How to create an Online Quiz in Moodle

> Application Development Division UNIVERSITY OF BUSINESS AND TECHNOLOGY

# **Creating Online Quiz**

Here I would like to inform you, how to create an online Quiz upload Question Bank or prepare the questions answers in Microsoft Word then import into Moodle.

Please follow the below steps to create a Quiz in Moodle.

Step 1

Open the top right corner setting then click on "turn Editing ON", select your section as per your schedule "Add an Activity or Resource". As shown in below picture.



When you click on "Add an Activity or Resource" you will get popup menu, in that you should have to select the option "Quiz" as shown in the below picture.

NGLISH (EN) 🔻	Add an activity or reso	urce	×
2019-FALL-B	O 🧓 Chat	The quiz activity enables a teacher to create	•
Dashboard / Cou	Choice	quizzes comprising questions or various types, including multiple choice, matching, short-answer and numerical.	
	O 🦂 External tool	The teacher can allow the quiz to be attempted multiple times, with the questions	
+ 🖬 Anna	<ul> <li>Forum</li> <li>Glossary</li> </ul>	shuffled or randomly selected from the question bank. A time limit may be set.	Edit -
	C Esson	Each attempt is marked automatically, with the exception of essay questions, and the	vity or resource
⊕ 1 Septe	Quiz	grade is recorded in the gradebook. The teacher can choose when and if hints,	Edit <del>-</del>
t. 8 Septe	Survey	feedback and correct answers are shown to students.	Hty or resource
4 Coopie	<ul> <li>U Turnitin Assignment</li> </ul>	Quizzes may be used <ul> <li>As course exams</li> </ul>	vity or resource
⊕ 15 Sep	O Wiki	As mini tests for reading assignments or at the end of a topic     As example proteins groups from	Edit <del>-</del>
+ 22 Son	Book	To deliver immediate feedback about	nty or resource
	O 📄 File	<ul><li>Performance</li><li>For self-assessment</li></ul>	Edit ←
⊕ 29 Sep	Folder  MC contract	More help	▼ Edit -
		Add Cancel	rity or resource

After Adding the Quiz, you have write general information and Quiz schedule date open / close and time limit have to fix. Please have a look in below picture.

<ul> <li>General</li> </ul>		▶ Expand all
Name	0	Ouiz Chapter 5
-		Paragraph V B I := 5 V V V I I I V
- Timing		
Open the quiz	0	14 ⇒     March ⇒     2020 ⇒     10 ⇒     55 ⇒     m      Image: Second
Close the quiz		17 <b>≎</b> March <b>¢</b> 2020 <b>≎</b> 10 <b>≎</b> 55 <b>≎ ∰                                 </b>
Time limit	0	30 minutes 🗢 🗷 Enable
When time expires	0	Attempts must be submitted before time expires, or they are not counted

- Grade			
Grade category	Our Contract Cont		
Grade to pass			
Attempts allowed	1 ≑		
Grading method			
- Layout			
New page	Every question		
Show more			
<ul> <li>Question behaviour</li> </ul>			
Shuffle within questions	🕑 🔤 Yes 🗢		
How questions behave	Deferred feedback	\$	
Show more			
<ul> <li>Review options </li> </ul>			
During the attempt	Immediately after the atten	pt Later, while the quiz is still open	After the quiz is closed
The attempt 🕜	The attempt	The attempt	The attempt
Whether correct 0	Whether correct	Whether correct	Whether correct
Marks Q	Marks	Marks	Marks
Specific feedback 0	Specific feedback	Specific feedback	Specific feedback
General feedback	General feedback     General feedback	Ceneral feedback	General feedback     Diabt answer
Right answer V Overall feedback Q	<ul> <li>Right answer</li> <li>Overall feedback</li> </ul>	♥ Fight answer ♥ Overall feedback	<ul> <li>Right answer</li> <li>Overall feedback</li> </ul>

Step 3a

Appearance	
- Extra restrictions on atten	npts
Require password	💡 Click to enter text 🥒 👁
Require network address	•
Enforced delay between 1st and 2nd attempts	0     minutes ◆     ■ Enable
Enforced delay between later attempts	Ø minutes ♦ Enable
Browser security	€ Full screen pop-up with some JavaScript security €
Show more	
Overall feedback o	
Common module settings	\$
<ul> <li>Activity completion</li> </ul>	
▶ Tags	
<ul> <li>Competencies</li> </ul>	
	Save and return to course Save and display Cancel
There are required fields in this form mark	ked () .

Once you add the all settings as per the above picture, then "**Save and return to course**" you will get the below information in the course list.

8 March - 14 March	
Final Quiz	
15 March - 21 March	

Step 4

Still we didn't add the questions, just till we prepared Quiz basic information and Scheduling and Quiz time limit, Now will add the Questions and Answers from Question Bank.

Before going to import the Question Bank, you have to follow below 5<sup>th</sup> step.

Quiz Chapter 5		•
his is Compulsory have to attend the Quiz.		
	This quiz will close at Tuesday, 17 March 2020, 12:00 AM	
	Time limit: 10 mins	
	Grading method: Highest grade	
	No questions have been added yet	×
	Edit quiz	
	Back to the course	
Announcements	Jump to 🗢	



In the below Microsoft Word document you have to remove the top heading and remove the unwanted spaces,

Option should have to write in Caps letter and ANSWER word and correct option write in Capital letter (:) . Remove the space after and before.

	7				
Question Bank All Question to write the compulsory, all answers has equal marks, please don't miss any Question.					
QUIZ 2	DATE: 20 APRIL 2020	TIME: 30 MINUTES			
<ol> <li>The work contract for A. Saudis</li> <li>B. Non Saudis</li> <li>C. Both A and B</li> <li>D. None</li> <li>ANSWER: C</li> </ol>	shall be written an	nd of a specified period			
<ol> <li>An employer shall ind A. Iqama Fee</li> <li>B. Work Permit Fee</li> <li>C. Profession change</li> <li>D. All</li> <li>ANSWER: C</li> </ol>	eur the fees pertaining to recruitment	t of non-Saudi workers			
3. Every employer employer of his Saudi v	oying fifty or more workers shall an vorkers not less than of	nually train, in his business, a f the total number of his workers.			

rs.	Paragraph	r <u>s</u>	Styles
		3 4	
The work contr	act for	shall be written ar	nd of a specified period
A. Saudis			1 1
B. Non Saudis			
C. Both A and	В		
D. None			
ANSWER: C			
An employer sh	hall incur the fees p	ertaining to recruitmen	t of non-Saudi workers
A. Iqama Fee			
B. Work Perm	it Fee		
C. Profession	change fee		
D. All			
ANSWER: C			
Every employe	r employing fifty or	r more workers shall ar	inually train, in his business, a
number of his S	Saudi workers not le	ess than of	t the total number of his workers.
A. 6%			
B. 7%			
C. 8%			
D. None			
ANSWER: C			
The employee r	and the second second second	aining on qualification	contract if the trained is
A not amenab	la to	aming or quantication	contract if the traffice is
B incomphie of	f completing the tra	ining	
B. meapable o	r completing the tra	uning	

Now you have to "Save As" in 'Plain Text' with the same name option as shown in the below picture.

🕒 🔹 📎	▶ This PC ▶ Local Disk (	D:) ► M	oodle	►	Ç	Search Moodle		Q
nise 👻 Nev	w folder						₩ <b>=</b> ▼	0
Microsoft Word Desktop		<b>^</b>		test-quiz-with Text Document 840 bytes	numbe t	ering		^
Homegroup Syed Inayathu	llah Hussaini	8		test-quiz12 Text Document 1.01 KB	t			
This PC Libraries Network		¢		test-quiz123 Text Document 961 bytes	t			
Control Panel Recycle Bin		•		test-quiz Text Document 960 bytes	t			~
File <u>n</u> ame:	Creating Online Quiz Moo	dle-User G	Guide					~
Save as <u>t</u> ype:	Plain Text							~
Authors: de Folders	Word Document Word Macro-Enabled Document Word 97-2003 Document Word Template Word Macro-Enabled Template Word 97-2003 Template							
ons	XPS Document Single File Web Page Web Page Web Page, Filtered Rich Text Format							
	Plain Text Word XML Document Word 2003 XML Document Strict Open XML Document OpenDocument Text Works 6 - 9 Document	ŧ						

You have to select Other encoding  $\rightarrow$  Unicode(UTF-8), the OK button.

File Conversion - test-quiz-with numbering[23058430092	14486538].txt	? ×
Warning: Saving as a text file will cause all formatting, picto Text encoding: <u>W</u> indows (Default) OMS- <u>D</u> OS Other encoding) Options: <u>Insert line breaks</u>	Unicode (Big-Endian) Unicode (UTF-7) Unicode (UTF-8)	to be lost.
End <u>l</u> ines with: CR / LF	Vietnamese (Windows) Wang Taiwan	~
Allow character substitution Add <u>b</u> i-directional marks		
Pre <u>v</u> iew:		
Question Bank Quiz □The subject General information of Computer Engineerin instruction of the Quiz. □	ng course. Please follow the	^
□1- In which decade was the American Institute of Electric	cal Engineers (AIEE) founded	?
□A. 1850s		
□B. 1880s		
□C. 1930s		
DD 1050a		•
	ОК	Cancel
7.110 TER 0		

This is Plan Text file. It looks like clear, Questions and option with the Answers.

test-quiz-12 - Notepad				_	×
File Edit Format View Help					
In which decade was the American Institute of El A. 1850s B. 1880s C. 1930s D. 1950s ANSWER: B	ectrical Engineers	(AIEE	) founded?		^
What is part of a database that holds only one t A. Report B. Field C. Record D. File ANSWER: B	ype of information	15			
'OS' computer abbreviation usually means ? A. Order of Significance					
B. Open Software C. Operating System D. Optical Sensor ANSWER: C					
In which decade with the first transatlantic rad A. 1850s B. 1860s	io broadcast occur	·;			
C. 1870s	Ln 1. Col 1	100%	Windows (CRLF)	UTF-8	~
	·				 



Once you finish the above steps go to <u>Step4</u>, in the Moodle click on top right corner setting you will get menu, Select the **Categories** Option and create one category. Once it is created we will import the Question bank, which we created as 'PlainText' file.

	*
	Edit settings
	Group overrides
uiz will close at Tuesday, 17 March 2020, 12:00 AM	User overrides
Time limit: 10 mins	🖨 Edit quiz
Grading method: Highest grade	• Preview
	Results
No questions have been added yet	Grades
	<ul> <li>Responses</li> </ul>
Back to the course	<ul> <li>Statistics</li> </ul>
Back to the course	<ul> <li>Manual grading</li> </ul>
Jump to 🗢	Locally assigned roles
	Permissions
	Check permissions
	Filters
	Logs
	Backup
	Restore
	Question bank
You are logged in as Admin Liser (Log out)	Questions
2019-FALL-B-MIS-310-1-01	Categories
	Import
	Export

Add Category: Parent Category  $\rightarrow$  'Top' under you course name. write category Name: Quiz Category Chapter 5 – click on Add button.

Add category		
Parent category	0	тор
Name		Quiz Category Chapter 5
Category info		
		Path: p
		Add category

Added Category with Zero (0) Questions.



Now you have select the **Import** option from the top right corner list. As shown in the picture below.



Step 9

Step 8

Follow the below picture steps, **File Format:** Aiken Format, **General:** Select your Category **Import File:** Drag and Drop in the Box. Then **Press on Import button** 



Once imported my 5 Question added in the Category. Say continue button.

Parsing que	estions from impo	t file.		×
Importing 5	questions from fil	e		×
1. In which de	cade was the Am	erican Institu	e of Electrical Engineers (AIEE) founded?	?
<b>2</b> . What is par	t of a database th	at holds only	one type of information?	
3. 'OS' compu	iter abbreviation u	sually mean	;?	
4. In which de	cade with the first	transatlanti	radio broadcast occur?	
5. '.MOV' exte	ension refers usua	lly to what k	nd of file?	

Go to Quiz Page.



Then Select the **Add from Question bank,** now you can use Shuffle option (Question and option will Shuffle)

Editing quiz: Quiz Chapter 5 o	
Questions Questi	Maximum grade 10.00 Save
Repaginate Select multiple items	Total of marks: 0.00
	Shuffle 💡
	+ a new question
	+ from question bank

See the Below screen.. for Selecting the added Category.

UNIVERSE	TY OF BUSINESS AND TED INCLOSY				
2019	-FALL-B-MIS-	310-1-01			
Dash	board / Courses / 20	019-FALL-B-MIS-310-1-01 / 1 September -	7 September / Quiz Chap	ter 5 / Edit qu	ıiz
Edi	tina auiz: C	uiz Chapter 5			
Eai	ung quiz. C	uiz Chapter 5 ø			
Quest	tions: 0   Quiz open (c	loses 17/03/20, 00:00)	Maximum grade	10.00	Save
Rep	Add from the	question bank at the end			× ).0
Rep	Add from the	e question bank at the end	•		× ].0
Rep	Add from the	Default for 2019-FALL-B-MIS-310-1-01	€ B.MIS.310.1.01		× ).0
Rep	Add from the Select a category: The default categ	Default for 2019-FALL-B-MIS-310-1-01 Quiz: Quiz Chapter 5 Default for Quiz Chapter 5	◆ B-MIS-310-1-01'.		× ).0
Rep	Add from the Select a category: The default categ Search options	e question bank at the end Default for 2019-FALL-B-MIS-310-1-01 Quiz: Quiz Chapter 5 Default for Quiz Chapter 5 Quiz Category Chapter 5 (5) Course: 2019-FALL-B-MIS-310-1-01	● B-MIS-310-1-01'.		× ).0
Rep	Add from the Select a category: The default categ Search options	e question bank at the end Default for 2019-FALL-B-MIS-310-1-01 Quiz: Quiz Chapter 5 Default for Quiz Chapter 5 Quiz Category Chapter 5 (5) Course: 2019-FALL-B-MIS-310-1-01 Default for 2019-FALL-B-MIS-310-1-01	◆ B-MIS-310-1-01'.		).0 ×
Rep	Add from the Select a category: The default categ Search options Also show ques	e question bank at the end Default for 2019-FALL-B-MIS-310-1-01 Quiz: Quiz Chapter 5 Default for Quiz Chapter 5 Quiz Category Chapter 5 (5) Course: 2019-FALL-B-MIS-310-1-01 Default for 2019-FALL-B-MIS-310-1-01 Category: Miscellaneous Default for Miscellaneous	€ B-MIS-310-1-01'.		× ).0
Rep	Add from the Select a category: The default categ Search options Also show ques	e question bank at the end Default for 2019-FALL-B-MIS-310-1-01 Quiz: Quiz Chapter 5 Default for Quiz Chapter 5 Quiz Category Chapter 5 (5) Course: 2019-FALL-B-MIS-310-1-01 Default for 2019-FALL-B-MIS-310-1-01 Category: Miscellaneous Default for Miscellaneous System	◆ B-MIS-310-1-01'.		× ).0

Added all 5 Question from the Category.

Repa	Select a category: Quiz Category Chapter 5 (5)	0.00
	Search options	
	Also show questions from subcategories	
	Also show old questions	-
	🕂 🗹 🗄 '.MOV' extension refers usually to what kind of file? '.MOV' extension refers usually to wh 🧿	
	+ 🗹 🤮 'OS' computer abbreviation usually means ? 'OS' computer abbreviation usually means ? 🧕	
	+ 🗹 🗄 In which decade was the American Institute of Electrical Engineers (AIEE) In which de 🧿	
	+ 🗹 🧮 In which decade with the first transatlantic radio broadcast occur? In which decade with 🧕	

Successfully we add the 5 Question in the Quiz.



#### Final Page the Quiz will start from here to attempt QUIZ NOW

Quiz Chapter 5	🗘	
this is Compulson have to atten	d the Ouiz	
this is compulsory have to atten	a ne quiz.	
	This quiz will close at Tuesday, 17 March 2020, 12:00 AM	
	Time limit: 10 mins	
	Grading method: Highest grade	
	Attempt quiz now	
Announcements	Jump to 🗢	
	Start attempt ×	
	Timed quiz	
	The quiz has a time limit of 10 mins. Time will count down from the moment you start your attempt and you must submit before it expires. Are you sure that you wish to start now?	
	Start attempt Cancel	

### **GRADE CAN CHANGE MANUALL**

### Some more information regarding manual Grade after online Quiz Result.

Step 1: Click on Attempts as shown in below picture



Once you click on attempts you can find the Result grade window. As shown in below.

Time taken	Grade/10.00	Regrade	Q. 1 /0.31	Q. 2 /0.63	Q. 3 /0.63	Q. 4 /0.31	Q. 5 /0.63	Q. 6 /0.63	Q. 7 /0.3
23 mins 2 secs	8.91		✓ 0.41	✔ 0.53	× 0.00	0.41	✓ 0.43	✓ 0.83	~
22 mins	10.00		✓ 0.31	• 0.63	✓ 0.63	• 0.31	✓ 0.63	✓ 0.63	_

If you want to change the existing grade, click on the grade 0.00

Then it has open new window and write comment on that question reason, then you can change the grade manual, as shown in below picture.

e. Beth, a so	mware vendor for Peachtree Account	ning Soπware 🗙
The correct answe	r is: Amy, a team manager in the acc	counts payable department
Make comment or	override mark	
Response his	ory	
Step Time	Action	State

Once you click on Make comment or Override mark, you can find another window as shown in below picture,

Comn	nent 🗸		
	Paragraph		
Path: p	0		
Path: p Mark 0	out of 1.	0 <mark>0</mark>	
Path: p Mark 0 Resp	out of 1.	<sup>30</sup> tory	

Then you can change the **GRADE MANUALLY**.

Just save the in bottom button.

# Thank you.

Application Development Division Moodle Admin.

University of Business and Technology -KSA.