

Making a Quiz in Moodle

This guide sheet will go through the steps to create a quiz in Moodle. We suggest if you're creating a quiz for the first time, that you come into our office so we can walk you through each step and answer any questions that you might have along the way.

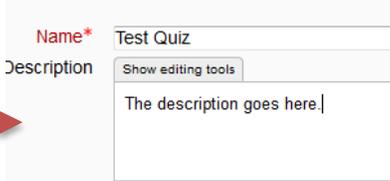
Adding the Quiz

1. First, you need to turn editing on and go to the week that you want to add the Quiz in.
2. From there you'll click on **Add and Activity or Resource** and select on **Quiz**.

Changing the Settings

1. Now you can go in and change all of the settings for the quiz.

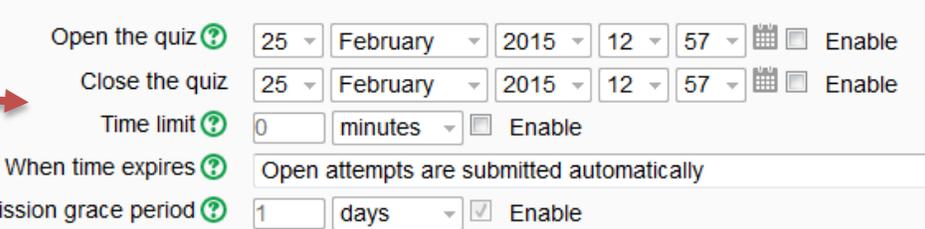
2. The first thing that you'll have to do is give the quiz a **name**, you don't have to give the quiz a description but it's there if you wish to.



Name* Test Quiz

Description Show editing tools
The description goes here.]

3. The next thing you'll have to do is click on the **Timing** heading. This is where you set when the quiz opens and closes along with the time limit that they have.



Open the quiz 25 February 2015 12 57 Enable

Close the quiz 25 February 2015 12 57 Enable

Time limit 0 minutes Enable

When time expires Open attempts are submitted automatically

Submission grace period 1 days Enable

4. First, what you have to do is click the enable boxes that are at the far right of **Open the quiz** and **Close the quiz**

this will allow you to change the dates and times for when it opens and closes. You'll put in the proper dates and times that you want and give a time limit in the **Time Limit** row by hitting the enable button and giving them the proper time that you want.

5. Where it says **When time expires** you'll want to make sure that the drop down menu says **Open attempts are submitted automatically**, if you don't have this set then students who run out of time won't have a blank quiz that turns in.
6. You have the option to give them a **submission grace period**, which means that if something happens and a student gets locked out of the test and the time ends, there a grace period where the students can submit the test, but can't change any answers.

7. Under the **Grade** heading, there are a few settings that you to change as well. If you have a category in your gradebook for test or quizzes you can use the drop down menu in **Category** and select the proper category.



Grade category Uncategorised

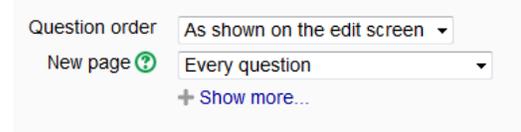
Attempts allowed 1

Grading method Highest grade

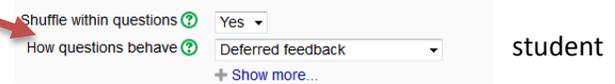
8. Still under the grade heading, there is **Attempts Allowed** where you can select the amount of times the student can take the quiz. It can be from 1 to 10, or an unlimited amount of times. It just depends on what you're planning to do with the quiz. There is also **Grading Method** that requires you to

select which method of grading you want. The options are **highest grade, first attempt, last attempt, and average grade.**

9. Under the **Layout** heading, the options that are already there should be fine, you can change the layout on the screen where you add in the questions as well.

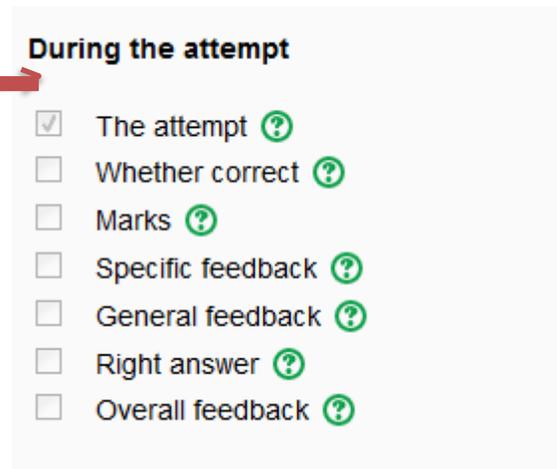


10. In **Question Behaviour**, you can leave these options the same as well, the generic options are usually the best. But **shuffle within questions** means that if you have multiple choice answers, the answers will be shuffled around each time the student takes the quiz so the answers aren't always in the same order.

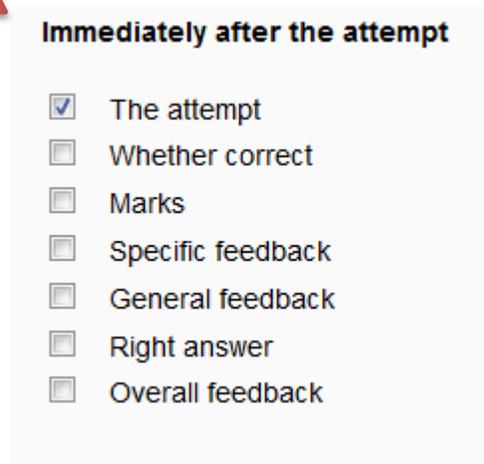


11. The next heading is **Review Options** and here is a breakdown of all the options that are available in this heading:

1. **During the attempt** means while the student is still taking the test. Student answers a question, and immediately receives feedback (whether or not they answered correctly). **NOT RECOMMENDED** – allows for easy sharing of answers. Uncheck every option in this section except for **The Attempt**.



2. **Immediately after the attempt** means within two minutes of taking the quiz. We recommend only **The Attempt** to be checked for this period.



3. **Later, while the quiz is still open** means they can see this before the quiz is closed, two minutes after they finish the quiz. We recommend only **The Attempt** be checked for this option.

4. **After the quiz is closed** means that the students can see the information after the quiz is closed, but cannot change it. We recommend checking the boxes you want the students to see under this one.

Later, while the quiz is still open

- The attempt
- Whether correct
- Marks
- Specific feedback
- General feedback
- Right answer
- Overall feedback

1. **The Attempt** allows students to see their response to each question.

2. **Whether correct** allows each student to view whether his or her responses to the questions were the correct or incorrect response.

3. **Marks** allows the student to view the “marks” (I.e, the grade) awarded for each response as well as the overall grade for the quiz.

4. **Specific Feedback** allows the student to view the specific feedback you assigned to each response.

5. **General Feedback** allows the student to view the general feedback assigned by you to each question.

6. **Right answer** allows the student to view the correct response to each question in the quiz.

7. **Overall feedback** allows the student to view the overall feedback assigned by you.

After the quiz is closed

- The attempt
- Whether correct
- Marks
- Specific feedback
- General feedback
- Right answer
- Overall feedback

12. In **Display**, there shouldn't be anything that you have to change. The settings for this can stay the same.

13. The next heading is called **Extra restrictions on attempts**, there should be nothing that you have to change here unless you want to add more restrictions like a password that they have to type in to get access to the test. Normally, these are left blank.

14. **Overall Feedback** is the place where you can give feedback based on the score that the students get on the quiz. For instance, if one of the percentages that they can get is an 85% you can put that in the **grade boundary** section and then in the **feedback** section you can leave a note, something like, “good job, but you can reach an A”. Or whatever you feel is needed.

Grade boundary 100%
Feedback [Show editing tools](#)

Grade boundary
Feedback [Show editing tools](#)

Grade boundary

15. **Common module settings, restrict access, and activity completion** are the same as every other activity in Moodle, so you can change those how you wish.

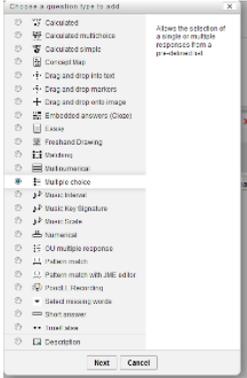
16. Once you have all of these initial settings done, you can hit **Save and Display** so you can begin to add your questions to the quiz.

Save and display [Cancel](#)

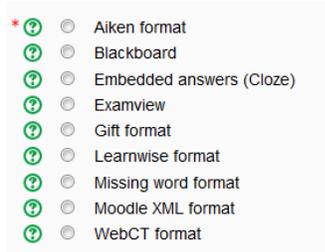
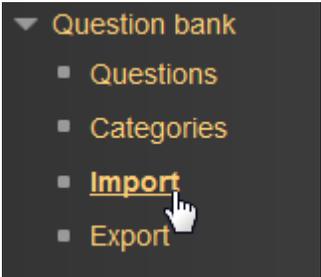
Adding the Questions

1. There are multiple ways to add questions to a quiz, either adding questions one by one to the quiz, or uploading a list of questions that you got from the publisher, or your own file as well.
2. To add any questions to the quiz you'll either have to click on the quiz and under the administration block hit **Edit Quiz**, or, if there are no questions in the quiz it will let you know that there are no questions and you need to add questions.

Adding the Questions (One by One)

1. If you want to add questions one by one you would go to the **editing quiz** page where you can add the questions. 
2. On the editing quiz page there's a button where you can **add a question**, if you click on there a pop up will appear where you can select the question that you want. After selecting the proper question you will hit **next** and it'll take you to a new page where you will add the question and the answers. 
3. On this page you have to give the question a **question name**, which is basically the name you will see when going through the questions to add them to future quizzes. Underneath that is **question text** where you would paste in the question. **Default mark** is how many points the question is worth. The default option is 1 point, but you can change that if you want to.
4. Depending on the type of question that you're adding there will be an **answers** heading where you can add the proper answers in there. From there you'll have to give the proper answer a grade of 100%, so Moodle knows what the proper answer is.
5. We have a number of different guide sheets that go over various types of questions that you can add in Moodle. If you want to look at them you can go to oit.semo.edu and look at them under **Moodle Help**. The guidesheets that we have so far are Calculated Questions, Calculated Simple Question, Drag and Drop onto Image, Matching Question, Drag and Drop into Text Questions, Concept Map Question, and Select Missing Work Question.
6. You can add questions to all one page, but as a standard we suggest that you have 5 questions per page at most.

Adding the Questions (From Publisher)

1. If you have a bank of questions from the publisher that you want to add, you have to make sure that it is the proper format to be uploaded into Moodle.
2. The formats that Moodle allows are listed on the side here: 
3. You will have to check that your publisher has one of these formats available for you to download. If they do, go ahead and download that file onto your computer so you can upload it.
4. To add it to the quiz you'll have to log into Moodle and click on the quiz. Once there, under **administration** you can click on the link that says **Question Bank** and it will take you to another page. This page lists all the questions that you have in the course already. 

- From here under administration and under question bank there will be a link that says **Import**. You'll click on that and it will take you to another page. It will show you all the formats that are supported just like the image above does. From this list you'll have to click on the proper format, for instance, **Gift Format**.
- After you pick the proper format there's a place where you can import the file with all of the questions. You'll pick the proper file that you need and then click on the **Import** button underneath.
- You'll have to follow through the steps to import the questions and from there you can add them to your test.

Adding the Questions (From Your Own File)

- If you have your own file, like a word document that you want to add into the quiz, you will have to use the **Moodle Quiz Studio** to get it into the right format for Moodle. Below is a step-by-step guide on how to use the Quiz Studio:

Features

- Import** from Moodle XML, WebCT, ExamView (Word), and plain text.
- Create and edit** multiple choice (single and multiple answer), true false, matching, short answer, and essay question types with a familiar UTest-like interface.
- Export** to Moodle XML.
- Print** paper tests with a variety of settings. For example, you can sort questions by/shuffle questions within categories and/or types..

How to Create a Quiz:

- Click Add a Question
- Select the type question appropriate
- Give the question a name
- Add in your question text
- Add in your answer choices
- Set the right answer to being worth 100%

Drop Down Options:

- In the top left corner is a drop down
- Clear Questions** allows for questions to be cleared
- Import Questions** from Moodle in XML format
- The **Export** options is done by hitting Save Questions (save as Moodle XML). Then Import saved XML file into Moodle
- Print Quiz** allows for questions to be printed in a paper quiz format

