

# BRIGHTSPACE – QUIZZES: CREATE A WORD/PDF COPY



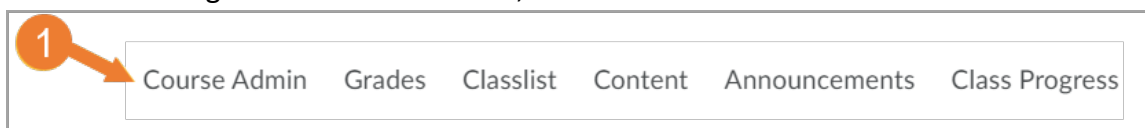
Teaching and Learning Support Service, uOttawa

## CONTEXT

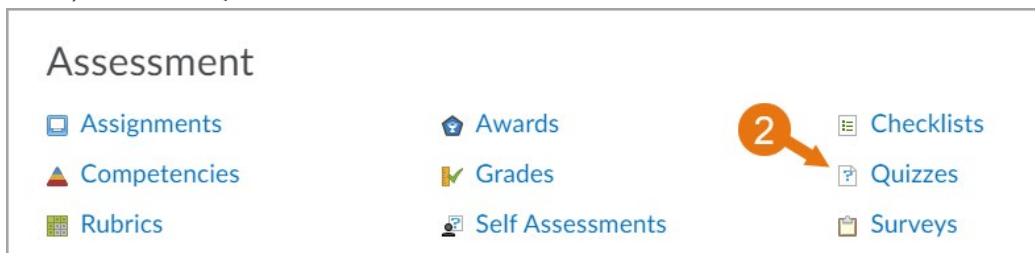
Although it is always recommended that you create your quiz/exam in a Word document first and then copy and paste the material into Brightspace, there may be a circumstance where you wish to share a copy of a quiz/exam in Word/PDF that has already been created in Brightspace. There is no quick function for this in Brightspace and so the following outlines how to access the questions in a quiz/exam to copy and paste them into a Word document that can be made into a PDF. **Note:** We recommend completing the steps in this document prior to the quiz being held.

## SECTION I. MODIFY THE QUIZ/EXAM SETTINGS

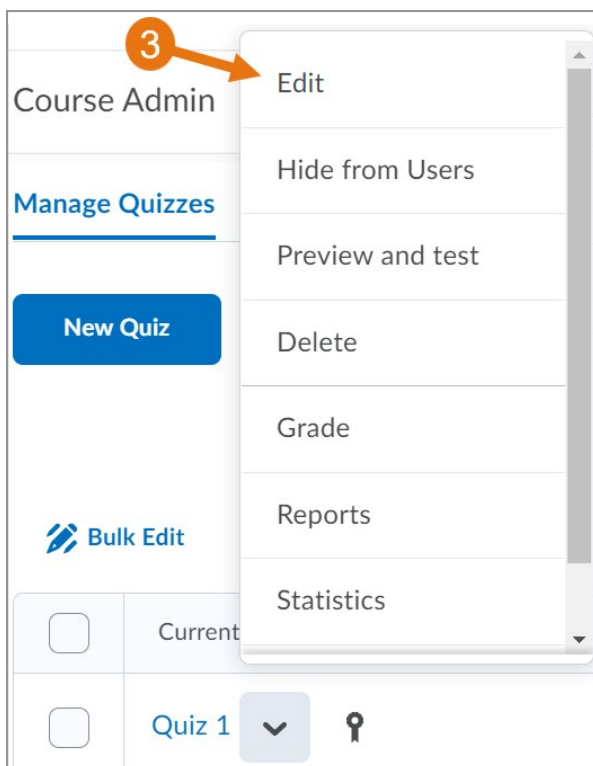
1. Within the navigation bar of the course, click on **“Course Admin”**.



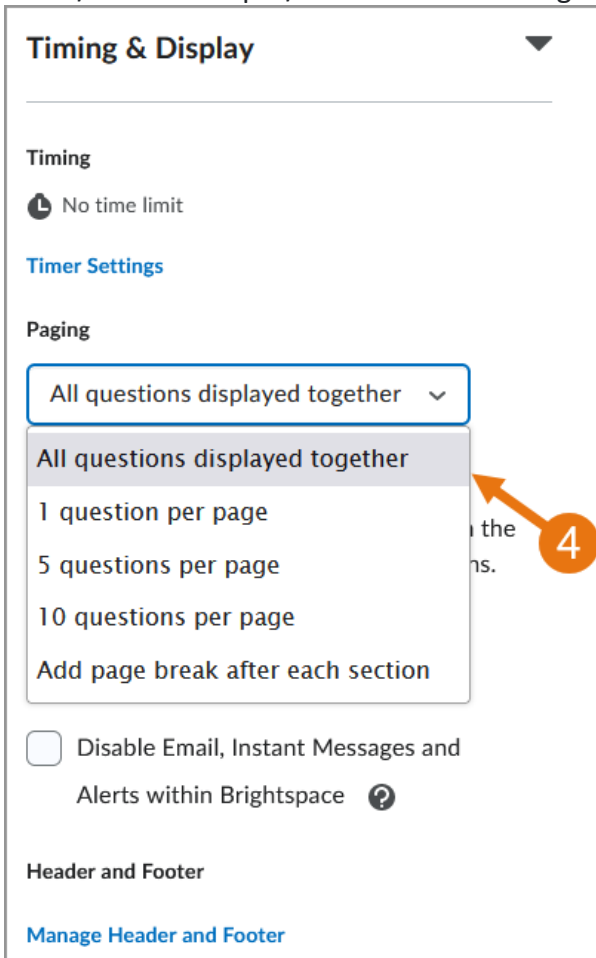
2. Then, click on **“Quizzes”**.



3. Next to the title of the quiz/exam that you wish to make a Word/PDF version of, click on the downward pointing arrow and select **“Edit”**.



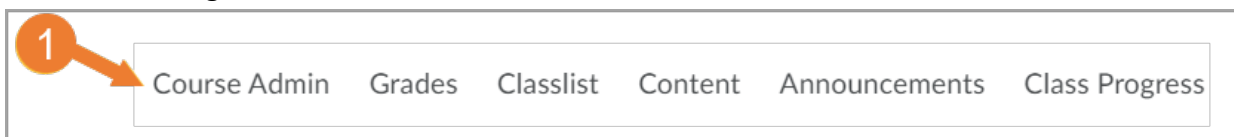
- Click on the arrow next to **Timing & Display**, and under the Paging section, select **“All questions displayed together”**. This will ensure that all questions will be displayed on one page and is necessary to create a Word/PDF of the quiz/exam. You can change this back to reflect your preferences afterward.



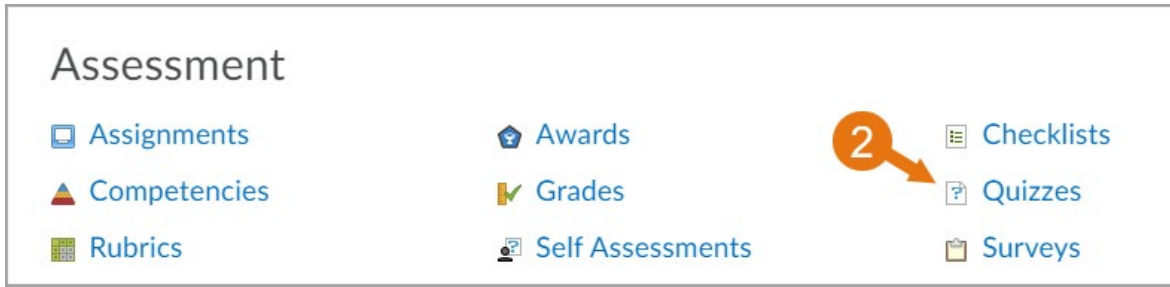
- If you have multiple-choice questions in the quiz, it is recommended that you ensure that the answer options are enumerated. Otherwise, only a circle will appear next to the answer option. This could impact the ease of which the exam can be manually graded. To adjust this, complete the following, otherwise, proceed to Step 6:
  - Click on the **“Add/Edit questions”** button.
  - Click on a question to access it to edit it.
  - Click on the **“Options”** drop-down and select **“Add Enumeration”**.
  - Click on **“Save”**.
  - At the top of the page, click on **“Back to Settings for XXXX”** to return to the main **Properties** editing page.
- Click the **“Save and Close”** button at the bottom of the page.

## SECTION II. PREVIEW & TEST TO COPY AND PASTE

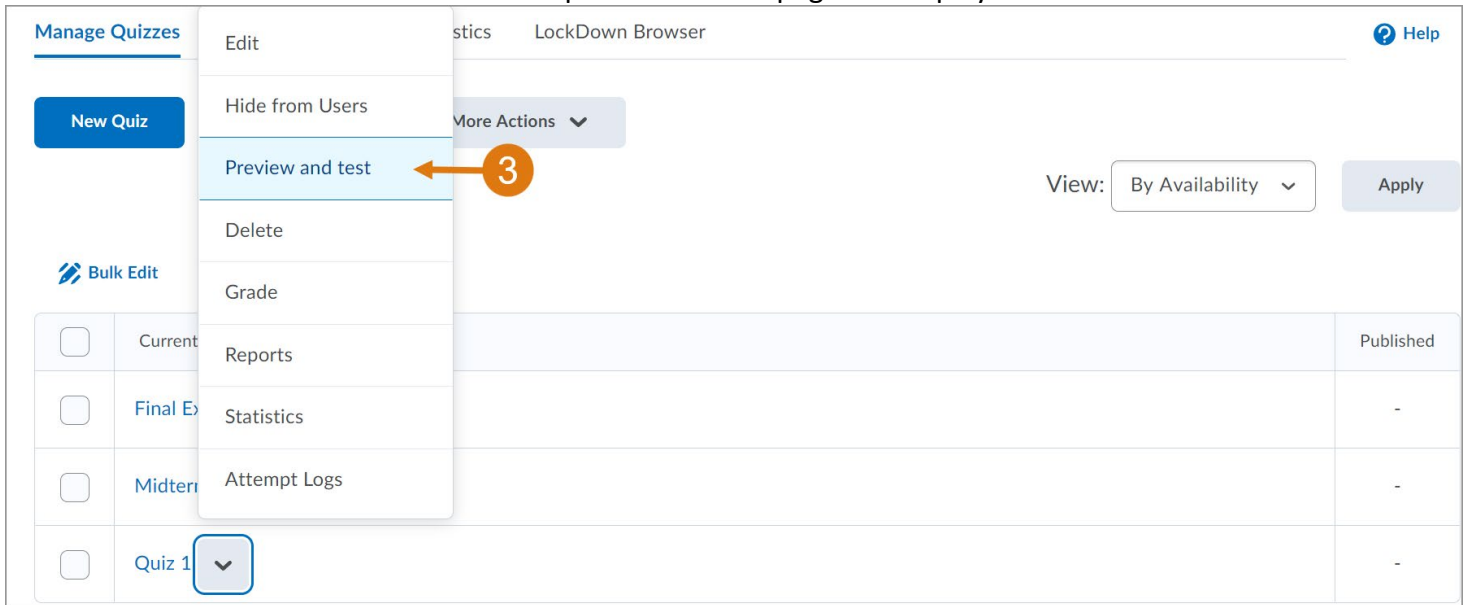
- Within the navigation bar of the course, click on **“Course Admin”**.



2. Then, click on “**Quizzes**”.



3. Next to the title of the quiz/exam that you wish to make a Word/PDF version of, click on the downward pointing arrow and select “**Preview and Test**”. The quiz instructions page will display.



4. Use your mouse to select all the instruction’s text and click “**Ctrl C**” on your keyboard.
5. Open a Word document, and click “**Ctrl V**” to paste all the text into it.
6. When you are ready to copy the quiz questions, click on “**Start Quiz!**” at the bottom of the page.
7. On the next page, the quiz will appear with all questions showing on one page.
8. Use your mouse to select all the questions and then click “**Ctrl C**” on your keyboard.
9. Return to the Word document, and click “**Ctrl V**” to paste all the questions into it.
10. You can now click on “**Exit Preview**” to exit the preview of the quiz. You can also now return to the editing parameters to re-adjust the settings and revert back to the original **Questions per page** settings if necessary.

### SECTION III. EDIT THE WORD DOCUMENT AND CREATE A PDF

**Note:** The following steps are based on the Microsoft Office Professional Plus 2019 version of Word. The steps may differ if you are using another version of Word.

1. In the Word document, click on the “**Home**” tab, and then under the **Editing** section, click on “**Select**”, and then on “**Select All**” to select everything that has been copied into the Word document.

2. From the **Font** section, select a sans-serif font like **Calibri** or **Arial**, and then set the size to 12. This will ensure that everything is in the same font and size, as this may have been distorted during the copy paste process.
3. Make any other changes to the formatting that you wish to make.
4. To convert to a PDF, click on the “**File**” tab and select “**Save as Adobe PDF**”.

**Important Note** – If your quiz contains questions that use mathematical formulas, you may have to make some additional corrections to your material following the Brightspace to Word document copy-paste procedure.