

ITRC Guide

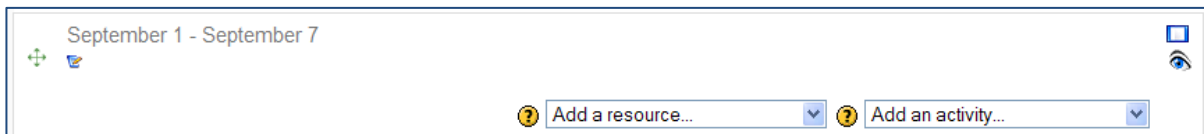
Creating Quizzes in Moodle

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 desired weekly topic click the arrow next to the menu that says “Add an activity...”



In the drop-down menu, you will see a list of options, select “Quiz”. This will open a screen titled “Adding a New Quiz.” There are nine sections (i.e., General, Timing, Display, Attempts, Grades, Review options, Security, Common module settings, and Overall feedback) of the quiz tool that will need to be reviewed or modified. The section headings are divided by underlined titles for the remainder of the document.

General

- **Name:** This is the title which students will see on the front page and in the gradebook.
- **Introduction:** This is where you can place instructions for the quiz.

Timing

A screenshot of the "Timing" section in the Moodle quiz settings. It contains several fields and checkboxes:

- "Open the quiz" with a date and time selector (20, August, 2008, 12, 55) and a checked "Disable" checkbox.
- "Close the quiz" with a date and time selector (20, August, 2008, 12, 55) and a checked "Disable" checkbox.
- "Time limit (minutes)" with a text input field containing "0" and an unchecked "Enable" checkbox.
- "Time delay between first and second attempt" with a dropdown menu set to "None".
- "Time delay between later attempts" with a dropdown menu set to "None".

- To set a specific open and close date and time, you must first click the boxes next to the word “Disable.”
- **Open the quiz:** This is when the quiz will be available to students. Students will be able to see the title and the instructions, but will not be able to take the quiz until after this date. *Note: The time is a 24-hour clock.*
- **Close the quiz:** This is when the quiz will no longer be available for students to take.
- **Time limit:** This is how much time a student has to take the test once they have begun. To set the “Time Limit” you must click the “Enable” box and then enter a time in *minutes*. The "Time limit" identified in minutes (e.g., 60= 1 hour, 100= 1 hour and 40 minutes). By default the field is disabled, which allows the student as much time as is needed.

- **Time delay between first and second attempt:** If you allow students several attempts, you can set a time delay between each attempt. This setting is just for the first and second attempt.
- **Time delay between later attempts:** 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 ?

Shuffle questions ?

Shuffle within questions ?

- Choose the number of questions per page. Should you choose to use this function, you may adjust page breaks manually on the quiz 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 ?


Each attempt builds on the last ?


Adaptive mode ?


- In the Attempts section, you may choose the number of times each student is allowed to take the quiz.
- The “Each attempt builds on the last” option 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.
- 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.*
- The “Decimal digits in grades” allows you to choose the appearance of the grade. (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
<input checked="" type="checkbox"/> Responses <input checked="" type="checkbox"/> Answers <input checked="" type="checkbox"/> Feedback <input checked="" type="checkbox"/> General feedback <input checked="" type="checkbox"/> Scores <input checked="" type="checkbox"/> Overall feedback	<input checked="" type="checkbox"/> Responses <input checked="" type="checkbox"/> Answers <input checked="" type="checkbox"/> Feedback <input checked="" type="checkbox"/> General feedback <input checked="" type="checkbox"/> Scores <input checked="" type="checkbox"/> Overall feedback	<input checked="" type="checkbox"/> Responses <input checked="" type="checkbox"/> Answers <input checked="" type="checkbox"/> Feedback <input checked="" type="checkbox"/> General feedback <input checked="" type="checkbox"/> Scores <input checked="" type="checkbox"/> 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**.*

Security

Security


Show quiz in a "secure" window  No

Require password  Unmask

Require network address 


- The “Show quiz in a secure window” option 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. This may also cause problems during a quiz, depending on an individual's browser settings.*


- The “require password” allows you to set a password for the quiz.
- The “Require network address” allows you specify an IP address or domain. For more information click on  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.*

Common module settings


Common module settings * [Show Advanced](#)

Group mode  No groups


Visible

ID number 

Grade category

- 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.” Also reference the Groups and Groupings Handout.
- 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 leave the "ID number" field blank.
- The Grade category drop down allows you to choose which grade category you want the Quiz place into.

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 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 .
3. 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.
4. 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).
5. Click on the button . You may now click on the third tab at the top of the page called “Preview” to see your quiz.

To create questions please see “Importing Questions in Aiken Format”, “Importing Questions in GIFT format or the Question bank section in the Teacher Documentation on moodle.org.

For more information please see the teacher documentation at <http://docs.moodle.org>



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