

How to Create a Quiz in Team Based Learning

Overview

These instructions on how to create a quiz in Team Based Learning have been divided into four sections, an overview of each section is described in the bulleted list below.

- Creating a Quiz

This section contains instructions for how to create a new quiz. types of quizzes are explained.

- Adding Questions to your Quiz

This section contains instructions for how to add questions to your quiz. Multiple question types are supported. The point wagering functionality is explained.

- Adding Images to your Quiz

This section contains instructions for inserting images to your quiz. Images can be added to the question or to the answers or both.

- Finalizing and Opening your Quiz

This section contains instructions for how to post the quiz for students.

Creating a Quiz

1. Click the **New Quiz** button.

The screenshot shows a course management interface. On the left, a sidebar for 'DM 101 Section Yellow - Winter 2022' includes links for 'PERMISSIONS' and 'SECTIONS'. The main area is titled 'DeleteMe Team Yellow' and 'DM 101 Section Yellow - Winter 2022'. It contains a 'Quizzes' section with a '+ New Quiz' button highlighted by a red rectangle. Below this is a table with columns: 'Quiz Name', 'Open for Section(s)', 'Closed for Section(s)', and 'Student Instant Access Link'. The table currently shows 'No items found'.


2. The Quiz Settings will pop up. This allows you to customize different settings for the quiz you are creating. Add a title for your quiz in the **Quiz Name** box.

The 'Quiz Settings' modal is displayed. It has a title bar 'Quiz Settings' and an 'Open/Close Quiz' button. The 'Quiz Name' field, containing the text 'Campus Buildings', is highlighted with a red rectangle. Below it is the 'Student Link' field with a URL. The form is divided into two sections: 'Individual Quiz' and 'Team Quiz'. Under 'Individual Quiz', there is a dropdown for 'Individual Quiz Type' set to 'None'. Under 'Team Quiz', there is a radio button for 'Enforce Team Size' set to 'Yes', and input fields for 'Minimum Team Size' (1) and 'Maximum Team Size' (10). A 'Save and Close' button is at the bottom.

3. A link for the quiz will be created. This link can be used by students to access the quiz.

Quiz Settings Open/Close Quiz

Quiz Name

Student Link  <https://byu-tbl.mendixcloud.com/link/quiz/ivw9axf4hf>

Individual Quiz Team Quiz

Individual Quiz Type

Enforce Team Size ☒ Yes ☐ No

Minimum Team Size

Maximum Team Size

Save and Close

4. After all of the quiz questions have been added and filled out, you can select a quiz type under the **Individual Quiz** header. The following quiz types are available:
- A) **None** means that individuals will not be able to take a quiz. Only teams of students will be able to take the quiz.
 - B) **Standard Quiz** refers to an individual quiz where each question has a point value associated with it. The student will only be able to select a single answer for each question. These individual scores can be shown on team quizzes using the **Show Individual Answers on Team**

Quiz. All questions will be evenly weighted by selecting the **Yes** option for the **Single Point Questions** setting.

- C) The **Point Spreading** option allows for students to split the number of points a question is worth between multiple answers. For example, if a question is worth six points, a student will be able to split those six points between multiple answers if unsure of the correct answer. The student would be able to place three points on A, two points on B, and one point on D. The student will receive however many points they placed on the correct answer. If the correct answer to the above example is B, the student will receive two out of the possible six points for that question. If a student is confident in their answer, they can place all the points on the correct answer to receive full points for that question.

Individual Quiz

Individual Quiz Type Point Spreading ▼

Show Individual Answers on Team Quiz ☐ Yes ☒ No

Automatically Assign Points ☒ Yes ☐ No

5. Choose a minimum and maximum team size under the **Team Quiz** header. Also choose whether these team size limitations will be enforced.

Team Quiz

 **Enforce Team Size** ☒ Yes ☐ No

Minimum Team Size

2

Maximum Team Size

10

Adding Questions to your Quiz

6. Click the **Add Questions** button to begin adding questions. A pop up box will appear.


DM 101 Section Yellow - Winter 2022

Quiz Settings

Open/Close Quiz

Quiz Name

Student Link

 <https://byu-tbl.mendixcloud.com/link/quiz/resurh2cpm>

Individual Quiz

Team Quiz

Individual Quiz Type

None

Enforce Team Size

☒ Yes ☐ No

Minimum Team Size

1

Maximum Team Size

10

Save and Close

Quiz Questions and Answers

Changes to quiz questions and answers will save automatically

 Add Questions

Save and Close

7. Enter the number of questions your quiz will have and the number of possible answers for each question. Input the number of questions and possible answers per question. Click the **Add Questions** button when done. If you wish to add more questions later or add/remove possible answers, you may do that later.

Add Questions ✕

Number of Questions

5

Answers per Question

4

Add Questions

Cancel

8. Type the text for each question and its possible answers. On the left side, check the box that corresponds to the correct answer.



Quiz Questions and Answers Changes to quiz questions and answers will save automatically

▼ Question #1

Which BYU Building contains most of the offices and labs of the Chemistry Department?



☒ A

The Ezra Taft Benson Building





☐ B

Brick Oven Pizza





☐ C


The Engineering Building



☐ D


The Wilkinson Student Center






Adding Images to your Quiz

9. If you wish to add pictures to your questions, select the image icon. There is an image icon for the question itself and for each possible answer. You may add images to all of the answers and the question, to just the question, or any other combination.

 Question #2



 48642706988_f2d85fd820_b.jpg



☒ A



☐ B

☐ C

☐ D



10. When the image icon is selected, a pop up box appears. Click on the **Browse...** button. Your File Explorer will open and

when you have found and selected your image, click on **Open**. Then, in the pop up box, click on the **Upload** button. A preview of your image will appear. If the image looks satisfactory, click the **Save** button. If you no longer wish to have an image, you may also simply click the **Delete** button, and your image will be erased from the question/answer.

Edit Image



Name

48642706988_f2d85fd820_b.jpg

Select Image

...

Browse...

Upload

Save




Delete




11. As mentioned in Step 9, after you have created a quiz, you may go back and:
- A) insert an additional question before an existing question,
 - B) delete a question
 - C) delete answers
 - D) add additional answers
 - E) or add additional questions at the end of your existing quiz




This is done simply by clicking the green plus icons or the red trash can icons as depicted below. The **Add Questions** button (E) at the end of the quiz will bring the same pop up box as shown in Step 9. This feature could be used to quickly add a section of questions that have a different number of possible answers than your default set beforehand, such as a set of True/False questions.




Question #3


Which of these is the Clyde Building?

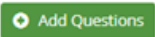
☐ A  download (1).jpg  

☐ B  download.jpg  

☒ C  Clyde_Building_BYU.jpg  






☐ D  BYU_Thomas_L._Martin_Building_(MARB).jpg  





Finalizing and Opening your Quiz

















12. Exit from editing the quiz by clicking on the **Save and Close** button on the bottom of the page and return to the screen with all the quizzes listed.

Quiz Name	Open for Section(s)	Closed for Section(s)	Student Instant Access Link				
Campus Buildings	Sec 1 (Individual) Sec 2 (Team)	Sec 3 Sec 7	 ondduhnptm	 Edit		 Open/Close	

13. Click on the green **open/close** tab on the right side of the quiz. This button will not appear if the quiz is incomplete. A list of sections will open up with options that are shown below.
 - A) Under the **All Sections** header, select the check mark to open the individual quiz or the team quiz to all sections. Select the x to close the individual or team quiz to all sections.
 - B) To configure individual sections, select the check mark by the quiz you would like to open. In this example, the individual quiz is open while the team quiz is closed.
 - C) In this example, the team quiz is open while the individual quiz is closed
 - D) In this example, both the individual and the team quizzes are closed. It is not possible to have the individual and team quizzes open at the same time.

Quiz Open Close

Campus Buildings DM 101 Section Yellow - Winter 2022

Section Name	Open/Close	
A All Sections		 Individual Quiz
		 Team Quiz
Section 1	B	  Individual Quiz Open
		  Team Quiz
Section 2	C	  Individual Quiz
		  Team Quiz Open
Section 3	D	  Individual Quiz
		  Team Quiz

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