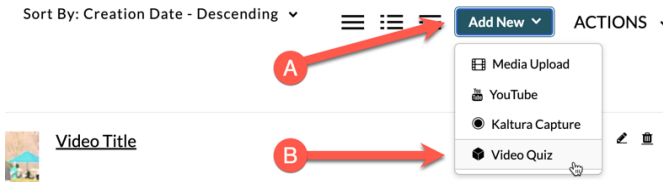# How to work with the Quiz Editor in My Media on Blackboard

1. After logging into Blackboard, click the **Tools** link in the left navigation menu, then click the **My Media** box on the right side of the screen.


2. In the My Media page that appears, (A) click the **Add New** button on the right side, and then (B) click **Video Quiz** in the pop-up menu.

3. In the My Media gallery that appears, find the video that you want to turn into an interactive quiz, then click the **Select >** button on the far-right side of its listing in the gallery.
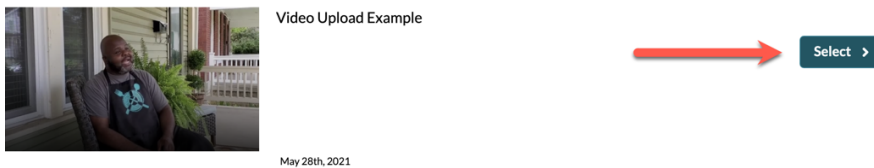

4. After a loading process, which may take a while (depending on the video length), you should now be on the Quiz Editor webpage. It's divided into a left (A), right (B), and bottom (C) panel.
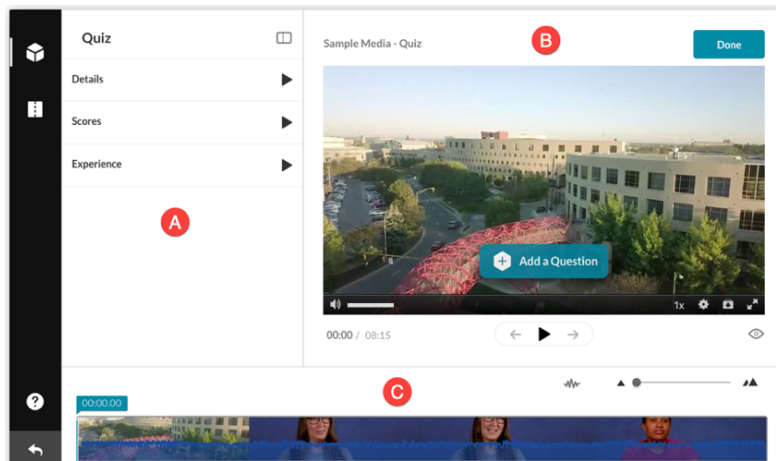
5. *IMPORTANT NOTE: Video quizzes are for basic "self-knowledge check" assessments **ONLY**. They can **NOT** be graded or integrated with the Blackboard Grade Center, unfortunately.*

At any point, you can click the **?** (Help) icon in the lower-left corner of the editor to display keyboard shortcuts, along with a link to an online User Manual.
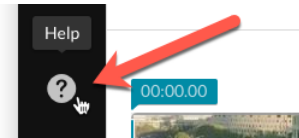
6. The left panel is the Quiz Settings panel, which is made up of three sub-panels: Details, Scores, and Experience. Click the triangle to the right of the sub-panel title to see its options.
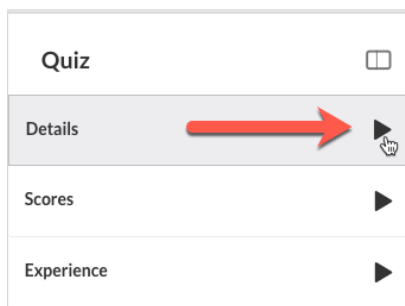
7. There are four options under **Details**.

A — The **Quiz Name**, which is required and is the title of the quiz. Click inside the text field to edit it.

B — The **Show Welcome Page** checkbox should be checked, so the student sees this is not just a video but a video quiz. The **Welcome Message** can be whatever you type into the text field.

C — The **Allow Download of Questions List** option will create a "Pre-test Available" icon on the Welcome Page, which can be clicked for a PDF download of all the questions in the video quiz.

D — The **Instructions** checkbox should be checked, but the message text is not customizable.

8. There are two options under **Scores**.

   A — You can tell the quiz to either **Show Scores** or **Do Not Show Scores**. The **Show Scores** option should be checked, because this quiz is not for a recorded grade but rather just to check the student's knowledge.

   B — The **Include Answers** checkbox should also be checked so that the student can see the correct answers for any questions they got wrong.

9. There are two options under **Experience** with extra sub-options for the second setting.

   A — The **Allow Answers Change** option can be checked if you want the student to be able to review the questions at the end of the quiz and change their answers before submitting it.

   B — The **Allow Skip** and **Do not Allow Skip** options change the way quiz questions behave. Checking **Allow Skip** will make a "skip for now" link appear at the bottom of every question, so the student can skip that question and move on. Checking **Do not Allow Skip** will force the student to answer the question before moving on. If **Do not Allow Skip** is checked, an additional option that becomes available is the **No seeking forward** checkbox. If this checkbox is checked, the student will not be able to skip any questions, *plus* they will be blocked from manually skipping ahead (fast-forwarding) anywhere in the video. The **Alert Text** is what appears when the student tries to fast-forward in the video; it can be customized by typing into the text field.

10. Once you have all the Quiz Settings finalized, this panel can be collapsed/hidden by clicking the small double-rectangle (Collapse Panel) icon toward the middle-top of the Quiz Editor. You will probably want to leave it collapsed while you're creating the questions.
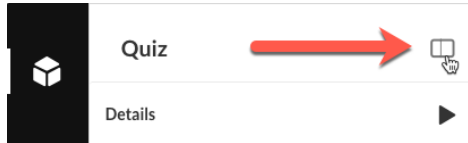

11. With the left panel hidden, the top panel and bottom panel work together while creating quiz questions. It is strongly recommended that you intersperse questions throughout the video — using a "show a topic then immediately quiz" approach — rather than stacking up many questions close together at the beginning, middle, or end of the video.

There are two options to find a location in the video to place a question.

First option: Click the triangle (Play) button below the video player to start playing the video as normal. When you get to the point in the video where you want a question to appear, click the || (Pause) button, and the **Add a Question** button will appear at the bottom of the video player window.
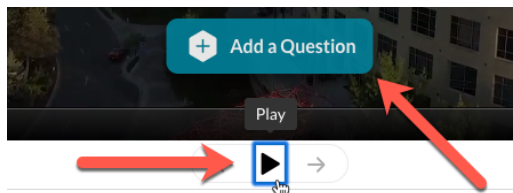

Second option: With the video already stopped/paused, in the bottom panel, click and drag the Real-Time Marker turquoise box right and left along the video timeline to find the point in the video where you want a question to appear, then let go of the Real-Time Marker. Again, the **Add a Question** button should appear at the bottom of the video player window.
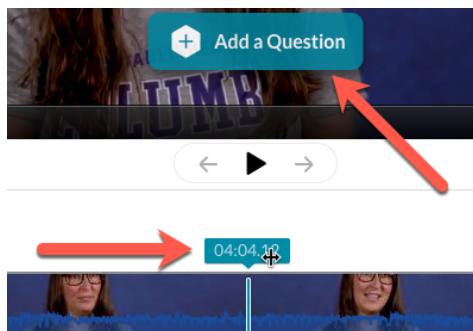
12. When you are ready to insert a question into the video, click the **Add a Question** button.
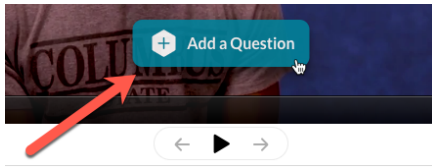
13. There are really only two question types available: (A) Multiple Choice with a single answer and (B) True/False — or yes/no, right/wrong, etc. The (C) Reflection Point option isn't really a question; it's a text statement you can type on the screen that causes the video to pause and display that statement. And the (D) Open-Ended Question type isn't available for technical reasons, if you try to click it.
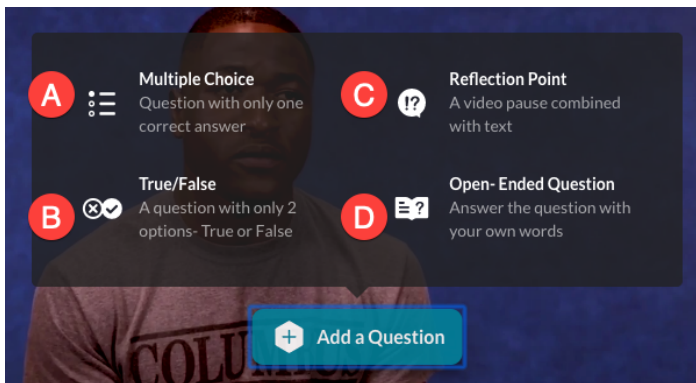
14. To create a **True/False** question, click that option in the Question Type window.
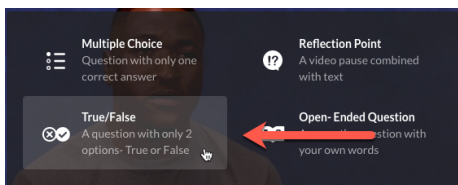
15. The Question Editor window should appear.
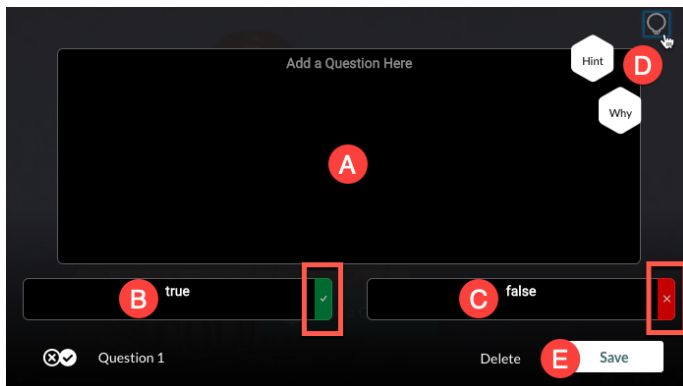
A — Click inside this large text box to type in your question text.

B — Click inside this text box to change the first answer option from "true" to whatever text you would like.

C — Click inside this text box to change the second answer option from "false" to whatever text you would like.

Note — By default, "true" (the left option) is the correct answer, as indicated by the green checkmark button to the right of its answer text box. To make "false" the correct answer, click the red **X** button to the right of that box, and it will make that option the correct answer.
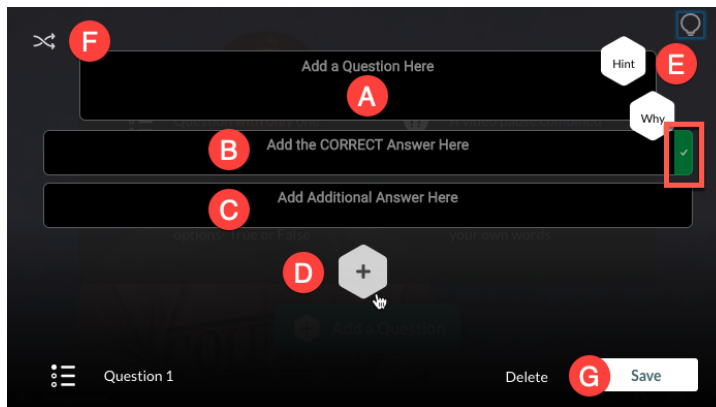
D — Click the bloated light bulb icon in the top-right corner to reveal two additional question options: **Hint** and **Why**. Click **Hint** to launch a secondary text box window where you can type in text that will appear as a "Hint" icon in the upper-right corner of the question screen during the quiz. Click **Why** to launch a secondary text box window where you can type in text that will appear as a "Why" icon in the upper-right corner of the answer screen during the quiz review.

E — Click **Delete** if you decide you don't want this question after all. Otherwise, click the **Save** button to add this question into the video.

16. To create a **Multiple Choice** question, click that option in the Question Type window.
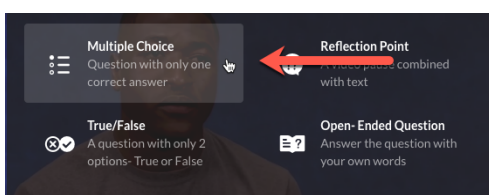
17. The Question Editor window should appear.

A — Click inside this text box to type in your question text.

B — Click inside this text box to type in your first answer option. NOTE: By default, the first option is the correct answer.

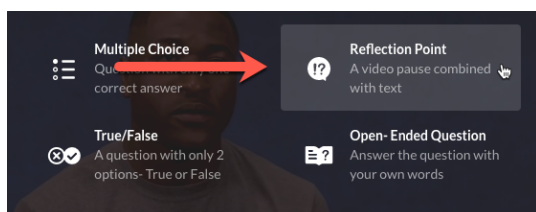**C** — Click inside this text box to type in your second answer option.

D — Click the hexagon **+** icon to add another answer option, up to four total answer options.

E — Click the bloated light bulb icon in the top-right corner to reveal two additional question options: **Hint** and **Why**. Click **Hint** to launch a secondary text box window where you can type in text that will appear as a "Hint" icon in the upper-right corner of the question screen during the quiz. Click **Why** to launch a secondary text box window where you can type in text that will appear as a "Why" icon in the upper-right corner of the answer screen during the quiz review.
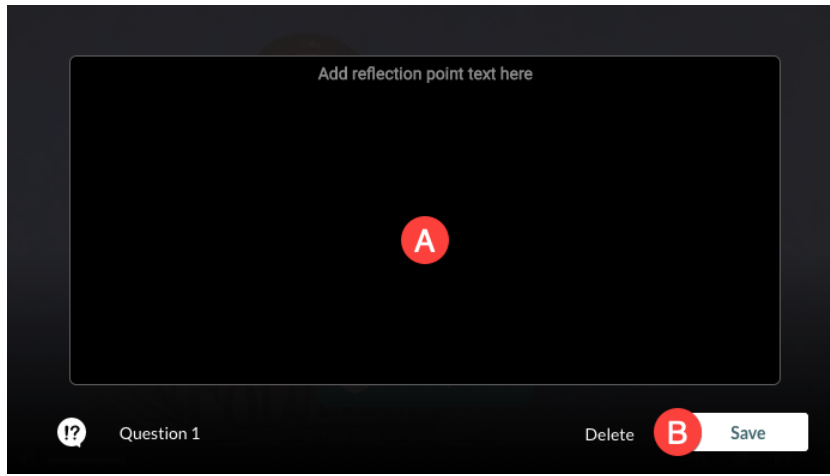
F — Click the double-arrow crossing icon to randomly shuffle the answer options.

G — Click **Delete** if you decide you don't want this question after all. Otherwise, click the **Save** button to add this question into the video.

18. To create a **Reflection Point**, click that option in the Question Type window.

19. The Question Editor window should appear.

A — Click inside this large text box to type in your text.

B — Click **Delete** if you decide you don't want this reflection point text after all. Otherwise, click the **Save** button to add this point into the video.

20. After you add a question, there will be a little animation where a turquoise cube icon will fly down from the video player window onto the top of the video timeline in the bottom panel, landing where the Real-Time Marker is along the timeline.
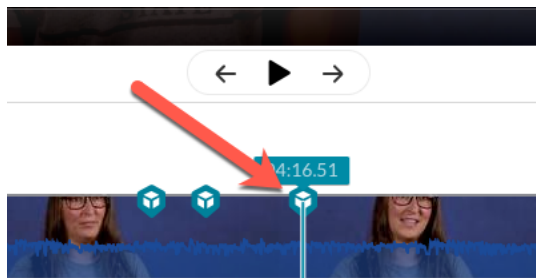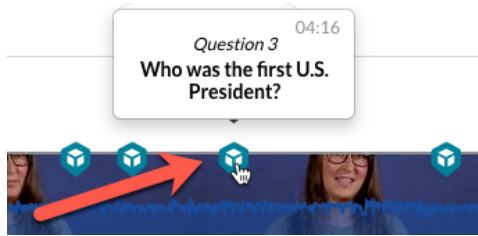

21. Repeat steps 14 – 20 to add as many questions and/or reflection points as you would like throughout the video. Each question will appear as a turquoise cube icon along the top of the video timeline.

22. Hover your mouse cursor over a cube icon to see quick information about it, then click the cube icon to open the Question Editor window again for that question/point.

23. At any point, click the **Preview** button in the upper-right corner to see how the quiz will look and behave.
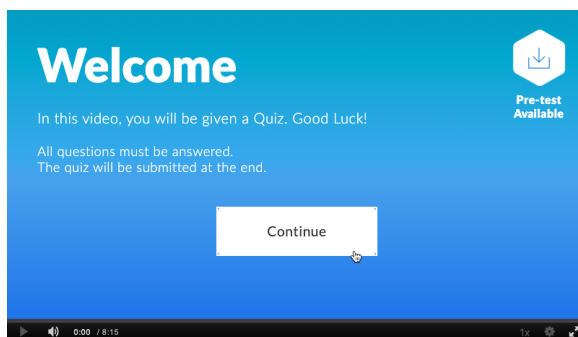

24. When you are finished building the quiz, click the **Done** button in the upper-right corner.

25. Click the **Go to Media Page** button to return to the regular Edit page for this video.

26. Click the **Play** button in the video player to preview your quiz. My Media handles quizzes exactly like regular videos, so you can embed/share/use them in all the same ways. Done!

If you have any questions or problems, please email teaching@cscc.edu