



## Moodle Quiz



The quiz activity enables a teacher to create quizzes comprising questions of various types, such as multiple choice, matching, short answer, and essay questions.

- Quiz grades are recorded in the gradebook on the course site.
- A number of features can be defined in a quiz, such as submission deadlines, shuffling questions, shuffling answers and more.
- Quizzes can be used for a variety of activities, such as exams, independent practice, and class activities.

### In this guide:

#### Part I - Creating a Quiz

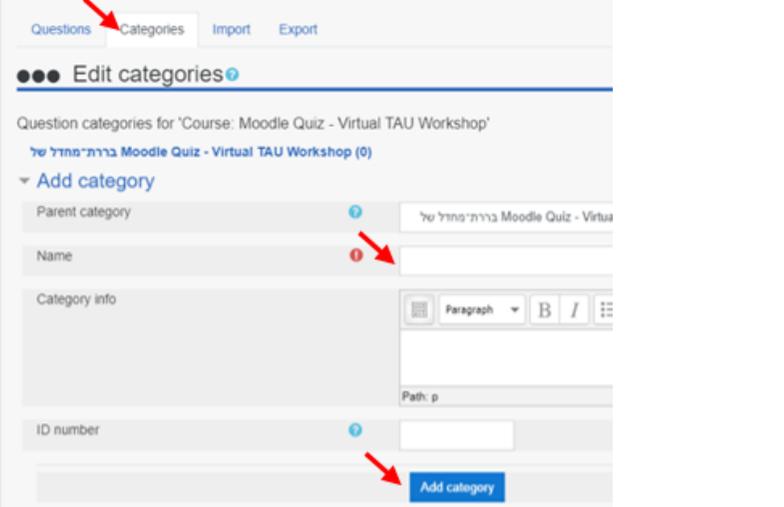
There are three steps to creating Moodle Quiz:

1. Creating the questions in the course "Question Bank"
2. Creating the Quiz component
3. Adding the questions to the quiz

#### Part II - After the students have answered the quiz



## Step 1 - Creating the questions in the course "Question Bank"

1.	<p>On the course site, click "Question bank": On the left menu &gt; Question bank</p> <p>If you don't see the menu on the left, click the Menu button In the upper left corner </p>	
2.	<p><b>To create a new question:</b></p> <ul style="list-style-type: none"> <li>• Click "Create a new question"</li> <li>• Select the question type and click "Add" (detailed information about the question types is shown on the right when marking a question)</li> <li>• On the next page fill in the required fields and save changes</li> </ul>	
3.	<p><b>[Optional]</b> The questions can be divided into different categories (for example, topics / degrees of difficulty / quiz date).</p> <p><b>To create a new question category:</b></p> <ul style="list-style-type: none"> <li>• Click the "Categories" tab</li> <li>• At the bottom of the screen under the heading "Add category": In the "Name" field, enter a category title</li> <li>• Click the "Add category" button</li> </ul> <div style="background-color: #f0f0f0; padding: 5px; margin-top: 10px;"> <p>- New questions can be added directly in the new category</p> <p>- Existing questions can be arranged in the relevant categories (on the "Questions" page, select the questions you want to move and at the bottom of the screen, select the category and click "Move to &gt;&gt;")</p> </div>	
<p><b>In this way all the quiz questions can be created</b></p>		

**Please note:** The questions in the question bank can be used in an unlimited number of quizzes.

**Updating a question in a quiz (and/or in the question bank) will change the questions in all the quizzes it appears in.**

**So, if you created a quiz and duplicated it: If you updated the questions - the questions will also change in the original quiz!**

If you want to replace a question in a quiz, delete the questions **from the quiz itself** (not from the question bank) and create new questions. Or simply create a new quiz (instead of duplicating it)

Continue to next page ...

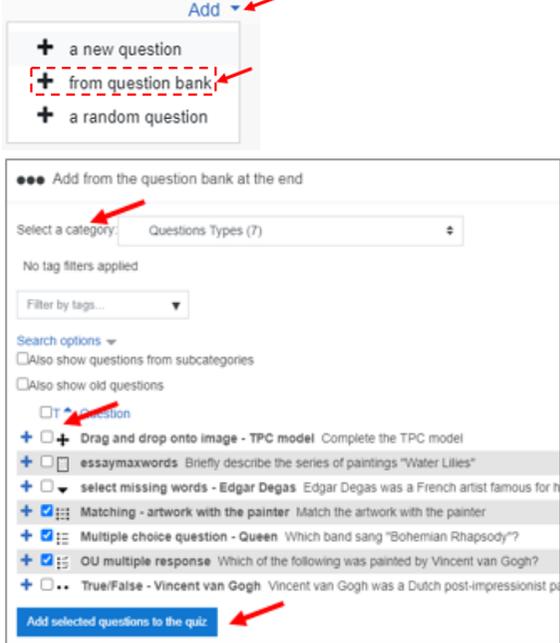
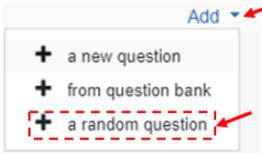


## Step 2 - Creating the Quiz component

1.	Return to the main page of the course site																																
2.	If you are not in Editing mode, click "Turn editing on" (on the top right)																																
3.	Click the "+Add an activity or resource" link in the relevant topic																																
4.	In the next window, select "Quiz" and click "Add"																																
5.	In the next window, type the quiz title in the "Name" field (for example: "Final exam")																																
6.	You can write quiz instructions or explanations in the "Description" field																																
7.	<p><b>Timing:</b></p> <ul style="list-style-type: none"> <li>- "<u>Open the quiz</u>": Determining the time when the students can start answering the quiz, mark "V" in the "Enable" field and select the date and time the quiz starts</li> <li>- "<u>Close the quiz</u>": To set the quiz completion date, select "V" in the "Enable" field and set the quiz end date and time</li> <li>- "<u>Time limit</u>": Allows you to determine the quiz duration from the moment the student has begun. Mark "v" in the "Enable" field and set the duration</li> </ul> <p><b>For example:</b> If the quiz time is set in "Open the quiz" at 2pm, "Close the quiz" at 3pm and "time limit" of 15 minutes: The student can start the quiz within the set time, but once the quiz has been started, the student has 15 minutes to complete it until the quiz closes (note, for example, that if a student starts the quiz at 14:55, s/he will have 5 minutes to complete the entire quiz).</p>																																
8.	<b>Grade:</b> Here you can set how many attempts are allowed (the default is one attempt)																																
9.	<p><b>Layout:</b> You can set how many questions appear on each page</p> <p>When the quiz includes many questions, it is advisable to divide into several questions on page. If the quiz has a few questions (up to 10-15 questions) we recommend showing "Every question" on each page</p>																																
10.	<p><b>Question behavior:</b> You can define whether to shuffle choices for answers within the questions (each student will receive a different order of choices)</p> <p>Note, if there are questions where one choice is, for example, " A + B are correct"- make sure that the <u>question settings</u> are not set to shuffle</p>																																
11.	<p><b>Review options:</b> When using a quiz as a final exam, it is advisable not to allow automatic feedback at all (remove the markings from all columns)</p> <p>Please note, in the left corner in the "During the attempt" column, "The attempt" is always checked</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p>▼ Review options ?</p> <table border="1"> <thead> <tr> <th>During the attempt</th> <th>Immediately after the attempt</th> <th>Later, while the quiz is still open</th> <th>After the quiz is closed</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/> The attempt ?</td> <td><input type="checkbox"/> The attempt</td> <td><input type="checkbox"/> The attempt</td> <td><input type="checkbox"/> The attempt</td> </tr> <tr> <td><input type="checkbox"/> Whether correct ?</td> <td><input type="checkbox"/> Whether correct</td> <td><input type="checkbox"/> Whether correct</td> <td><input type="checkbox"/> Whether correct</td> </tr> <tr> <td><input type="checkbox"/> Marks ?</td> <td><input type="checkbox"/> Marks</td> <td><input type="checkbox"/> Marks</td> <td><input type="checkbox"/> Marks</td> </tr> <tr> <td><input type="checkbox"/> Specific feedback ?</td> <td><input type="checkbox"/> Specific feedback</td> <td><input type="checkbox"/> Specific feedback</td> <td><input type="checkbox"/> Specific feedback</td> </tr> <tr> <td><input type="checkbox"/> General feedback ?</td> <td><input type="checkbox"/> General feedback</td> <td><input type="checkbox"/> General feedback</td> <td><input type="checkbox"/> General feedback</td> </tr> <tr> <td><input type="checkbox"/> Right answer ?</td> <td><input type="checkbox"/> Right answer</td> <td><input type="checkbox"/> Right answer</td> <td><input type="checkbox"/> Right answer</td> </tr> <tr> <td><input type="checkbox"/> Overall feedback ?</td> <td><input type="checkbox"/> Overall feedback</td> <td><input type="checkbox"/> Overall feedback</td> <td><input type="checkbox"/> Overall feedback</td> </tr> </tbody> </table> </div>	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 type="checkbox"/> The attempt	<input type="checkbox"/> Whether correct ?	<input type="checkbox"/> Whether correct	<input type="checkbox"/> Whether correct	<input type="checkbox"/> Whether correct	<input type="checkbox"/> Marks ?	<input type="checkbox"/> Marks	<input type="checkbox"/> Marks	<input type="checkbox"/> Marks	<input type="checkbox"/> Specific feedback ?	<input type="checkbox"/> Specific feedback	<input type="checkbox"/> Specific feedback	<input type="checkbox"/> Specific feedback	<input type="checkbox"/> General feedback ?	<input type="checkbox"/> General feedback	<input type="checkbox"/> General feedback	<input type="checkbox"/> General feedback	<input type="checkbox"/> Right answer ?	<input type="checkbox"/> Right answer	<input type="checkbox"/> Right answer	<input type="checkbox"/> Right answer	<input type="checkbox"/> Overall feedback ?	<input type="checkbox"/> Overall feedback	<input type="checkbox"/> Overall feedback	<input type="checkbox"/> Overall feedback
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12.	Click the "Save and display" button																																



## Step 3 - Adding the questions to the quiz

1.	If you are not already on the quiz page, enter the quiz you created
2.	Click "Edit Quiz" in the menu on the left If you don't see the menu on the left, click the Menu button In the upper left corner
On the Edit Quiz page	
3.	Choose whether to shuffle questions (each student will receive the questions in a different order) <input type="checkbox"/> Shuffle
4.	Determine the maximum score for the quiz (It is advisable to use the default, which is a score of 100)
5.	<p><b>To add questions:</b></p> <p>1. Click "Add" (on the right) and then "+from question bank"</p> <p>2. In the window that opens:</p> <ul style="list-style-type: none"> <li>- Select the category</li> <li>- Mark the relevant questions</li> <li>- And click "Add Selected Questions to the quiz"</li> </ul> 
6.	<p><b>[Optional]</b> Add a random question from the question bank</p> <p>This option enables you to choose a category from the question bank, from which each student will receive random questions (for example: if you created a category of 50 questions, and you add 5 random questions, each student will receive 5 random questions from this category)</p> <p><b>To add random questions:</b></p> <ul style="list-style-type: none"> <li>- Click Add and then "+Random Question"</li> <li>- Select the relevant category</li> <li>- Mark how many questions from the category will appear on the quiz</li> <li>- And click "Add Random Question"</li> </ul> 



## After the students have submitted the quiz

<p><b>How do you see student attempts?</b></p>	<p><b>To see the student attempts page (Results)</b>                  Enter the quiz and click on the "Results" link (on the left menu)                  On the next page, you will see the results of the student attempts</p>
<p><b>How do you grade essay questions?</b></p>	<p><b>Option 1: A cross-grading of essay questions is <u>*Recommended*</u></b></p> <ul style="list-style-type: none"> <li>• Click "Manual grading" (on the left menu)</li> <li>• In the next window, you will see a table with the list of essay questions</li> <li>• In the "To grade" column, click on the " XX grade" link on the question</li> <li>• On the next page, you will see the students' answers and for each answer you will be able to write feedback and assign a grade</li> </ul> <p><b>Option 2: grading essay questions for each student individually</b></p> <ul style="list-style-type: none"> <li>• On the "Results" page, click "Review attempt" of the student</li> <li>• In the essay question, click "Make comment or override mark"                      On the page that opens you can write feedback and assign a grade</li> </ul>
<p><b>Where can I see statistical information about the quiz?</b></p>	<p><b>To view statistical information regarding student attempts</b>                  In the quiz &gt; Click on "Statistics" in the menu (on the left menu)</p>