Create a Quiz in your Moodle Course Web site.

Introduction

The Quiz module provides a powerful and complex tool for assessment. In general, quizzes help determine what students have learned. A well-designed test can give critical information about a student's understanding of the material.

Moodle's Quiz module has a large number of options and tools. For example, quizzes with different question types can be randomly generated from categories of questions. Students can be allowed repeated attempts at a question; they can also be allowed to retake a quiz multiple times.

Create Quiz Properties

Step 1: To begin, select Turn editing on after you have logged into your Moodle course web site.

The Editing Tools will appear as shown.

Step 2: Click Add an activity

Step 3: Select Quiz, from the Add an activity... drop down menu.
**Step 4:** Enter the **Name** of the Quiz in the field provided in the General section. For this tutorial we will call the quiz *Quiz 1*

Name* Quiz 1

**Step 5:** Enter the **Introduction** of the Quiz in the field provided.

*Note:* Use the Introduction section to provide your students with instructions about the assessment such as the material that will be covered and provide a summary of the quiz settings such as how much time the students will have to complete the quiz, dates available, etc. Keep in mind that the Introduction section is optional.

**Step 6:** Use the drop down menus to select a day, month, and year and time to **Open the quiz** (i.e. make it available to the students)

Open the quiz 29 April 2012 10 18

**Step 7:** Be sure to select the checkbox to **Enable** the date. (optional)

Enable

**Step 8:** Use the optional drop down menus to select a day, month, and year and time to **Close the quiz** (i.e. restrict access to the students)

Close the quiz 29 April 2012 10 18

**Step 9:** Be sure to select the checkbox to **Enable** the date. (optional)

Enable

**Step 10:** Enter a number in the **Time limit** field provided and use the drop down menu to select from days, hours, minutes, or seconds. The Time Limit corresponds with the length of time students have to complete the quiz once they start it.
Step 11: Be sure to select the checkbox to **Enable** the time limit. (optional)

Step 12: Next, use the drop down menu to select the number of **Attempts allowed** (i.e. the number of times a student can take the quiz). In this example we have selected 1 attempt. *Note that the default selection is unlimited.*

Step 13: If you have given your students the option of taking the quiz more than 1 time, use the **Grading Method** drop down menu to select your desired method (i.e. the grade the student will receive in the gradebook). **Options include:** highest grade, average, first or last attempt.

Step 14: Use the **Question Order** drop down menu from the **Layout** section to modify the question order. **Options include:** As shown on the edit screen (the order you have created your questions) or Shuffled Randomly (which will randomize the presentation order of the questions.)

Step 15: Use the **New Page** drop down menu to limit the number of questions per page. This will modify the number of questions displayed on a page. You can also choose to display all of the questions on a single page.

Step 16: Use the **Shuffle Within Questions** drop down menu from the **Question behavior** section to shuffle the answer choices presented to the student when taking the quiz. This option will shuffle the order of the answers so that the answers associated with choices A, B, C, D, etc… shuffle for each student taking the quiz.

Step 17: Scroll down to the bottom of the page and click **Save and Display** to add quiz questions.
The Quiz Information page will appear as shown below.

![Quiz Information Page](image)

Add a Quiz Question

**Step 1:** Click **Edit quiz** from the Quiz Information page.

![Edit Quiz](image)

**Step 2:** Click **Add a question**…

![Add a Question](image)
The Choose a Question type to add screen will appear as shown below

In this example we will choose a Multiple choice question. For more information on using other question types, please visit the online Moodle Support Page which can be found at http://docs.moodle.org

**Step 3:** Click the *Multiple Choice*

**Step 4:** Click *Next* to continue.
The **Adding a Multiple choice question page** will appear as shown.

![Adding a Multiple choice question](image)

**Step 5:** Enter **Question name** in the field provided. **Note:** It is recommended that you enter a name in the Question name field that makes it easy for you to identify the specific question from the list of your questions on the Quiz information page in case you need to make changes to a question.

**Question name**

Who was the first President of the United States?

**Step 6:** Enter your **Question text** in the field provided. In this example we used the same text from the Question name field.

**Question text**

Who was the first President of the United States?

**Step 7:** Enter **Default mark** in the field provided. The Default mark is the grade that the students earn for choosing the correct answer. In this example we will use the default setting 1.

**Default mark**

1
Step 8: Be sure to confirm the settings for the questions pertaining to; One or multiple answers? and shuffle the [answer] choices?, and how you wish to have the answer choices presented; either 1, 2, 3 or A, B, C; which is more common.

![Settings](image)

Step 9: Next, Enter the Answer in the field provided. Repeat for each answer as needed.

![Answer](image)

Step 10: Enter the Grade for the correct answer.

![Grade](image)

Step 11: Enter tailored Feedback for each correct and incorrect answer (optional)
Step 12: Click **Save Changes** when finished.

![Save changes button]

The *Edit Quiz page* will appear as shown below.

**Note:** From this page you can add additional questions, add a random question from your Question bank (separate tip sheet), modify point values (Grade) for each question, and view a question from the student’s perspective by clicking on the magnifying glass icon. You can edit any question by simply clicking on the question title.

![Editing quiz: Quiz 1]

Step 13: Use the **navigation trail** at the top of the page to navigate to another area of the course as needed.

![Home ➤ My courses ➤ Documentation Course ➤ Topic 8 ➤ Quiz 1 ➤ Edit quiz]

**Conclusion**

We hope this guide was helpful.

For more information about online course development, please visit the TLiTC or contact us via email at tlitc@bhcc.mass.edu.