

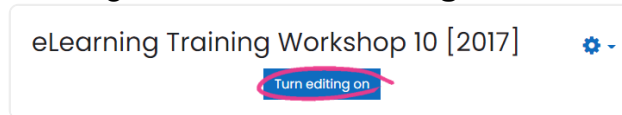
Self-help Guide for MOODLE Users

Create a Quiz

1

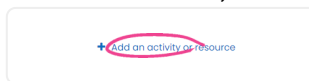
"Turn editing on" before you can make changes to a Moodle course room.

On the Course Page, click "Turn editing on".

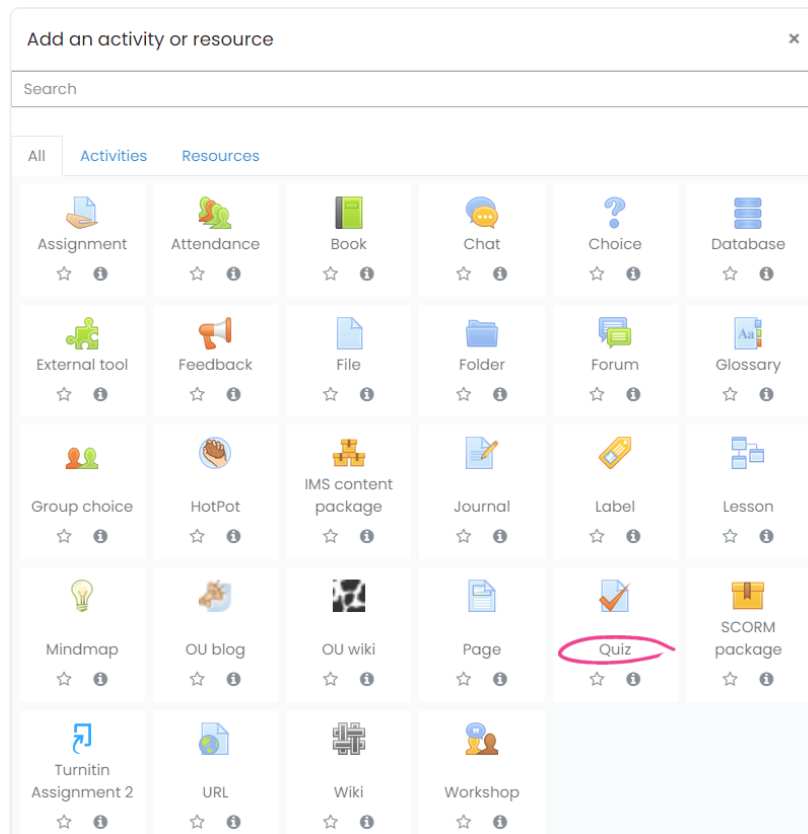


2

Click "Add an activity or resource",

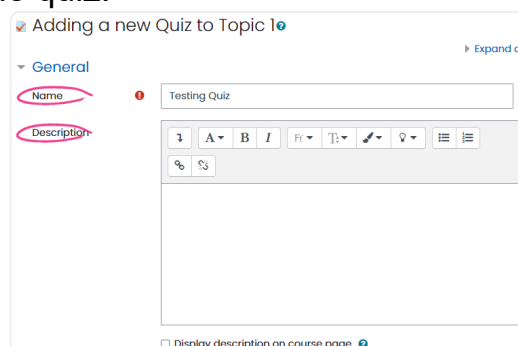


select "Quiz" from the list.



3

In the General section, enter the Name and (optionally) Description of the quiz.



4

In the Timing section:

- Enable and select dates to Open the quiz and Close the quiz.
- Enable and set a Time limit, if necessary.
- Select the appropriate option for When time expires.
- If you wish to allow a grace period for student submissions, check Enable and set a Submission grace period.

The screenshot shows the 'Timing' section of the Moodle quiz settings. It includes the following options:

- Open the quiz:** Date and time set to 15 August 2022, 16:19. The 'Enable' checkbox is checked.
- Close the quiz:** Date and time set to 15 August 2022, 16:19. The 'Enable' checkbox is checked.
- Time limit:** Set to 3 minutes. The 'Enable' checkbox is checked.
- When time expires:** Set to 'Attempts must be submitted before time expires, or they are not co...'. The 'Enable' checkbox is checked.

5

In the Grade section:

- Select the Grade category within your Gradebook for your quiz.
- Set the number of Attempts allowed, the Grade to pass and, if multiple attempts are allowed, which Grading method Moodle should use.

Note: If this is a final exam, you can give just one attempt in "Attempts allowed".

The screenshot shows the 'Grade' section of the Moodle quiz settings. It includes the following options:

- Grade category:** Set to 'Uncategorised'.
- Grade to pass:** An empty text input field.
- Attempts allowed:** Set to 'Unlimited'.
- Grading method:** Set to 'Highest grade'.

6

In the Layout section:

- Select where you want New page breaks to fall.
- Click Show more and select, at Navigation method, whether you want Moodle to force students to answer questions sequentially.

The screenshot shows the 'Layout' section of the Moodle quiz settings. It includes the following options:

- New page:** Set to 'Every question'.
- Navigation method:** Set to 'Free'.

7

In the Question behaviour section:

- Shuffle within questions: select either multiple choice or matched question options randomised.
- How questions behave: the following lists the 2 most commonly used settings:
 - **Deferred feedback** – students must submit entire quiz before they can see the grade or feedback;
 - **Interactive with multiple tries** – students can see immediate feedback after completing each question.

- If multiple attempts are allowed, click **"Show more"** and select **"Each attempt builds on the last"**, if you want each new quiz attempt to contain the results of the previous attempt. This allows students to make several attempts to complete a quiz.

8 Overall feedback:

The overall feedback is a text message students see after completing a quiz. You can customise that message according to the final score attained by a student, e.g. to praise high performers, or to tell flunkers the rules of retaking the quiz.

- 9 Complete any other necessary page sections, then click [Save and display](#) to proceed to the page for adding questions to your quiz.

- 10 On the start page of a quiz, select **"Edit quiz"**.

Add questions to a quiz. While you can add questions to a specific quiz one by one, adding questions into your question bank first and then retrieve some or all of them from the bank to the quiz desired is recommended, as it will save you time and efforts in the future.


















Moodle supports 14 question types:

1. Multiple choice
2. True/False
3. Short answer
4. Numerical
5. Calculated
6. Essay
7. Matching
8. Random short answer matching
9. Embedded answers (Cloze)
10. Calculated multichoice
11. Calculated simple
12. Drag and drop into text
13. Drag and drop onto image
14. Select missing words


Choose a question type to add ×

QUESTIONS

Select a question type to see its description.

-  Multiple choice
-  True/False
-  Short answer
-  Numerical
-  Calculated
-  Essay
-  Matching
-  Random short-answer matching
-  Embedded answers (Cloze)
-  Calculated multichoice
-  Calculated simple
-  Drag and drop into text
-  Drag and drop markers
-  Drag and drop onto image
-  Freehand drawing (ETH)
-  Select missing words
-  STACK

OTHER

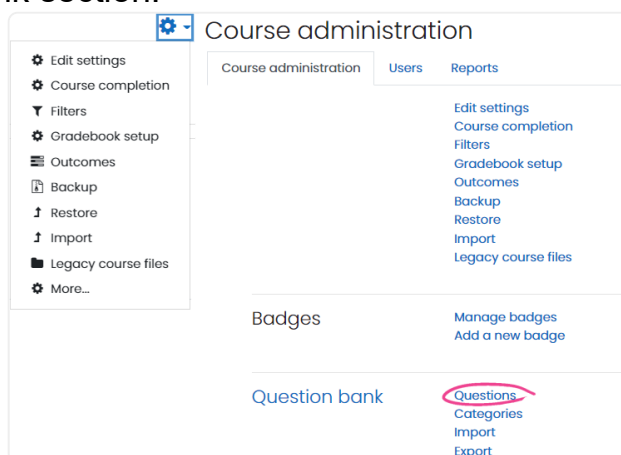
-  Description

Add Cancel

Question Bank - Adding Questions

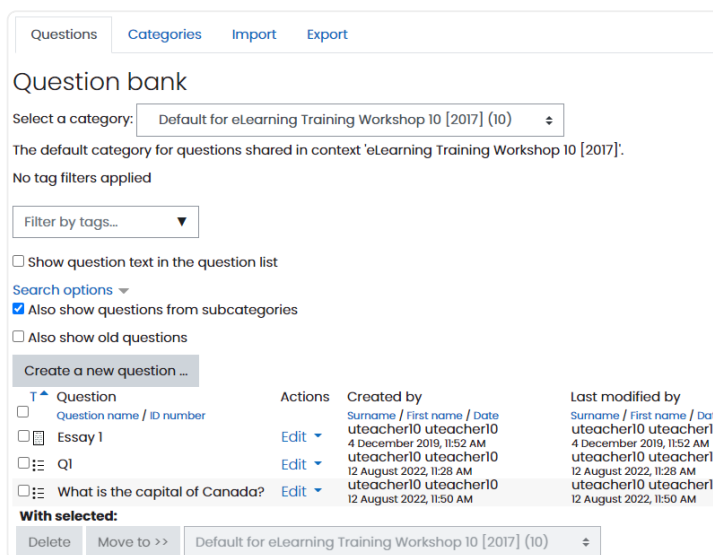
A A question bank in Moodle is an overall stock of all the questions and tasks you have ever created on the platform. This feature saves time since there's no need to create everything from scratch: if you need to prepare a test for a new course, you can simply copy ready-made tasks from the bank.

B On the course homepage, click  and then **"More..."**
On the Course administration page, click **"Questions"** under the Question bank section.



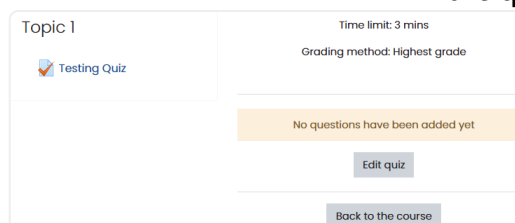
C You can add a new question by clicking **"Create a new question"**.

As mentioned above, question banks keep all the questions you have ever created on Moodle.

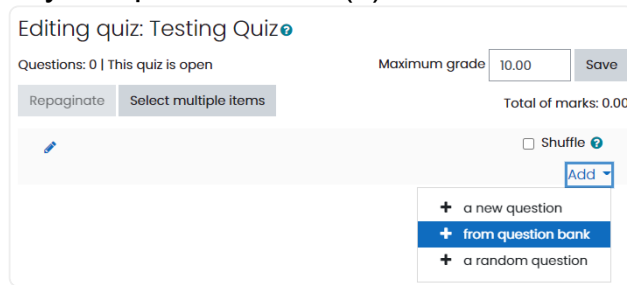


Question Bank - Retrieving Questions for a Quiz

D Click the Quiz you have created and click **"Edit quiz"**.



E Click **"Add"** and **" + from question bank"** in order to select questions from your question bank(s).



Editing quiz: Testing Quiz

Questions: 0 | This quiz is open Maximum grade 10.00 Save

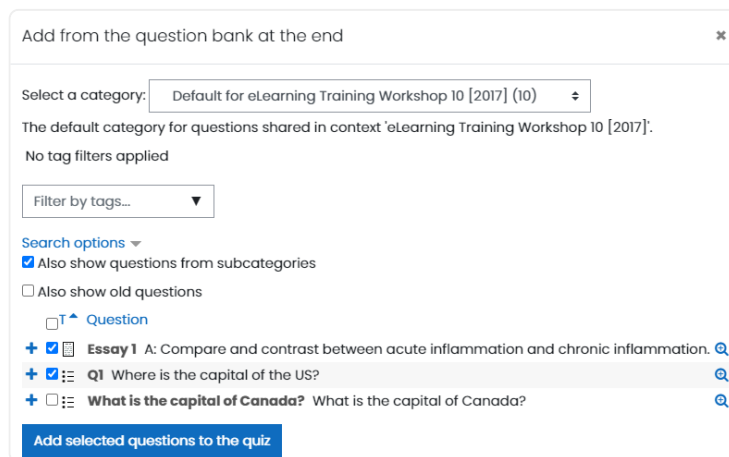
Repaginate Select multiple items Total of marks: 0.00

Shuffle Add

- + a new question
- + from question bank
- + a random question

F **Shuffle:**

Select the check box(es) of the question(s) to be added to the quiz.



Add from the question bank at the end

Select a category: Default for eLearning Training Workshop 10 [2017] (10)

The default category for questions shared in context 'eLearning Training Workshop 10 [2017]'.
No tag filters applied

Filter by tags...

Search options

- Also show questions from subcategories
- Also show old questions

Question

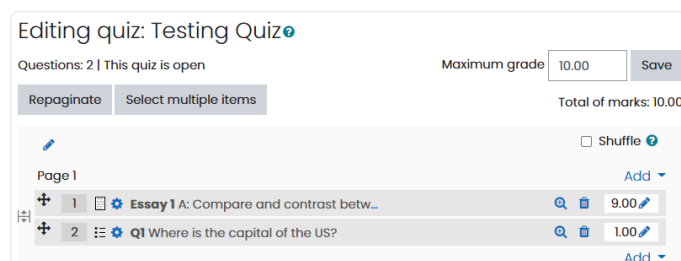
- + Essay 1 A: Compare and contrast between acute inflammation and chronic inflammation.
- + Q1 Where is the capital of the US?
- + What is the capital of Canada? What is the capital of Canada?

Add selected questions to the quiz

To retrieve questions from a question bank:

If you turn this on, the order of the questions will be shuffled when the questions are shown to the students.

This can make it more difficult for students to share answers, but it also makes it more difficult for students to discuss a particular question with you.



Editing quiz: Testing Quiz

Questions: 2 | This quiz is open Maximum grade 10.00 Save

Repaginate Select multiple items Total of marks: 10.00

Shuffle

Page 1 Add

1	Essay 1 A: Compare and contrast betw...	9.00
2	Q1 Where is the capital of the US?	1.00

Add

Checking the Results of a Quiz

Started on Tuesday, 16 August 2022, 11:24 AM
State Finished
Completed on Tuesday, 16 August 2022, 11:24 AM
Time taken 15 secs
Grade 10.00 out of 10.00 (100%)

Question 1
Complete
Mark 9.00 out of 9.00
[Flag question](#)

A: Compare and contrast between acute inflammation and chronic inflammation.
B: Compare and contrast between hyperemia and congestion.

A: Compare and contrast between acute inflammation and chronic inflammation.
B: Compare and contrast between hyperemia and congestion.

Comment:

Question 2
Correct
Mark 1.00 out of 1.00
[Flag question](#)

Where is the capital of the US?

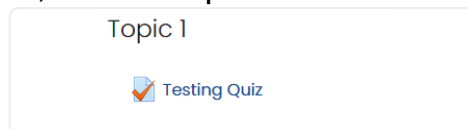
a. New York
 b. Los Angeles
 c. Hong Kong
 d. Washington DC ✓

Your answer is correct.
The correct answer is:
Washington DC

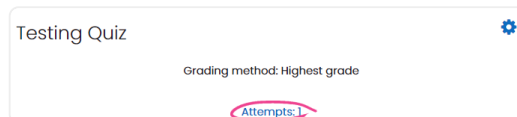
Student view: after student completed the quiz.



To check the results, click the quiz desired.



Click "**Attempts**" to review the performance of the students in the selected quiz.



On this page, you can generate a report according your needs:

What to include in the report:

- You can select the types of attempts to be shown in the report

Display options:

- How much student information is shown on a page
- Whether the scores of individual questions are listed

You can download table data in different format

- e.g. CSV, Excel (more common), or HTML table, JSON, OBS.

Testing Quiz
Attempts: 1 ▼ Collapse all

▼ What to include in the report

Attempts from

Attempts that are In progress Overdue Finished Never submitted

Show at most one finished attempt per user (Highest grade)

Show only attempts that have been regraded / are marked as needing regrading

▼ Display options

Page size

Marks for each question

[Show report](#)

[Regrade all](#) [Dry run a full regrade](#)

Showing graded and ungraded attempts for each user. The one attempt for each user that is graded is highlighted. The grading method for this quiz is Highest grade.

[Reset table preferences](#)

Surname [All](#) [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

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Download table data as [Download](#)

The result of the report

- A chart showing the overall number of students achieving the grade ranges given.

