# Table of Contents

The BlazeVIEW Quiz Tool .................................................................................................................. 3  
Accessing the Quiz Tool ................................................................................................................... 3  
Creating Quizzes.............................................................................................................................. 3  
  The Properties Tab ........................................................................................................................ 4  
    Name ......................................................................................................................................... 4  
    Category .................................................................................................................................... 4  
    Quiz Questions .......................................................................................................................... 4  
    Question Types .......................................................................................................................... 5  
  Importing Questions ...................................................................................................................... 6  
  Description/Introduction ............................................................................................................. 8  
  Page Header and Footer ............................................................................................................. 8  
    Optional Advanced Properties .................................................................................................... 9  
  The Restrictions Tab .................................................................................................................... 10  
    Due Dates and Availability ........................................................................................................ 10  
    Release Conditions ................................................................................................................... 11  
    Security Options ....................................................................................................................... 12  
    Optional Advanced Restrictions: Password ............................................................................... 12  
    Timing ..................................................................................................................................... 13  
    Special Access .......................................................................................................................... 14  
  The Assessment Tab .................................................................................................................... 14  
    Grading and Exporting ............................................................................................................. 15  
    Attempts .................................................................................................................................. 15  
    Submission Views..................................................................................................................... 16  
Editing Quizzes ................................................................................................................................. 18  
Previewing Quizzes .......................................................................................................................... 18  
Building Your Question Library ....................................................................................................... 19  
Quiz Statistics ................................................................................................................................ 19  
LockDown Browser .......................................................................................................................... 20  
Evaluating Quizzes ............................................................................................................................ 21  
  The Users Tab ............................................................................................................................. 22  
  The Attempts Tab ....................................................................................................................... 24  
  The Questions Tab ....................................................................................................................... 25
The BlazeVIEW Quiz Tool

BlazeVIEW offers a quiz tool so that you can assess your students and measure their mastery of learning objectives in a course. Replete with a quiz library, dozens of question types, and timing options, you will be able to create quizzes to suit every need.

Accessing the Quiz Tool

Choose the course in which you will be working. You can select your course from your waffle icon or your pinned courses on your BlazeVIEW homepage.

From the top of your course, choose the “Assessments” tab.

Select “Quizzes.”

Creating Quizzes

To create a quiz, select “New Quiz.”
The Properties Tab

The properties tab will house instructor created quiz instructions/directions. This is also where you will add questions to your quiz, whether you pull them from the question library or create them yourself.

Name

Give your quiz a name. It is helpful to name the quiz identically to the grade item it is attached to in the gradebook. You'll need to name your quiz before you can move on to other tabs.

Category

You can create categories within the quiz tab. This will simply organize how you and students see quizzes. For instance, you can create a category for each module and assign quizzes to their respective modules. This is an optional step.

Quiz Questions

This step is the most important as it is where you will create the items to assess your students. Your quiz will begin empty. To add questions, choose the “Add/Edit Questions” button
You should now a screen that looks like this:

If you have written questions and included them in the question library, they will appear in the pane to the left.

The blue “New” button allows you to create new questions.

The “Import” button allows you to import questions from other quizzes, your library, or from a .csv file.

When you are done adding questions to your quiz, you will choose the blue “Done Editing Questions” button to the far right.

Question Types

Let’s review the question types available to you under the blue “New” button.

- **True or False (T/F)**
  - Instructors will provide students with a statement
  - Students must determine if the statement is true or false
  - Auto-graded

- **Multiple Choice Question (MC)**
  - Instructors provide students with a statement or question and gives them multiple answer options
  - Students select the one best answer
  - Auto-graded

- **Multi-Select Question (M-S)**
  - Instructors provide students with a statement or question and gives them multiple answer options
  - Unlike with MC questions, multiple answers might be correct – students can choose all of the correct answers
  - Auto-graded

- **Written Response Question (WR)**
  - Instructors pose open ended prompts
  - Students respond in long form
Instructor graded

- **Short Answer Question (SA)**
  - Instructors provide students with a question or statement
  - Students respond with one word or brief sentences
  - Can be auto-graded, but it is encouraged instructors double check these response types

- **Multi-Short Answer Question (MSA)**
  - Instructors provide a question or statement that requires multiple answers
  - Students input their answers into individual boxes
  - Can be auto-graded, but it is encouraged instructors double check these response types

- **Fill in the Blanks Question (FIB)**
  - Instructors provide a statement with a missing word
  - Students fill in the missing word
  - Can be auto-graded, but it is encouraged instructors double check these response types

- **Matching Question (MAT)**
  - Instructors provide multiple sets of possible matches
  - Students use drop down lists and work to correctly partner correct answers
  - Auto-graded

- **Ordering Question (ORD)**
  - Instructors provide jumbled information
  - Students rearrange the information until it is in the correct order
  - Auto-graded

- **Arithmetic Question (2+2)**
  - Instructors create number equations and problems; can be created based on a range of numbers so that students receive different questions
  - Students demonstrate mastery by solving the equation
  - Can be auto-graded, but it is encouraged instructors double check these response types

- **Significant Figures (x10)**
  - Instructors create equations and problems that ask students to answer in scientific notation
  - Students demonstrate mastery by solving equation
  - Can be auto-graded, but it is encouraged instructors double check these response types

---

**Importing Questions**

Imported questions can come from a file or from your question library.
If you choose to upload from a file, BlazeVIEW offers a template you can work from. Select “Upload a File”. Then choose, “Download template CSV.”

Once you have filled in the spreadsheet, you can drag and drop back into the file upload window. You can also pull questions you've already created from your question library.

Search for specific questions and sort them by quiz, date, title, or type. To select questions to add to
the quiz, choose the box to the left of the question. When you have made your selections, choose “Save.”

When you are done adding questions to your quiz, select the blue “Done Editing Questions” button. You will return to the quiz properties tab.

Description/Introduction

The description and Introduction sections enable you to provide detailed instructions and feedback to students prior to taking their exam.

The description box allows students to view quiz information prior to quiz availability. So students will be able to see information in this box even if the quiz is not available to them.

The introduction box is what students will see as they begin their quiz.

Instructions are optional but encouraged. You can include text, add links, post/embed videos and other media, and even link to other places in your BlazeVIEW. Attach additional docs needed for successful completion below the instruction box. Detailed instructions set students up for success.

When you include descriptions and instructions, be sure you have selected the “on” option for both so that they appear to students.

Page Header and Footer

The page header and footer will appear during the quiz at either the bottom of the screen or the top
of the screen. Using headers and footers is optional, but it does allow you to provide instructions that students will be able to see during the entirety of the quiz.

When you include headers and footers, be sure you have select the “on” option for both so that they appear to students.

Optional Advanced Properties

Choose if students are allowed hints. This means that for any questions you created with hints, students will be able to see those.

Disable right click to ensure students can’t print the quiz or copy and paste using the right click feature.

Decide if students will be able to access their email, instant messaging, or alert features in BlazeVIEW with an opened quiz. This will impact all of their BlazeVIEW notifications, not just ones from your course. Students regain access to these things upon submission of their quiz.
The Restrictions Tab

Under the Restrictions Tab, you will make decisions that either restrict or allow students access to the quiz based on dates, accommodations, or release conditions.

Due Dates and Availability

Determine when this quiz will be due. Due dates will populate into the course calendar and assist in keeping students on track in your course.

You may also wish to control the pacing and timing of the course by including start dates and end dates. A start date means students will be unable to access the quiz until that date is reached, while an end date means that students will lose the ability to submit once the end date has passed.

**Important: students can still submit after a due date is reached; only by including an end date will students be locked out from turning in work past a certain time.

Be sure to deselect “Inactive” when you have completed editing the quiz so that students will see this quiz under their list of assessments.
Release Conditions

Release conditions require that students have met specific criteria before they will have access to content, assignments, quizzes, announcements, etc. You can attach a release condition to just about anything in BlazeVIEW. Conditional releases are a great way to personalize and differentiate instruction for your students.

Release conditions can be set based on grades, completion of content, items selected on a checklist, group enrollment, completed survey attempts, etc. Example: Students must have completed the “set up a gradebook” checklist item on the “Choose your own adventure” checklist before they will be able to access this quiz.
Security Options

The LockDown Browser assist with deterring cheating by prohibiting student access to other websites, applications, recording or capturing screen content, or printing their screen displays while taking your quiz.

If you have enabled the LockDown Browser, you will be able to make decisions about how to use the LockDown Browser here.

Decide if students will be required to use it to take their quiz and/or view their feedback and results.

Optional Advanced Restrictions: Password

Determine if your quiz will have a password. It is encouraged to password protect quizzes that will be taken through ProctorU and the VSU Testing Center.

Password protected quizzes also work well to determine if students are accessing specific content. For instance, provide passwords during Blackboard Ultra sessions. This means students are responsible for obtaining the password by either attending the session or watching the recording.
Timing

Determine if your quiz will be timed. There are two different timing options, recommended and enforced.

A recommended time limit will provide a suggested window for students to take the quiz but it will not limit them to completing the quiz within that window. Students may take however long they need/want to. The recommended time limit defaults to 120 minutes but can be adjusted.

The enforced time limit is more rigid. With this setting, students only have the time you set to complete the quiz. The enforced time limit defaults to 120 minutes with a 5 minute grace period, but can be adjusted to your needs.

Once you have set the timing, decide what will happen for students who have not submitted the quiz within the time frame.

“Allow the student to continue working” will flag their quiz as exceeded time limit but will allow them uninterrupted time to finish.

“Prevent the student from making further changes” will immediately submit the quiz upon reaching the exceeded time and students will be unable to complete or check their answers.

“Allow the student to continue working, but automatically score the attempt as zero after an extended deadline” means that students will be allowed to work past the time limit but they will receive a 0. Instructors can override the 0 if they wish.
Special Access

Allowing users special access to quizzes allows you to easily account for accommodations among your students. For instance, if a student has an accommodation that allows for an extended time (time and a half, 100%, etc), you can add this student to a list of special users.

To do this, simply select “Allow users with special access to submit outside the normal availability dates for this folder. Then, choose “Add Users to Special Access.” From there, select the student/s you need to add and choose save.

Be sure to save as you work.
Here, you will make decisions about the evaluating process for your quiz.

Grading and Exporting

Select “Allow attempt to be set as graded immediately upon completion” if your quiz has nothing but auto-graded questions. If you select this option and your quiz has instructor graded questions, then each student will receive a 0 automatically until you grade the quiz and republish the score. Even if you do set the attempts to be graded, you can manually override and publish scores at any time.

If you wish for this grade to be factored into a student's overall gradebook, add it the gradebook by associating it with a specific grade item. If the item is already created in the gradebook, simply select if from the drop down menu. If the item does not exist yet, you can create the gradebook item here by selecting “New Grade Item.”

Decide if you want quiz scores to automatically export to grades. Leave this unchecked if you would prefer to manually publish quiz results as you grade.

Attempts

Decide how many attempts students will get to take your quiz. BlazeVIEW defaults to one quiz attempt, but you can decide if you want students to have more.
If you choose more than one attempt, you will need to decide how BlazeVIEW will calculate the attempts. You can choose to take the highest attempt, lowest attempt, first attempt, last attempt, or an average of attempts.

Be sure to save as you work.

Submission Views

Submission views dictate what students will be able to see upon submitting their quiz. The default view does not allow students to see questions, answers, or statistics.

You can change what students see by adding additional views.
Here, you will name your view and can provide a description for it. Then, make decisions about the time students will have to view their results and what specifically they can see. For example, you might want students to only see the questions they got wrong but NOT the correct answers for those questions. Choose your options by select the bullets in front of your choices.

Submission views are time sensitive. You can multiple views for one quiz. As the date for the next view is reached, previous views expire.

Be sure to save as you work.
Editing Quizzes

To edit a quiz, simply begin in your quizzes tab. Find the quiz you wish to edit and select the drop down menu next to the title. Then choose “edit.”

Previewing Quizzes

To preview a quiz, begin in your quizzes tab. Find the quiz you wish to preview and select the drop down menu next to the title. Then choose “preview.”
Building Your Question Library

By creating questions in your question library, you can pull from pre-existing banks of questions to create uniquely differentiated assessments for your students.

From the Quiz Tab, select “Question Library.”

You will be taken to a screen that resembles the “add/edit quiz questions” screen when you create a new quiz. Add questions, sort and categorize them, and select the blue “Done editing questions” when you are complete.

Quiz Statistics

You can view quiz statistics for each quiz you assign. You will have access to class averages, user statistics, score distributions, question statistics, and question details (standard deviations and discrimination index).

To view statistics, begin in your Quiz Tab. Select “Statistics.”

From here, select the quiz whose statistics you wish to view.
LockDown Browser

The LockDown Browser assists with deterring cheating by prohibiting student access to other websites, applications, recording or capturing screen content, or printing their screen displays while taking your quiz.

To access the LockDown Browser portal, begin in the Quiz Tab. Select “LockDown Browser.”

You may be prompted to watch a video that explains how LockDown Browser works. You can watch this video or you can proceed to the next step to view your LockDown Browser Dashboard.

Here, you will find a list of all quizzes that currently exist in your course. To activate LockDown Browser for a specific quiz, choose the arrow next to the quiz title you wish to edit.

Select “settings.”

Choose “require LockDown Browser for this exam” to turn on the Lockdown Browser. If you have password protected your quiz, the password will populate into the password settings box.
Under “Advanced Settings,” you can make additional selections concerning students ability to access external websites, calculators, use an iPad, etc.

Evaluating Quizzes

Oftentimes, you will find yourself needing to evaluate your quizzes based on the question types you have created.

To begin, enter the Quiz Tab. Find the quiz you wish to evaluate. Select the dropdown menu next to the quiz and choose “Grade.”
The Users Tab

In the users tab, you can view and grade quizzes by user. For each user, you will see their names, the date and time they completed the quiz, their score if it was auto graded, their grade, and a publishing to the gradebook option.

<table>
<thead>
<tr>
<th>First Name, Last Name</th>
<th>Completed</th>
<th>Score</th>
<th>Grade</th>
<th>Published</th>
</tr>
</thead>
<tbody>
<tr>
<td>Erin</td>
<td>Mar 22, 2019 1:06 PM</td>
<td>1 / 1</td>
<td>100%</td>
<td></td>
</tr>
</tbody>
</table>

To view the quiz, select an attempt under the user. You will first see information regarding the attempt like the timing and the Quizzes Event Log. The log is very useful for determining student actions during the quiz. It tracks clicks, which questions they accessed and when, how much time they spent on questions, when they saved their quiz, etc.
The Grading Feedback portion is next. Here, you can auto-grade the assignment – this works best for question types that have specific answers, like true/false or multiple choice. You can see the Final Score and edit. And you can also mark the attempt as graded and provide feedback. This will be visible in the gradebook.
If you continue to scroll down, you can view each question and the student’s responses. You can adjust the scores there and also provide individual feedback to each question. Save and close when you are done.

To ensure the quiz grade has been exported to the gradebook, confirm that there is a checkmark in the “Publishing” column.

The Attempts Tab

Here, you can evaluate attempts, instead of evaluating by student.

Sort for specific attempt types to aid in easier grading. When you have sorted appropriately, you will see a list of attempts, student names, date and time completed, score, grade, and the published marker.
Select the attempt you wish to grade and follow the above directions for assessing.

The Questions Tab

The questions tab is a great option for grading because it allows you to blind grade student responses – meaning you will not see student names while grading. It also allows you to update ALL scores for a specific question. This is particularly helpful if you wish to give all students points for a question.

Select “Blind Marking” to view grade without seeing the student name attached to the quiz.

To update every students’ quiz, select “Update all attempts.”