

User Guide

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 three steps to create a quiz.

1. Create the quiz and adjust the settings.
2. Create questions, organized into categories.
3. Add the questions into the quizzes and assign points.

Creating Quizzes

Moodle's quiz module has a large number of options and tools, making it extremely flexible. 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 the Moodle score it all.

Create the quiz:

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 an introduction into the corresponding field. This should include any directions, instructions, objectives, etc. that students should take into account.
7. Enter open and close dates and times for the quiz. If you check the box for **Disable**, the quiz will be available at any time.
8. Choose from the various options provided. If you are unsure about any of the settings, select the question mark icon next to the choice to get contextual help explaining the options. Some key settings to consider include:

General Field Names	Description
Time limit	Once the quiz attempt has been started, students will have this amount of time to complete their attempt. A countdown displays in the quiz to let them know how much time they have remaining.
Grade	If you set up grade categories in advance, you can assign a quiz to a designated grade category.
Question order	Allows you to shuffle the questions, if desired.

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.

9. Complete the **Review options** section. This section determines what information students can see when they review a quiz attempt. See **Review Options – How they work** section below for more information and a more detailed explanation.
10. Select the **Save and display** button to go to the newly created quiz.

Review Options – How they work

Are you having a problem with your students not being able to see their responses or scores on a quiz? Do you want to allow your students to see the answers after finishing the quiz?

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. For example, 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. For example, 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.

Should I change the default Review Options section?

By default, Moodle sets the Review Option section as seen below. 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 checked="" type="checkbox"/> Overall feedback	<input checked="" type="checkbox"/> Overall feedback	<input checked="" type="checkbox"/> Overall feedback

Creating Quiz Questions

If you did not previously create or import questions into Moodle, you will need to create the questions.

To create individual questions in Moodle:

1. From the **Edit quiz** page OR from the course homepage > **Settings** block > **Question bank**, select **Create a 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.

4. If question categories were set up beforehand, 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.
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.

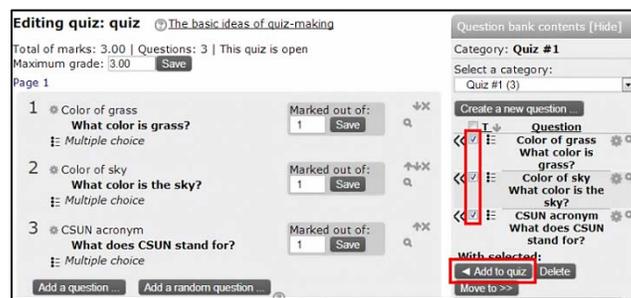
The screenshot shows the 'Import questions from file' interface in Moodle. It is divided into three main sections: 'File format', 'General', and 'Import questions from file'.
1. **File format**: A list of radio buttons for selecting the file format. 'Aiken format' is selected and marked with a red asterisk. Other options include 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, and WebCT format.
2. **General**: Contains several dropdown menus and checkboxes. 'Import category' is set to 'Quiz #1 (1)'. There are checkboxes for 'Get category from file' and 'Get context from file', both of which are checked. 'Match grades' is set to 'Error if grade not listed'. 'Stop on error' is set to 'Yes'.
3. **Import questions from file**: Features a 'Choose a file...' button, a note about the 'Maximum size for new files: 500MB', a large dashed box with a blue arrow pointing down and the text 'You can drag and drop files here to add them.', and an 'Import' button at the bottom.

Adding Questions to a Quiz and Assigning Points

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

To add questions:

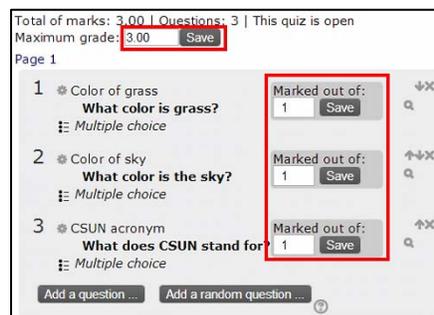
1. From the **Edit quiz** page, select to show your question bank, if not already shown. You may select a category of questions to display by using the drop-down menu.
2. In your question bank, check the boxes next to the questions you would like to add.
3. Select the **Add to quiz** button.
4. The questions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



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

Assigning points to questions:

1. From the **Edit quiz** page, each question displays a **Marked out of** box. Enter a point value for each question.
2. Select the **Save button** next to the question if you change a point value.
3. After assigning point 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.



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

Quizzes - Providing Accommodations

In Moodle 2, teachers may give individual students a different open/close period, time limit and/or number of attempts than the rest of the class. This is different than the previous version of Moodle used before summer 2013.

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.

Override

Override user* Search

- Anna Smith, anna.smith@my.csun.edu
- Fred Anderson, fred.anderson@my.csun.edu

Require password Unmask

Open the quiz Enable

Close the quiz Enable

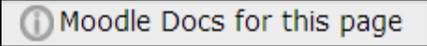
Time limit Enable

Attempts allowed

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.
-  - The **Moodle Docs** link at the bottom of each window within your Moodle class gives you more general information on the various aspects of Moodle.
- Lynda.csun.edu - The Lynda online library is a training resource available to all employees at CSUN. To access the Lynda online library, go to: lynda.csun.edu and log in with your CSUN Username and password.

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