

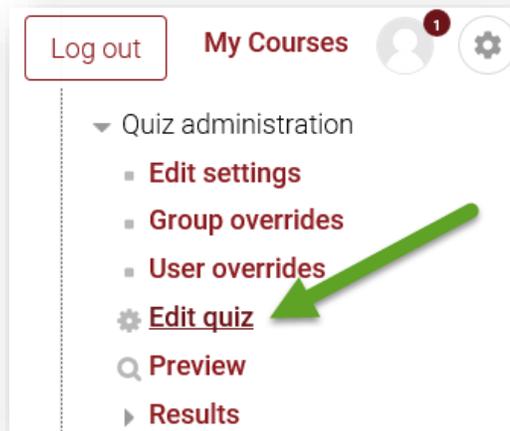
Quiz Creation

Creating quizzes is a two-step process in Moodle. We discussed in an earlier section the first step of proper settings on the quiz regarding dates the quiz is available to the students and other specific settings for quizzes. These settings will need to be set regardless of whether an existing quiz is being set for a new term or if a new quiz is being created.

Step two of the process of creating a quiz applies to the quiz content or questions.

Creating Quiz Questions

To access the area in which content is to be added to a quiz, access the quiz from the course content page, select the **Admin** menu. Under **Quiz administration**, select **Edit quiz**.



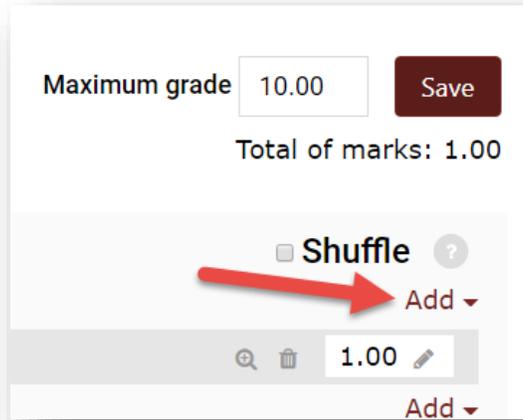
On this page, the first task is to set the maximum grade for the quiz. You can do that simply by typing in the box next to Maximum grade and selecting **Save**.



Maximum grade 10.00 Save

Total of marks: 1.00

It is now time to add the quiz questions. This can be done in a couple of ways depending on the options available to the quiz creator. Begin by selecting the **Add** button.



Maximum grade 10.00 Save

Total of marks: 1.00

Shuffle ?

Add ▾

1.00

Add ▾

Selecting the **Add** button gives you three options. **Add a new question** takes you to a page to manually type a question. **Add from question bank** pulls a question from a previously created or imported question pool. Finally, **Add a random question** pulls a random question from a previously created or imported question pool.

Maximum grade

Total of marks: 1.00

Shuffle ?

Add ▾

- + a new question
- + from question bank
- + a random question

If you **Add a new question**, there are several options regarding the types of quiz questions to add. There are some special considerations regarding matching and calculated questions. For assistance with these, please contact the CLT at 682-7838.

Choose a question type to add

QUESTIONS

-  All-or-Nothing Multiple Choice
-  Calculated
-  Calculated multichoice
-  Calculated simple
-  Drag and drop into text
-  Drag and drop markers
-  Drag and drop onto image
-  Drag-and-Drop Matching
-  Embedded answers (Cloze)
-  Essay
-  Matching
-  Multiple choice
-  Numerical
-  Random short-answer matching
-  Select missing words
-  Short answer
-  True/False

Select a question type to see its description.

OTHER

-  Description

The most common question type used by instructors is Multiple choice, so it will be the example of the process.

When adding quiz questions, choosing a **Category** for the question can help you keep your questions organized. In the **Question name** field, enter a descriptive title for your question. In the **Question text** field, type the exact text of your question. Note that you can use formatting options, such as bold print, italics, and underlining. In the **Default mark** field, enter how many points this question is worth relative to other questions in this same quiz.

▼ General

Category
Default for My Moodle Course (RNorman) (4) ▼

Question name*

Question text*

Paragraph ▼ B I         

Path: p

Default mark*

In the **General feedback** field, type any comments you want to appear for all students after they finish the quiz. The **One or multiple answers?** drop-down menu allows you to specify either one correct answer or multiple correct answers for this question. Select the checkmark by the **Shuffle the choices?** to randomize answer options. The **Number the choices?** drop-down menu allows you to select between several numbering styles, or no numbers at all.

General feedback ?

Paragraph B I [List Bulleted] [List Numbered] [Link] [Unlink] [Image] [Table] [Code]

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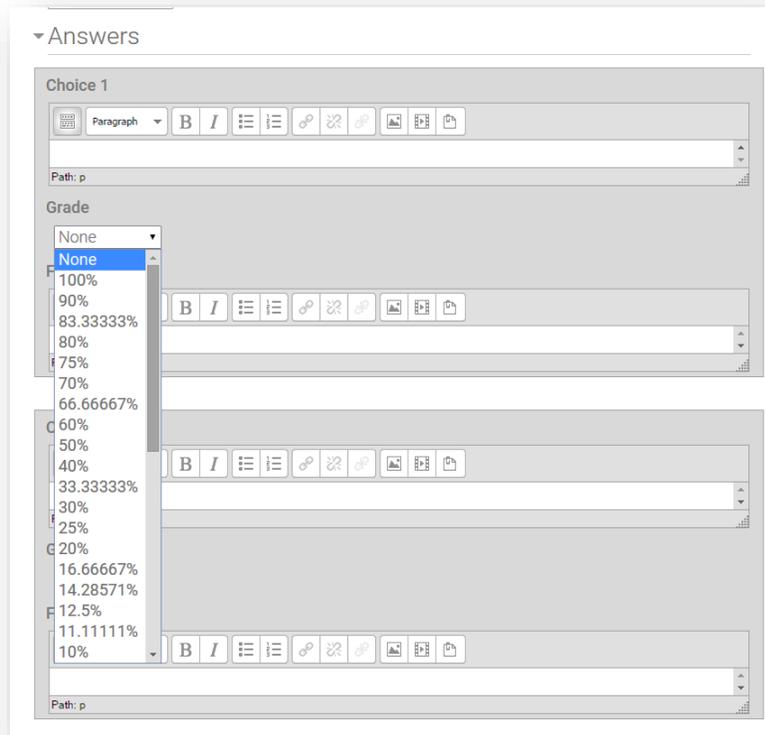
One or multiple answers?
One answer only

Shuffle the choices? ?

Number the choices?
a., b., c., ...

In the **Answers** section, type your answers into the space provided. In the **Grade** drop-down menu, you select the points awarded if students choose that answer. Generally, a correct answer earns 100% and an incorrect answer earns "None."

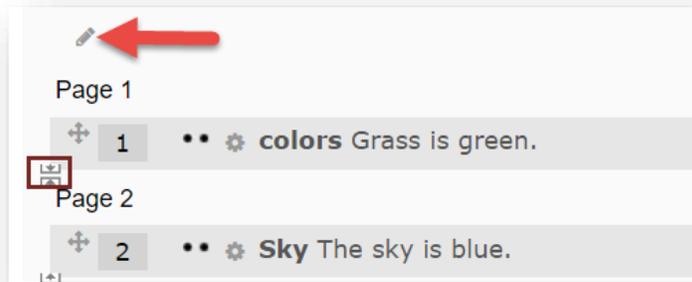




Once all answer information and points have been added to the quiz, scroll down to the bottom of the page and choose **Save Changes**. Repeat the process for each additional question.

Section Headings

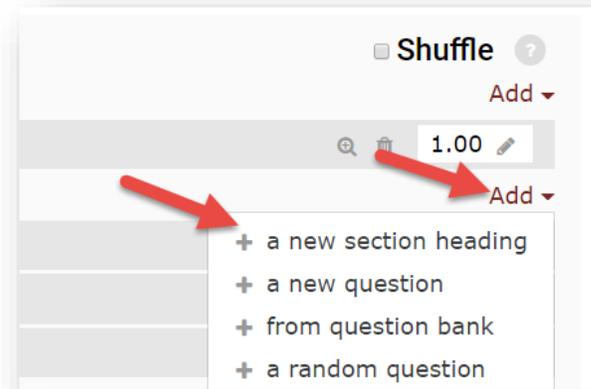
Section headings can now be added to pages on the Edit Quiz page. A section heading can be added to the first page of a quiz by selecting the pencil icon just above the page number:



The Section heading can be entered in the text field which loads:



When finished, press enter to save the heading. To add a heading for subsequent pages, select **a new section heading** from the **Add** menu associated with that page:



Shuffling Questions

Just above the **Add** button is the **Shuffle** checkbox. If checked, the order of your quiz questions will be randomized.

