


Quizzes in Moodle can consist of multiple-choice, true-false, short answer questions, fill-in-the-blank, and other unique types of quiz questions. The quiz module in Moodle has two main components: **the Quiz Body** and the **Question Banks**.

Creating Quizzes

Creating the Quiz Body


1. Click 
2. Click on the **Add an Activity** drop-down menu in the specific module and select **Quiz** ①
3. Fill in the quiz **Name** and write a **Description**. Any guidelines for taking the quiz should be included in the introduction area, including a statement of academic honesty ②
4. In the **Timing** section, click the **Enable** checkboxes to specify the times when the quiz will be available to participants. When enabled, the **Time limit** is the time that participants will have to complete the quiz after they begin their attempt ③

Note: Participants who access the quiz before the open date will be able to see the introduction page, but not the quiz itself.

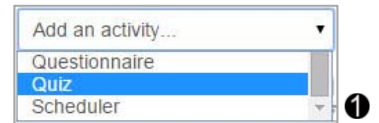
5. In the **Grade** section, select the number of attempts allowed and grading method. By default students have **one** attempt. If students are permitted more attempts, set **Attempts Allowed** and select which attempt will be counted under **Grading method**. If you have set up categories in Gradebook you can choose one under **Grade category** ④
6. **Review options** control what students can see when they review a quiz attempt or look at the quiz reports. **By default students will not receive their grade and overall feedback until the quiz is closed and after that they will be able to view their attempt** ⑤

Note: Generally you do not want your students to receive feedback until the quiz is closed.

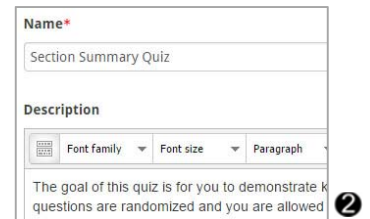
7. **Overall feedback** is text that is shown after a quiz has been attempted. By specifying additional grade boundaries (as a percentage or as a number), the text shown can depend on the grade obtained

8. Click on  at the bottom of the screen and you will be brought to the course page. Click on the Quiz, and then click the **Edit Quiz** button to begin adding questions ⑥

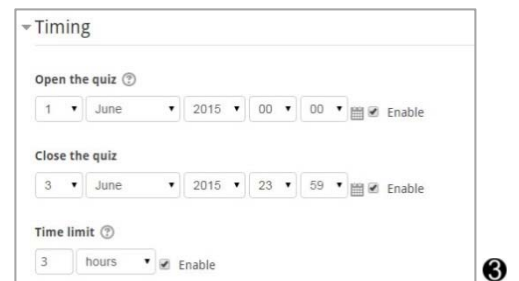
Note: If you are using a **weighted gradebook**, graded activities will only be weighted equally if the Grade drop-down is the same for all activities contained within that category. That is, the number of possible points per assignment should be equal for every activity in the category.



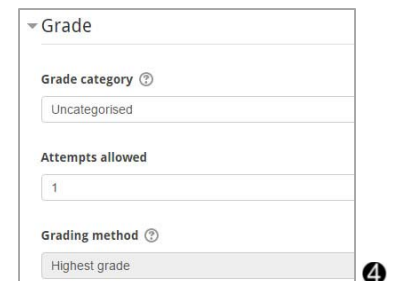
①



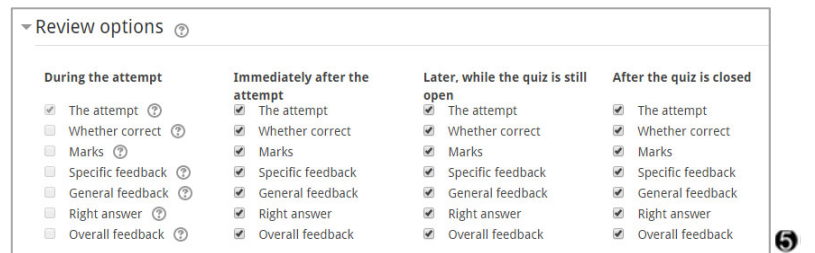
②



③



④



⑤

During the attempt	Immediately after the attempt	Later, while the quiz is still open	After the quiz is closed
<input checked="" type="checkbox"/> The attempt	<input checked="" type="checkbox"/> The attempt	<input checked="" type="checkbox"/> The attempt	<input checked="" type="checkbox"/> The attempt
<input type="checkbox"/> Whether correct	<input checked="" type="checkbox"/> Whether correct	<input checked="" type="checkbox"/> Whether correct	<input checked="" type="checkbox"/> Whether correct
<input type="checkbox"/> Marks	<input checked="" type="checkbox"/> Marks	<input checked="" type="checkbox"/> Marks	<input checked="" type="checkbox"/> Marks
<input type="checkbox"/> Specific feedback	<input checked="" type="checkbox"/> Specific feedback	<input checked="" type="checkbox"/> Specific feedback	<input checked="" type="checkbox"/> Specific feedback
<input type="checkbox"/> General feedback	<input checked="" type="checkbox"/> General feedback	<input checked="" type="checkbox"/> General feedback	<input checked="" type="checkbox"/> General feedback
<input type="checkbox"/> Right answer	<input checked="" type="checkbox"/> Right answer	<input checked="" type="checkbox"/> Right answer	<input checked="" type="checkbox"/> Right answer
<input type="checkbox"/> Overall feedback	<input checked="" type="checkbox"/> Overall feedback	<input checked="" type="checkbox"/> Overall feedback	<input checked="" type="checkbox"/> Overall feedback



⑥

More Quiz Body Options

- **Layout - Question order** will randomly order the quiz questions when displayed to students
- **Layout - New Page** will automatically insert a page break after a specified amount of questions
- **Question behaviour - Shuffle within questions** will randomly order each question's answers when displayed to students
- **Question behaviour - How questions behave** allows you to choose when feedback is provided
- **Question behaviour - Each attempt builds on the last** (under Show more...) when set to Yes, the student's responses from the last attempt will be visible the next time the quiz is accessed
- **Appearance - Show the user's picture** if enabled, the student's name and picture will be shown on-screen during the attempt, and on the review screen, making it easier to check that the student is logged in as themselves in a proctored exam
- **Appearance - Decimal places in grades** specifies the number of digits shown after the decimal point when displaying grades or grades. **Decimal places in question grades** (under Show more...) specifies the number of digits shown after the decimal point when displaying the grades for individual questions
- **Extra restrictions on attempts - Enforced delay between 1st and 2nd attempts** if **Enabled**, a student must wait for the specified time to elapse before being able to attempt the quiz a second time
- **Extra restrictions on attempts - Require password** will prompt students to enter a password before taking the quiz

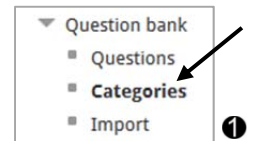
Important Note Regarding Security Features: By default quizzes are shown in a new, secure window. The secure window option prevents students from copying and pasting questions/answers and printing out the quiz. Unfortunately, it is not 100% effective in ensuring students do not open another web browser or other file. It is good practice to always leave this option on (ON by default).

Creating Questions

Creating a Category for Quiz Questions

Once the quiz body has been created, questions must be added to it. However, it is a good practice to first create a category for quiz questions. Creating categories will help organize quiz questions and make them easier to locate. Questions listed under various categories can be drawn from and added to different quizzes.

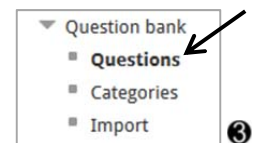
1. In the **Administration** block on the left, open **Quiz administration** (if necessary). From that list, click the arrow next to **Question bank**. In the Question bank list, select **Categories** ❶
2. Scroll down and type a brief descriptive **Name** for the category of the questions and a detailed descriptor for **Category info** ❷
3. Click on the **ADD CATEGORY** button
4. Under **Quiz administration**, select **Question bank**. In the Question bank list, select **Questions** ❸
5. In the **Select a category** drop down box, choose the category you just created and click **CREATE A NEW QUESTION ...** to begin creating questions



Name*

Questions on Capitalism

❷



Creating Multiple Choice Questions

1. In the **Administration** block on the left, open **Quiz administration** (if necessary). From that list, click the arrow next to **Question bank**. In the Question bank list, select **Questions**
2. Select the category to which the question will belong and select **CREATE A NEW QUESTION ...** ❶
3. Select **Multiple Choice** from the **Choose a question type to add** list and click **ADD** ❷
4. Type a description for the question in the **Question name** text box. This will help you identify the question at a later point, if needed (students will not see this name) ❸
5. In **Question text**, type the actual question that students will see ❹
6. Set the **Default mark** to the point value of the question. This option can be overridden in the quiz body

Question bank

Select a category:

Questions on Capitalism

Show question text in the question list

[Search options](#) ▾

Also show questions from subcategories

Also show old questions

CREATE A NEW QUESTION ... ❶

Choose a question type to add

Allows the selection of a single or multiple responses from a pre-defined list.

QUESTIONS

- Calculated
- Calculated multichoice
- Calculated simple
- Embedded answers (Cloud)
- Essay
- Matching
- Multiple choice
- Numerical
- Random short answer matching
- Short answer
- True/False

OTHER

- Description

ADD **CANCEL** ❷

Question name*

Two Term President


❸

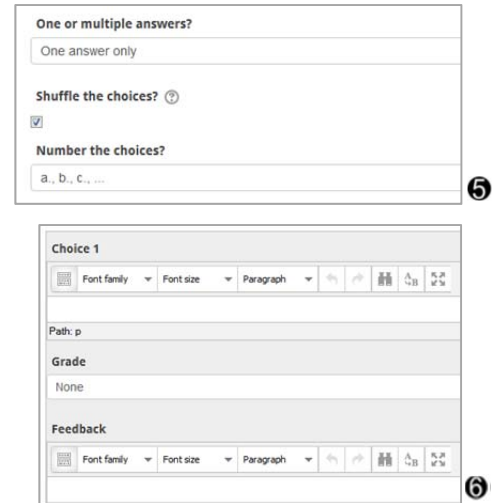
Question text*

Font family ▾ Font size ▾ Paragraph ▾ ↺ ↻




Who was the first US President to serve two terms in office?

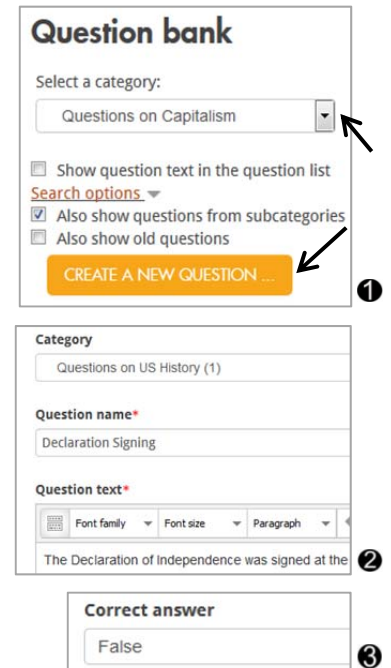
❹

- Indicate whether there are **One or multiple answers** to the question, whether or not to **shuffle the choices** within the question, and the format to **number the choices** ⑤
- Each **Choice** box represents a possible answer to the question. In the **Choice** boxes, enter the possible answers; if the answer is correct then set the **Grade** to 100%. For the other incorrect options, leave **Grade** as None. Specific **Feedback** for that particular answer is optional ⑥
- Scroll down to the bottom of the page and click  once you are done



Creating True/False Questions

- In the **Administration** block on the left, select **Quiz administration**. From that list, select **Question bank**. In the Question bank list, select **Questions**
- Select the category to which the question will belong and select  ①
- Select **True/False** from the **Choose a question type** to add list and click  ②
- In **Question name**, type a description for the question so that you can identify it later (students can't see this name). In **Question text** type the statement you want the students to review in order for them to decide if it is true or false ③
- From the **Correct answer** drop down box, select if the **Question text** statement is *True* or *False* ④
- Scroll down to the bottom of the page and click  once you are done

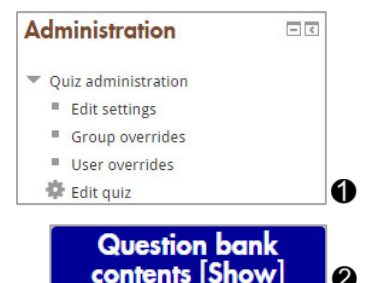


Other Common Quiz Question Types:

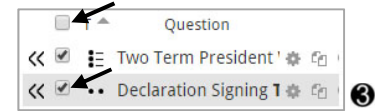
- Essay:** The student will be able to respond to a question that requires an essay to be written
- Matching:** The student must "match" the correct answers with each question

Adding Questions to the Quiz Body

- In the **Administration** block on the left, select **Quiz administration** and click **Edit Quiz** from the list ①
- Select **Show** next to *Question bank contents* to display your questions and categories ②



- Questions displayed belong to the category currently selected. Check the box next to each question you want to select for inclusion in the quiz. Clicking the checkbox to the left of **Question** is a shortcut for checking all of the questions ③

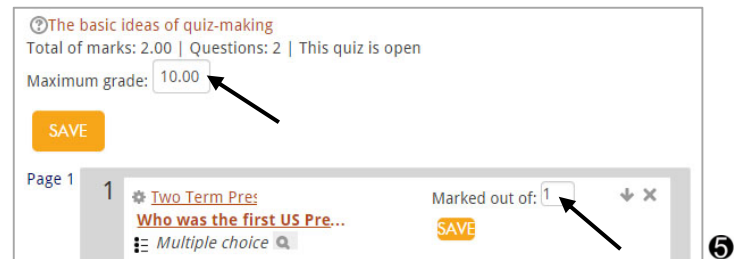


- Click **ADD TO QUIZ** to add the selected questions to the quiz. The questions will then be added to the left side



Note: Here you can rearrange the order of the questions using the arrows to the right of the questions. You can also remove questions by clicking **X**. ④

- Enter the point value each question is worth in the **Marked out of:** text box. The **Maximum grade:** should be the total of all the grade values of each question in the quiz ⑤



The quiz has now been created. Select **Preview** under **Quiz administration** to view the quiz as the users will see it.

Notes: When a **random question** is added, it results in a randomly-chosen question from the category being inserted into the quiz. This means that different students are likely to get a different selection of questions, and when a quiz allows multiple attempts then each attempt is likely to contain a new selection of questions.

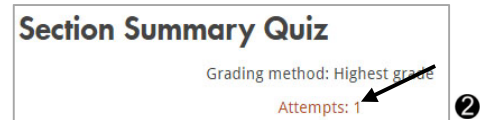
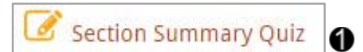
Questions can also be divided into separate pages. Click the **Order and paging** tab to add and reorganize pages.

Quiz Administration

Viewing Quiz Results

The following steps are for viewing participant's scores on a quiz:

1. Click on the Quiz that you would like to view ❶
2. Once at least one student has taken the quiz, click **Attempts** to run a grading report ❷
3. To run a grading report, choose the options you wish to see and click **SHOW REPORT**



Note: The report will display below, and contains information that lists the students' names, the date and time of the quiz. To view a detailed report of a student's answers, click on the number grade across from the student's name. ❸

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.

Download table data as: Comma separated values text file **DOWNLOAD**

First name / Surname	Email address	State	Started on	Completed	Time taken	Grade/10.00	Q. 1 /5.00	Q. 2 /5.00
<input type="checkbox"/> [User Name]	[User Email]	Finished	27 June 2015 2:03 PM	27 June 2015 2:03 PM	10 secs	10.00	✓ 5.00	✓ 5.00
Overall average						10.00 (1)	5.00 (1)	5.00 (1)

Select all / Deselect all **REGRADE SELECTED ATTEMPTS** **DELETE SELECTED ATTEMPTS**

Deleting Quiz Attempts

If you wish to delete a student's attempt on a quiz, giving them another opportunity to take the quiz, follow the steps below:

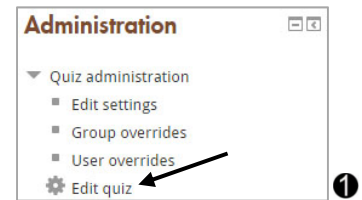
1. While viewing the quiz attempts report, check the box next to the students' names whose attempt will be deleted ❶
2. Beneath the list of participants, select **DELETE SELECTED ATTEMPTS**

First name / Surname	Email address	State	Started on	Completed
<input checked="" type="checkbox"/> [User Name]	[User Email]	Finished	27 June 2015 2:03 PM	27 June 2015 2:03 PM

Updating an Existing Quiz

The following steps are to modify the questions on an existing quiz. You may use these steps, followed by **Regrading**, to correct an answer and automatically recalculate student's grades based on corrected questions.

1. After selecting the quiz, click on **Edit Quiz** in the **Administration** block ①
2. On the screen that appears - you may reorder, delete and add questions on the quiz; you may also change a question's point value



Note: You will not be able to add or remove questions if the quiz has been attempted.

Automatically Regrading a Quiz

Regrading allows for automatic recalculation of student's grades based on an updated quiz. An example of the use of regrade: a question's answer in the initial exam was incorrectly marked as wrong. You have updated the quiz question to reflect this mistake and now want to recalculate student's grades.

1. While viewing the quiz attempts report, check the box next to the students' names whose attempt will be regraded ①
2. Beneath the list of participants, click

REGRADE SELECTED ATTEMPTS

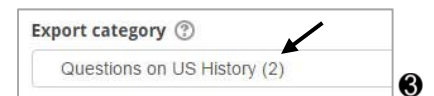
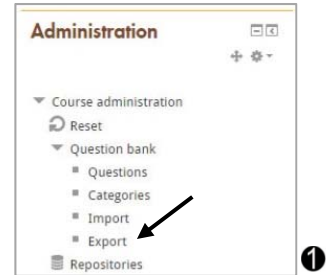
	First name / Surname	Email address	State	Started on	Completed
<input checked="" type="checkbox"/>	Review attempt		Finished	27 June 2015 2:03 PM	27 June 2015 2:03 PM

Exporting and Importing Question Categories in Moodle

Exporting Quiz Questions

To export existing quiz questions to use them in another class or for archival purposes, follow these steps:

1. Login to the Moodle course that contains the questions to be exported.
2. In the **Administration** block, select **Question Bank**. In the Question Bank list, select **Export** ❶
3. Under **File format**, select **Moodle XML format** ❷
4. From the **Export category** drop-down menu, select the category containing the questions to be saved ❸
5. Click on **EXPORT QUESTIONS TO FILE**
6. Save the file to a convenient location
7. Click **Continue**. The quiz questions have now been exported to a file. You may return the front page of your course



Importing Quiz Questions

To import quiz questions from a **Moodle XML** question file follow these steps:

1. Login to Moodle and access the course that will have the questions imported to
2. In the **Administration** block, select **Question Bank**. In the Question Bank list, select **Import** ❶
3. Under **File format**, select **Moodle XML format** ❷
4. Under the **General** tab, **Import category** menu, select the category that you would like the questions to appear in ❸
5. Click **CHOOSE A FILE...** or **drag and drop** the file to select the question file
6. Click **IMPORT** to import the file
7. Once the next page has finished loading, scroll to the bottom and click **CONTINUE**. Your questions have been imported in to the question bank

