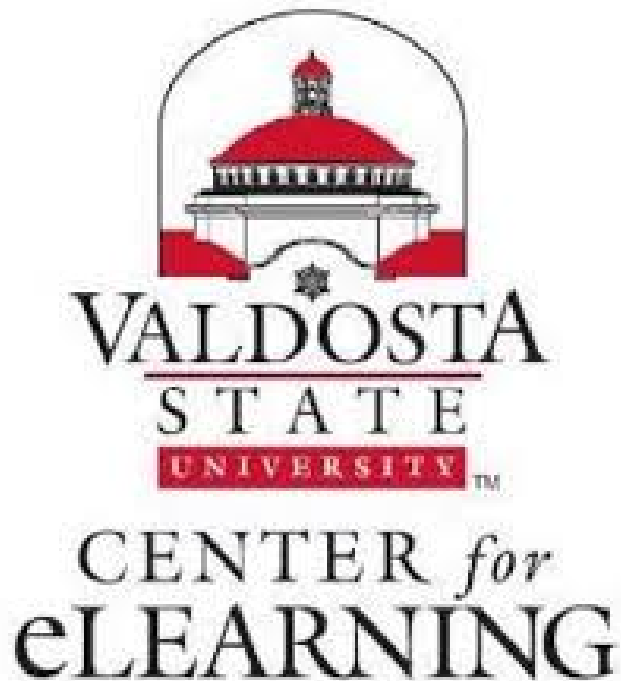


# Instructor Guides

## Quizzes in BlazeVIEW



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Instructor Guides

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## The BlazeVIEW Quiz Tool

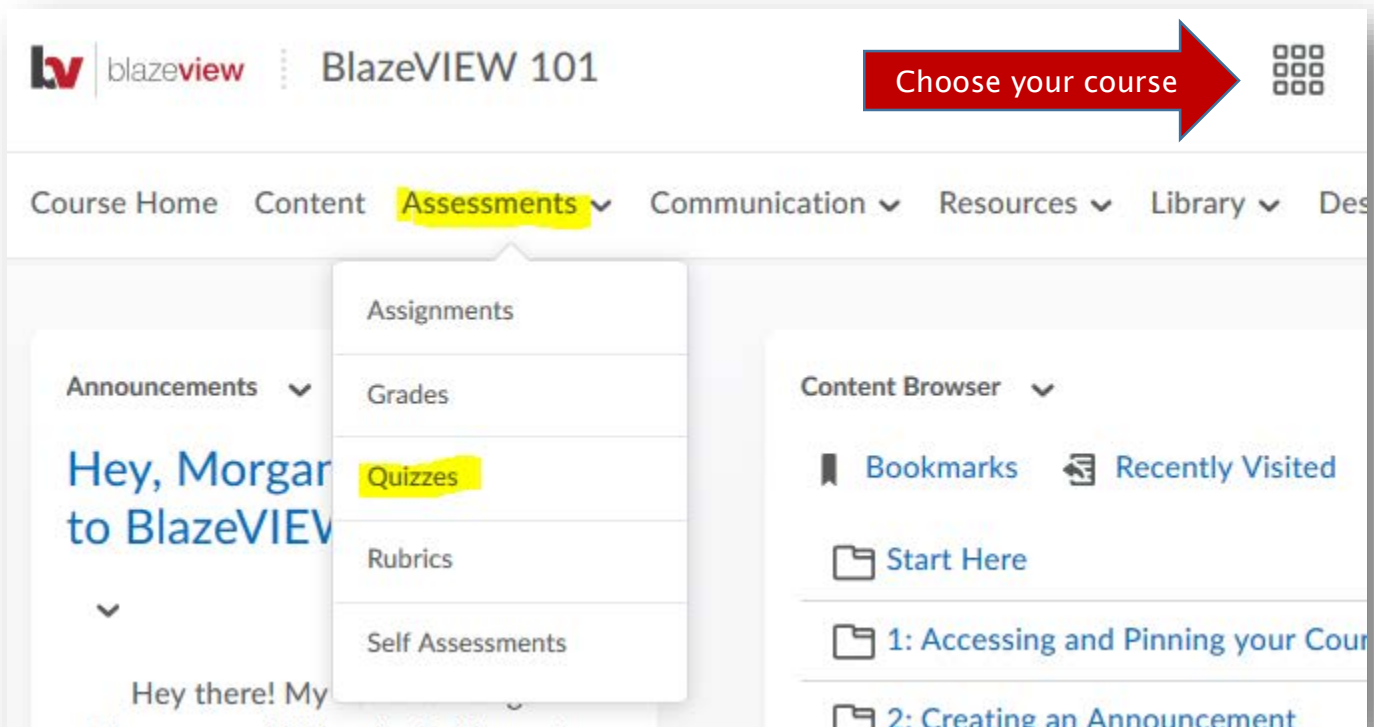
BlazeVIEW offers a quiz tool so that you can assess your students and measure their mastery of learning objectives in a course. Replete with a quiz library, dozens of question types, and timing options, you will be able to create quizzes to suit every need.

### 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.

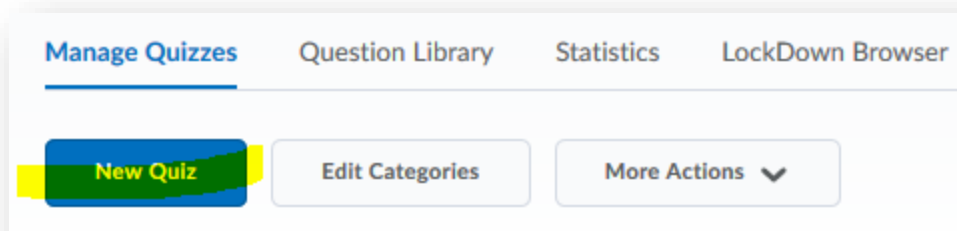
From the top of your course, choose the “Assessments” tab.

Select “Quizzes.”



### Creating Quizzes

To create a quiz, select “New Quiz.”

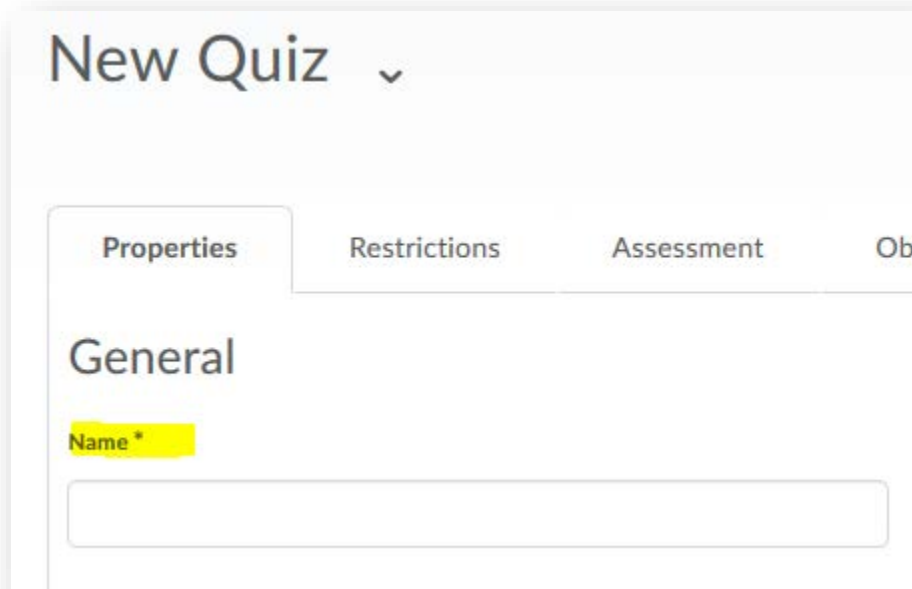


## The Properties Tab

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

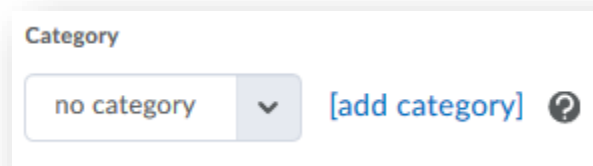
Give your quiz a name. It is helpful to name the quiz identically to the grade item it is attached to in the gradebook. You'll need to name your quiz before you can move on to other tabs.



The screenshot shows a 'New Quiz' interface with a dropdown arrow next to the title. Below the title are four tabs: 'Properties', 'Restrictions', 'Assessment', and 'Obj'. The 'Properties' tab is selected. Underneath, the 'General' section is visible, featuring a 'Name \*' label in yellow above an empty text input field.

### Category

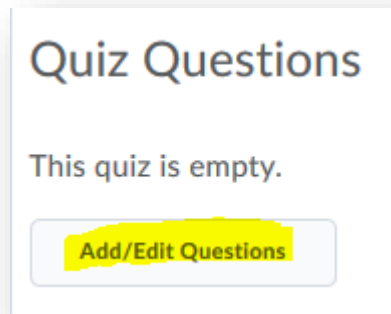
You can create categories within the quiz tab. This will simply organize how you and students see quizzes. For instance, you can create a category for each module and assign quizzes to their respective modules. This is an optional step.



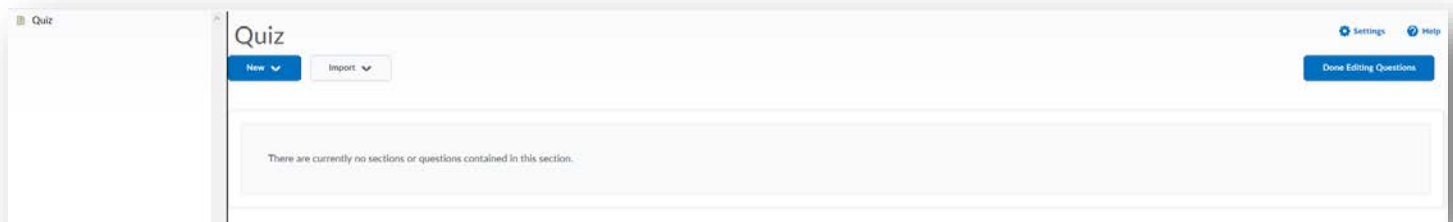
The screenshot shows a 'Category' dropdown menu. The current selection is 'no category'. To the right of the dropdown is a blue button labeled '[add category]' and a small question mark icon.

### 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

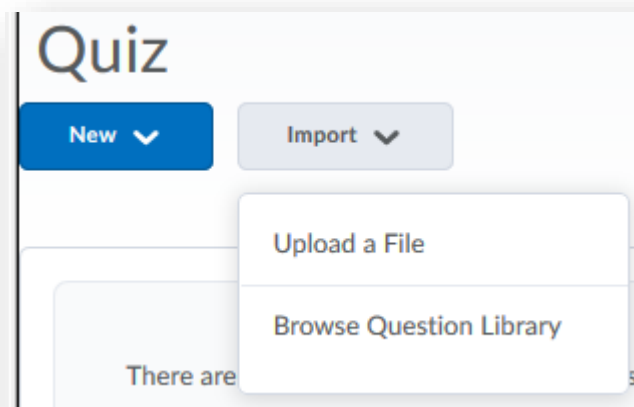
Let’s review the question types available to you under the blue “New” button.

- 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

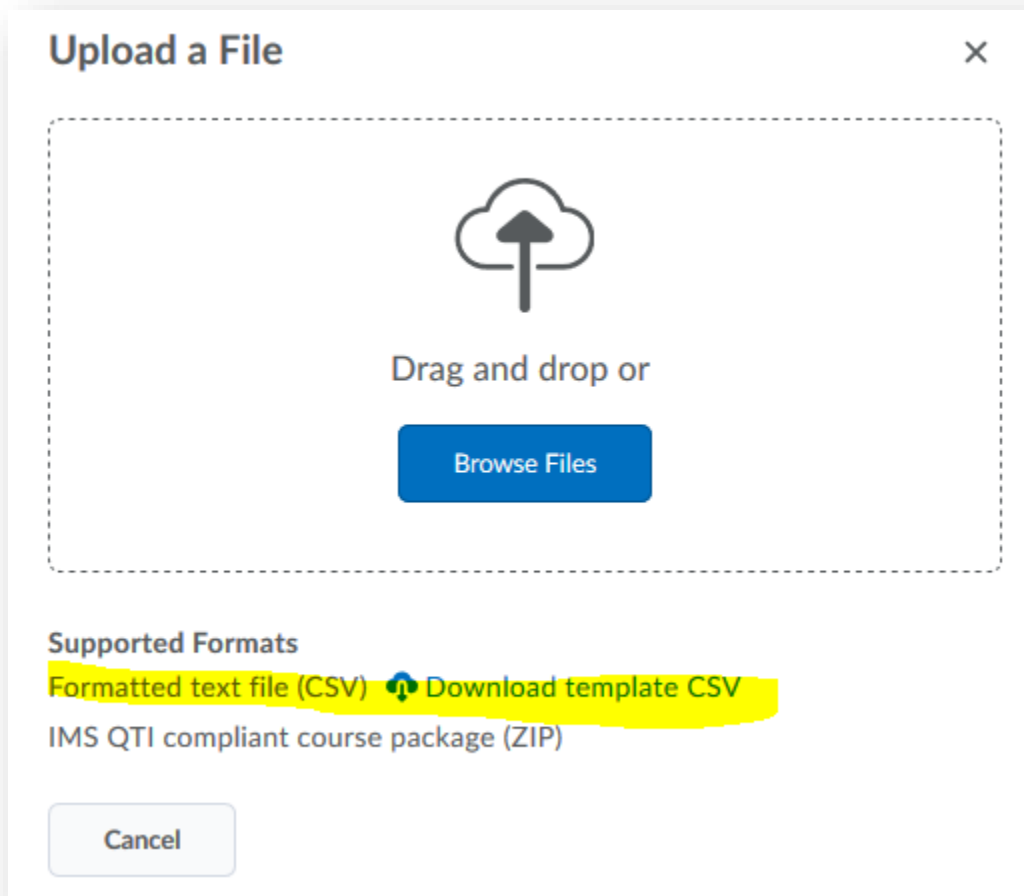
- Instructor graded
- Short Answer Question (SA)
  - Instructors provide students with a question or statement
  - Students respond with one word or brief sentences
  - Can be auto-graded, but it is encouraged instructors double check these response types
- Multi-Short Answer Question (MSA)
  - Instructors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

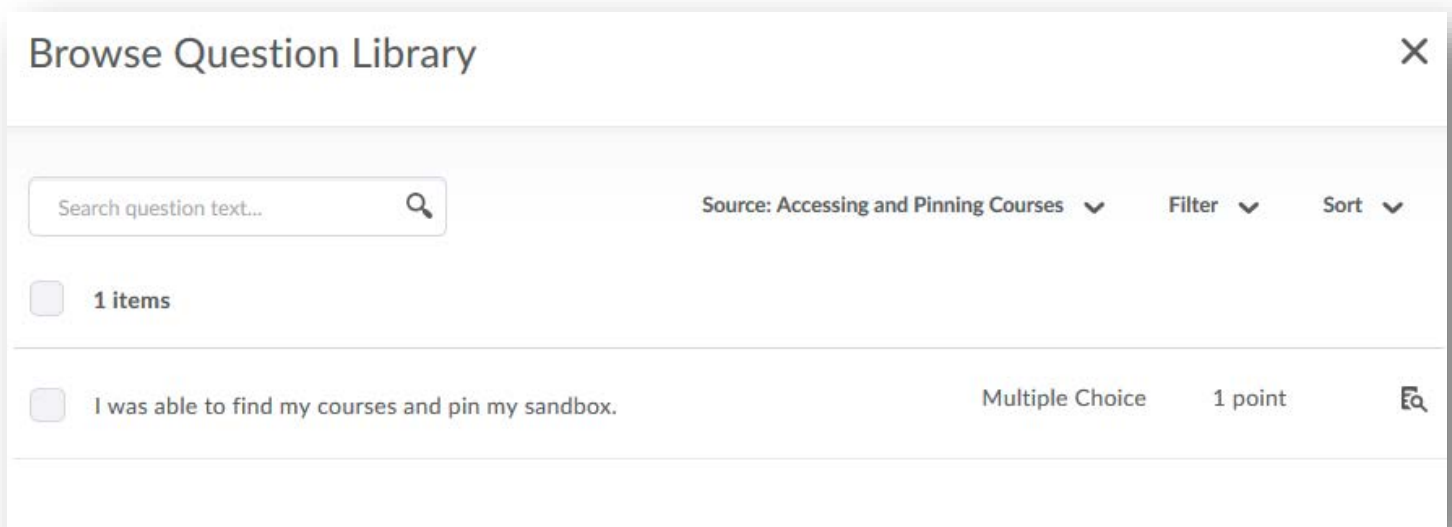
Imported questions can come from a file or from your question library.



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

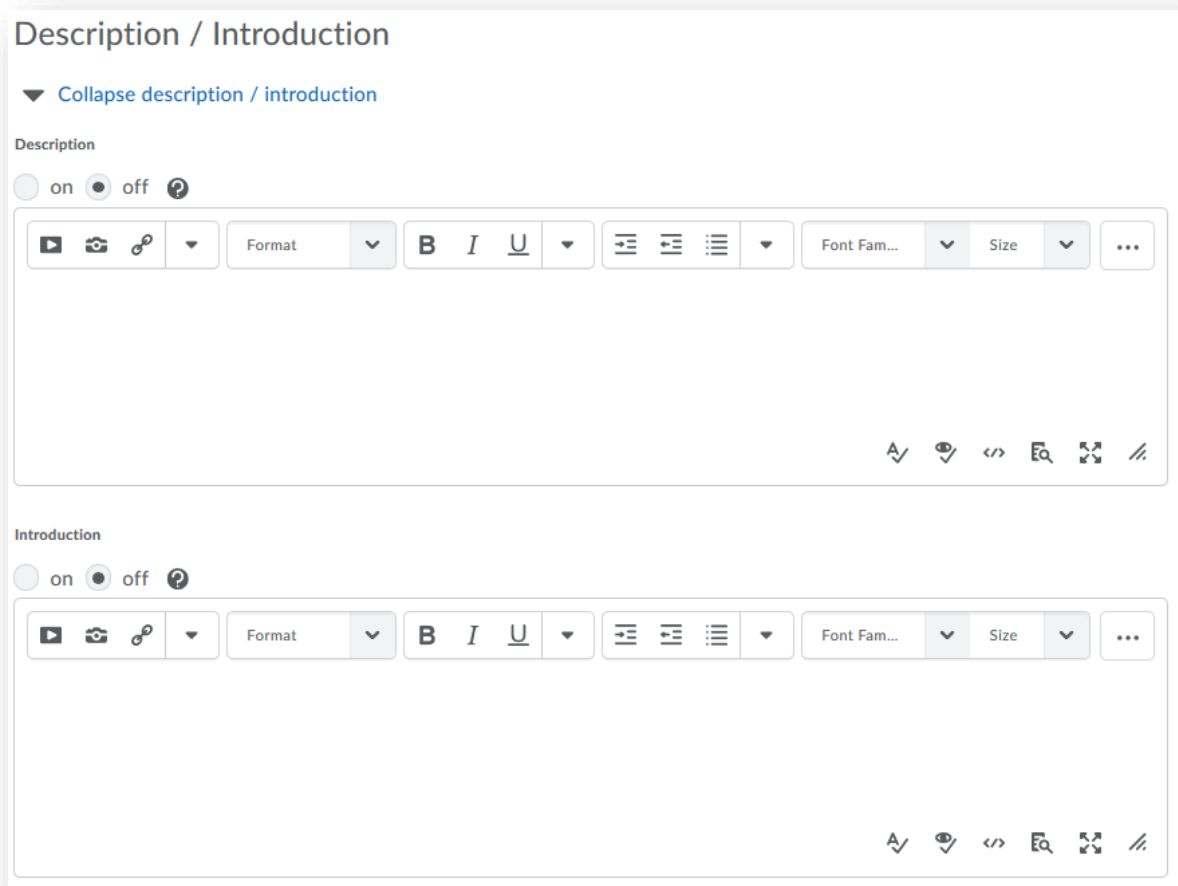
The description and Introduction sections enables you to provide detailed instructions and feedback to students prior to taking their exam.

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 select the “on” option for both so that they appear to students.



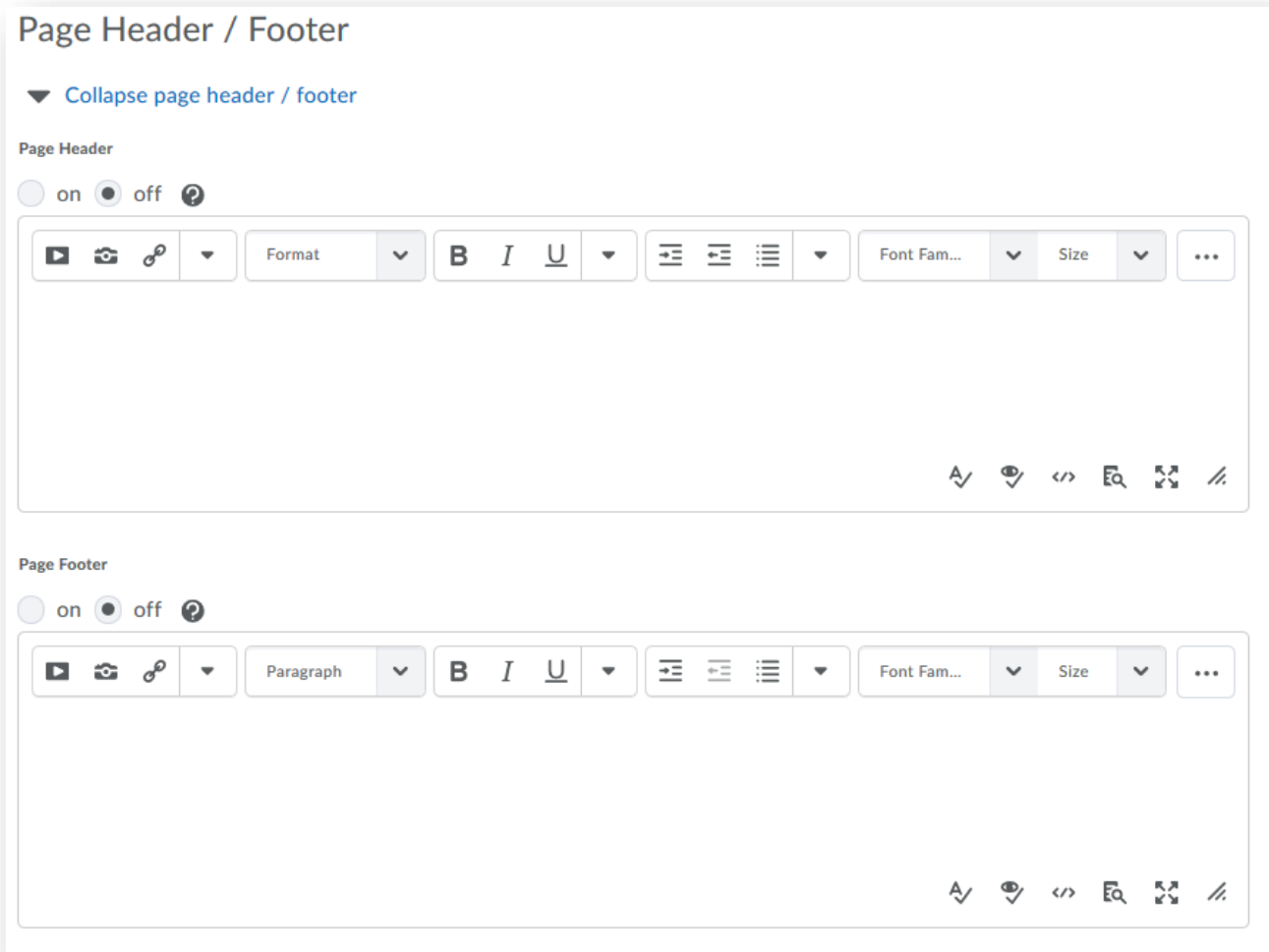
### Page Header and Footer

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.

## Optional Advanced Properties

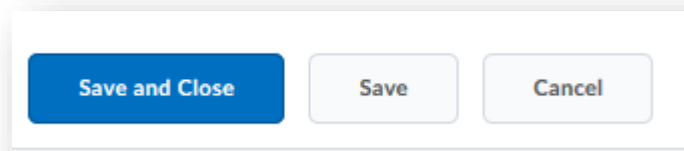
▼ Collapse optional advanced properties

Allow hints

Disable right click 

If you turn on this option, users cannot access the Email tool, Instant Messages tool, or their alerts if they have a quiz attempt in progress. 

Be sure to save as you work.



## 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.

### Dates and Restrictions

Status  
Inactive ▾

Due Date

Has Due Date

7/3/2019 1:21 PM Now  
*United States - New York*

Availability

Has Start Date

6/26/2019 9:21 AM Now  
*United States - New York*

Has End Date


7/3/2019 1:21 PM Now  
*United States - New York*

Display In Calendar

## Release Conditions

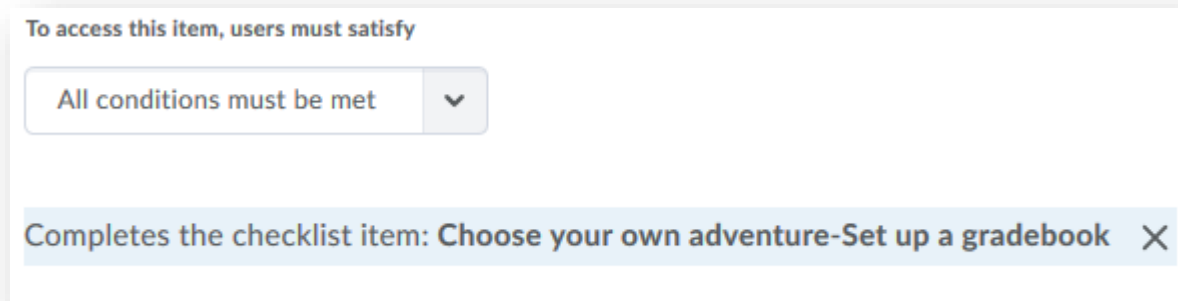
Release conditions require that students have met specific criteria before they will have access to content, assignments, quizzes, announcements, etc. You can attach a release condition to just about anything in BlazeVIEW. Conditional releases are a great way to personalize and differentiate instruction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

### Additional Release Conditions

[Attach Existing](#) [Create and Attach](#)  [Remove All Conditions](#)

There are no conditions attached to this item.

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.

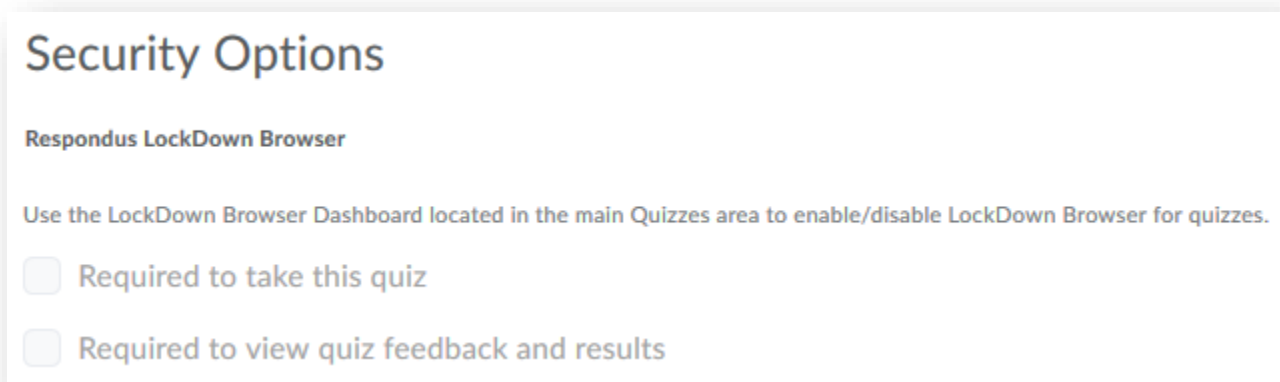


## Security Options

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.

## Optional Advanced Restrictions

▼ Collapse optional advanced restrictions

Password



### 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.

### Timing

Recommended Time Limit  Enforced Time Limit

minute(s)

*Will be displayed before the quiz starts*

Show clock

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.

## Timing

Recommended Time Limit  Enforced Time Limit

Time Limit

120

minute(s)

Grace Period

5

minute(s) before flagged as exceeded time limit

Exceeded Time Limit Behaviour

*After the grace period, flag the quiz attempt as exceeded time limit, and*

- Allow the student to continue working
- Prevent the student from making further changes
- Allow the student to continue working, but automatically score the attempt as zero after an extended deadline.

## 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.

## Special Access

Type of Access

- Allow selected users special access to this quiz
- Allow only users with special access to see this quiz

Add Users to Special Access

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.

Save and Close

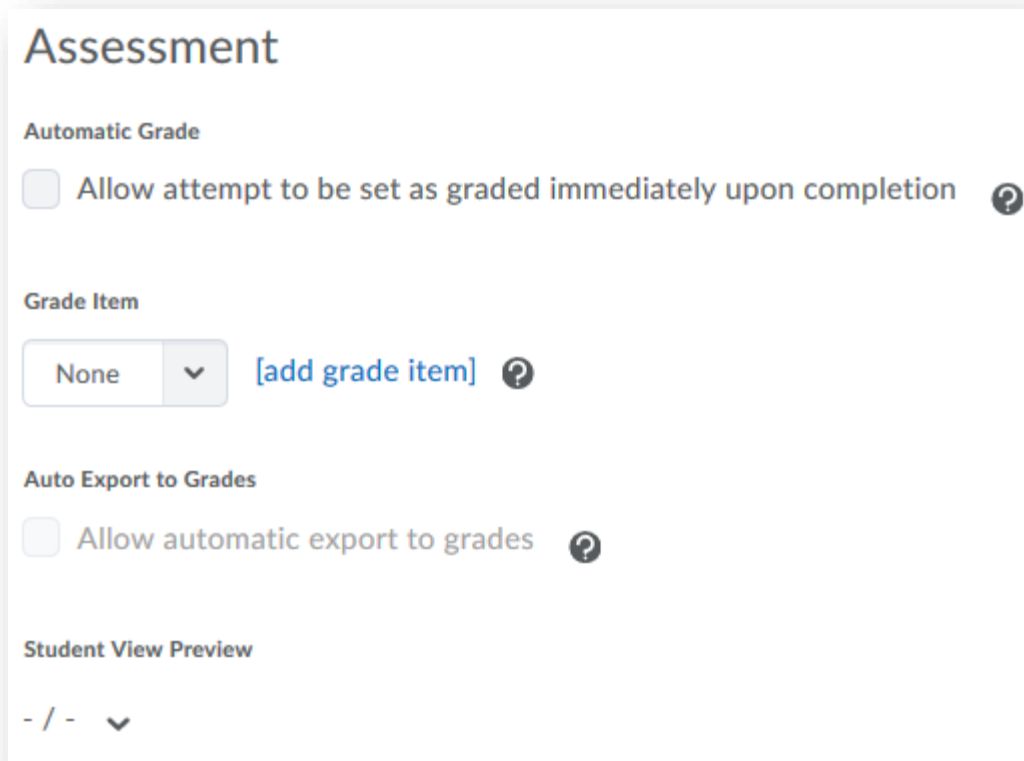
Save

Cancel

## The Assessment Tab

Here, you will make decisions about the evaluating process for your quiz.

## Grading and Exporting



**Assessment**

**Automatic Grade**

Allow attempt to be set as graded immediately upon completion ?

**Grade Item**

None ▼ [\[add grade item\]](#) ?

**Auto Export to Grades**

Allow automatic export to grades ?

**Student View Preview**

- / - ▼

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 it 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.

## Attempts

### Attempts Allowed

Optional Advanced Attempt Conditions will appear if a number of attempts from 2 to 10 is applied.

### Overall Grade Calculation

## Advanced Attempt Conditions

To restrict access to attempts, enter a minimum and/or maximum percentage (0 - 100) that needs to be achieved on the previous attempt to qualify for another attempt.

If the minimum and/or maximum percentage is left blank, it will not apply. If both are left blank, then there is no restriction.

Attempt 2 - Min:  % Max:  % on Attempt 1

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.

## Default View

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

### Default View

**Date:** immediately

**Show Questions?** No

**Statistics:** none

You can change what students see by adding additional views.



## Additional Views

Add Additional View

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.

Limited Duration

Limit the amount of time (in minutes) for which this view is available after the quiz is submitted

### 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 ?

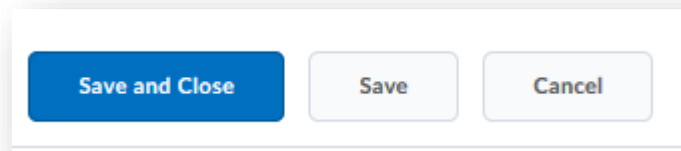
Statistics

Show class average

Show score distribution

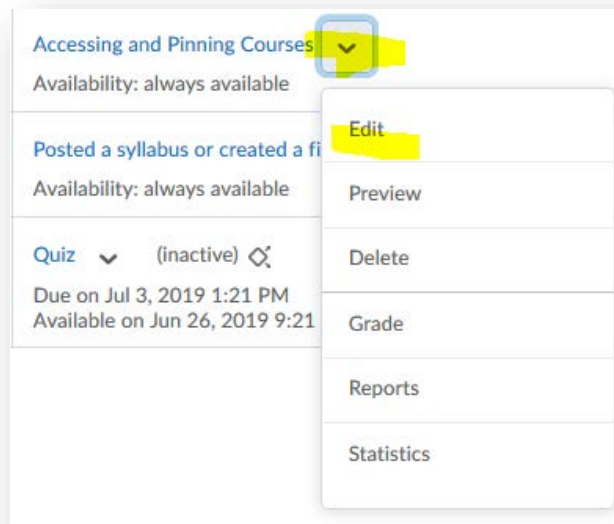
Submission views are time sensitive. You can multiple views for one quiz. As the date for the next view is reached, previous views expire.

Be sure to save as you work.



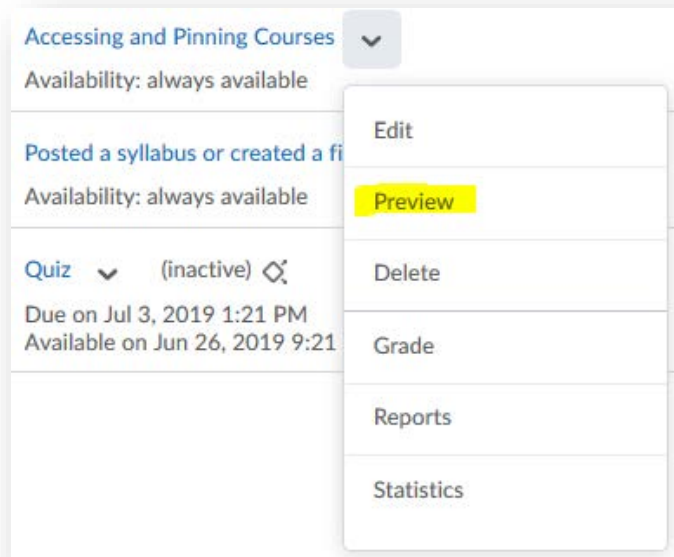
## Editing Quizzes

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

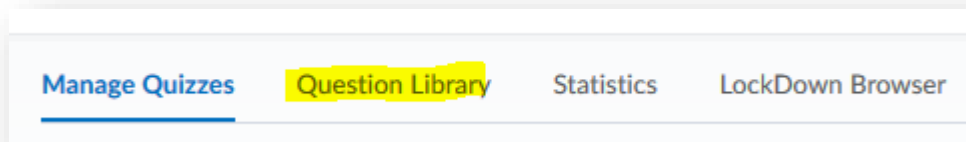
To preview a quiz, begin in your quizzes tab. Find the quiz you wish to preview and select the drop down menu next to the title. Then choose “preview.”



## 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."

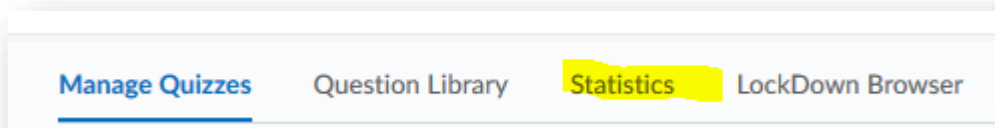


You will be taken to a screen that resembles the "add/edit quiz questions" screen when you create a new quiz. Add questions, sort and categorize them, and select the blue "Done editing questions" when you are complete.

## 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."

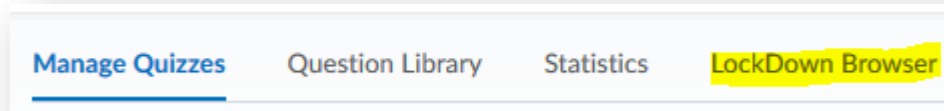


From here, select the quiz whose statistics you wish to view.

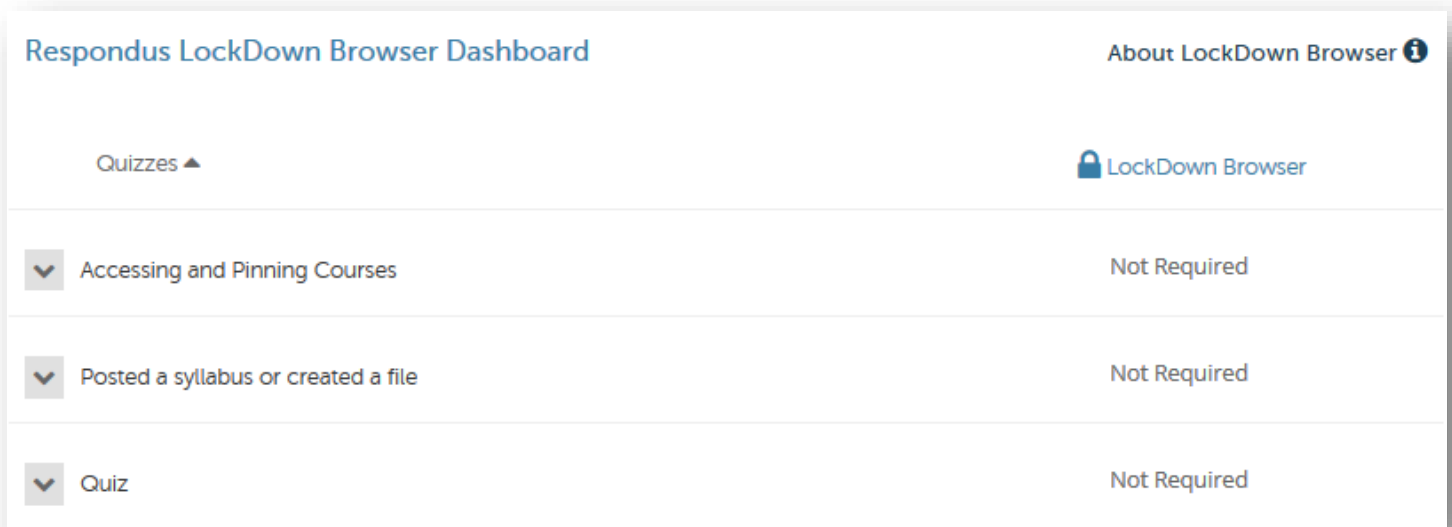
## LockDown Browser

The LockDown Browser 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.

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

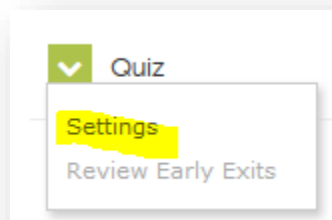


You may be prompted to watch a video that explains how LockDown Browser works. You can watch this video or you can proceed to the next step to view your LockDown Browser Dashboard



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 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.

Quiz

LockDown Browser Settings

Don't require Respondus LockDown Browser for this exam

Require Respondus LockDown Browser for this exam

Require LockDown Browser to view feedback and results

Password Settings

Password to access exam (optional)

Advanced Settings

Save + Close Cancel

Under “Advanced Settings,” you can make additional selections concerning students ability to access external websites, calculators, use an iPad, etc.

Advanced Settings

Lock students into the browser until exam is completed [\[explain\]](#)

Allow students to take this exam with an iPad (using the "LockDown Browser" app from iTunes) [\[explain\]](#)

Allow access to specific external web domains [\[explain\]](#)

Enable Calculator on the toolbar [\[explain\]](#)

Enable Printing from the toolbar [\[explain\]](#)

## 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.”

[Accessing and Pinning Courses](#) ▼

Availability: always available

Posted a syllabus or created a fi

Availability: always available



Quiz ▼ (inactive) ⚙

Due on Jul 3, 2019 1:21 PM  
Available on Jun 26, 2019 9:21

- Edit
- Preview
- Delete
- Grade**
- Reports
- Statistics

## 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.

<input type="checkbox"/>	First Name ▲, Last Name	Completed	Score	Grade	Published 
<input type="checkbox"/>	Erin 				
<input type="checkbox"/>	attempt 1	Mar 22, 2019 1:06 PM	1 / 1	<input checked="" type="radio"/> 100 %	<input type="checkbox"/>
	overall grade		-	-	

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.

Attempt

Attempt 1 ▼

## Attempt 1

Erin [REDACTED] (ID: 510-493810)

Availability: always available

Written: Mar 22, 2019 1:06 PM - Mar 22, 2019 1:06 PM

[Quizzes Event Log](#)

### Timing

Time Spent: 0:00:14

Recommended Time Limit: 2:00:00. Not exceeded

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.

## Grading Feedback

Final Score \*

/ 1

Student View Preview




1 / 1 - 100 %

Graded (G)

Attempt Feedback

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.

<input type="checkbox"/>	First Name ▲, Last Name	Completed	Score	Grade	Published 
<input type="checkbox"/>	Erin 				
<input type="checkbox"/>	attempt 1	Mar 22, 2019 1:06 PM	1 / 1	<input type="radio"/> 100 %	

### The Attempts Tab

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

**Restrict to**

▼

Graded and Ungraded attempts

Graded Attempts

Ungraded Attempts

Attempts with score:  ▼  %



Attempts submitted after

Attempts submitted before

Attempts from users who are exempt

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.



<input type="checkbox"/>	Attempt	First Name ▲ , Last Name	Completed	Score	Grade	Published 
<input type="checkbox"/>	attempt 1	Erin 	Mar 22, 2019 1:06 PM	1 / 1	<input checked="" type="radio"/> 100 %	<input type="checkbox"/>

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.


Users

Attempts

Questions

Grade Individual Responses

Blind Marking 

View Graded Responses 

Update All Attempts

	Name	Type	Points	Diff	Bonus	Mandatory
Q1. I was able to find my courses and pin my sandbox.		MC	1		1	

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

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