

How to Distribute and Administer a Team Quiz

Navigating to Quizzes

The screenshot shows the 'My Courses' page in the BYU Team-Based Learning system. The page has a dark blue header with the BYU logo and 'Team-Based Learning' text. Below the header, there are tabs for 'My Courses' and 'Shared Courses'. The 'My Courses' section is active, displaying a list of current courses. Each course entry includes a 'Course Overview' button and three smaller buttons: 'Edit', 'Duplicate', and 'Move to Archive'. The course 'DM 101 section Blue (DeleteMe Team Blue) - Winter 2022' is highlighted with a red rectangular box.

Current Courses	New Course	View Archived Courses
DM 101 (Delete ME) - Winter 2022	Course Overview	Edit Duplicate Move to Archive
DM 101 (DeleteME Team Red) - Winter 2022	Course Overview	Edit Duplicate Move to Archive
DM 101 section Black (DeleteME Team Black) - Winter 2022	Course Overview	Edit Duplicate Move to Archive
DM 101 section Black (DeleteME Team Black1) - Summer 3000	Course Overview	Edit Duplicate Move to Archive
DM 101 section Black (DeleteME Team Black) - Winter 2050	Course Overview	Edit Duplicate Move to Archive
DM 101 section Black (DeleteME Team Black) - Spring 2022	Course Overview	Edit Duplicate Move to Archive
DM 101 section Blue (DeleteMe Team Blue) - Winter 2022	Course Overview	Edit Duplicate Move to Archive
DM 101 section Brown (DeleteME Team Brown) - Winter 2022	Course Overview	Edit Duplicate Move to Archive
DM 101 section Green (DeleteME Team Green) - Winter 2022	Course Overview	Edit Duplicate Move to Archive
DM 101 section Grey (DeleteMe Team Grey) - Winter 2022	Course Overview	Edit Duplicate Move to Archive
DM 101 section orange (DeleteME Team orange) - Winter 2022	Course Overview	Edit Duplicate Move to Archive
DM 101 section Purple (DeleteMe Team Purple) - Winter 2022	Course Overview	Edit Duplicate Move to Archive

1. On the home screen, you will see a list of classes and sections, shown above. Navigate to the quizzes by selecting 'Course Overview' on the desired section and class. This example will use DM 101 section Blue, boxed above in red.

Selecting a Quiz

The screenshot shows the BYU Team-Based Learning interface. The top navigation bar includes the BYU logo, 'Team-Based Learning', and user options (Joe, Sign out). Below the navigation bar, there are tabs for 'My Courses' and 'Shared Courses'. The main content area is titled 'DeleteMe Team Blue' and 'DM 101 section Blue - Winter 2022'. A sidebar on the left contains links for 'PERMISSIONS' and 'SECTIONS'. The 'SECTIONS' tab is active, showing a list of sections (Section 1, Section 2, Section 3) with 'View' and 'Edit' buttons. The main content area displays a 'Quizzes' section with a 'New Quiz' button and a search bar. Below the search bar is a table of quizzes. The table has columns for 'Quiz Name', 'Open for Section(s)', 'Closed for Section(s)', and 'Student Instant Access Link'. The first row shows a quiz named 'Various Questions Relating to Automobiles' which is open for 'Sec 1 (Team)' and 'Sec 2 (Team)', and closed for 'Sec 3'. The 'Student Instant Access Link' is '6plcjqx5nw'. To the right of the link are buttons for 'Edit', 'Open/Close' (highlighted with a red box), and a trash icon.

Quiz Name	Open for Section(s)	Closed for Section(s)	Student Instant Access Link
Various Questions Relating to Automobiles	Sec 1 (Team) Sec 2 (Team)	Sec 3	6plcjqx5nw


2. On the screen, you will see a list of quizzes that were created. Select the quiz you want to administer and distribute by clicking the green Open/Close button as shown above. In this example, we are going to administer the quiz called 'Various Questions Relating to Automobiles'.

BYU
Team-Based Learning
Joe
Sign out

My Courses
Shared Courses

DM 101 section Blue - Winter 2022
Course Overview
PERMISSIONS
View
SECTIONS
New Section
Section 1
View
Edit
Section 2
View
Edit
Section 3
View
Edit

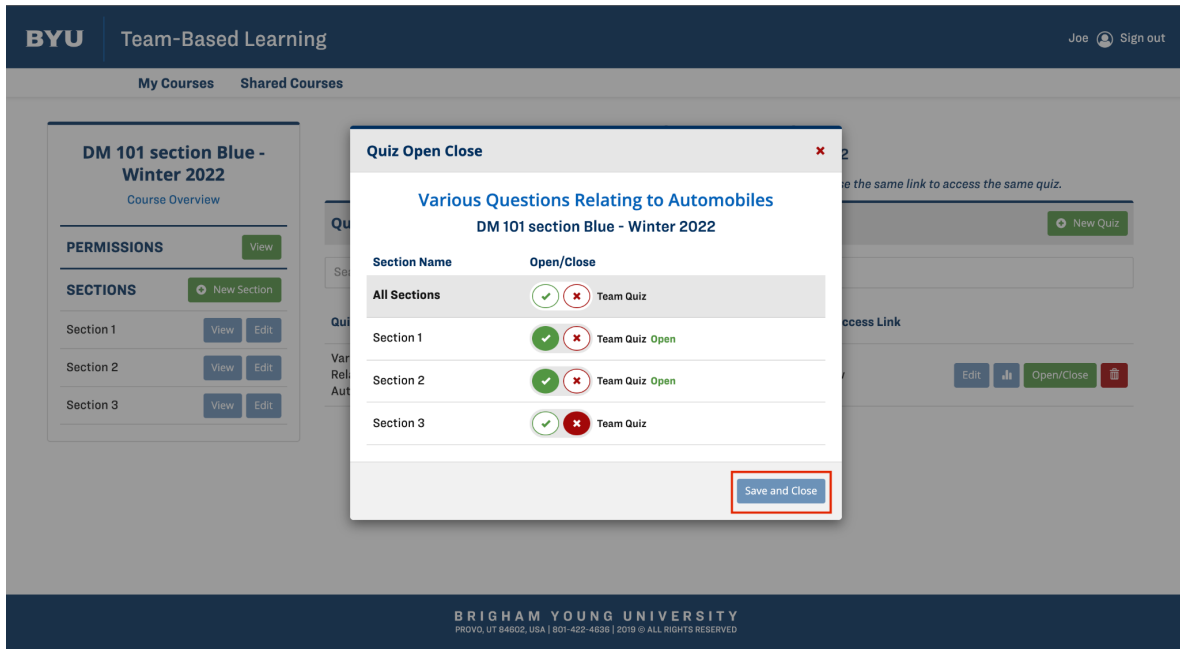
DeleteMe Team Blue
DM 101 section Blue - Winter 2022
You can use the same quiz for multiple sections. Students from any section can use the same link to access the same quiz.
Quizzes
New Quiz
Search by Name

Quiz Name	Open for Section(s)	Closed for Section(s)	Student Instant Access Link
Various Questions Relating to Automobiles	No open sections	Sec 1 Sec 2 Sec 3	<div>  6plcjx5nw Edit Open/Close </div>

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3. a. Alternatively, select the quiz you want to administer and distribute by clicking the clipboard icon in the column labeled 'Student Instant Access Link'. This will copy a link to the quiz to your computer.
3. b. Distribute the quiz by emailing your students this link by creating an email and pasting in the copied link to the quiz

Administering and Distributing the Team Quiz



4. A small menu will pop up as shown in the picture above. Select which sections the quiz will be administered to by clicking on the respective Checkmarks and X's.
5. Administer the quiz by selecting Save and Close, boxed in red above.

Closing the Team Quiz

The screenshot shows the BYU Team-Based Learning interface. On the left, a sidebar for 'DM 101 section Blue - Winter 2022' includes links for 'PERMISSIONS' and 'SECTIONS'. The main area displays the quiz 'DeleteMe Team Blue' for 'DM 101 section Blue - Winter 2022'. A table lists quizzes, with the first row showing 'Various Questions Relating to Automobiles' open for 'Sec 1 (Team)' and 'Sec 2 (Team)', and closed for 'Sec 3'. The 'Open/Close' button for this quiz is highlighted with a red box.

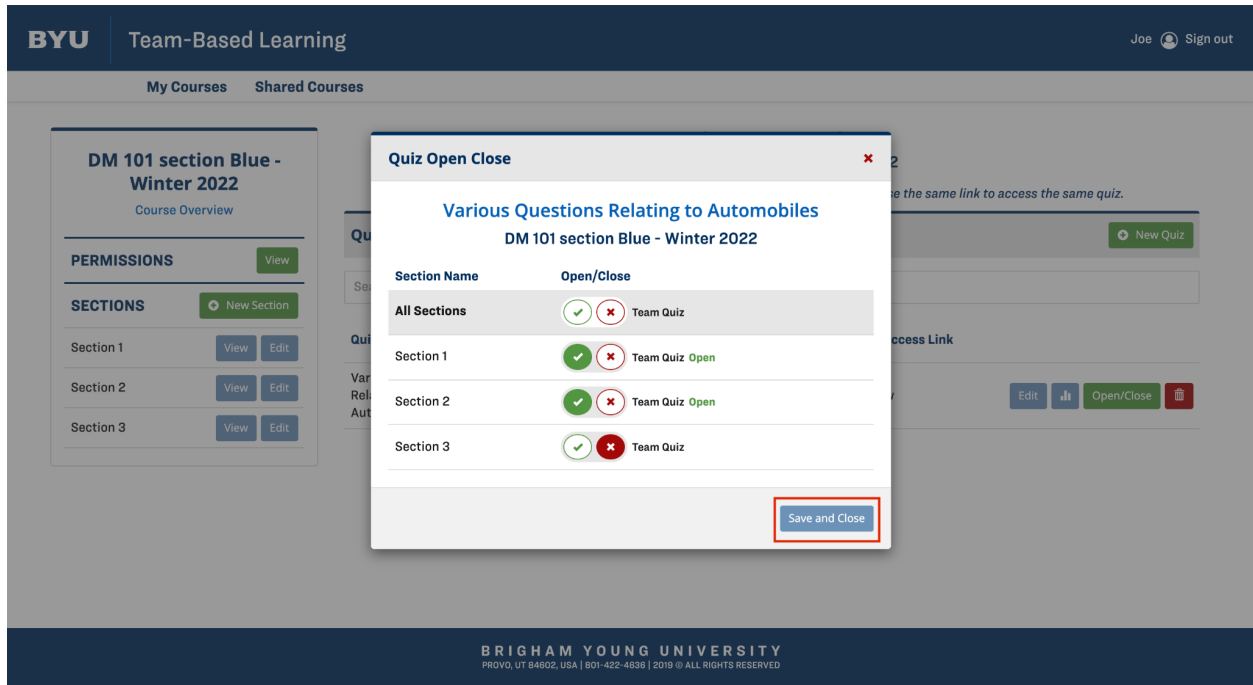
Quiz Name	Open for Section(s)	Closed for Section(s)	Student Instant Access Link
Various Questions Relating to Automobiles	Sec 1 (Team) Sec 2 (Team)	Sec 3	6plcqx5nw

6. Select Open/Close to open the settings for the quiz.

The screenshot shows the 'Quiz Open Close' dialog box for the quiz 'Various Questions Relating to Automobiles'. The dialog box has a table with columns 'Section Name' and 'Open/Close'. The 'Open/Close' column has a red 'X' icon next to each section name, indicating the quiz is closed for all sections.

Section Name	Open/Close
All Sections	Team Quiz
Section 1	Team Quiz Open
Section 2	Team Quiz Open
Section 3	Team Quiz

7. Select the red X for all sections, or for each section you want to close the quiz for.



8. Close the quiz settings by selecting Save and Close (repeating step 4 above)

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