

WAGNER COLLEGE

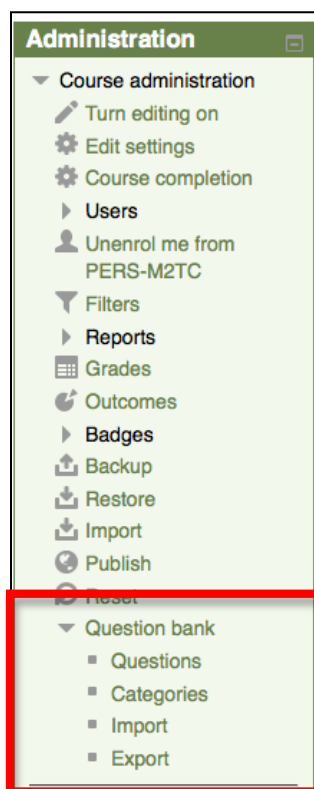
INFORMATION TECHNOLOGY

Moodle Survival Guide #19- Creating and Adding Questions to a Quiz

Introduction: This guide will inform the user on creating and adding questions to a quiz in Moodle 2.5. We will review how to add the three most common question types within this Moodle Survival Guide.

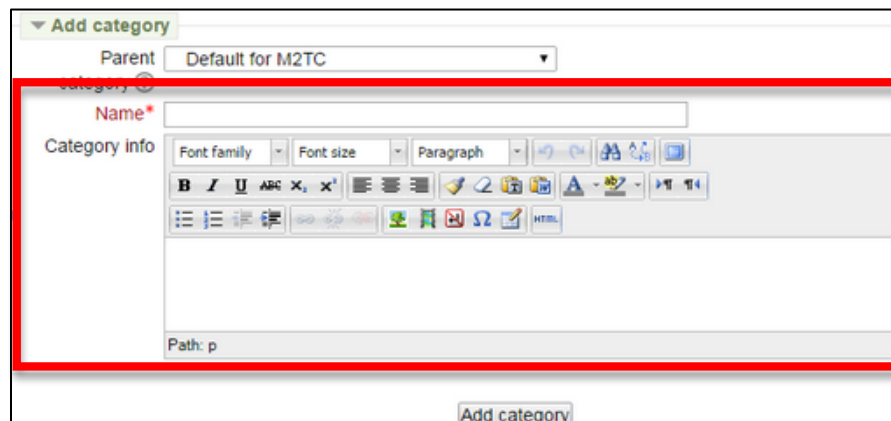
I. Creating a Category

- a. A great way to keep your quiz organized is to create them first in your question bank so when it comes time to add them to your quiz you can quickly select them. You can access your question bank by scrolling down to the **Administration** block, which is located on the lower left hand side of your main Moodle page. Click on the arrow next to **Question bank**. There are four possible selections under Question bank: **Questions**, **Categories**, **Import**, and **Export**.
- b. Select **Categories**. This will allow you to divide your quiz questions into separate categories.



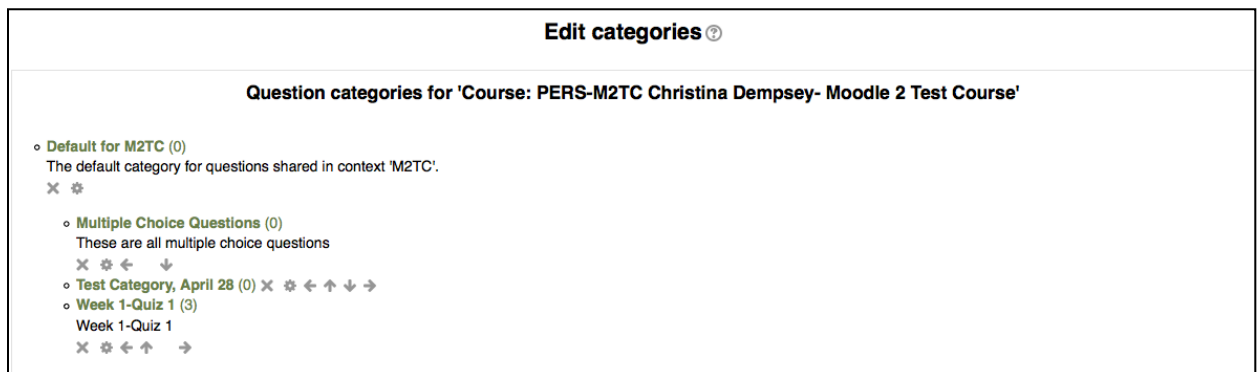
II. Naming the Category

- a. Provide this category with a **Name** and a **Description under Category info**, then click **Add category**.



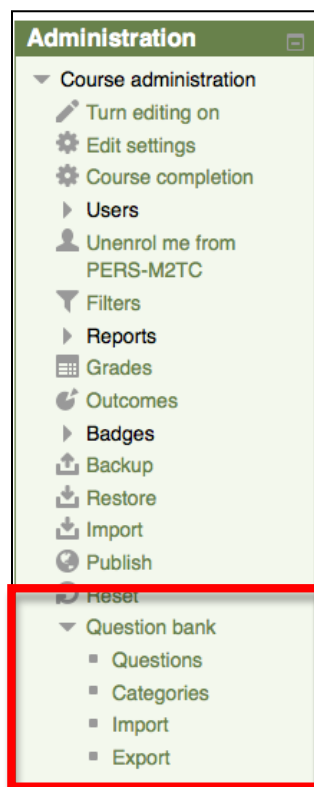
NOTE: You can also copy and paste the name that you have selected into the Description.

- b. Once you click **Add category**, the page will reload. You will notice that your category has been added at the top center of the page under Question Categories.

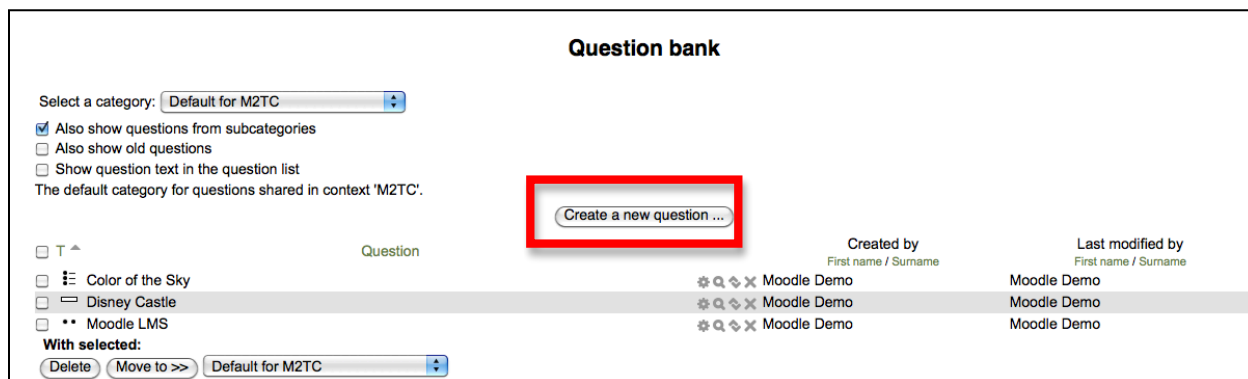


III. Creating Questions

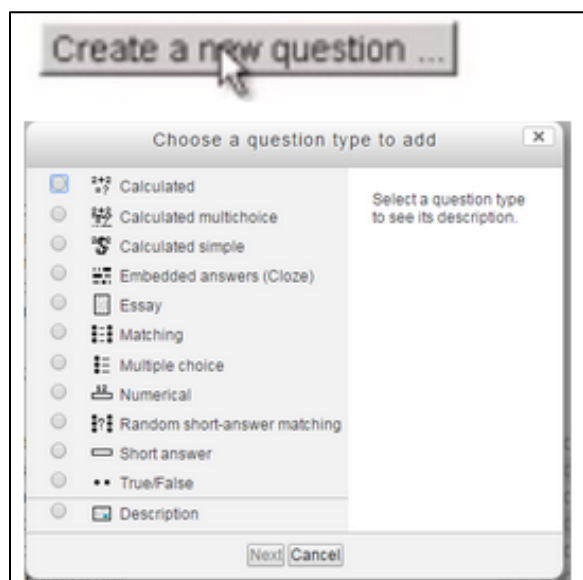
- a. Once you have created your category, it is time to add questions into it. Scroll down to the **Question bank** once again and click the arrow next to **Questions**.



- b. Click **Create a new question**.

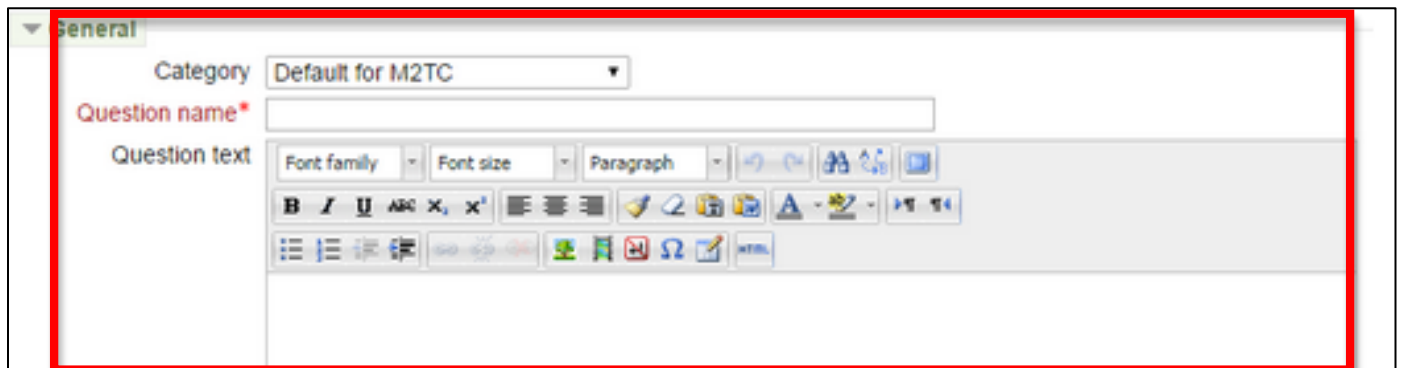


- c. Select the type of question that you would like to use. The three most common question types are **Multiple choice, True/False, and Short Answer**

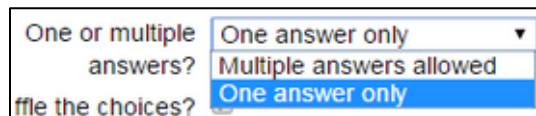


i. **Multiple Choice**

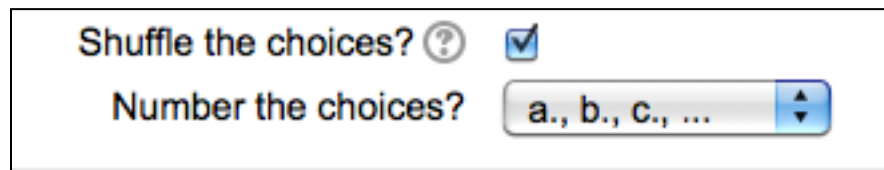
1. Select Multiple Choice from the question type list.
2. You will be asked to select a **Category** that you want this question to fall under, provide a **Question name** and **Question text**. This is where creating your categories first comes in handy since you have the option to choose which category you want your question to fall into from the drop down menu. The **Question name** should be short and concise. The **Question text** would be the question you want the students to answer.



3. If there are multiple answers for this particular question, change the setting next to **One or multiple answers?**



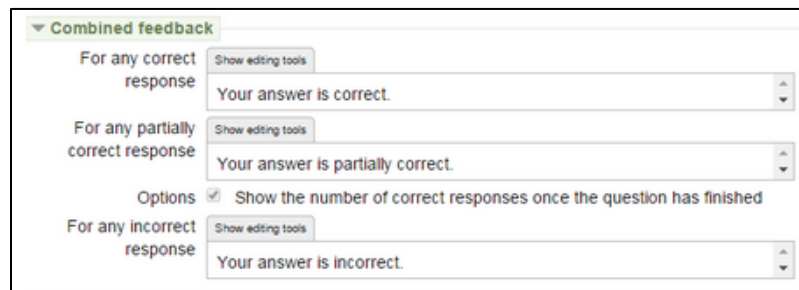
4. Choose if you would like your choices shuffled and how you want your choices numbered from the drop down menu.



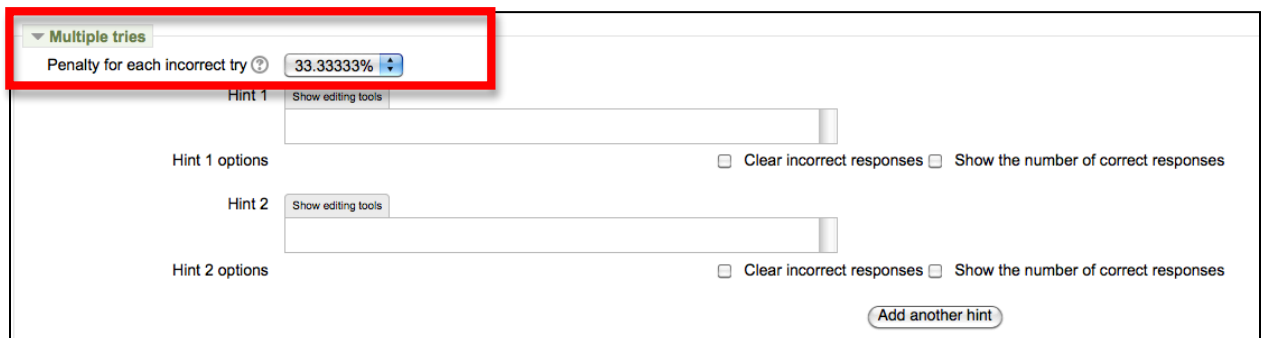
5. Scroll down to the **Answers** section and begin to enter the answers to choose from for this particular question. If there is only one answer to a question, mark the one answer as **100%** and the other answers as **None** next to **Grade**. You can also provide the students with feedback for the answer that they have selected. If there is more than one answer, make sure to mark the percentage properly according to your preferences.



6. If you prefer, you can scroll down to the **Combined feedback** section, where you can set up general feedback for a correct answer, partially correct answer or an incorrect answer. To enter text in the box, click **Show Editing Tools**, which will allow you to enter new feedback and make any changes to the font/size.

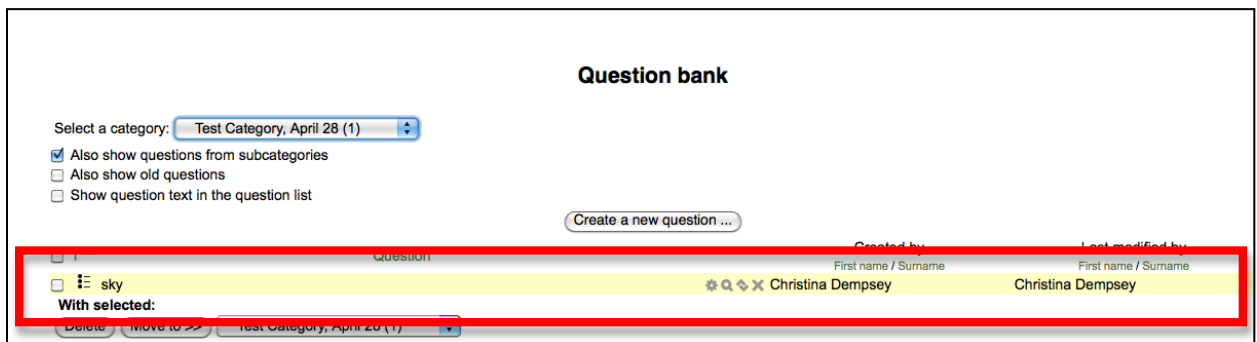
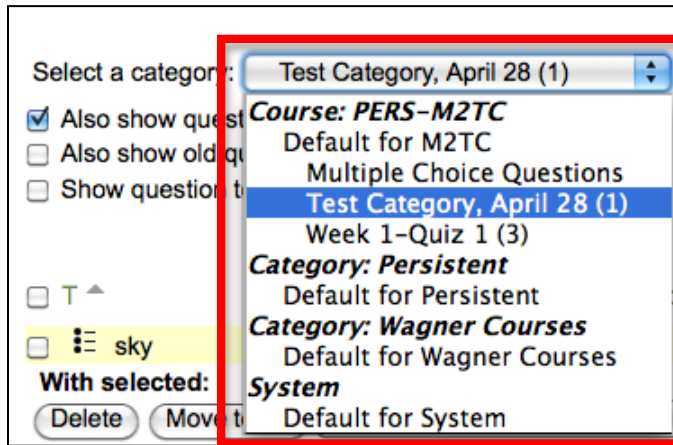


7. In the Multiple Tries section, you can allow students to answer this question more than once for partial credit. Choose the penalty for each incorrect try from the drop down menu.



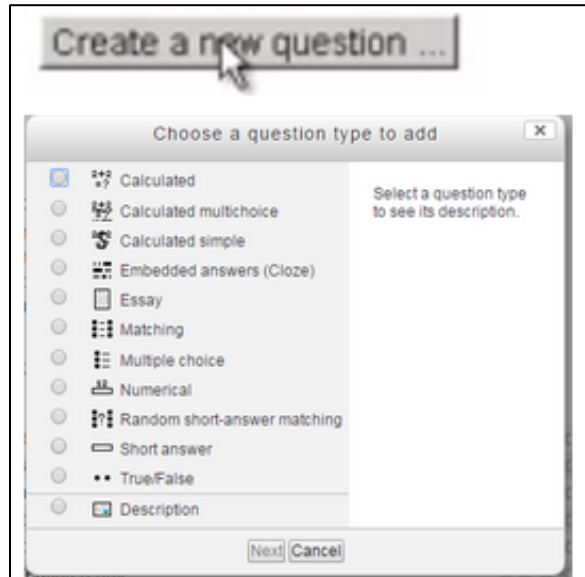
8. When you are content with your questions click **Save changes**, which will redirect you to the **Question bank** page.

9. When on this page, make sure that next to **Select a category**, the category that you want is selected. You will notice that after you add your first question, you will see the category name and “(1)” next to it. You will also notice that the title of your question will appear under **Question**, which is located in the center of the page.



ii. True/False Question

1. Adding a **True/False** question is similar to adding a multiple-choice question. From the question type menu, click **Create a new question**, select **True/False** then click **Next**.



2. You will be asked to select a **Category** that you want this question to fall under, provide a **Question name** and **Question text**. This is where creating your categories first comes in handy since you have the option to choose which category you want your question to fall into from the drop down menu. The **Question name** should be short and concise. The **Question text** would be the question you want the students to answer.

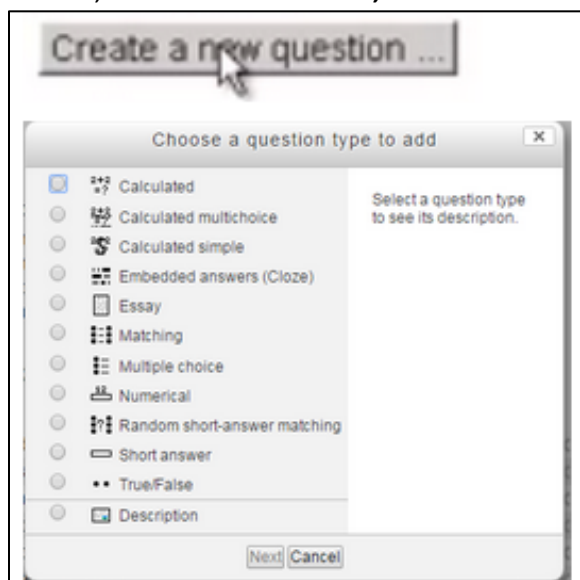
A screenshot of the Moodle 'General' question form. The 'Category' dropdown menu is set to 'Default for M2TC'. Below this is a text input field for 'Question name*'. Underneath that is a text area for 'Question text' with a rich text editor toolbar above it. The toolbar includes options for font family, font size, paragraph formatting, bold, italic, underline, link, unlink, list, and other standard text editing tools.

3. Scroll down to the **Correct answer** section and select the correct answer to the question. You also have the option to provide feedback for both options.

4. When you are content with your question and have selected the correct answer, click **Save changes**, which will redirect you to the **Question bank** page.
5. When on this page, make sure that next to **Select a category**, the category that you want is selected. You will notice that after you add your second question, you will see the category name and “(2)” next to it. You will also notice that the title of your question will appear under **Question**, which is located in the center of the page.

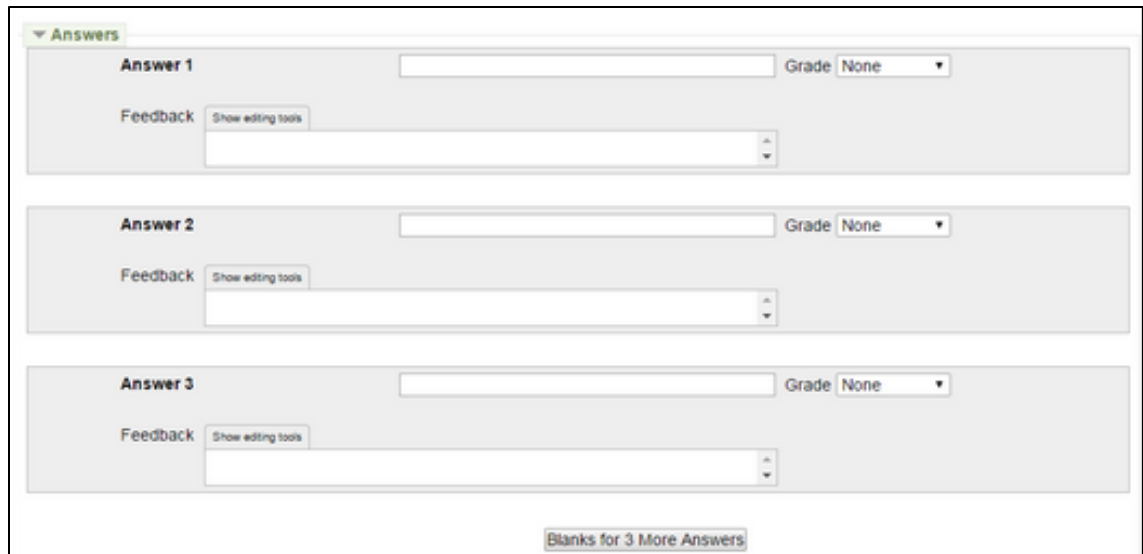
iii. Short Answer Questions

6. Adding a **Short answer** question has a similar process to the other two question types. From the question type menu, click **Create a new question**, select **Short Answer**, then click **Next**.



7. You will be asked to select a **Category** that you want this question to fall under, provide a **Question name** and **Question text**. This is where creating your categories first comes in handy since you have the option to choose which category you want your question to fall into from the drop down menu. The **Question name** should be short and concise. The **Question text** would be the question you want the students to answer.

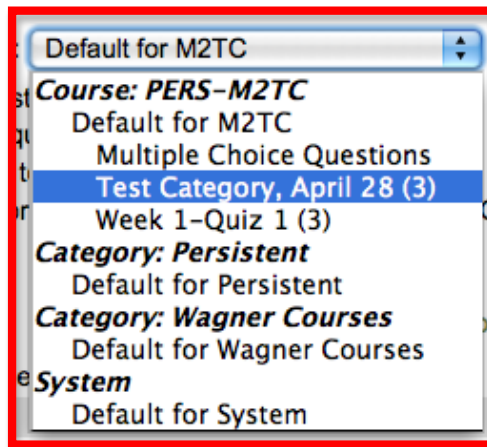
8. Scroll down to the **Answers** section and fill in your answers. Provide a **Grade** to the correct answer and feedback.



The screenshot shows the 'Answers' section of a Moodle quiz question. It features three identical answer entry boxes, each containing an 'Answer' field, a 'Grade' dropdown menu (currently set to 'None'), and a 'Feedback' field with a 'Show editing tools' button. At the bottom of the section, there is a button labeled 'Blanks for 3 More Answers'.

9. When you are content with your question and have selected the correct answer, click **Save changes**, which will redirect you to the **Question bank** page.

10. When on this page, make sure that next to **Select a category**, the category that you want is selected. You will notice that after you add your third question, you will see the category name and “(3)” next to it. You will also notice that the title of your question will appear under **Question**, which is located in the center of the page.



Question bank

Select a category: Test Category, April 28 (3)

☒ Also show questions from subcategories
☐ Also show old questions
☐ Show question text in the question list

[Create a new question ...](#)

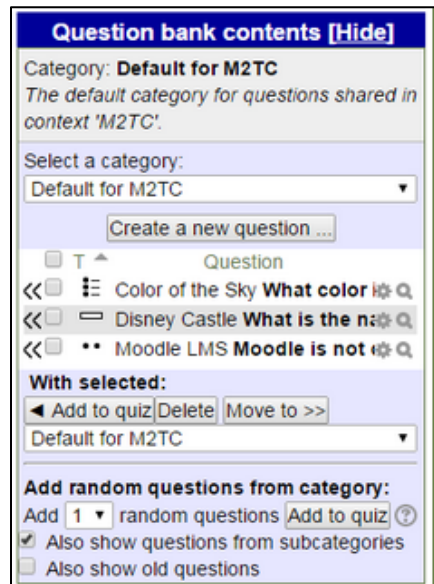
	Question	Created by <small>First name / Surname</small>	Last modified by <small>First name / Surname</small>
<input type="checkbox"/> sky		* Q ✎ ✕ Christina Dempsey	Christina Dempsey
<input type="checkbox"/> castle		* Q ✎ ✕ Christina Dempsey	Christina Dempsey
<input type="checkbox"/> ** sky true/false		* Q ✎ ✕ Christina Dempsey	Christina Dempsey

With selected:

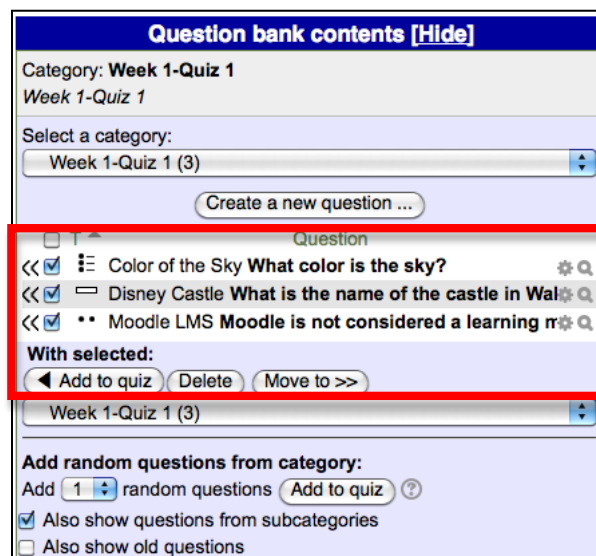
[Delete](#) [Move to >>](#) Test Category, April 28 (3)

IV. Adding Questions to a Quiz

- Once you have created the questions, it is time to add them to your quiz. Go back to the main course page, click on the title of the quiz that you created.
- This will bring you to the Quiz page. Once in this page, click **Edit quiz**.
- You will notice a **Question bank contents** box on the right hand side.

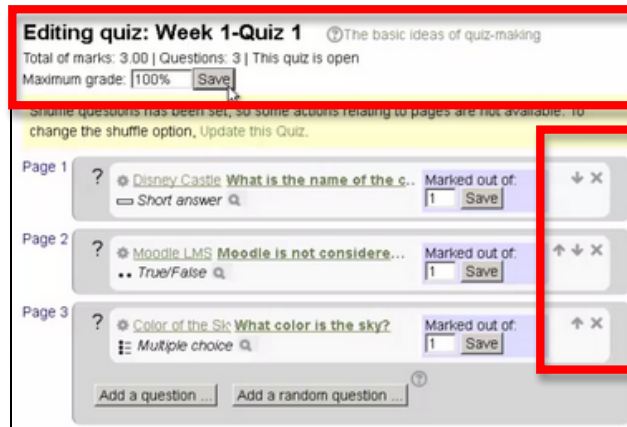


- Under **Select a category**, select the category that you placed your questions into earlier. Your questions will appear in the center of this box. You can bring the questions over by checking off the boxes to the left of the question. Once you have selected the questions that you want to add to this quiz, click **Add to quiz**.



- e. You will notice that your questions will appear in the center of the page. If you do not like the current order of these questions, you can rearrange them by using the up and down arrow. You can also delete a question by clicking on the “x.”

NOTE: It is recommended that you set the questions on a 100 point scale, so change your Maximum grade to “100%,” then click Save.



- f. If you would like to preview your quiz, scroll down to the **Administration** block, and under **Quiz Administration**, click **Preview**, which will allow you to see what the students will see when taking the quiz.

NOTE: Unless the question types that you have selected require you to review them, the students should receive their grades once they are done taking their quiz in the Gradebook (you must set up the Gradebook for their scores to appear, which will be addressed in Moodle Survival Guide #20- Setting Up Moodle Gradebook.)

