C. Adding Questions to the Quiz

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. Select the Questions

1. On the course homepage, click on the title of the quiz. A new page will appear, which is split in half.

   The course Question Bank will appear on the right side of the page. A list of the questions that have been selected for the quiz will appear on the left. If it is a new quiz, the list of quiz questions will be blank.

2. From the Category drop-down menu in the Question Bank, select a category from which you want to select questions for this quiz. The questions don't all have to come from the same category. You can select questions from one category, and then switch categories and select additional questions.

3. There are different ways to select questions for a quiz.

   In addition to identifying specific questions, you can let Moodle select a set of questions randomly from a larger pool of questions. With this option, each student will get the same number of questions, but each is likely to get a different set of questions from the pool of questions in that category.

   - Select questions yourself from a single or multiple categories.
     1. Using the checkboxes to the left of each question, select the questions for the quiz.
     2. Scroll to the bottom of the Question Bank, and click the Add to quiz button.
3. If you want to select questions from additional categories, select another category from the Category drop-down menu, and repeat steps a and b.

**Select all of the questions from one or more categories.**

1. Scroll to the bottom of the Question Bank, and click **Select all**.
2. Click the **Add to quiz** button.
3. If you want to select questions from additional categories, select another category from the Category drop-down menu, and repeat steps a and b.

**Have Moodle select questions randomly from a particular category.** The more questions you have in the category, the more likely it is that each student will receive a different set of questions. If you include several random questions in a quiz, different questions will always be chosen for each of them. If you mix random questions with non-random questions, then the random questions will be chosen so that they do not duplicate one of the non-random questions.

1. Scroll to the bottom of the Question Bank, and select the number of question you want to be selected each time the quiz is presented. From the **Add ... random questions** drop-down menu, you can **select a number** between 1 and 10 or the number 20.
2. Click **Add**.
3. If you want to have questions selected randomly from more than one category, select another category from the Category drop-down menu, and repeat steps a and b.

4. **Check the number of points** to make sure the points assigned to each question and the total number of points for the quiz are what you want.

5. Click **Save changes**.

**II. Preview the Quiz and Make Changes**

6. To preview the quiz you have just created, click on the **Preview** tab at the top of the screen.

7. If you want to make changes to the questions after previewing the quiz, click the **Edit** tab.

8. If you want to change quiz settings, click on the **Update this Quiz** button at the upper-right corner of the page (above the tabs). See the instructions for adding the quiz activity for information on changing the quiz settings.

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