

How to Distribute/Administer an Individual Quiz

Setting up the Quiz

1. Click the **Course Overview** button to open the desired course.

The screenshot shows the 'My Courses' page. At the top, there's a header with 'BYU' and 'Team-Based Learning'. Below that, there are tabs for 'My Courses' and 'Shared Courses'. The main heading is 'My Courses'. A subheading says: 'Creating courses allows you to group your students into sections. For each individual section, you can assign teams, view quiz results, and open and close quizzes.' Below this is a table of 'Current Courses'. Each row represents a course section with buttons for 'Course Overview', 'Edit', 'Duplicate', and 'Move to Archive'. The 'Course Overview' button for 'DM 101 section Green' is highlighted with a red box.

Current Courses	New Course	View Archived Courses		
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

2. Click **Edit** next to the desired quiz.

The screenshot shows the 'DeleteME Team Green' course page. The header includes 'BYU' and 'Team-Based Learning'. Below that, there are tabs for 'My Courses' and 'Shared Courses'. The main heading is 'DeleteME Team Green'. A subheading says: 'DM 101 section Green - Winter 2022'. A note says: 'You can use the same quiz for multiple sections. Students from any section can use the same link to access the same quiz.' Below this is a table of 'Quizzes'. Each row represents a quiz with columns for 'Quiz Name', 'Open for Section(s)', 'Closed for Section(s)', and 'Student Instant Access Link'. The 'Edit' button for the 'BYU Sports Trivia' quiz is highlighted with a red box.

Quiz Name	Open for Section(s)	Closed for Section(s)	Student Instant Access Link
BYU Sports Trivia	Sec 2 (Team) Sec 3 (Team) Sec 6 (Team)	Sec 1	bttjx35i6j
	No open sections	Sec 1 Sec 2 Sec 3 Sec 6	bghq588lkt

Note: Certain edits cannot be made after a student has begun the quiz.

Distributing an Individual Quiz

1. Choose a quiz type under the **Individual Quiz** heading. Select the **Save and Close** button at the bottom of the page once all changes have been completed.

The screenshot shows the BYU Team-Based Learning interface. On the left, a sidebar for 'DM 101 section Green - Winter 2022' includes links for 'PERMISSIONS' and 'SECTIONS'. The main area is titled 'BYU Sports Trivia' and 'DM 101 section Green - Winter 2022'. It features a 'Quiz Settings' section with a red box highlighting the 'Individual Quiz' type dropdown menu, which is currently set to 'Standard Quiz'. Other settings include 'Quiz Name' (BYU Sports Trivia), 'Student Link' (https://byu-tbl.mendixcloud.com/link/quiz/bttjx35i6j), 'Show Individual Answers on Team Quiz' (Yes), and 'Single Point Questions' (Yes). On the right, 'Team Quiz' settings are visible, including 'Enforce Team Size' (Yes), 'Minimum Team Size' (1), and 'Maximum Team Size' (10). A green 'Open/Close Quiz' button is located in the top right of the settings area.

Note: There must be at least one quiz question created before you can select an Individual Quiz type.

Note: For further instructions on **Standard** vs. **Point Spreading** quizzes, see [How to Create a Quiz](#) instructions. [Add a link to the How to Create a Quiz instructions.](#)

2. Click the **Open/Close Quiz** button at the top of the page.

The screenshot shows the BYU Team-Based Learning interface. At the top, there's a dark blue header with the BYU logo and 'Team-Based Learning' text. Below this, a navigation bar shows 'My Courses' and 'Shared Courses'. The main content area is titled 'BYU Sports Trivia' and 'DM 101 section Green - Winter 2022'. On the left, there's a sidebar with 'PERMISSIONS' and 'SECTIONS' tabs. The 'SECTIONS' tab is active, showing a list of sections (Section 1, Section 2, Section 3, Section 6) with 'View' and 'Edit' buttons. The main content area has a 'Quiz Settings' section. In the top right corner of the 'Quiz Settings' section, there is a green button labeled 'Open/Close Quiz', which is highlighted with a red rectangular box. Below this, there are fields for 'Quiz Name' (BYU Sports Trivia) and 'Student Link' (https://byu-tbl.mendixcloud.com/link/quiz/bttjx35i6j). Further down, there are settings for 'Individual Quiz' and 'Team Quiz', including 'Individual Quiz Type' (Standard Quiz), 'Show Individual Answers on Team Quiz' (Yes/No), 'Single Point Questions' (Yes), 'Enforce Team Size' (Yes/No), 'Minimum Team Size' (1), and 'Maximum Team Size' (10).

3. Open the **Individual Quiz** option for each desired section. Then **Save and Close**.

The screenshot shows the 'Quiz Open Close' dialog box. The dialog has a title bar with 'BYU Sports Trivia' and 'DM 101 section Green - Winter 2022'. Inside, there's a table with columns 'Section Name' and 'Open/Close'. The 'Open/Close' column has two sub-columns: 'Individual Quiz' and 'Team Quiz'. Each sub-column has a green checkmark icon and a red X icon. The 'Individual Quiz' sub-column is highlighted with a red rectangular box. The 'Team Quiz' sub-column is also highlighted with a red rectangular box. The 'Individual Quiz' sub-column is checked for 'All Sections', 'Section 1', 'Section 2', and 'Section 3'. The 'Team Quiz' sub-column is checked for 'All Sections', 'Section 1', and 'Section 2', but it is unchecked for 'Section 3'. The 'Team Quiz' sub-column for 'Section 3' has the word 'Open' next to it. At the bottom right of the dialog, there is a blue button labeled 'Save and Close'.

4. To give students instant access to the quiz, copy the **Student Link** on the **Quiz Settings** page, then distribute the link to the students.

BYU Team-Based Learning Joe Sign out

My Courses Shared Courses

DM 101 section Green - Winter 2022
Course Overview

PERMISSIONS View

SECTIONS
New Section

Section 1 View Edit

Section 2 View Edit

Section 3 View Edit

Section 6 View Edit

BYU Sports Trivia
DM 101 section Green - Winter 2022

Quiz Settings Open/Close Quiz

Quiz Name

Student Link

<https://byu-tbl.mendixcloud.com/link/quiz/bttjx35i6j>

Individual Quiz

Individual Quiz Type Standard Quiz

Show Individual Answers on Team Quiz ☒ Yes ☐ No

Single Point Questions ☒ Yes

Team Quiz

☒ Enforce Team Size ☐ Yes ☐ No

Minimum Team Size

Maximum Team Size

2/9/2022
McKay Humpherys
Sean Lavering
Mason Maxfield
Brendon Ross
Camren Taylor