

Instructions for Printing a Quiz Created/Saved in Brightspace

To create the Submission View:

1. Log in to Brightspace and open your course.
2. Select Activities from the navigation bar, then click Quizzes.
3. Select the quiz title to *Edit Quiz*.
4. Select the **Submission Views** tab.
5. Select to *Edit View* by clicking on the **Default View** link.
6. Scroll down to change the View Details to the following:
 - a. Under the “Show Questions?” section select Yes.
 - b. Select the “Show all questions without user responses” option.
 - c. Unselect all other options.
 - d. Select Save.

Now that you have created the view you can print all of the questions from the Submission View:

1. Select the Actions menu for the quiz (small down-pointing arrow beside the name of the quiz) and select **Preview**.
2. Select **Start Quiz!**
3. Select **OK** when the confirmation message is displayed.
4. Select the **Go To Submit Quiz** button.
5. Select **Submit Quiz** and select **OK** to confirm.
6. Click to the left of the wording “Question 1.”
7. Use the vertical scroll bar to scroll down to the bottom of the page until you can see the end of the text for the last question in the Quiz. Hold down the Shift key on the keyboard. Point to and click to the right of the end of the text for the last question while still holding down the shift key on the keyboard.
8. Copy the selected text. You may use whatever method with which you are familiar.
 - Windows: CTRL+C on the keyboard or right-click on the selected text and select Copy.
 - Mac: Command+C on the keyboard or right-click on the selected text and select Copy.
9. Open Microsoft Word.
10. Paste the copied text into a new Microsoft Word document.
 - *Recommendation:* Paste the text without formatting by right-clicking on the document and selecting **Paste Special...** and then select “Unformatted Text” option in the subsequent dialog box which appears. Then select the OK button of the dialog to complete the operation.
 - In other word processing applications, such as Google Docs or Pages, you make different choices paste unformatted text. For example, in Google Docs, you select **Edit > Paste without formatting** or Command+Shift+V.
 - Within the MacOS you may also generally paste text without formatting using the Option+Shift+Command+V key combination.
11. Format as desired.
12. Save, print, or send the electronic copy of the quiz.

Additional Information-

IMPORTANT: Once this is complete, remember to go back to the Submission Views tab and revert the default submission views settings to their previous values. Otherwise, students will see (and have access to) all the questions when they submit their quiz: To change this back to the original settings, go back into Edit Quiz and click the Submission Views tab. Click the Default View link and under the “Show Questions?” option in View Details, change the “Yes” to “No.” At this time you may also restore other options for your default view, such as “Show attempt score and overall attempt score” under the Score section. Save changes.

*Source: <https://community.brightspace.com/s/article/000006518>