Brightspace Releasing Assessments - Essential Checklist

Make sure your students can see the quiz and/or assignment

NB! The "Hide from Users" option in both the quiz tool and the assignment tool completely hides the item from student view - even if other availability options such as date & time are met.

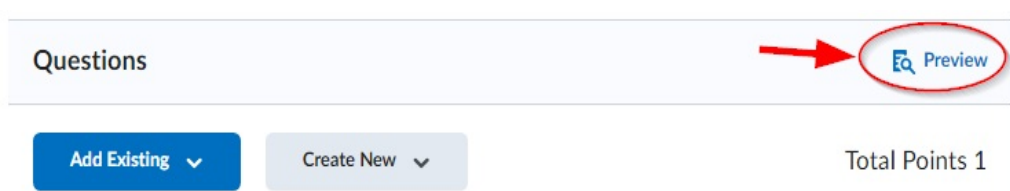|	
	This is the "Hide from Users" icon. If this appears next to an assignment or quiz then your students **will never** be able to see the assessment - even if date criteria are met. To remove, click the dropdown arrow next to the assignment or quiz name and select "Make visible to users"

In the example below both quizzes are set to be available from 10 September 2024 to 11 September 2024. However, the first quiz "Copy of Advance Prep Quiz" will never be visible to students as the "Hide from Users" option is turned on, and this overrides all other settings. The second quiz "Advance Prep Quiz 1", will appear in the student's quiz list as a Future Quiz, but students will only be able to take the quiz during the times it is marked as available.

To remove the 'hide from users' setting, click the dropdown menu beside the quiz or assignment title and choose the option 'make visible to users'. Availability of the quiz/assignment will then be dictated by the availability dates set, if you set any, or will become visible immediately to students if you didn't set availability dates.

Check the student view

Quizzes: When you have finished adding questions to the Quiz. You can use preview to test it and see what a student will see.

Assessments: View your module as a student to check the assessment is displaying as it should. This can be done by clicking on your Brightspace profile image and choosing to view as a student. If you have set availability dates and times on your assessment, you should then see just the assessment title and the date on which it is due to open but you will not be able to access the assignment/quiz itself. You can check the assignment/quiz in the same way again after it was due to open if you wish to double check that it was released automatically to students as expected.

Quiz checklist - key settings

Essential:

- ❏ Check your quiz availability (Due / Start / End dates) (Edit Quiz - Restrictions Tab)
- ❏ Make sure the "Hide from Users" option is off (Edit Quiz - Restrictions Tab)
- ❏ Check the quiz timing (Edit Quiz - Restrictions Tab)
- ❏ NOTE: Be aware that quiz timing is not the same as quiz availability. Quiz timing, the length of time that each individual has to complete a quiz attempt, only begins when that student clicks "Start" in their quiz attempt. This has an important implication in that students can submit that quiz after the prescribed due date/end date. If submission by due date/time is important you need to highlight that in the quiz introduction (Edit Quiz - Properties Tab)
- ❏ Check Special Access (Edit Quiz - Restrictions Tab) - Special Access is used if you need to vary the quiz availability dates/timing for individual students (see below for more details)
- ❏ When will students see results? Generally, you do NOT want students to see their quiz results immediately on submission so make sure "Allow attempt to be set as graded immediately" is NOT ticked (Edit Quiz - Assessment tab)

Optional:

- ❏ Do you want your students to attach a file (e.g. scanned rough work, pdf, image etc) to a quiz response? Then make sure to include a Written Response question in your quiz, and to tick the option "enable inserted images and attachments"
- ❏ Boost quiz integrity: Shuffle questions at quiz level (Edit Quiz - Properties)
- ❏ Boost quiz integrity: Use paging and prevent students from moving backwards through pages (Edit Quiz - Properties)
  If using this option make sure to highlight it to students in the Quiz Introduction - it is quite harsh in that students cannot review or preview questions beyond those on a given quiz page - Remind students in the Quiz Introduction to only click Submit Quiz when they are completely finished.
- ❏ Boost quiz integrity: Use Question Pools to give a randomised set of different questions to individual students
- ❏ More information on quizzes – Brightspace 8: Quizzes

Assignment checklist - key settings

Essential:

❏ Check your assignment availability (Due / Start / End dates) on the assignment creation page and by expanding the Availability Dates and Conditions' menu to the right of that page.
Note: If running a **timed assignment** make sure to set the start date and time, end date and time and due date and time of the assignment. The assessment can **only** be taken during these set times. Once the end time has passed, your students will **not** be able to submit.

❏ Make sure the "Hide from Users" option is off by turning on the assignment **visibility** at the end of the assignment creation page, or by clicking the dropdown menu beside an assignment name and choosing 'Make Visible to Users'.

❏ Check Special Access (Edit the Availability Dates and Conditions menu to the right of the assignment creation page) - Special Access is used if you need to vary the assignment availability dates for individual students (see below for more details)

❏ Check the accuracy of the information you have provided in the Instructions field (Edit Assignment). The "instructions" are visible to students once the assignment becomes available and lets them know what to do. Include any special instructions for the assignment/exam submission and information on how to contact you if the student experiences any problems while undertaking or uploading the assignment.

❏ If you are releasing an exam paper via the assignment tool, make sure you have uploaded the correct file (Edit Assignment)

Optional:

❏ Turn on plagiarism checking for student submissions (Nav Bar - Assessment - Evaluation & Feedback-Manage Turnitin)

❏ More information on assignments - see [Brightspace 7: The Assignments Tool](#)

Special Access

Special access permissions allow you to set different availability dates and times for specific students submitting via the assignment tool; and different availability dates, times limits, and number of attempts for specific students taking a quiz.

On the navbar, click Assessment and choose either Assignments or Quizzes as needed.

1. From the dropdown menu beside the assignment or quiz you want to add special access to, click **Edit.**

2. For quizzes, in the Restrictions tab, in the Special Access area, select the option that suits you best. If special access is required during an exam in response to a difficulty being experienced by a student, choose, for a quiz, "Allow selected users special access to this quiz".
For an assignment, expand the Availability Dates and Conditions panel to the right of the assignment creation screen and click 'Manage Special Access'. Choose "Allow users with special access to submit outside the normal availability dates for this folder".

3. Click **Add Users to Special Access**.

4. On the Special Access page, do the following:

      ○   In the Properties section, set the Date Availability for when you want the users to have special access to the assignment. And for quizzes, edit the other variables as necessary.

      ○   In the Users section, select the users you want to give special access to.

5. Click **Save**.
6. Click **Save and Close**.

You can repeat this process several times if different students need different variables set for each of them. Those to whom you have assigned special access will be listed under the Special Access settings for reference, along with the special access variables you have set for them. You can edit settings for each student individually by clicking on the "edit" (pen icon) next to their name.

Check your classlist to make sure that your students are enrolled on the module containing your quiz or assessment

To access the classlist, go to Module tools>classlist. Note that the list is often broken into several pages. You can choose to view up to 200 per page.

To manually add a student to your classlist:
● Click "Add Participants – Add Existing Users"
● At "Search For…" enter a name/student number and click the magnifying glass
● If the user exists his/her details will appear on screen
● Positively tick the check box to the left of the name, select the STUDENT role from the dropdown and click "Enrol Selected Users"

What to do if something goes wrong

● Refer your students to the **Brightspace Quizzes** and **Brightspace Assignments** guides for students at [Student Guides for Brightspace](#)
● **Possible Quiz issue** - While taking the quiz the screen freezes / student "gets kicked out" / student closes browser accidentally.

    Solution: Brightspace stores quiz answers automatically as the student moves from question to question. If the student refreshes their screen, or restarts their machine completely and re-launches the quiz, then their original quiz attempt will still be available to them and they just pick up where they left off. The student is presented with exactly the same set of questions as initially **Warning:** if the quiz availability period has expired you may need to give the student Special Access to the quiz to allow him / her to complete it.

● **Possible Quiz issue** - the student accidentally submits the quiz before finishing.

    Solution: Once a student submits a quiz there is no way for the student to re-open that quiz attempt. As lecturer you will need to exercise judgement - either reset the student's attempt which will allow him/her to start from scratch again; Or - while keeping a copy of the first attempt - use Special Access to give the student a second attempt advising him/her to answer only the outstanding questions. You as lecturer will need to exercise judgement when correcting the two attempts.

● If you still need help, report the issue to [eLTAT Support Form](#) identifying the nature of your issue as "An URGENT exam/assignment/quiz query". These queries will be prioritised during normal working hours.