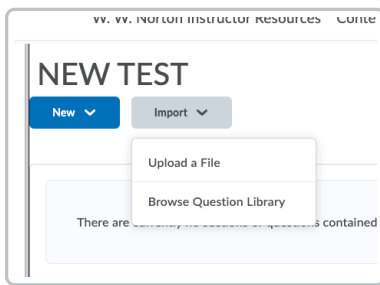
Optional: ADD a CATEGORY (SAVE)

Optional: ADD a DESCRIPTION / INTRODUCTION

SAVE.

2. ADD SET OF QUESTIONS FROM THE QUESTION LIBRARY

To add a **set of questions** to your TEST, select the **Add/Edit Questions** button, then **Import**.

To import questions from the Question Library select **Browse Question Library**. This will bring up the pools of questions titled by chapter.

Select your chapter by title, then check off the questions you want to add from the pull-down menu. Questions may be filtered by question type and sorted by points or types, depending on your options.

 SAVE.

3. DRAW FROM A RANDOM SET OF QUESTIONS IN A QUIZ

You can optionally add random questions to your test. To create a random draw of questions using the Question Library pools, select the **Add/Edit Questions** button, then select **NEW**. In the drop-down menu, select **Question Pool**.
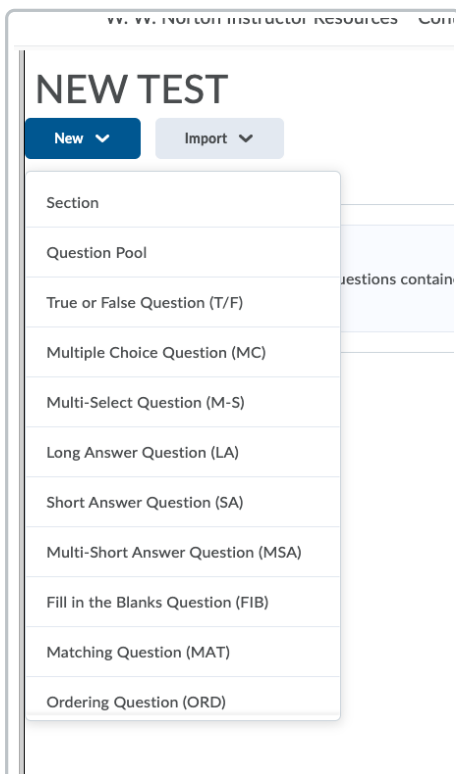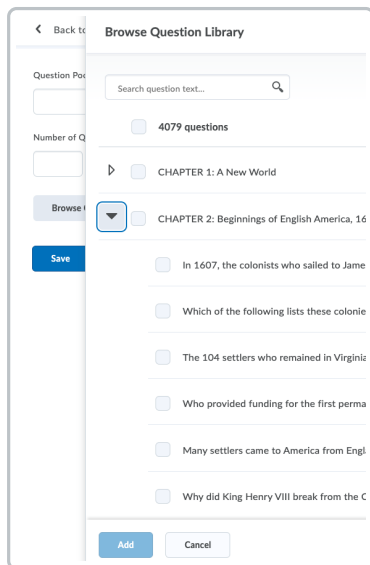

Name your new question pool so it is clearly identified.

Identify the number of questions you want to draw, assign points, and then use **Browse Question Library** to pull up the chapters.

Select the questions you want to add. You can use multiple chapters for your new pool.

Select **ADD**.

SAVE the TEST, then click on **DONE EDITING QUESTIONS**.

4. SET AVAILABILITY, REPORTING, AND DISPLAY OPTIONS

Restrictions Tab

- **Status** – Select "Active" from this dropdown menu to activate the Quiz and make it available to learners. "Inactive" (or draft mode) is the default when a quiz is created and will prevent learners from seeing and accessing the Quiz.

- **Availability** – You can enable Quiz Start and End Dates. This section is used to specify the timeframe in which the Quiz will be available for learners to access it.

Assessment Tab

- **Automatic Grade** – Select this checkbox to allow users to see their score as soon as they submit their attempt.

- **Grade Item** – If the quiz is a graded assessment, it is recommended to associate a grade item with the quiz so the results can be automatically linked to the Grades tool.

- **Number of attempts allowed. (The default is one.)**

Submission Views Tab

- **Add Additional Views** – By default, learners won't be able to see questions, their responses, or correct answers after completing a Quiz. Selecting the Add Additional View button will allow you to specify what a learner can see after completing a quiz. To maximize learning from a quiz, it is beneficial to show learners what questions they got right and wrong.

SAVE AND CLOSE.