

## Previewing a quiz with restrictions

While most of your content and activities in Brightspace can be previewed via the student view function, quizzes have a separate preview function. This preview will allow you to test many aspects of your students' quiz experience in Brightspace. Previewing a quiz will allow you to see the starting screen with all the information that students will see before they start the quiz. You will also be able to take the quiz as though you were a student. Once you are finished you can mock-submit the quiz to test and ensure that Submission Views, i.e. the release of feedback and correct/incorrect answers, works properly. You can also try out whether passwords and other restrictions on quizzes work by bypassing restrictions option in the Quiz preview.

To start previewing a quiz you created in your module/unit/course, navigate to the quiz tool via the Course Tools drop-down menu in the Navbar (Figure 1).

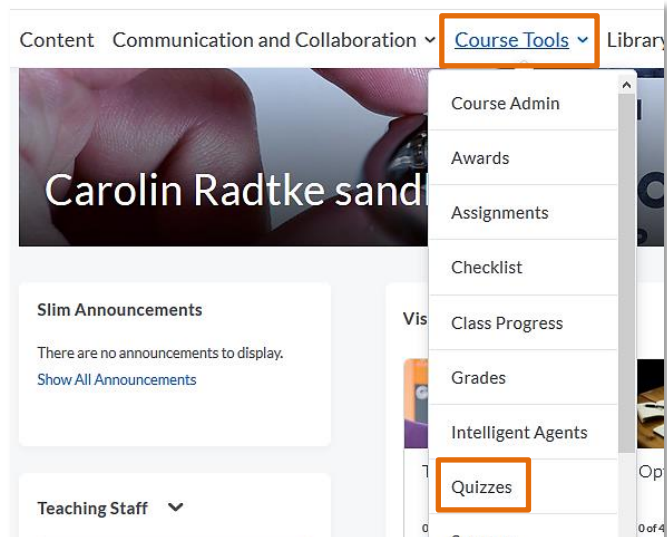


Figure 1: Course Tools drop-down menu with the link to the quiz tool

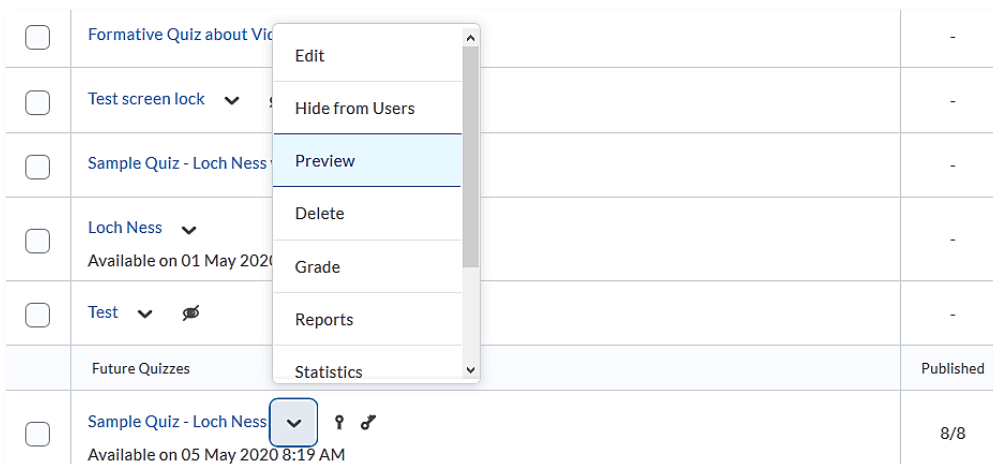


Figure 2: A quiz in the Quiz tool with the option to preview in the drop-down menu

Next, locate the quiz you would like to preview, open the drop-down menu next to the quiz and select Preview (Figure 2).

When you enter the Quiz preview, you are by default able to bypass any quiz restrictions students will be subject to (passwords; release conditions; start, due and end dates; whether or not the quiz is active or hidden) and can start the quiz via the blue Start Quiz! button at the bottom of the page. Leave the box next to Bypass Restrictions checked and continue if you merely want to check how your questions are displayed and if they work as intended (Figure 3). You can also Bypass Restrictions if you would just like to test your Submission Views, i.e. whether students see any feedback or information about correctly/incorrectly answered questions. More information about Submission View can be found in our [Quiz guidance](#).

Alternatively, if you would like to test if restrictions (passwords; release conditions; start, due and end dates; whether or not the quiz is active or hidden) you have set work for the quiz, uncheck the box next to Bypass Restrictions at the top of the preview page (highlighted in Figure 3 below).

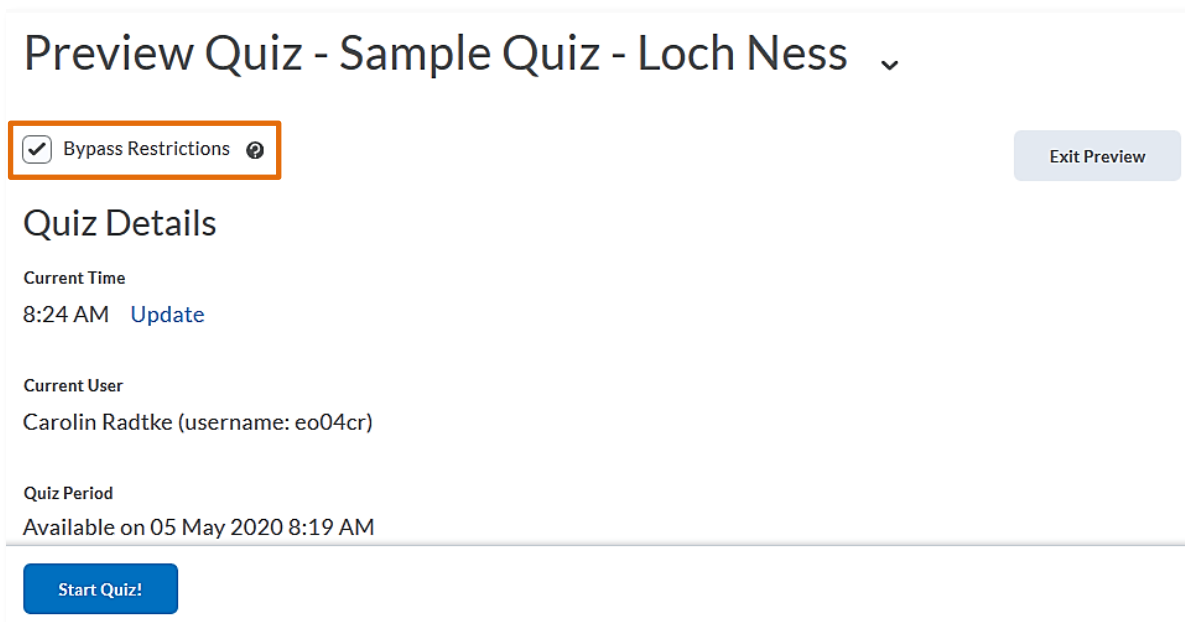


Figure 3: Quiz Preview page with the option to Bypass Restrictions at the top of the page

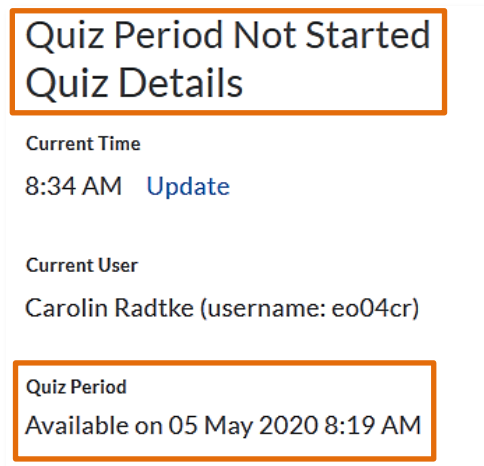
You will now be able to test if your restrictions work.

Note: If you have a combination of restrictions, i.e. a start date and a password, you might not be able to test them in one go. A start date, for instance, would temporarily override a password as students would only be able to see the quiz and type in the password on the start date.

## Start, end or due dates

**Note: If you would like to test this feature, the quiz must not have any release conditions attached to it and must not be hidden from users.**

You can customise start, due or end dates in the Restrictions tab of the quiz set-up area. If you add a start date, students will only be able to start the quiz and complete attempts once the start date and time have come. If you add a due date, students will see when the quiz is due but could still complete attempts after the due date. These attempts will be marked as Past Due for the instructor. If you add an end date, students will no longer be able to start the quiz and complete attempts once the due date and time have come.

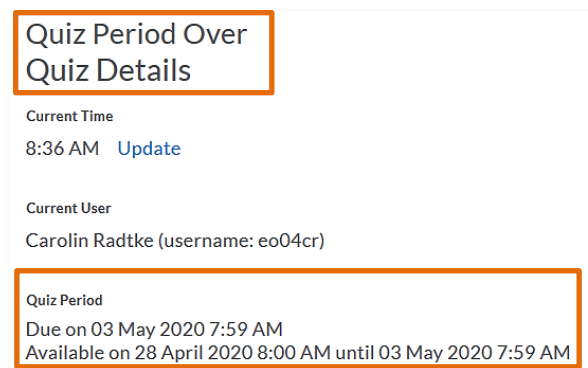


The screenshot shows a quiz preview interface. At the top, a header reads "Quiz Period Not Started Quiz Details". Below this, the "Current Time" is displayed as "8:34 AM" with an "Update" link. The "Current User" is identified as "Carolín Radtke (username: eo04cr)". At the bottom, a section titled "Quiz Period" indicates the quiz is "Available on 05 May 2020 8:19 AM".

Once you have unchecked the box next to Bypass Restrictions, you will be able to see that if you are viewing the quiz before the start date, you would not be able to start the quiz as the blue Start Quiz! button is gone. Just like the students, you would however see a note saying Quiz Period Not Started at the top of the page and the date and time the quiz will start being available further down (Figure 4).

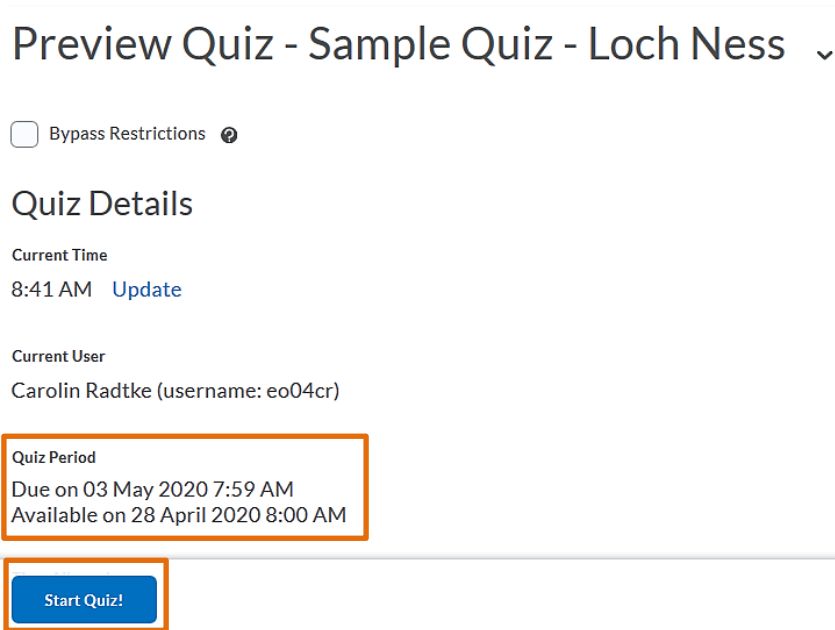
Figure 4: Quiz preview with start date in the future

Similarly, if the quiz is in the past and has ended, you will no longer see the blue Start Quiz! button. Just like students, you would however see a note saying Quiz Period Over at the top of the page and the quiz dates including the due date and the availability period further down on the page (Figure 5).



The screenshot shows a quiz preview interface. At the top, a header reads "Quiz Period Over Quiz Details". Below this, the "Current Time" is displayed as "8:36 AM" with an "Update" link. The "Current User" is identified as "Carolín Radtke (username: eo04cr)". At the bottom, a section titled "Quiz Period" indicates the quiz is "Due on 03 May 2020 7:59 AM" and "Available on 28 April 2020 8:00 AM until 03 May 2020 7:59 AM".

Figure 5: Quiz preview with start and due date as well as an end date that is in the past



If the student merely has a start date and a due date, you, just like your students, would still be able to take the quiz, even past the due date. So when you Bypass Restrictions for this scenario, you would still be able to click on the blue Start Quiz! button at the bottom of the page and complete a quiz attempt (Figure 6).

Figure 6: Quiz preview with start and due date

## Passwords

**Note: If you would like to test this feature, the quiz must not have any start / end / due dates or release conditions attached to it and must not be hidden from users.**

You can customise your quiz with a password in the Restrictions tab of the quiz set-up area. If you add a password, students will only be able to start and complete a quiz attempt when they type in the password.

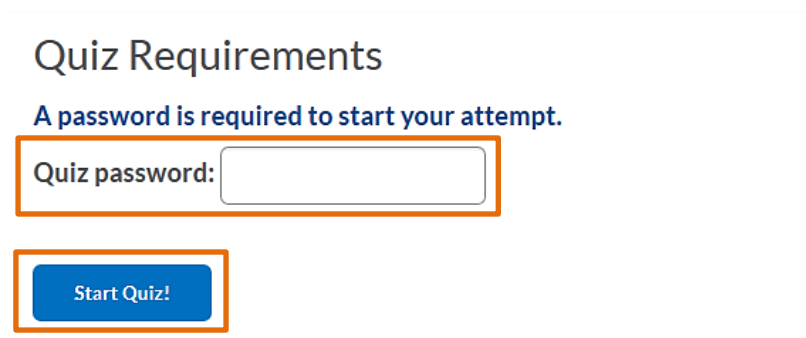


Figure 7: Quiz preview with a password

Once you have unchecked the box next to Bypass Restrictions, you will be able to see what the student experience for password protected quizzes is. When you scroll down on the quiz overview page, you will be able to enter and test your

password at the bottom of the page just above the blue Start Quiz! button (Figure 7).

Enter the password, click Start Quiz! and you should be able to proceed to the (first) page with questions.

## Active vs hidden quizzes

**Note:** If you would like to test this feature, it would be good if the quiz did not have any start / end / due dates or release conditions attached to it.

When you create a quiz, you will need to make it visible to students. To do so, uncheck the box next to Hide from Users in the Restrictions tab of the quiz set-up (Figure 8).

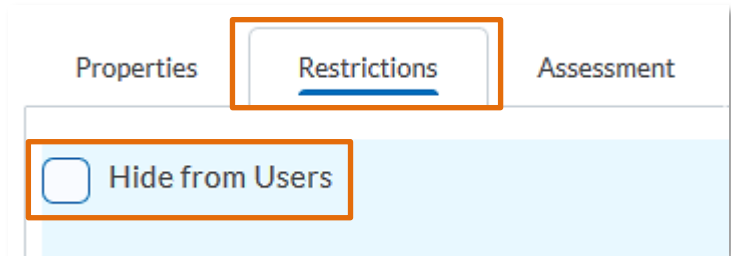
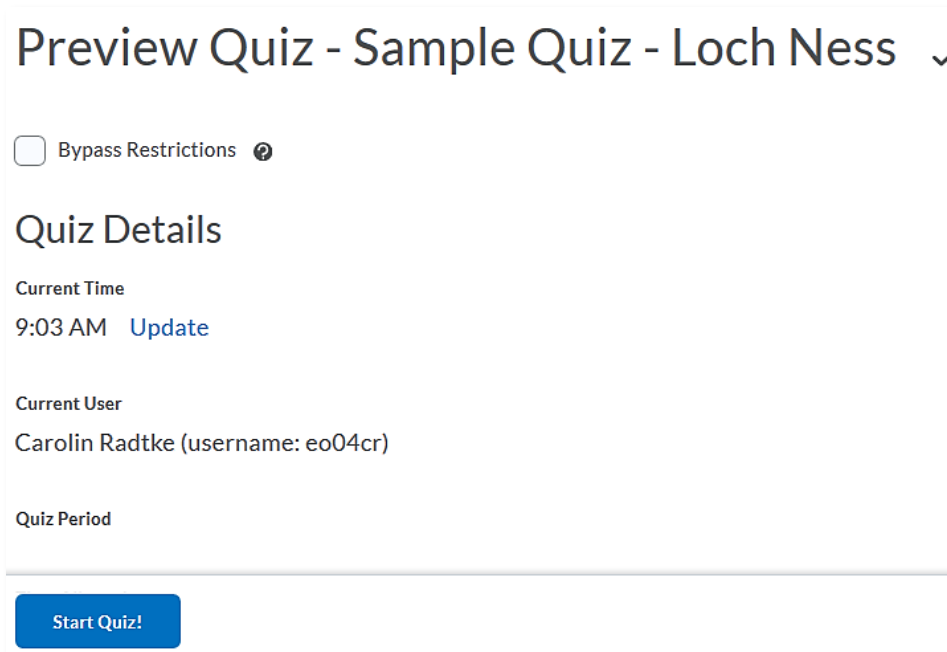


Figure 8: Quiz set-up area with the Restrictions tab and the option to hide/unhide a quiz



Once you have unchecked the box next to Bypass Restrictions, you should now be able to complete a quiz preview by clicking on the blue Start Quiz! button at the bottom of the page (Figure 9).

Figure 9: Quiz preview of an active/unhidden quiz

If the quiz is still hidden from students, you will see a crossed-out eye next to the quiz on the quiz homepage (Figure 10). This means that students would not see the quiz yet.

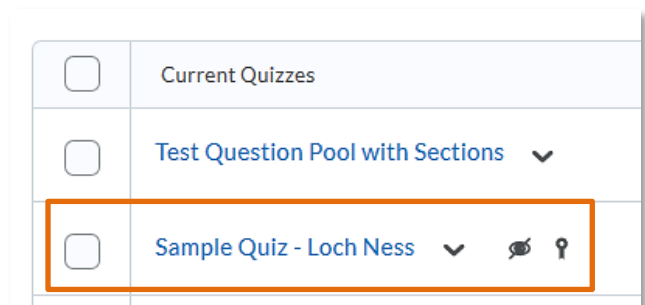


Figure 10: Inactive/hidden quiz on the Quiz tool homepage

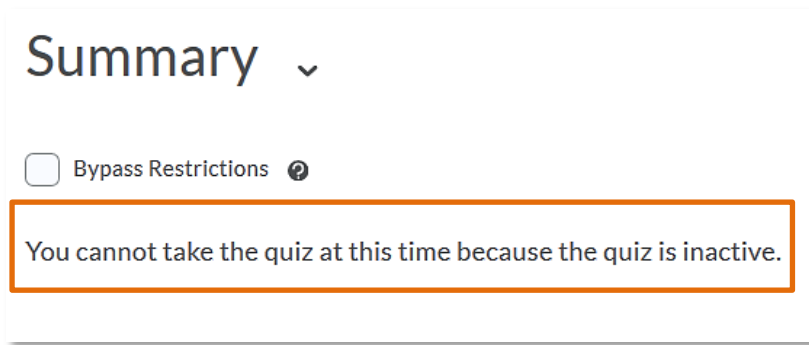


Figure 11: Quiz preview of inactive/hidden quiz

When you initiate the quiz preview and bypass restrictions, you will get a message on the screen informing you that you cannot take the quiz at this time because it is inactive (Figure 11).

## Release conditions

**Note:** If you would like to test this feature, the quiz must not have any start / end / due dates attached to it and must not be hidden from users.

You can customise your quiz by adding one or multiple release conditions to the quiz so students can only access and complete the quiz once they have fulfilled these release conditions. You can add release conditions via the Restrictions tab in the quiz set-up area. For more information about release conditions, refer to our [Release conditions guidance](#).

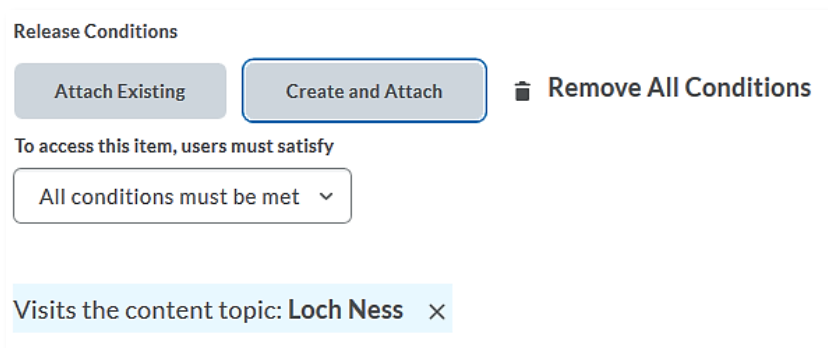


Figure 12: Quiz set-up area with the Restrictions tab and the option to attach release conditions

For this example, we have attached the release condition that students must have visited a content topic before being able to start and complete the quiz (Figure 12).

Once you have unchecked the box next to Bypass Restrictions, you will be able to see what the student experience for a quiz with release conditions is like.

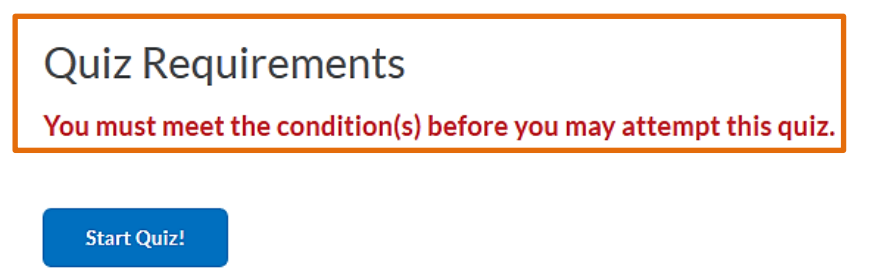


Figure 13: Quiz preview with a release condition

When you scroll down on the quiz overview page, you will see at the bottom that conditions must be met before you can start the quiz (Figure 13).

Students would not even be able to see the quiz yet if you had created a link to it in the content area, for instance. Once you have completed the condition, in this case visiting a content topic, the message will disappear and you will be able to complete the quiz preview as you normally would.