

Moodle 2 - Quizzes

Introduction to Online Quizzes

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INTRODUCTION

The Moodle Quiz module allows teachers to design and build quizzes consisting of various question types; including multiple choice, true-false, essay, matching and more.

QUIZZES

There are four parts to create a quiz.

1. Create question categories.
2. Create/import questions into question categories.
3. Create the quiz shell and adjust the settings.
4. Add questions to the quiz and assign marks.

Creating question categories

Question categories help teachers organize their questions by quiz or topic. If questions are not organized into question categories, questions will be stored in one big “pool” which may make it difficult to identify which questions are for which quiz.

To create a question category:

1. From the course homepage, select **Settings** block > **Question bank** > **Categories**.
2. In the **Add category** section, enter a category name and select **Add category**.

You may repeat this process to create multiple categories. We recommend setting up categories for each quiz (ex: Quiz #1, Exam #2, etc.)

Creating quiz questions

After creating question categories, you can either create questions individually in Moodle or import them.

To create individual questions:

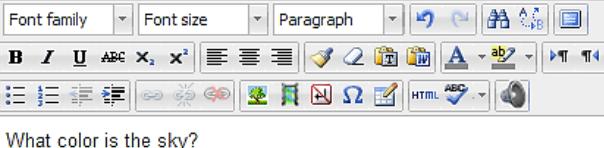
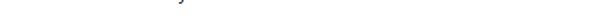
1. From the course homepage, select **Settings** block > **Question bank** and select the **Create new question** button.
2. From the list of available options, select the desired question type. In our example, we will create a multiple choice question.
3. Select the **Next** button.

General

Category

Question name*

Question text

Font family Font size Paragraph 

What color is the sky?

Path: p

4. In the **Category** field, select the category you would like the question to be stored in.
5. In the **Question name** field, enter a descriptive name for the question. **Note:** This is not where you enter the actual question! This name is only seen by the teacher and is used to differentiate the question between other questions. Think of it as the question's nickname.
6. In the **Question text** field, enter the question you wish to ask. If desired, use the toolbar to format the text, just as you would in MS Word.
7. In the **Choice** sections, enter one answer into each corresponding field.
8. For the correct answer, make sure to give 100% in the **Grade** drop-down menu. You may award partial credit to other answer choices if desired.
9. By default, you may add up to five answer choices. If needed, you may select the **Blanks for 3 more choices** button if more answer choices are needed.
10. Select the **Save changes** button.

Note #1: Similar to the gradebook, categories can be created to organize questions by topic or putting all questions in the same quiz in a category. In order to randomly add questions from a pool of questions, categories must be created.

Note #2: Teachers have the option to add feedback and additional settings when creating questions. For simplicity, these are not described here.

Importing questions

Creating questions within Moodle one at a time is quite slow. A faster way is to import them from a file. Moodle accepts multiple formats that book publishers use. If you have multiple choice questions in a MS Word document, you may adjust it to **Aiken format** to import. The Aiken format is easy to use but is particular about spacing and capitalization in order to work.

Aiken format example

What color is the sky?

- A. Red
- B. Blue
- C. Green
- D. White

ANSWER: B

After formatting all questions to Aiken format, save it as a Plain Text file (.txt) with UTF-8 encoding.

To import questions, in Aiken format or another format:

1. From the course homepage, select **Settings** block > **Question bank** > **Import**.
2. **File format** – Select the format of the file you will be importing.
3. **Import category** – Select the question category you would like to import questions into.
4. Select the **Choose a file** button to search your computer for the file to upload OR drag-and-drop the file into the corresponding box.
5. Select the **Import** button.

Import questions from file

File format

* Aiken format
 Blackboard
 Blackboard V6+
 Embedded answers (Cloze)
 Examview
 Examview exported as Blackboard 6.0-7.0
 Gift format
 Learnwise format
 Missing word format
 Moodle XML format
 WebCT format

General

Import category

Get category from file Get context from file

Match grades

Stop on error

Import questions from file

Import* Maximum size for new files: 500MB

You can drag and drop files here to add them.

Creating quiz shell

You can create quizzes with different question types, quizzes generated from pools of randomly selected questions, allow students to have repeated attempts at a question or retake quizzes multiple times; and have Moodle score it all.

To create quiz shell:

1. From the course homepage, select the **Turn editing on** button.
2. In the desired week/topic, select the **Add an activity or resource** link.
3. From the list of available options, select **Quiz**.
4. Select the **Add** button.
5. Enter the desired name of the quiz in the corresponding field.
6. Enter a description into the corresponding field. This should include any directions, instructions, objectives, etc. that students should take into account.
7. Set your **Timing** settings in corresponding section.
 - **Open/close the quiz** - Students can only start their attempt(s) after the open time and they must complete their attempts before the close time.
 - **Time limit** – If enabled, the amount of time students will have to complete the quiz. A countdown timer displays in the quiz to let them know how much time they have remaining.
8. Set your **Grade** settings in corresponding section.
 - **Grade category** – If you set up grade categories in advance, you can assign the assignment to your designated grade category.
 - **Attempts allowed** – Number of attempts students have to take the quiz.
9. Set your **Layout** settings in corresponding section.
 - **Question order** – Decide whether to have questions shown in order or randomly shuffled for each student.
10. Set your **Question behavior** settings in corresponding section.
 - **Shuffle within questions** – For multiple choice questions, the individual choices will be shuffled. **Note:** If you have any “all of the above” or “none of the above” questions and enable this setting, it is recommended those questions are rewritten to say “all of these options” or “none of these options.”
 - **How questions behave** – If feedback was entered when creating questions, decide when students will receive this feedback (i.e. after submitting all questions or during the quiz attempt.) **Note:** Deferred feedback is the default and recommended setting. This means students will submit all questions before seeing any feedback.
11. Complete the **Review options** section. This section determines what information students can see when they review a quiz attempt. See following **Review Options – How they work** section for more information and a more detailed explanation.
12. Select the **Save and display** button to go to the newly created quiz.

Review Options – How they work

What is the Review Options section?

The **Review options** section controls what quiz information students can see and when they can see it. This includes their responses, correct answers to quiz, their scores and more.

This section is separated into four time periods that do not overlap but are dependent on when a student attempts the quiz. Each time period is represented by a column in the **Review Options** section.

1. **During the attempt** – Only relevant for some behaviors set in the **How questions behave** field. For example, ‘interactive with multiple tries’, which may display feedback during the attempt.
2. **Immediately after the attempt** – This time period refers to immediately after a student has completed their quiz attempt and lasts for two minutes. Ex: If a student finishes a quiz at 7:30pm, this section applies until 7:32pm.
3. **Later, while the quiz is still open** – This time period refers to if a student finished their quiz attempt early in the availability period. Ex: If a quiz has a close time of 11:55pm but the student completes their quiz attempt at 7:30pm, the time between 7:32pm and 11:55pm is reflected by this section. See above for time period between 7:30pm and 7:32pm.
4. **After the quiz is closed** – This time period refers to after the quiz close date has passed. If the quiz does not have a close date, this state is never reached.

When do I set up the Review Options section?

You can set the **Review Options** section when you first create the quiz or edit them at any time after creating the quiz.

Where is the Review Options section?

1. From the course homepage, select the **Turn editing on** button.
2. Next to the name of the quiz, select the **Update** icon. This will lead you to the quiz settings. The **Review Options** section is located near the bottom.

Should I change the default Review Options section?

By default, Moodle sets the **Review Options** section as seen in following image. We recommend most users leave the default settings. The default setting will allow students to take the quiz and see their raw score immediately after completion. Students will not be able to see any feedback or correct answers until the close date has passed. If you would like a behavior other than described, you can change the default settings.

Review options			
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 type="checkbox"/> The attempt	<input type="checkbox"/> The attempt	<input checked="" type="checkbox"/> The attempt
<input type="checkbox"/> Whether correct	<input type="checkbox"/> Whether correct	<input 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 type="checkbox"/> Specific feedback	<input type="checkbox"/> Specific feedback	<input type="checkbox"/> Specific feedback	<input checked="" type="checkbox"/> Specific feedback
<input type="checkbox"/> General feedback	<input type="checkbox"/> General feedback	<input type="checkbox"/> General feedback	<input checked="" type="checkbox"/> General feedback
<input type="checkbox"/> Right answer	<input type="checkbox"/> Right answer	<input type="checkbox"/> Right answer	<input checked="" type="checkbox"/> Right answer
<input type="checkbox"/> Overall feedback	<input type="checkbox"/> Overall feedback	<input type="checkbox"/> Overall feedback	<input checked="" type="checkbox"/> Overall feedback

Adding questions to a quiz and assigning marks

After creating the quiz shell and creating/importing the questions, you need to add the questions to the quiz.

To add questions:

1. From the **Edit quiz** page, select to show your question bank, if not already shown. You may select a category of questions to display by using the drop-down menu.
2. In your question bank, check the boxes next to the questions you would like to add.
3. Select the **Add to quiz** button.
4. The questions will be displayed on the left; indicating they have been added to the quiz.

The screenshot shows the 'Editing quiz: quiz' page. On the left, there's a list of three questions from the question bank:

- 1. Color of grass
What color is grass?
Multiple choice
- 2. Color of sky
What color is the sky?
Multiple choice
- 3. CSUN acronym
What does CSUN stand for?
Multiple choice

Each question has a 'Marked out of' field set to 1. On the right, the 'Question bank contents' panel shows the same three questions with checkboxes next to them. A red box highlights the 'Add to quiz' button at the bottom of the panel. Below the panel, there are buttons for 'With selected:' (including 'Add to quiz' and 'Delete'), 'Move to >>', and 'Move to <<'.

After adding questions, you need to assign mark values to the questions. Marks essentially weight each question in the quiz. For example, a question worth 2 marks will be worth twice as much as a question worth 1 mark.

Assigning marks to questions:

1. From the **Edit quiz** page, each question displays a **Marked out of** box. Enter a mark value for each question.
2. Select the **Save button** next to the question if you change a mark value.
3. After assigning mark values, the total marks display at the top. Below the **Maximum grade** is displayed. The **Maximum grade** is the point value that will be displayed in the gradebook. Enter the desired point value into the **Maximum grade** field and select the **Save** button.

The screenshot shows the 'Edit quiz' page in Moodle. At the top, it displays 'Total of marks: 3.00 | Questions: 3 | This quiz is open'. Below this, the 'Maximum grade' is set to 3.00, with a red box highlighting the 'Save' button. The page is titled 'Page 1'. It lists three questions:

1. Radio button selected for 'Color of grass'. Question: 'What color is grass?'. Type: 'Multiple choice'. To the right is a 'Marked out of' box with '1' and a 'Save' button, also highlighted with a red box.
2. Radio button selected for 'Color of sky'. Question: 'What color is the sky?'. Type: 'Multiple choice'. To the right is a 'Marked out of' box with '1' and a 'Save' button.
3. Radio button selected for 'CSUN acronym'. Question: 'What does CSUN stand for?'. Type: 'Multiple choice'. To the right is a 'Marked out of' box with '1' and a 'Save' button.

At the bottom of the list are buttons for 'Add a question ...' and 'Add a random question ...'.

Note: The simplest and most frequently used system is to mark each question worth **one** mark. This means each question is worth the same weight in the quiz. In addition, the **Maximum grade** is usually matched to the **Total of marks** value.

Reviewing quiz results

After students have begun taking the quiz, you may review their quiz attempts. Reviewing quiz attempts allows you to see each individual quiz attempt and the marks awarded.

To review quiz attempts:

1. From the course homepage, locate the quiz and select the quiz name.
2. Select the **Attempts: XX** link. XX represents the number of attempts thus far on the quiz.
3. If students have attempted the quiz, a table is shown. The table shows students' names, time they started and completed the quiz, time taken and their grade. In addition, it shows the state of their attempt (e.g. in-progress, finished, etc.) and the score they received on each individual question.
4. Select the **Review attempt** link under a student's name or their score in the **Grade** column to see their complete quiz attempt.

First name / Last name	Email address	State	Started on	Completed	Time taken	Grade/3.00	Q. 1 /1.00	Q. 2 /1.00	Q. 3 /1.00
<input type="checkbox"/> Anna Smith Review attempt	anna.smith@my.csun.edu	Finished	March 15 2013 3:58 PM	March 15 2013 3:58 PM	14 secs	3.00	1.00 ✓	1.00 ✓	1.00 ✓
<input type="checkbox"/> Fred Anderson Review attempt	fred.anderson@my.csun.edu	Finished	March 15 2013 4:02 PM	March 15 2013 4:03 PM	22 secs	2.00	1.00 ✓	1.00 ✓	0.00 ✗
Overall average						2.50 (2)	1.00 (2)	1.00 (2)	0.50 (2)

Resetting quiz attempts

If you would like to allow a student to re-attempt the quiz (e.g. due to technical issues or another hindrance) and they have used up all their attempts, you may delete their quiz attempt; giving them another opportunity to take the quiz.

To reset a quiz attempt:

1. From the quiz attempts page (where all the quiz attempts are shown), select the checkbox next to the student's attempt.
2. Select the **Delete selected attempts** button.

First name / Last name	Email address	State	Started on	Completed	Time taken	Grade
<input type="checkbox"/> Anna Smith Review attempt	anna.smith@my.csun.edu	Finished	March 15 2013 3:58 PM	March 15 2013 3:58 PM	14 secs	3.00
<input checked="" type="checkbox"/> Fred Anderson Review attempt	fred.anderson@my.csun.edu	Finished	March 15 2013 4:02 PM	March 15 2013 4:03 PM	22 secs	2.00
Overall average						2.50 (2)

[Select all / Deselect all](#) [Regrade selected attempts](#) **Delete selected attempts**

Providing accommodations

Moodle allows teachers to give individual students a different open/close period, time limit and/or number of attempts than the rest of the class. These accommodations can be used for students in the DRES program or for any students that need different accommodations.

To give a student an accommodation on a quiz:

1. From the course homepage, locate the quiz and select the quiz name.
2. In the **Settings** block, select **User overrides**.
3. Select the **Add user override** button.

The screenshot shows the 'Override' dialog box. At the top, it says 'Override user*' followed by a search input field containing 'Anna Smith, anna.smith@my.csun.edu'. Below the search field is a list of users with 'Anna Smith, anna.smith@my.csun.edu' highlighted. The main area contains several configuration options:

- 'Require password' with a help icon and an 'Unmask' checkbox.
- 'Open the quiz' set to March 18, 2013, 09:10, with an 'Enable' checkbox.
- 'Close the quiz' set to March 18, 2013, 09:10, with an 'Enable' checkbox.
- 'Time limit' set to 60 minutes, with an 'Enable' checkbox.
- 'Attempts allowed' set to 1.

At the bottom of the dialog are three buttons: 'Revert to quiz defaults', 'Save', 'Save and enter another override', and 'Cancel'.

4. Select the student's name in the list of participants.
5. Select and change the settings listed at the bottom. You may give this individual student a new open/close period, time limit and/or number of attempts.
6. Select the **Save** button to save your current override. You may select the **Save and enter another override** if you wish to add another override for a different user.

LEARN MORE ABOUT MOODLE

There are many free resources available to support you in your learning and teaching within Moodle.

-  - The question marks located throughout your Moodle course provide specific information on that particular item or resource.
- **Faculty Moodle Help (FMH)** – A list of most frequently asked questions by faculty. Links to the FMH can be found in the **CSUN** block located on each course homepage or at the bottom of each webpage.
-  [Moodle Docs for this page](#) - The **Moodle Docs** link at the bottom of each webpage within your Moodle course gives you more general information on the various aspects of Moodle.
- [lynda.csun.edu](#) - Lynda.com is a training resource available to all employees at CSUN. To access Lynda.com, go to: [lynda.csun.edu](#) and log in with your CSUN username and password.
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