

ITRC Guide

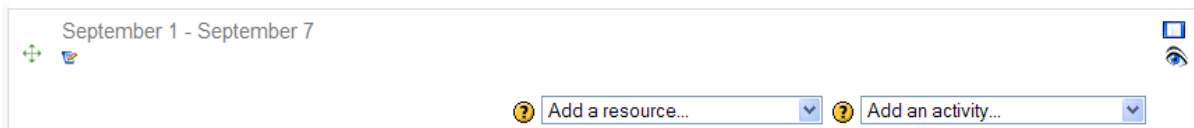
Creating Quizzes in Moodle

Introduction

Moodle is a learning management system (LMS) that allows students and instructors to use organizational applications for coursework. It can be used for communication, quizzes, assignments, and various other tasks.

Creating a Quiz

- Log into Moodle and go to the course in which you would like to create a quiz.
- In the top right hand corner of the screen, click the “Turn editing on” button.
- In the center pane of the course screen, you will see a white box (referred to as a block) under the heading “Topic Outline” or “Weekly Outline.” Within the white blocks are two drop-down menus. Click the arrow next to the menu that says “Add an activity...”



- In the drop-down menu, you will see a list of options. Place your cursor over the word “Quiz” and click. This will open a screen titled “Adding a New Quiz” There will be nine sections of the quiz that you will be able to edit on this page. The section headings are divided by underlined titles for the remainder of the document.

General

- In this screen, you will fill out the information pertinent to your quiz. Enter the quiz name and a brief Summary.

Timing

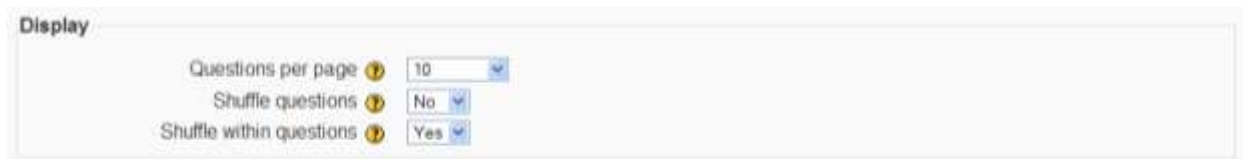


- To set a specific open and close date and time, click the boxes next to the word “Disable.” The drop-down menus will unfreeze and allow you to set the proper date and time (a quiz is available to students from the “open” date and time until the “close” date and time; this function is not necessary if you would like a quiz to be open for the entire duration of the course).

Creating Quizzes in Moodle, cont.

- Set the “Time Limit” by clicking the “Enable” box and entering a time in *minutes*. The time allotment starts at 1 minute. By default the field is disabled, which allows the student as much time as is needed.
- Set the “Time Delay between first and second attempt” and “Time delay between later attempts.” *Note: The time delay function prohibits students from taking a quiz for a second or third (etc) time for the amount of time you specify. This is not necessary if the student is only allowed one attempt.*

Display



Display

Questions per page 10

Shuffle questions No

Shuffle within questions Yes

- Choose the number of questions per page. You can set a limit to the number of questions per page; however, if your quiz contains more questions than can be fit onto a page, the quiz will display in progression over a number of pages. Should you choose to use this function, you may adjust page breaks manually on the editing page.
- Choose whether or not to have Moodle randomly order the questions each time they attempt the quiz (this function does not enable the use of Random Questions and refers only to the order of the questions). Randomly ordering questions can prevent students from copying one another.
- “Shuffle within questions” means that the order of the *answers* to the questions will be changed for each attempt if the questions are matching or multiple choice. *Note: If you are asking questions to which the answers need to be in a specific order (i.e. the correct answer is A), you will need to change the “Shuffle within questions” off. This will keep the order of your answers the same for every student in every attempt.*

Attempts



Attempts

Attempts allowed 1 attempt

Each attempt builds on the last No

Adaptive mode No

- In the Attempts section, you may choose the number of times each student is allowed to take the quiz. Select your preference.
- “Each attempt builds on the last” allows you to choose whether or not to show the previous quiz attempt in the new quiz attempt. If you select “no,” a fresh quiz will be displayed for each attempt.

Creating Quizzes in Moodle, cont.

- If you choose the yes option for “Adaptive mode,” the quiz will allow the student to see whether or not their answer is correct. If it is not, Moodle will allow the student to change their answer and submit a response multiple times to a question even though they have not started a new quiz attempt.

Grades




Grades

Grading method  Highest grade

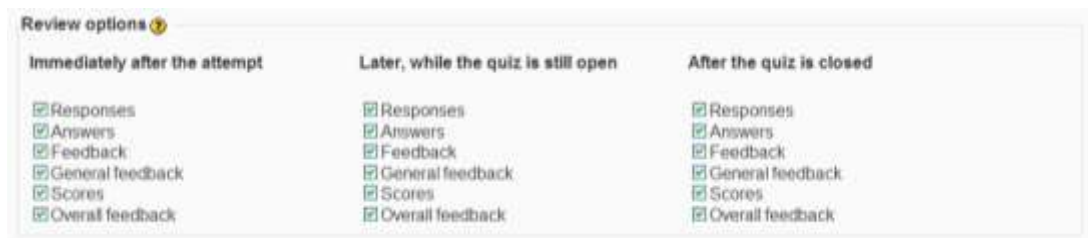
Apply penalties  Yes


Decimal digits in grades  2

- In the first drop-down menu, you may choose which grading method you would prefer. “Highest grade” records the best grade the student receives on the quiz, regardless of how many times they attempt the quiz. For more information on this function, click on the yellow question mark icon  that appears next to the corresponding descriptive title.
- “Apply penalties” only if you wish to impose a penalty for each wrong answer per question (the amount of the penalty will be set later.) *Note: This function only works if the quiz is in adaptive mode.*
- “Decimal digits in grades” allows you to choose how you would like for grades to appear. (This does not affect the internal calculation of the overall grade. It only affects how the grade is shown within Moodle.) For example, if a student correctly answers 499 of 501 questions, their grade would be viewable as something similar to the following:

No Decimals	One Decimal	Two Decimals	Three Decimals
99%	99.6%	99.60%	99.601%

Students may review



Review options 

Immediately after the attempt

Later, while the quiz is still open

After the quiz is closed

Responses

Answers

Feedback

General feedback

Scores

Overall feedback


- This section allows you to set your preferences for how much and when (if anything or ever) you will allow the student to review. *Note: When you allow students to review these categories, the questions and answers will be viewable and printable.*

Creating Quizzes in Moodle, cont.

Security




The screenshot shows the 'Security' settings section in Moodle. It includes three rows of settings: 'Show quiz in a "secure" window' with a dropdown menu set to 'No'; 'Requires password' with an empty text input field and a 'Unmask' checkbox; and 'Require network address' with an empty text input field. Each setting has a yellow question mark icon to its left.

- “Show quiz in a secure window” allows you to choose your security restrictions on a quiz. “No” implies no restrictions. “Yes” forces the quiz to appear in a new, full screen window, requires JavaScript and restricts some of the functions a student can perform while the window is open. *Note: The restricted functions include: right mouse click, keyboard shortcuts, print, window resize, etc. Also, Moodle security is not 100% fool proof. It acts only as a deterrent to cheating by adding more layers to security.*
- Here, you can also require the student to enter a password and network address. For more information on these, click on the yellow question mark icon  that appears next to the function. *Note: This function is most useful if you are going to have your students take a quiz in a lab where they will be supervised; if this is the case, you can give them the necessary password at the time you specify.*

Common module settings



The screenshot shows the 'Common module settings' section in Moodle. It includes four rows of settings: 'Group mode' with a dropdown menu set to 'No groups'; 'Visible' with a dropdown menu set to 'Show'; 'ID number' with an empty text input field; and 'Grade category' with a dropdown menu set to 'Uncategorised'. A 'Show Advanced' button is located in the top right corner. Each setting has a yellow question mark icon to its left.

- Group mode allows you to choose between “no groups,” “separate groups” or “visible groups.” Each of these can be regulated at two levels: course and activity. For more information concerning groups, click on the yellow question mark icon  that appears next to “Group mode.”
- The next drop-down menu allows you to choose whether the quiz will be visible to students.
- Next is the ID number box. Setting an ID number provides a way of identifying the activity for grade calculation purposes. If the activity is not included in any grade calculation then the ID number field can be left blank.
- The Grade category drop down allows you to choose which grade category you want the Quiz place into.

Creating Quizzes in Moodle, cont.

Overall feedback

Overall feedback ?

Grade boundary 100%
Feedback

Grade boundary
Feedback

Grade boundary
Feedback

Grade boundary
Feedback

Grade boundary
Feedback


Grade boundary
Feedback

Grade boundary
Feedback

Grade boundary 0%

- This section of the quiz creation allows you to set a grade boundary (i.e. 90-100%) and a feedback response for that grade (i.e. “Great job!”).
- At the end of the page, click .
- The page that appears next is an editing screen that will allow you to add questions to your quiz.

Adding Questions

1. On this page, the empty quiz will be on the left side of the screen. On the right side, you will see the question bank.
2. Choose the category of questions you wish to use for this quiz. When the questions appear in the bottom half of the block on the right side of the screen, select those you are going to use and click . You can also add individual questions by clicking the blue double-headed arrow  to the left. This will show your added questions in the left block.
3. On the left side, choose the overall grade for each question. In the “Maximum grade” text box, fill in the total point worth of the quiz (this means that if the student’s highest possible score is 10 points, the box should read 10).
4. Click on the button . You may now click on the third tab at the top of the page called “Preview” to see your quiz.



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