A. Adding a Quiz Activity to Moodle

These are instructions for one of the three main tasks in creating quizzes in Moodle:

A. **Add the Quiz activity and select the settings for the way it will be delivered.**
B. **Create and/or import questions into the Question Bank.**
C. **Edit the quiz to add the questions.**

The order of the tasks is flexible. It doesn't matter whether you add the quiz (A) or create the question bank (B) first. But it is advisable to complete those two steps before adding questions to the quiz (C), unless the quiz is very short.

I. Add the Quiz Activity

1. Locate the section (week or topic) to which you want to add a quiz.
2. Select **Quiz** from the **Add an activity** menu in that section. The Adding New Quiz screen will open.

II. Select the Quiz Settings

Pay particular attention to the settings for Attempts, Grades, and Review Options.

**General Settings**

3. Enter the **Quiz name**.
4. Enter an **Introduction** for the quiz. Students will see the Introduction after clicking on the quiz name on the course page, but before they click on 'Attempt quiz' and thus before the quiz timer is started (if you are using one).

Be sure to include any special instructions for taking the quiz, like the number of attempts the student is allowed or how it is scored. You can use the HTML editor to insert an image, link to an external web site, or link to an audio or video file.

**Timing Settings**

You will need to change the Timing settings, if you want to specify a date and/or time range that the quiz is available, or if you want to limit the time students have to complete the quiz after they start it. If the quiz is a self-test or other quiz that can be taken at any time, you don't need to modify these settings.

<table>
<thead>
<tr>
<th>Timing</th>
<th>Open the quiz</th>
<th>Close the quiz</th>
<th>Time limit (minutes)</th>
<th>Time delay between first and second attempt</th>
<th>Time delay between later attempts</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>November 2009</td>
<td>November 2009</td>
<td>10</td>
<td>None</td>
<td>None</td>
</tr>
</tbody>
</table>

5. **Open the Quiz.** Select the date and time the quiz will be available to students. If you want the quiz to be available at any time, check **Disable**.
6. **Close the Quiz.** Select the date and time the quiz will no longer be available to students. If you don't want the to end the availability of the quiz, check Disable.

7. **Time limit.** If you want to limit the time students have to complete the quiz, enter the number of minutes they will be allowed. Then check Enable to enable quiz timing. The timer begins when the student clicks on 'Attempt quiz,' after having had the opportunity to read the instructions in the quiz Introduction.

8. **Time delay between first and second attempt.** If you select a time delay from the drop-down menu, then students will have to wait for that length of time before they can attempt a quiz again after the first attempt. (See the Attempts settings below to set how many times the students may take the quiz.)

9. **Time delay between later attempts.** If you select a length of time for this setting, it will apply to the amount of time the student has to wait before the third attempt and any subsequent attempts.

### Display Settings

The settings for shuffling questions or shuffling answers are intended to diminish the likelihood of students copying from each other or of students learning answers based on a particular order, instead of on the content.

10. **Questions per page.** You can display all of the questions together on one page, or a fixed number of questions per page. Select a number between 1 and 50 or Unlimited. Limiting the number of questions per page is useful for long tests.

<table>
<thead>
<tr>
<th>Display</th>
</tr>
</thead>
<tbody>
<tr>
<td>Questions per page</td>
</tr>
<tr>
<td>Shuffle questions</td>
</tr>
<tr>
<td>Shuffle within questions</td>
</tr>
</tbody>
</table>

11. **Shuffle questions.** This setting allows you to change the order of the questions each time the quiz is presented (to the same student or to a different student). This is not related to the random selection of a different set of questions from a question pool. It only affects the displayed order of questions.

12. **Shuffle within questions.** You can also shuffle the order of the possible answers for each question (for multiple-choice and matching questions).

   **NOTE:** If you select Yes for this setting, make sure that your multiple-choice questions don't contain answers such as 'Both A and B,' because a given answer will not always be in the same position and have the same letter.

### Attempts Settings

You can allow students to take a quiz more than once. This is useful for self-tests that are not graded or for allowing students to improve their scores by taking the quiz another time or multiple times.

13. **Attempts allowed.** Select from a number from 1 to 10, or Unlimited.

14. **Each attempt builds on the last.** This setting makes it possible for a quiz to be completed over several attempts. If this setting is set to Yes, then each new attempt contains the results of the previous attempt. Otherwise, a fresh quiz is shown on every attempt.

<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
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</tr>
<tr>
<td>Each attempt builds on the last</td>
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<tr>
<td>Adaptive mode</td>
</tr>
</tbody>
</table>

15. **Adaptive mode.** If you choose Yes for this option, then the student will be allowed multiple responses to a question even within the same attempt at the quiz. So if the student's response is marked as incorrect, the student will be allowed to try again immediately. However a penalty will usually be subtracted from the students score for each wrong attempt (the amount of penalty is determined by the penalty factor, set by the next option). In Adaptive mode, there is a separate Submit button for each question.
Grades Settings

16. **Grading method.** This setting only applies to quizzes that allow **multiple attempts.** Select from:
   a. Highest grade
   b. Average grade
   c. First attempt
   d. Last attempt

<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>Grading method</td>
</tr>
<tr>
<td>Apply penalties</td>
</tr>
<tr>
<td>Decimal digits in grades</td>
</tr>
</tbody>
</table>

17. **Each attempt builds on the last.** This setting only applies to quizzes run in **adaptive mode.** In adaptive mode, a student is allowed to try each question again after a wrong response. In this case you may want to impose a penalty for each wrong response to be subtracted from the final mark for the question. The amount of penalty is chosen individually for each question when setting up or editing the question.

18. **Decimal digits in grades.** Select the number of digits to be displayed after the decimal point for grades that are not whole numbers. This setting affects only the **display** of grades. It does not affect the internal calculations and rounding of the grades.

Review Options Settings

These options control what types of information students can see when they review a quiz attempt or look at the quiz reports. The information types that can be displayed are:

- **Responses** — the answer the student selected for each question
- **Answers** — the correct answer for each question
- **Feedback** — the feedback (if any) that you set up for each of the possible answers (correct or incorrect) to each question. This can, for example, consist of an explanation of why the answer selected is incorrect, or a reference to where the student can find the correct answer.
- **General feedback** — the feedback (if any) that you set up for all answers to a question
- **Scores** — the score the student received for each question
- **Overall feedback** — the feedback (if any) that you set up for the entire quiz

<table>
<thead>
<tr>
<th>Review options</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>Responses</td>
<td>☑</td>
<td>☑</td>
<td>☑</td>
</tr>
<tr>
<td>Answers</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
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19. **Immediately after the attempt.** Select which of the items above you want the student to be able to see **within two minutes** of completing a quiz attempt (clicking ‘Submit all and finish’).

20. **Later, while the quiz is still open.** Select which of the items above the student will be able to see after completing a quiz attempt, but before the quiz close date. You could, for example, limit this kind of review, to discourage students who have taken the quiz from providing answers to those who haven’t.

21. **After the quiz is closed.** Select which of the items above the student will be able to see after the quiz close date (when the quiz is no longer available).

**Be careful of providing too much information.** If you allow students to attempt the quiz more than once, for example, you may not want to display the correct answer for each question after the first attempt.
Security Settings

Quizzes delivered online are not secure. These settings can only make copying and other kinds of cheating a bit more difficult, but they cannot insure security.

22. Show quiz in a "secure" window. If you select Yes for this setting:
   - Javascript is made a requirement.
   - The quiz appears in a new full-screen window.
   - Some mouse actions on the text are prevented.
   - Some keyboard commands are prevented.

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</tr>
<tr>
<td>Require password</td>
</tr>
<tr>
<td>Require network address</td>
</tr>
</tbody>
</table>

23. Require password. If you enter a password in this setting, students must enter the same password each time they want to attempt the quiz.

24. Require network address. You can restrict access for a quiz to particular subnets on the LAN or Internet by specifying a comma-separated list of partial or full IP address numbers. This is especially useful for a proctored quiz, where you want to be sure that only people in a certain room are able to access the quiz. Click on the Help button next to the setting for further information.

Common Module Settings

25. Group mode. As with other activities, you can assign groups to quizzes. The options are:
   a. No groups — All students take the same quiz
   b. Separate groups — Students see only the quiz for their group.
   c. Visible groups — Students see all the quizzes for all groups, but can only take the quiz for their own group.

   NOTE: To create the groups, click on Groups in the Administration block.

26. ID number. If you add an ID number, you can use the number in grade calculations. (You can also set the ID number in the gradebook.)

27. Grade category. Select the gradebook category to which the quiz should be added. (You need to set up the categories in the Gradebook. It's best to do that before adding activities you plan to grade, but you can assign the quiz to a grade category later.)

Overall Feedback Settings

Overall feedback refers to text that is displayed to students after they have completed an attempt at the quiz (as opposed to the specific feedback for a particular response to
a question, which can be part of a quiz question). You can vary the text that is shown, depending on the student's score.

By entering a combination of feedback and grade boundaries you can set up ranges of quiz scores and corresponding feedback for each range.

28. **Feedback.** Enter the text of the feedback you want to display

29. **Grade boundary.** Enter the lowest grade that will prompt the feedback in the field above. The grade boundary can be specified either as a percentage or as a number (the score received).

30. When you've completed the settings, click **Save and return to course.**

To make changes to the quiz after you have saved it, click the Edit icon next to the quiz name on the homepage.

For further information, see [Quiz Module](http://www.sjcc.edu/OnlineLearning/Moodle/Moodle-HowTo-Faculty/) in MoodleDocs.