

How to Print a Quiz Answer Key from your Brightspace Course

Printing an Answer Key

Instructional video: [Link](#)

- Step One:** Click on Quizzes. Select the quiz you want to print and click on its drop-down menu to select Edit. Once in the quiz edit window, select all questions by checking the box at the top and toggle off the Mandatory option under More Actions.

Questions Preview

Add Existing Create New Total Points 4

4 selected Add Move To More Actions

<input checked="" type="checkbox"/>	1	Mt Wash + provincial park True or False • Also in Midterm Exam #1, Question Library, Midterm Exam	1 point
<input checked="" type="checkbox"/>	2	Vancouver Island nations Multi-Select • Also in Midterm Exam #1, Question Library, Midterm Exam	1 point
<input checked="" type="checkbox"/>	3	Coal resource on Van Isle Multiple Choice • Also in Midterm Exam #1, Question Library, Midterm Exam #2, Final Exam	1 point
<input checked="" type="checkbox"/>	4	Oldest Chinatown Short Answer • Also in Midterm Exam #1, Question Library, Midterm Exam #2, Final Exam	1 point

The word Mandatory will be removed from the list of options.

<input checked="" type="checkbox"/>	1	Mt Wash + provincial park True or False • Mandatory • Also in Midterm Exam #1, Question Library, Midterm Exam #2, Final Exam	1 point
<input checked="" type="checkbox"/>	2	Vancouver Island nations Multi-Select • Mandatory • Also in Midterm Exam #1, Question Library, Midterm Exam #2, Final Exam	1 point
<input checked="" type="checkbox"/>	3	Coal resource on Van Isle Multiple Choice • Mandatory • Also in Midterm Exam #1, Question Library, Midterm Exam #2, Final Exam	1 point
<input checked="" type="checkbox"/>	4	Oldest Chinatown Short Answer • Mandatory • Also in Midterm Exam #1, Question Library, Midterm Exam #2, Final Exam	1 point

<input checked="" type="checkbox"/>	1	Mt Wash + provincial park True or False • Also in Midterm Exam #1, Question Library, Midterm Exam #2, Final Exam	1 point
<input checked="" type="checkbox"/>	2	Vancouver Island nations Multi-Select • Also in Midterm Exam #1, Question Library, Midterm Exam #2, Final Exam	1 point
<input checked="" type="checkbox"/>	3	Coal resource on Van Isle Multiple Choice • Also in Midterm Exam #1, Question Library, Midterm Exam #2, Final Exam	1 point
<input checked="" type="checkbox"/>	4	Oldest Chinatown Short Answer • Also in Midterm Exam #1, Question Library, Midterm Exam #2, Final Exam	1 point

- Step Two:** Select All questions, with correct answers from the Evaluation & Feedback menu and click Preview.

Questions Preview

Add Existing Create New Total Points 4

4 selected Add Move To More Actions

<input checked="" type="checkbox"/>	1	Mt Wash + provincial park True or False • Also in Midterm Exam #2, Final Exam, Question Library, Midterm Exam #1	1 point
<input checked="" type="checkbox"/>	2	Vancouver Island nations Multi-Select • Also in Midterm Exam #2, Final Exam, Question Library, Midterm Exam #1	1 point
<input checked="" type="checkbox"/>	3	Coal resource on Van Isle Multiple Choice • Also in Midterm Exam #2, Final Exam, Question Library, Midterm Exam #1	1 point
<input checked="" type="checkbox"/>	4	Oldest Chinatown Short Answer • Also in Midterm Exam #2, Final Exam, Question Library, Midterm Exam #1	1 point

1 attempt allowed

Evaluation & Feedback

Auto-publish attempt results immediately upon completion

Synchronize to grade book on publish

When published, display to learners:

Attempt grade

and

All questions, with correct answers

Customize Quiz Results Displays

Learning Objectives

No learning objectives

Manage Learning Objectives

****Note:** if you have an additional view set up to delay showing the correct answers to students, you will need to adjust the timing to display the correct answers now in order to print an answer key. **DO NOT** click Save and Close, as this will allow students to see the answers to your quiz.*

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3. Step Three: Start the quiz, skip to Submit Quiz.

Preview Quiz - Vancouver Island Quiz ▾

Bypass Restrictions ⓘ

Description

Here are the characteristics of this quiz:

- Created from going to Add/Edit questions (no Pools) and instead "Import" > Q questions (NOT the section) to add to the quiz (questions pre-created in library)
- Did a shuffle of questions and added in pagination after 2 questions

Restrictions

- due date is set
- availability (start and end date is set)
- quiz time is enforced at 10 min. with 1 min. grace; clock is displayed

Assessment

- one completion attempt
- auto-publish results
- item not attached to a grade item in the Grade Book

Submission Views

- Default View = (show score immediately, don't show questions, no statistics)
- Show Questions - NO
 - Show questions answered incorrectly - NO
 - Show questions answered correctly - NO
 - Show all questions without user responses - NO
 - Show all questions with user responses - NO
 - Show question answers - NO
 - Show question score and out of score - NO
- Score
 - Show attempt score and overall attempt score - YES (users see score as soon as they submit what the system can auto-grade. The non-dependent response is not auto-graded.)

[Start Quiz](#)

***Note:** Brightspace will flag your unanswered questions. Ignore this and click Submit Quiz.

Warnings

You have 4 unanswered questions.

- Question 1
- Question 2
- Question 3
- Question 4

Quiz Submission Confirmation

You are about to submit your quiz...

Once you press the Submit Quiz button you cannot return to your quiz.

Allow this preview attempt to be graded in the Grade Quiz area. ⓘ

[Submit Quiz](#)

[Back to Questions](#)

4. Step Four: Move your cursor to the top right-hand corner of the page and click 'CTRL A' to select all.

Quiz Submissions - Vancouver Island Quiz

Submission View: Default View

Kim Pfeifer (username: n0172411)

Attempt 1

Written: Jan 30, 2023 9:34 AM - Jan 30, 2023 9:34 AM

Submission View

Your quiz has been submitted successfully.

Question 1 0 / 1 point

In which Vancouver Island community would you find Canada's oldest Chinatown?

Answer:

Question 2 0 / 1 point

Which natural resource extraction fueled economic and population growth on Vancouver Island for a century beginning in the mid-1800s?

Gold

Coal

Natural gas

Peat

Question 3 0 / 1 point

From the list below, identify all of the Indigenous nations that live on Vancouver Island.

Kwakwaka'wakw

Snuneymuxw

Osoyos

Hesquiaht

Squamish

Question 4 0 / 1 point

5. Step Five: Click on the context menu in the top right-hand corner of your browser and select Print. Under Destination, choose Adobe PDF.

The screenshot shows a browser context menu with the following items: New tab, New window, New Incognito window, History, Downloads, Bookmarks, Zoom (90%), Print..., Cast..., Find..., More tools, Edit, Cut, Copy, Paste, Settings, Help, and Exit. The 'Print...' option is circled in red, and a red arrow points to it from the top right of the page.

***Remember** to reset your mandatory questions and the date/time for the additional view (under 'Evaluation & Feedback') before clicking 'Save and Close'.