

WAGNER COLLEGE

INFORMATION TECHNOLOGY

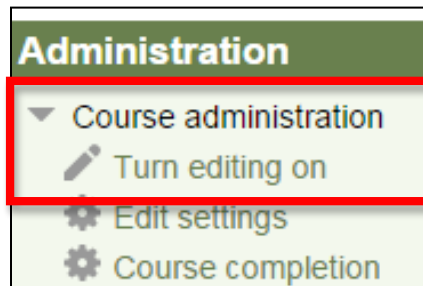
Moodle Survival Guide #18- Creating a Quiz

Introduction: This guide will inform the user on how to create a quiz for students in Moodle 2.5. A quiz is a great way to evaluate students' progress on a particular topic. You can use this activity formally or informally depending on your preferences. There are two steps to creating a quiz: create the quiz and establish the setting you would like (which will be addressed on this **Moodle Survival Guide #18**) and creating your quiz questions and adding them to them to your quiz (which will be addressed in **Moodle Survival Guide #19- Creating and Adding Questions to a Quiz**).

I. Turn Editing On

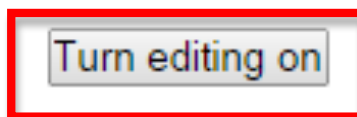
In order to edit your Moodle course page, the first thing you have to do is turn the editing on, which can be done in two ways.

- a. The first way to turn the editing button on is by navigating over to the **Administration Block** on the left hand side of the page, and clicking **Turn editing on**



- b. The second method that will turn editing on can be found in the top right hand corner of your screen. Press the **Turn editing on** button to enable it.

Note: If you turn editing on in the Administration Block, it will also adjust the editing setting to "ON" in the top right hand corner and vice versa.

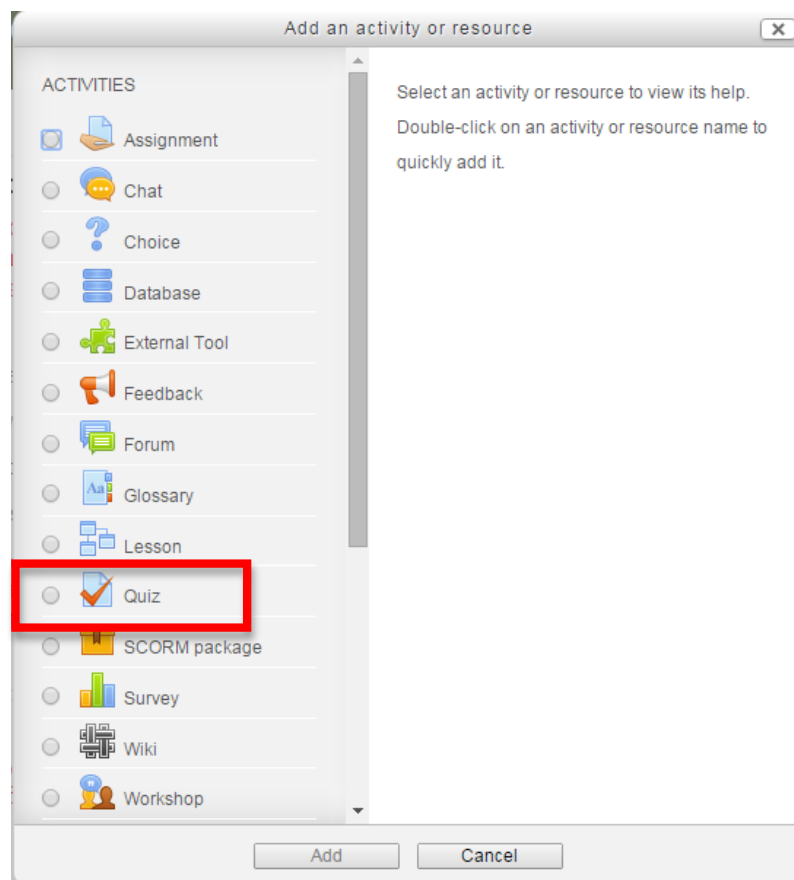


II. Add Activity or Resource

- a. Click **Add activity or resource** under the week or topic where you would like to add the Quiz.

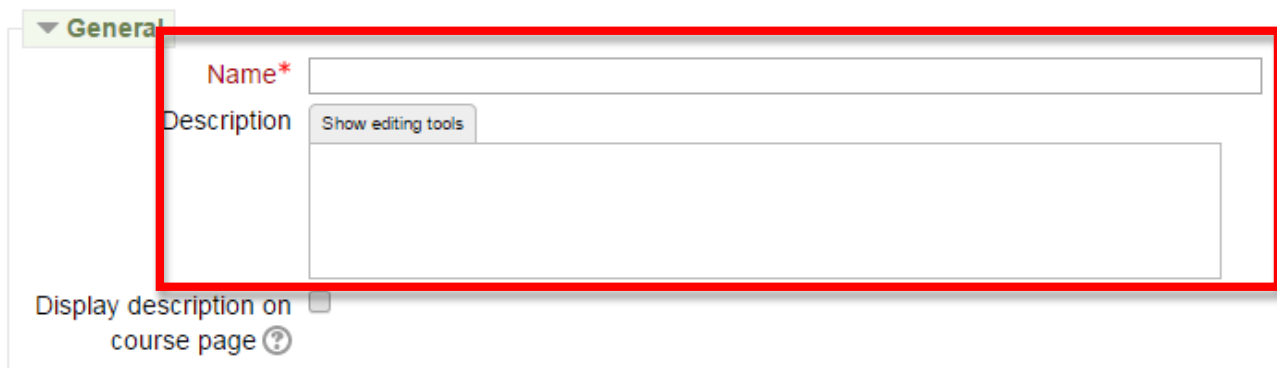


- b. Once you click **Add activity or resource**, this will bring up a grey box that contains both Activities and Resources. Navigate to the Activities section. Select **Quiz** and then click **Add**, which will bring you to the **Adding a new Quiz** page.



III. Adding a New Quiz

- a. Once in the **Adding a new quiz** page, you will be prompted to create a **Name** and a **Description** for your page. **These are both mandatory in order to move forward.**



▼ General

Name*

Description

Show editing tools

Display description on ☐ course page ?

IV. Establishing Timing Settings

- a. Scroll down to the **Timing** section and click the arrow to display the options. The **Timing** section allows the professor to set time limits and establish when the students can start taking the quiz and when the quiz is closed.
 - i. **Open the quiz:** refers to the start date and time when you want the students to have access to the quiz.
 - ii. **Close the quiz:** allows you to set a time for when the students no longer have access to the quiz.



Open the quiz ? 18 February 2015 10 16 ☐ Enable

Close the quiz 18 February 2015 10 16 ☐ Enable

NOTE: You must click enable to set a date and time for your quiz to start and close.

- iii. If you like, you can also set a time limit for the students to start and finish the test under **Time limit** by click **Enable**.



Time limit ? 0 minutes ☐ Enable

- iv. **When time expires:** This setting controls what happens if the student fails to submit their quiz attempt before time expires. If the student is actively working on the quiz at the time, then the countdown timer will always automatically submit the attempt for them, but if they have logged out, then this setting controls what happens.

When time expires ?	Open attempts are submitted automatically
Submission grace period ?	Open attempts are submitted automatically
	There is a grace period when open attempts can be submitted, but no more questions answered
	Attempts must be submitted before time expires, or they are not counted

V. Grade Settings

- a. If you have created a **Grade category** for your quiz in your Gradebook, you can choose which category the quiz will fall under.

NOTE: You do not have to set up a Grade category unless you are using the Gradebook. Setting up your Gradebook will be addressed in Moodle Survival Guide #20 – Setting Up the Moodle Gradebook.

- b. **Attempts allowed:** Lists how many times the student can attempt the quiz. If this is a formal assessment, it is recommended that the students can only take the quiz once.
- c. **Grading method:** used if you planned on having the student submit more than one attempt. If there is only one attempt, then **highest grade** would be the recommended option. Your other choices are: **average grade**, **first attempt** or **last attempt**.

Grade category ?	Uncategorised
Attempts allowed	Uncategorised
Grading method ?	Assignments
	Exams
	Papers

VI. Creating the Layout for the Quiz

- a. **Layout** is where you set up your question order.

Question order	As shown on the edit screen
New page ?	As shown on the edit screen
	Shuffled randomly

- b. The **New page** option allows you to setup how you want the student to see the questions.

New page ?	Every question
	Never, all questions on one page
	Every question
	Every 2 questions
	Every 3 questions

- c. If you click **Show more**, you can select the navigation method options such as **Free** or **Sequential**.

VII. Question Behavior

- a. **Shuffle within questions:** You have the choice to have the answers shuffle within the question itself. For example, the answers in a multiple-choice question will show in a specific order for one student, and a different order for another.
- b. **How questions behave:** the two most common options here are **Deferred feedback**, which provides the students with their results at the end of the quiz and **Immediate feedback** which gives the students their results immediately upon answering.

Question behaviour

Shuffle within questions

How questions behave

Each attempt builds on the last*

[Show less...](#)

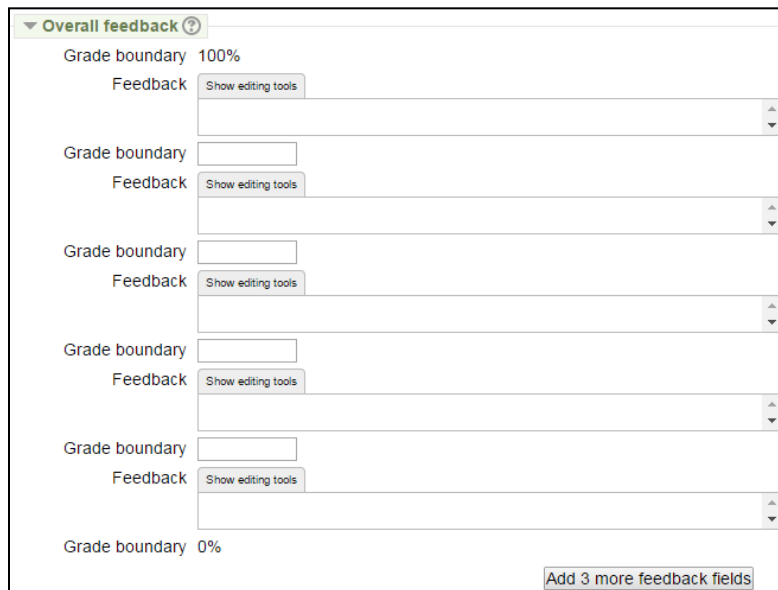
VIII. Establishing Review Options

- a. **Review Options:** allows the professor to select options of how they want the students to see the quiz results during, immediately after taking the quiz, later on when the quiz is still open, and when the quiz is closed.

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 checked="" type="checkbox"/> Whether correct	<input checked="" type="checkbox"/> Whether correct	<input checked="" type="checkbox"/> Whether correct	<input checked="" type="checkbox"/> Whether correct
<input checked="" type="checkbox"/> Marks	<input checked="" type="checkbox"/> Marks	<input checked="" type="checkbox"/> Marks	<input checked="" type="checkbox"/> Marks
<input checked="" type="checkbox"/> Specific feedback	<input checked="" type="checkbox"/> Specific feedback	<input checked="" type="checkbox"/> Specific feedback	<input checked="" type="checkbox"/> Specific feedback
<input checked="" type="checkbox"/> General feedback	<input checked="" type="checkbox"/> General feedback	<input checked="" type="checkbox"/> General feedback	<input checked="" type="checkbox"/> General feedback
<input checked="" 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

IX. Setting Up Overall Feedback

- a. **Overall Feedback:** allows you to give general feedback to students based on set parameters depending on their overall grade. Depending on the grade that the student receives, they will receive the feedback you include in the text boxes.

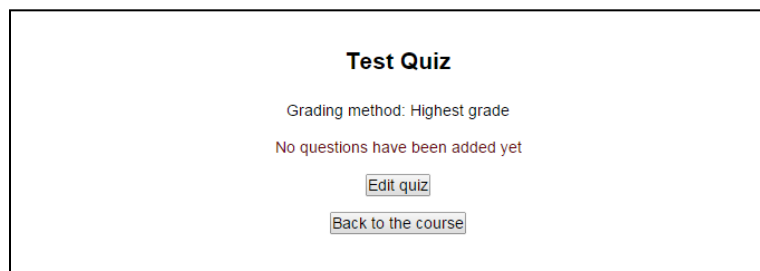


The screenshot shows the 'Overall feedback' configuration page in Moodle. It features a series of input fields for grade boundaries and corresponding feedback text. The first row is pre-filled with '100%' for the grade boundary. Below it are five empty rows, each with a 'Grade boundary' input field and a 'Feedback' text area. Each feedback text area has a 'Show editing tools' button to its left. At the bottom, there is a 'Grade boundary' input field with '0%' pre-filled, and a button labeled 'Add 3 more feedback fields'.

NOTE: The user can also set up the Restrict Access feature (Moodle Survival Guide #7) and Activity Completion (Moodle Survival Guide #6).

X. Save Changes

- a. When you are finished, scroll to the bottom and click **Save and display**. This will bring you to separate page to create and add questions which will be addressed in **Moodle Survival Guide #19- Creating and Adding Questions to a Quiz**.



The screenshot shows the 'Test Quiz' page in Moodle. It has a title 'Test Quiz' at the top. Below the title, it says 'Grading method: Highest grade'. Underneath that, it says 'No questions have been added yet'. At the bottom, there are two buttons: 'Edit quiz' and 'Back to the course'.