Types of 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 Shell and the Questions.

Creating the Quiz Shell

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. In the General section, fill in the Quiz Name and write a Description. Any guidelines for taking the quiz should be included in the introduction area, including a statement of academic honesty.

4. In the Timing sections, click the Enable checkboxes to 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.

5. In the Grade sections, select the number of attempts allowed 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. If you have set up categories in Gradebook you can choose one under Grade Category.

6. Review Options control what students can see when they review a quiz attempt or look at the quiz reports. By default students will not 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 to receive feedback until the quiz is closed.

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.

7. Click on the Save and Return to Course button.

More Quiz Shell Options

- **Layout – New Page** will automatically insert a page break after a specified amount of questions
- **Questions behavior – Shuffle within questions** will randomly order each question’s answers when displayed to students
- **Questions behavior – How questions behave** allows you to choose when feedback is provided
- **Appearance – Show the user’s picture** if 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 themselves in a proctored exam.
- **Appearance – Decimal places in grades** specifies the number of digits shown after the decimal point when displaying grades or grades. **Decimal places in question grades** (under Show more…) specifies the number of digits shown after the decimal point when displaying the grades for individual questions

- **Extra restrictions on attempts – Require password** will prompt students to enter a password before taking the quiz
- **Extra restrictions on attempts – Enforced delay between 1st and 2nd attempts** if Enabled, a student must wait for the specified time to elapse before being able to attempt the quiz a second time
- **Extra restrictions on attempts – Enforced delay between later attempts** if Enabled, a student must wait for the specified time to elapse before being able to make another attempt on the quiz after their second attempt.

Important Note Regarding 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 a web browser or other file on their cellular or other electronic devices. It is good practice to always leave this option on (Full screen pop-up with some JavaScript security by default).
Adding Questions to the Quiz Shell

Adding questions to your Moodle Quiz Shell can be done in a few ways: creating questions one at a time within each quiz shell, adding questions from previously made questions in the question bank, or importing questions from a file. First we will explain how to create new questions in your Moodle Quiz Shell and how to add your previously made question from your question bank. Importing quiz questions will come later in the tutorial.

1. Click on the link to the Quiz Shell that you wish to add questions to.

2. Select the Edit Quiz button to begin adding questions.

3. Click Add button to add questions.
   Once clicked, a drop down menu will appear with three options to create a new question, select a question from the question bank, or to choose a random question.

4. Once you choose the question type, you will be taken to its corresponding page:
   a. New Question – A popup window will appear asking you to Choose a question type to add. Select the question type you would like to add. A description of the question you have chosen will appear on the right side of the window. If you wish to choose this selected question, click on the Add button at the bottom of the popup window.

Note: Another way to edit a quiz is to click on the Quizzes link under the Activities block. Then click on the quiz you wish to edit. On the right hand side, there will be a gear icon. Once you click on the gear icon, a drop down menu will appear with a selection of settings. Here you can click Edit Quiz.

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.
b. From Question Bank - A popup window will appear asking you to Select a category that you would like to choose questions from. Check off the check boxes to select questions. Click on the Add Selected Questions To The Quiz once you have chosen all the questions that you would like from that category.

Note: If you have never previously created or imported any questions in your Moodle course, your question bank will be empty.

c. A Random Question – A popup window will appear asking you to either choose a Random question from an existing category or to choose a Random question using a new category.

Note: This can only be used if you have questions populated in your question bank. 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.

Note: Once questions are created, you can rearrange the order of the questions using the four-directional arrows to the left of the questions. You can also remove questions by clicking the trash bin icon.

5. You can enter the point value each question is worth in the text box on the right side. The Maximum grade: should be the total of all the grade values of each question in the quiz.
Creating Multiple Choice Questions

1. In the Course Management tab on the top, click on Question Bank underneath the Question Bank section.

2. Select the category to which the question will belong and select the Create A New Question button.

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

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 that students will see.

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

7. Indicate whether there are One or Multiple answers to the question, whether or not to shuffle the choices within the question, and the format to number the choices

8. Each Choice box represents a possible answer to the question. In the Choice boxes, enter the possible answers; 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.
Creating True/False Questions

1. In the Course Management tab on the top, click on Question Bank underneath the Question Bank section.

2. Select the category to which the question will belong and select Create A New Question button.

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

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 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 Question Types:

- **Short answer**: The student can submit a response of one or a few words that is graded by comparing against various model answers, which may contain wildcards.

- **Numerical**: The student can submit a numerical response, possibly with units, that is graded by comparing against various model answers, possibly with tolerances.

- **Calculated**: Calculated questions are like numerical questions but with the numbers used selected randomly from a set when the quiz is taken.
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- **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
- **Random short-answer matching:** like a matching question, but created randomly from the short answer questions in a particular category
- **Embedded answers (Cloze):** can only be created by entering text containing special codes that create embedded multiple-choice, short answers and numerical questions
- **Calculated multichoice:** are similar to multiple choice questions but with choices that can include formula results from numeric values that are selected randomly from a set when the quiz is taken.
- **Calculated simple:** a simpler version of calculated questions which are like numerical questions but with the numbers used selected randomly from a set when the quiz is taken.
- **Drag and drop into text:** The student can fill in missing words from the question text using drag and drop.
- **Drag and drop markers:** The student can drag and drop markers onto a background image.
- **Drag and drop onto image:** similar to drag and drop markers but students can drag and drop images or text labels into drop zones on a background image.
- **Select missing words:** missing words in the question text are filled in using dropdown menus
- **Description:** This is not actually a question. Instead it is a way to add some instructions, rubric or other content to the activity. This is similar to the way that labels can be used to add content to the course page.

**Creating a Category for Quiz Questions**

Once the quiz shell 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 the **Course Management** tab on the top, click on **Question Bank** underneath the Question Bank section.

2. On the row of tabs, select **Categories**.

3. Underneath the **Add Category** section, choose the Parent Category that you wish the new category to go under.
Note: If you have not created any categories in the past, the only category that you should see is your course title as a default category. It’s suggested to choose this option.

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

5. Click on the Add Category button.

6. On the row of tabs, select Questions.

7. In the Select a Category drop-down menu, choose the category you just created and click the Create A New Question... to begin creating questions.

The quiz has now been created. Select Preview under Quiz settings inside the quiz to view the quiz, as the users will see it.

Organizing Your Question Bank

When creating questions in your Question bank, things can get a little scattered. Luckily, there are many options that help us with organizing the Question Bank for convenience and ease, such as moving questions from one category to another, deleting questions, editing questions, and making copies of questions.

For moving questions from one category to another, follow the steps below:

1. In the Course Management tab on the top, click on Question Bank underneath the Question Bank section.

2. If you are not under the Questions tab, click Questions.

3. Select the category from the dropdown menu that you would like to move questions from.
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4. Select the checkboxes next to the questions that you would like to move.

![Checkbox selection]

5. Select the category from the dropdown menu that you would like to move questions to. Then click on the Move to >> button.

![Move to >>]

For all other organizing options:

a. **Deleting Questions** - Select the trash bin icon next to the question.

![Trash bin]

To delete multiple questions, select the checkboxes next to the left of the questions that you would like to delete. Then click on the **Delete** button.

![Delete]

b. **Editing Questions** - Click on the gear icon or the paper icon next to the question that you would like to edit. This will then take you to a new page where you can edit the content of the question chosen.

![Editing icon]

c. **Previewing Questions** - Click on the magnifying glass icon to preview the content and the boundaries of the question that you have selected. A popup window will appear once you have clicked the icon.

![Preview icon]

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**Reactivating Quizzes**

In Moodle, you can reactivate quizzes past its close date. Follow these steps below:

1. Click **Edit** on the right hand side of the Quiz title/Moodle link you’d like to reactivate. From the dropdown menu, select **Edit Settings**.

![Edit Settings]

2. On the Update quiz page, click on the arrow next to the **Timing** section to open it. In this section change the date in the **Close the quiz** fields to the new, extended close date and time. You can also change the **Time Limit** of the quiz as well.

![Close and Time Limit settings]
Granting an Extension for a Quiz

When a student needs an extension for an online Moodle quiz, these steps allow you to extend an individual’s or individuals’ submission times or grant them special access to a quiz. To do this, follow these steps:

1. Click on the quiz title/Moodle link that you would like to grant an extension for.

2. From the drop down menu, select **User Overrides**.

3. This will take you to a new page. On this page, click on the **Add a User Override** button.

4. For the **Override User** dropdown menu, select the user that you would like to grant the extension to. Once selected, the user’s name and email will appear in a light blue highlight.

5. Click on the arrow next to the **Timing** section to open it and change the date and time in the **Close the quiz** fields to the new, extended close date and time. You can also change the **Time Limit** for the quiz as well.

6. Select the amount of **Attempts allowed** for this particular extension. Options range from 1 to Unlimited.

**Note:** Another option can allow you to require a password for the quiz. The user must enter the password you created for this particular quiz extension or they will not have access to the quiz.

7. Once all the settings are selected, you can choose one of three options: Revert To Quiz Defaults, Save, or Save And Enter Another Override.

a. **Revert to Quiz Defaults** – This option will give the user extension the exact same boundaries as the original
settings. Once clicked, the setting will reset the Override page.

**Revert To Quiz Defaults**

*Note:* If you click this button, you will lose all of the settings changes that you have made if you did not save it for this user extension.

b. **Save**— This option will save the user override that has been created.

**Save**

c. **Save And Enter Another Override**— This option will save the user override that has been created and will allow you to make another user override for a different user.

**Save And Enter Another Override**

*Note:* If you made a mistake with the user overrides by selecting the wrong user or you would like to eliminate the user override in general, go to the **User Overrides**. This page will display all of the user overrides for this quiz. Click on the trash bin icon next to the user override you wish to delete.

**Viewing Quiz Reports**

For each individual quiz, there are different quiz reports that you can generate: Grades, Responses, and Statistics.

For viewing participants’ **Grades** on a quiz, follow these steps:

1. Click on the Quiz that you would like to view.

2. Once at least one student has taken the quiz, click **Attempts** to run a grading report. Or click on the gear icon on the right hand side and a drop down menu should appear.

3. On the right hand side, click on the gear icon. A drop down menu will appear. Click on the **Grades** link under **Results** to access the participants’ grades.

4. To run a grading report, choose the options you wish to see on the report.
5. Click **Show Report**.

**Show Report**

*Note: The report will display below and contain information of the students’ names, the date and time of the quiz, grades received for the quiz, grades received for each question, etc. To view a detailed report of a student’s answers, click on the overall number grade across from the student’s name.*

For viewing the participants’ **Responses** on a quiz, follow these steps:

1. Click on the Quiz that you would like to view.

2. On the right hand side, click on the gear icon. A drop down menu will appear. Click on the **Responses** link under **Results** to access the participants’ grades.

3. Select how you would like statistics about the quiz to be calculated. Then click **Show Report**.
Note: If you wish to download any of these reports into a file of table data, select the type of file that you would like the data to be converted to from the dropdown menu. Then click Download.

**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 report, 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. In the Activities block on the right, select Quizzes. Choose the quiz you wish to edit. Then click the gear icon on the top right corner and select Edit Quiz from the list.
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 report, check the box next to the students’ names whose attempt will be regarded.
2. Beneath the list of participants, click “Regrade Selected Attempts.”
Importing Quiz Questions

To import quiz questions from an Aiken Format question file, make sure that your document looks like this template: Aiken Format is a simple way of creating multiple choice questions in a human-readable format. The boundaries of Aiken format are:

a. The question must be all on one line

b. Each answer must start with a single uppercase letter, followed by a period '.' Or a bracket')', then a space.

c. The answer line must immediately follow, starting with “ANSWER:" (NOTE the space after the colon) and then giving the appropriate letter.

To import quiz questions from an Aiken format question file, make sure that your document looks like either question on this template:

Note: It is suggested to try to keep the document uniform throughout. The answer letters (A, B, C etc.) and the word “ANSWER” must be capitalized as shown below, otherwise the import will fail. You also cannot use ‘quotes.’ This also causes import errors.

1. Login to Moodle and access the course that will have the questions imported to.

2. Under the Course Management tab, go to the Question Bank section and select Import.

3. Under File format, select Moodle XML format

4. Under the General tab, Import category menu, select the category that you would like the imported 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 Continue. Your questions have been imported in to the question bank.

Note: These files MUST BE text files. You cannot import them as Word Documents.

Exporting Quiz Questions

To export existing quiz questions to use them in another class or for archival purposes in Moodle XML, follow these steps:

1. Login to the Moodle course that contains the questions to be exported.

2. Under the Course Management tab, go to the Question Bank section and select Export.


4. Under the General section, from the Export category drop-down menu, select the category containing the questions to be saved.

5. Click on the Export Questions to File button.

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.

Note: It is recommended that you export to a Moodle XML file format if you would like to reupload it to different Moodle courses.