

Moodle Instructions Designing Quizzes by Jim Johnston

Moodle defines all standard assessments where questions are asked and answers are recorded and assigned a value as a **quiz**. Another word for quiz is test. They are one and the same.

The process for designing a quiz is similar to how face-to-face classroom teachers create tests but needs to be broken into more definable pieces so that future access and use of questions is available to the class teacher and to other teachers.

When creating a test the following process must occur:

1. Quiz questions must already exist in Moodle or they must be made.
2. A quiz must be associated with a name and then assigned questions.

Creating Quiz Questions

The process to create quiz questions is not difficult and the overall time it requires is outweighed by the fact that other teachers and you will continue to have access to these questions for future tests.

1. To create a quiz question click on **Questions** in your Administration menu.
2. Navigate or create a folder to host your questions.
3. Select the type of question you want to make.
4. Create question.

Available Question Types:

- Calculated
- Description
- Essay
- Matching
- Multiple Choice
- Short Answer
- Numerical
- Random Short-Answer Matching
- True/False

Available Question Features

- Multiple Answer
- Partial Credit
- Random order within multiple choice
- Unlimited amount of multiple choice answers

- Response Feedback

Notes:

- Best practice is to design multiple well-named folders to host your questions.
- Best practice is to use well-named quiz questions so you can easily access them later.

Creating a Quiz

There are two main tasks when creating a quiz:

1. Defining quiz rules
2. Associating questions to quiz

Defining Quiz Rules

1. From main page of your course click **Turn editing on** button.
2. Under **Add an Activity** select **Quiz**
3. Enter a name for the quiz, which students will see.
4. Enter your instructions for the quiz.
5. Enter timing info:
 - Do you want the quiz available on a specific date? closed on a specific date?
 - Is there a time limit for the quiz?
 - If multiple attempts are allowed, how much time should be allotted before a student can retake a quiz?
6. Enter display info:
 - How many questions per page? I recommend at least 10 so students do not have to keep submitting work during the test.
 - Do you want the questions to be served in random order? Therefore each student will have different questions for each number.
 - Would you like multiple choice answers to be shuffled?
7. Enter attempts info:
 - How many attempts? If they can only take it once set this value to 1.
 - If multiple attempts are allowed, how should grading be dealt with?
8. Enter grade info.
9. Enter student permissions. Do you want students to have access to the answers, their grades, and feedback when they submit their test?
10. Enter security info:
 - Select show quiz in a secure window. Helps prevent students from copying and pasting test to computer, printing test, and switching to other windows. Note: Does not prevent just helps prevent.
 - Set a password for the test that can be given during class so students cannot login earlier to the test if you create the night before.
11. Enter feedback info. If you choose to use feedback you can enter that information here.

12. Click **Save Changes**

Associating Questions to Quiz

1. Select the appropriate folder that contains your questions.
2. Individually select each question you would like to associate with quiz.
3. Select the << button to move questions to quiz.
 - You also have the option to have n random questions selected.
4. Once questions are associated to the quiz you can change the value of each question.

You quiz is now created!