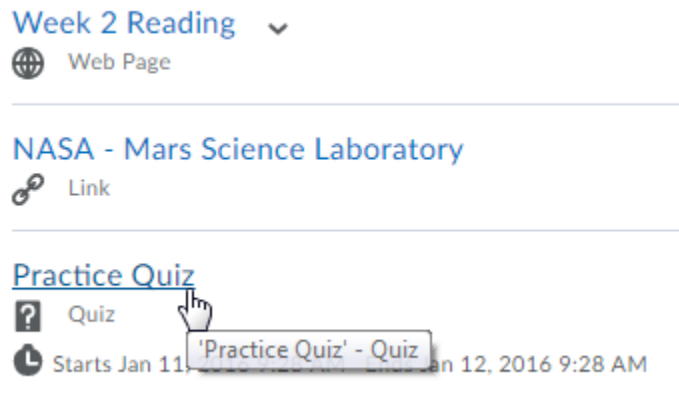


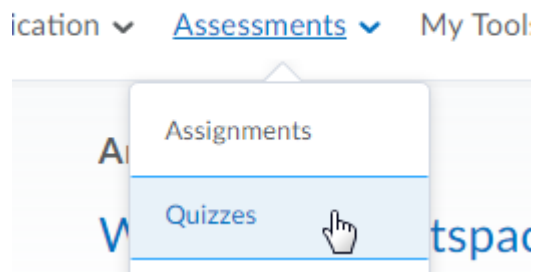
Brightspace Quizzes and Surveys

FINDING YOUR QUIZZES

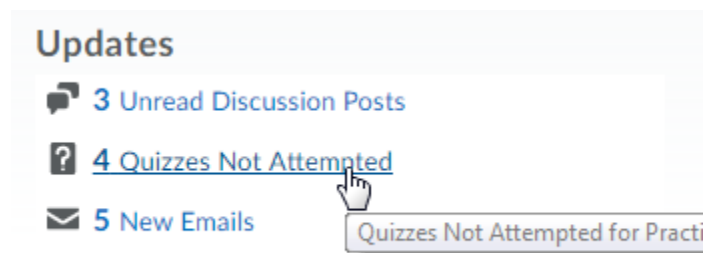
You can reach Quizzes and Surveys through your **Course Content...**



...or via the Navbar, by clicking on the appropriate tool under **Assessments**.



If your instructor has enabled this widget, unattempted quizzes will appear as notifications in the Updates widget on your Course Home page.



COMPLETING A QUIZ

When you enter a quiz, there will be a set of instructions. Make sure to read these before you start your quiz, at least the first time.

The quiz details will give you information like the dates the quiz will be available, the amount of time you'll be given to complete the quiz, and how many attempts you'll be allowed to make.

Summary - Practice Quiz ▾

Quiz Details

Current Time

1:25 PM [Update](#)

Current User

D2L3 Student (username: D2Lstudent3)

Quiz Period

Available on Aug 1, 2017 10:39 AM

Time Allowed

1:00:00

Attempts

Allowed - unlimited, Completed - 0

Instructions

Before you submit the quiz, you will have the opportunity to return to questions that you may have missed or have not yet answered. You can submit your quiz responses at any time. However, if you submit your responses after the time limit expires, your attempt will be recorded as a late submission.

Click "Start Quiz" to begin Attempt 1.

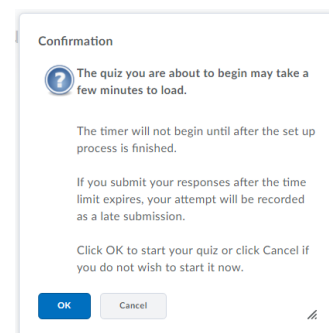
The timer will not begin until after the set up process is finished.

[Start Quiz!](#)

Keep in mind that once you've entered a quiz with a time limit, the timer does not stop counting down, even if you log out and log back in; so make sure you have a reliable Internet connection. If you get disconnected during a quiz, you can log back in to Brightspace and continue, as long as the time hasn't run out. If you have trouble logging back in while a quiz is in progress, contact your instructor.

When you're ready to begin, click **Start Quiz**.

A confirmation will appear. If you're ready, click **OK**.



Quizzes might have a number of different question types, like:

- multiple choice
- short answer
- true or false
- matching
- long answer

Question answers are auto-saved as you complete them, except for Written Answer questions which have the formatting bar enabled. To save Written Answer questions as you type, click anywhere outside of the text entry box.

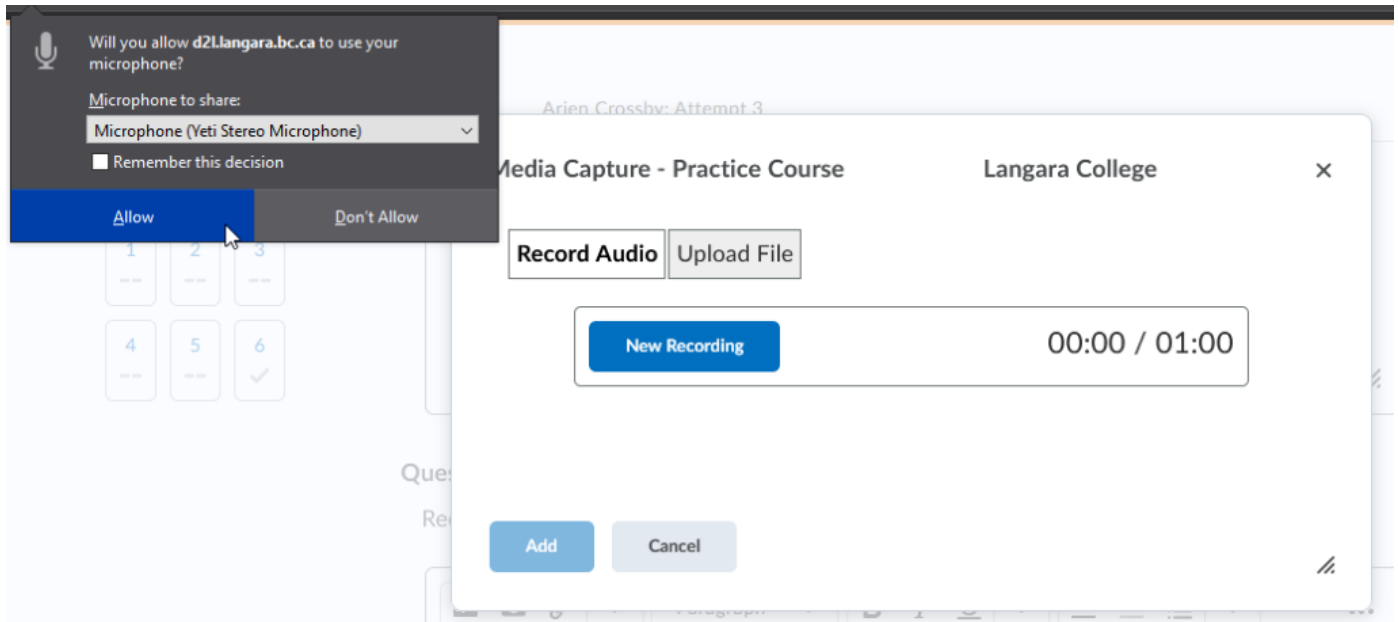
Other question types, and Written Answer questions without the formatting bar, will auto-save approximately every 30 seconds.

Recording Audio in Quiz Questions

In both Assignment feedback, and in certain types of Quiz question, you have probably seen the Record Audio button. Previously, clicking this button launched a recorder window that then requested your permission to run Flash in your browser. As most browsers have stopped supporting Flash, the new version uses a technology called HTML5, which captures audio directly in the browser without the need for additional plugins. Now, to record audio, just click the Record Audio button.



The tool will request your permission to use the microphone. Grant this permission, then create your recording. You may also wish to click the “remember this decision” checkbox.



Click **New Recording** to start your recording. Click Stop Recording to stop when finished. Then click **Add** to proceed.

In the next screen, under **Title**, enter something descriptive, like your name, or something describing the question you're answering. If you don't enter anything under Title, the file name will be a random alphanumeric string.

Click **Add** again to attach the recording. It will appear as an HTML file in the same area as other file attachments.

Question 6 (1 point) ✓ *Saved*

Record and respond.

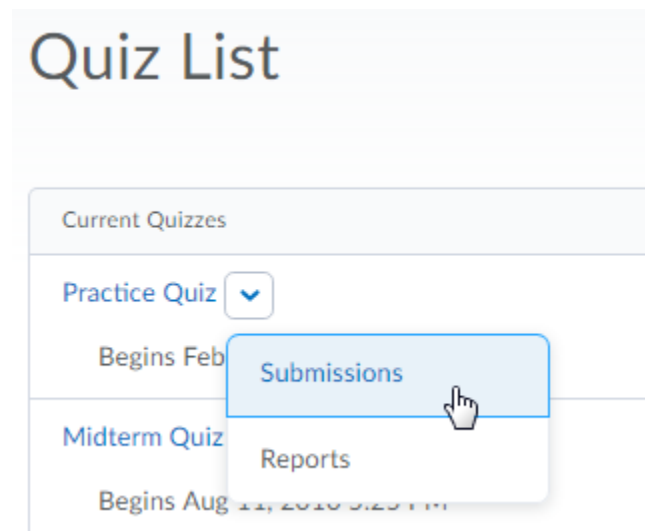
A screenshot of a rich text editor interface. The top toolbar includes icons for video, image, link, paragraph style (set to "Paragraph"), bold, italic, underline, bulleted list, numbered list, and indent. The text area contains the question "What day is it today?". At the bottom right of the editor are icons for undo, redo, code, search, and fullscreen. Below the editor are two buttons: "Add a File" and "Record Audio". Below these buttons, a file attachment is shown: a document icon followed by the text "testing_testing.html (411 Bytes)" and a close button (X). Below the filename is the text "Source: Audio Capture". The entire attachment area is enclosed in a red rectangular box.

Submitting A Quiz

When you're finished, click "**Submit**." You will see a confirmation screen asking if you're certain you're done; if you are, click **Submit**.

VIEWING YOUR SUBMISSIONS AND SEEING YOUR GRADES

Depending on your instructor's settings, part or all of the quiz might be graded and available to you immediately. Otherwise, once it's been graded, you'll be able to find it in the list of quizzes, under Submissions.



Click on **Submissions**, and on the next page, click on the attempt.

SURVEYS

Surveys work in much the same way. You might access them via the course content browser, or from the Surveys tool under **Assessments**.

To start the survey just click on the survey name, answer the questions and click **save**. Then **Submit**.

Like in a quiz, a window will appear asking if you're sure you want to submit your survey. If you are sure, click **Yes**.