Quizzes

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 the Turn editing on button.

2. Click on the Add an Activity drop-down menu in the specific module and select Quiz.

3. Fill in the quiz Name and write an Introduction. Any guidelines for taking the quiz should be included in the introduction area, including a statement of academic honesty.

4. Under the Timing area, 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.

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

5. Select the number of attempts 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.

6. Review options control what students can see when they review a quiz attempt or look at the quiz reports. By default students will only receive their grade and overall feedback until the quiz is closed and after that they will be able to view their attempt.

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

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 Save and display at the bottom of the screen and you will be brought to the course page. Click on the Quiz, and then select Edit Quiz to begin adding questions.

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.
More Quiz Body Options

- **Question order** will randomly order the quiz questions when displayed to students;
- **New Page** will automatically insert a page break after a specified amount of questions
- **Shuffle within questions** will randomly order each question’s answers when displayed to students.
- **Each attempt builds on the last.** If this option is set to Yes, the student’s responses from the last attempt will be visible the next time the quiz is accessed.
- **Decimal places in grades** specifies the number of digits shown after the decimal point when displaying grades or grades. **Decimal Place in question grades** setting specifies the number of digits shown after the decimal point when displaying the grades for individual questions.
- **If Enforced delay** is enabled, a student must wait for the specified time to elapse before being able to attempt the quiz a second time.
- **If Show the user’s picture** is 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 themself in a proctored exam.
- **Require password** will prompt students to enter a password before taking the quiz.

**Important Note about 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 **Settings** on the left, select **Quiz Administration.**
   From that list, select **Question Bank.** In the Question Bank list, select **Categories.**

2. Scroll down and type a brief descriptive **Name** for the category of the questions and a detailed descriptor for **Category info.**

3. Click on the **Add category** button.

4. Under **Settings** select **Quiz Administration.** Then select **Question Bank** and click on **Questions.**

5. Select the new category just created name and click **Create a new question...** to begin creating questions.
Creating Multiple Choice Questions

1. In Settings on the left, select Quiz Administration.
   From that list, select 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.

3. Select Multiple Choice from the Choose a question type to add list and click Next.

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).

5. In Question text, type the actual question.

6. Set the Default mark to the point value of the question. This option can be overridden in the quiz body.

7. Indicate whether there are One or multiple answers to the question, whether the choices will be shuffled within the question, and the format of the numbering.

8. Each Choice box represents a possible answer to the question. In the Choice boxes, enter possible answers to the question; 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.

9. Scroll down to the bottom of the page and click Save Changes once you are done.

Creating True/False Questions

1. In Settings on the left, select Quiz Administration.
   From that list, select 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.

3. Select True/False from the Choose a question type to add list and click Next.

4. 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.
5. From the **Correct answer** drop down box, select if the **Question text** statement is **True** or **False**.  

6. Scroll down to the bottom of the page and click **Save Changes** once you are done.

**Other Quiz Questions Types are:**

- **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

1. Under the **Settings** Block on the left, select **Quiz Administration** click on **Edit Quiz** from the list.

2. Select **Show** next to Question bank contents to display your questions and categories.

3. 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.

4. 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.

5. Enter the points that each question is worth in the **Marked out of** text box. The maximum grade is the total of all the grade values of each question in the quiz.

   *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 **Add page here** to add a page, and use the arrows to move questions to different 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.

2. Click Attempts to get a report on how each student did on the quiz.

Note: The following webpage 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.

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 page, check the box next to the students’ names whose attempt will be deleted.

2. Beneath the list of participants, select Delete selected attempts.

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 Settings block.

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 page, check the box next to the students’ names whose attempt will be regraded.

2. Beneath the list of participants, select Regrade selected attempt.

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**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 Settings block, select Question Bank. In the Question Bank list, select Export.
3. From the File format, select Moodle XML format.
4. From the Export Category drop-down menu, select the category containing the questions to be saved.
5. Click on the 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. Under the Settings Block under Course Administration, select Quiz Administration click on Import from the list.
3. Under File format select Moodle XML format.
4. In the Import category menu, select the category that you would like the questions to appear in.
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 on Continue. Your questions have been imported in to the question bank.
Managing Resources and Activities

**Renaming an item: The pencil**

1. Click the **Turn Editing On** button.  
2. Click on the **Edit Title** icon next to the resource you want to rename.  
3. Enter the updated name of the resource and press **Enter** to save. Press **ESC** to cancel.

**Indenting an item: The arrow**

1. Click the **Turn Editing On** button.  
2. Select the **Move Right** icon to indent the item.  
3. To indent the item further, select the right arrow again. To move the item back, select the left arrow.

**Moving an item: The four-way arrow**

1. Click the **Turn Editing On** button.  
2. Left click and **hold** the item’s four-way arrow.  
3. Drag the item to its desired location, noting the preview that appears which marks where the item will be placed.  
4. Release the left mouse button.

Note: If you see two vertical hooks (🔗) they will achieve the same thing as the four way arrow only in a different way. To move an item with the two vertical hooks click on the item’s hooks and then click in the appropriate position for it to be moved.

**Editing an item: The gear (cog)**

1. Click the **Turn Editing On** button.  
2. Select the **Update** icon for the item you wish to edit.  
3. The following page displays the original page that you used to create the item. Here you can edit the name, description, due dates, grading method, etc.

**Duplicating an item: The papers**

1. Click the **Turn Editing On** button.  
2. Select the **Duplicate** icon to make a copy of the item.  
3. Click **Continue** to confirm that you would like to duplicate the item.  
4. The page will indicate that the item has been successfully duplicated. To make changes to the copy, select **Edit the new copy**. To keep the duplicated item as is, select **Save and Return to the course**.
Deleting an item: The X
1. Click the Turn Editing On button. ①
2. Select the X icon to delete the item. ②
3. Click OK on the pop-up window to confirm that you would like to delete the item. ③

Making an item visible or invisible: The eye
1. Click the Turn Editing On button. ①
2. Select the Hide icon to close the eye image and make the item invisible to the students. ②
3. To make the item available to the students, select the eye icon again to Show. ③

Note: When the item is invisible, the name will appear in light gray rather than black.