

A dark blue vertical bar is on the left side of the page. A blue arrow points from the bar towards the right, pointing towards the title.

How to create an Online Quiz in Moodle

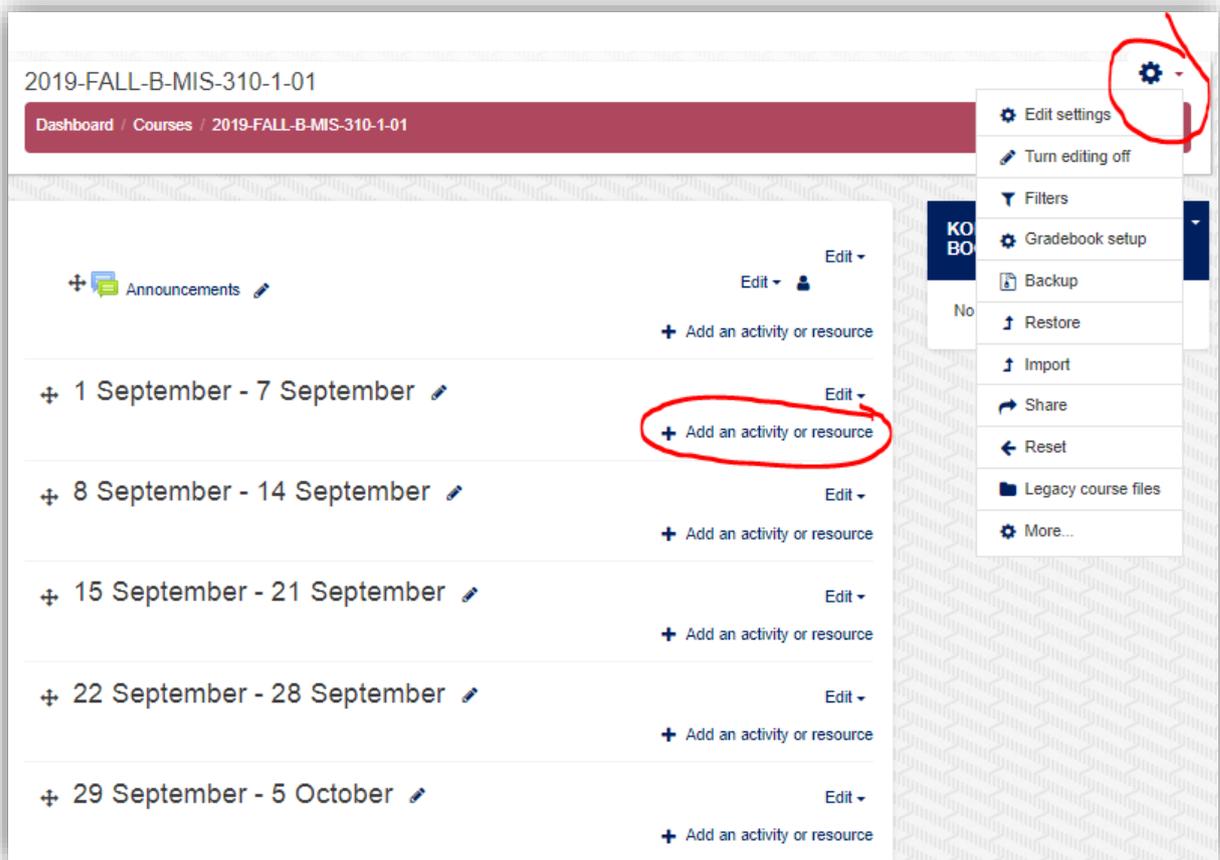
Creating Online Quiz

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

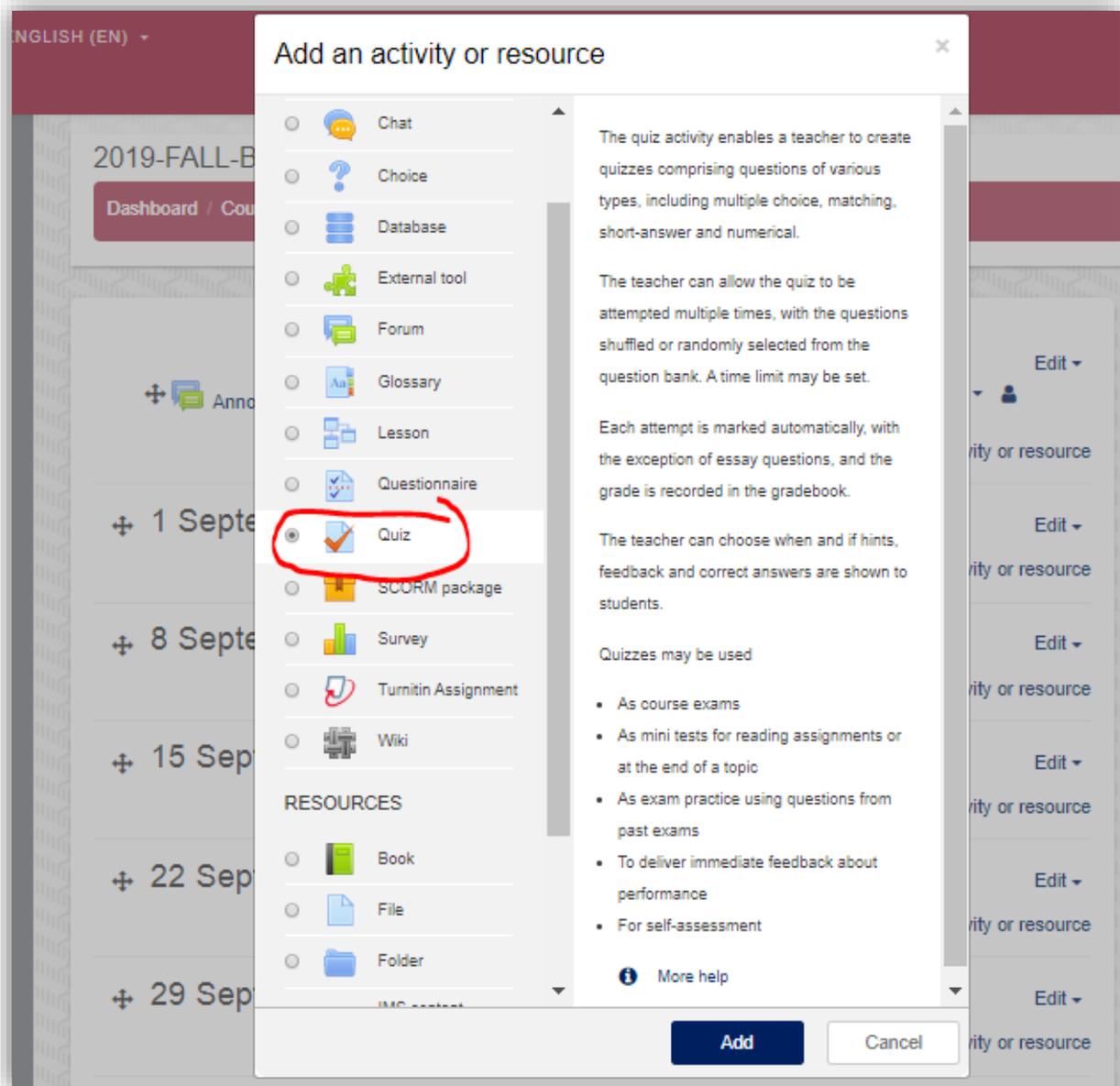
Open the top right corner setting then click on "turn Editing ON", select your section as per your schedule "Add an Activity or Resource". As shown in below picture.



The screenshot displays the Moodle course interface for '2019-FALL-B-MIS-310-1-01'. The top navigation bar includes 'Dashboard / Courses / 2019-FALL-B-MIS-310-1-01'. The main content area shows a list of course sections with dates and 'Add an activity or resource' buttons. A red circle highlights the 'Add an activity or resource' button for the '1 September - 7 September' section. On the right side, a settings menu is open, with a red circle highlighting the 'Edit settings' option at the top. Other options in the menu include 'Turn editing off', 'Filters', 'Gradebook setup', 'Backup', 'Restore', 'Import', 'Share', 'Reset', 'Legacy course files', and 'More...'. The 'KO BO' logo is visible on the right side of the page.

Step 2

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.



The screenshot shows a popup window titled "Add an activity or resource" with a close button (X) in the top right corner. The window is divided into two main sections: a list of activity types on the left and a detailed description of the selected activity on the right.

Activity List (Left):

- Chat
- Choice
- Database
- External tool
- Forum
- Glossary
- Lesson
- Questionnaire
- Quiz
- SCORM package
- Survey
- Turnitin Assignment
- Wiki

RESOURCES (Bottom Left):

- Book
- File
- Folder

Quiz Description (Right):

The quiz activity enables a teacher to create quizzes comprising questions of various types, including multiple choice, matching, short-answer and numerical.

The teacher can allow the quiz to be attempted multiple times, with the questions shuffled or randomly selected from the question bank. A time limit may be set.

Each attempt is marked automatically, with the exception of essay questions, and the grade is recorded in the gradebook.

The teacher can choose when and if hints, feedback and correct answers are shown to students.

Quizzes may be used

- As course exams
- As mini tests for reading assignments or at the end of a topic
- As exam practice using questions from past exams
- To deliver immediate feedback about performance
- For self-assessment

Buttons (Bottom): Add (dark blue), Cancel (white)

Step 3

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.

Adding a new Quiz to 1 September - 7 September ?

Expand all

General

Name !

Description

Path: p

Display description on course page ?

Timing

Open the quiz ?

Close the quiz

Time limit ? Enable

When time expires ?

Submission grace period ? Enable

Grade

Grade category ?

Grade to pass ?

Attempts allowed

Grading method ?

Layout

New page ? Repaginate now

Show more...

Question behaviour

Shuffle within questions ?

How questions behave ?

Show more...

Review options ?

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 checked="" type="checkbox"/> The attempt	<input checked="" type="checkbox"/> The attempt	<input checked="" type="checkbox"/> The attempt
<input type="checkbox"/> Whether correct ?	<input checked="" type="checkbox"/> Whether correct	<input checked="" type="checkbox"/> Whether correct	<input checked="" type="checkbox"/> Whether correct
<input type="checkbox"/> Marks ?	<input checked="" type="checkbox"/> Marks	<input checked="" type="checkbox"/> Marks	<input checked="" type="checkbox"/> Marks
<input type="checkbox"/> Specific feedback ?	<input checked="" type="checkbox"/> Specific feedback	<input checked="" type="checkbox"/> Specific feedback	<input checked="" type="checkbox"/> Specific feedback
<input type="checkbox"/> General feedback ?	<input checked="" type="checkbox"/> General feedback	<input checked="" type="checkbox"/> General feedback	<input checked="" type="checkbox"/> General feedback
<input type="checkbox"/> Right answer ?	<input checked="" type="checkbox"/> Right answer	<input checked="" type="checkbox"/> Right answer	<input checked="" type="checkbox"/> Right answer
<input type="checkbox"/> Overall feedback ?	<input checked="" type="checkbox"/> Overall feedback	<input checked="" type="checkbox"/> Overall feedback	<input type="checkbox"/> Overall feedback

Step 3a

Appearance

Extra restrictions on attempts

Require password ? [Click to enter text](#)

Require network address ?

Enforced delay between 1st and 2nd attempts ? minutes Enable

Enforced delay between later attempts ? minutes Enable

Browser security ? Full screen pop-up with some JavaScript security

[Show more...](#)

Overall feedback ?

Common module settings

Activity completion

Tags

Competencies

Save and return to course Save and display Cancel

There are required fields in this form marked .

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

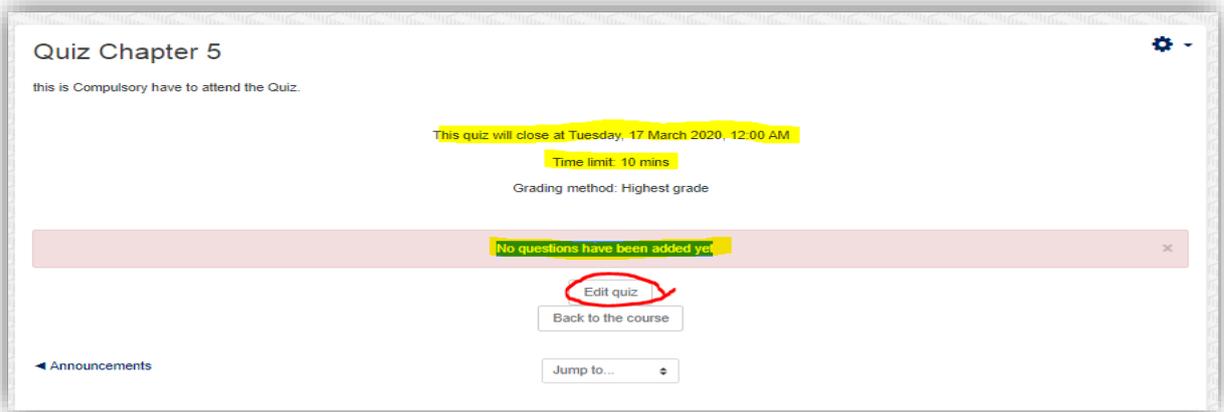
final Quiz here

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.

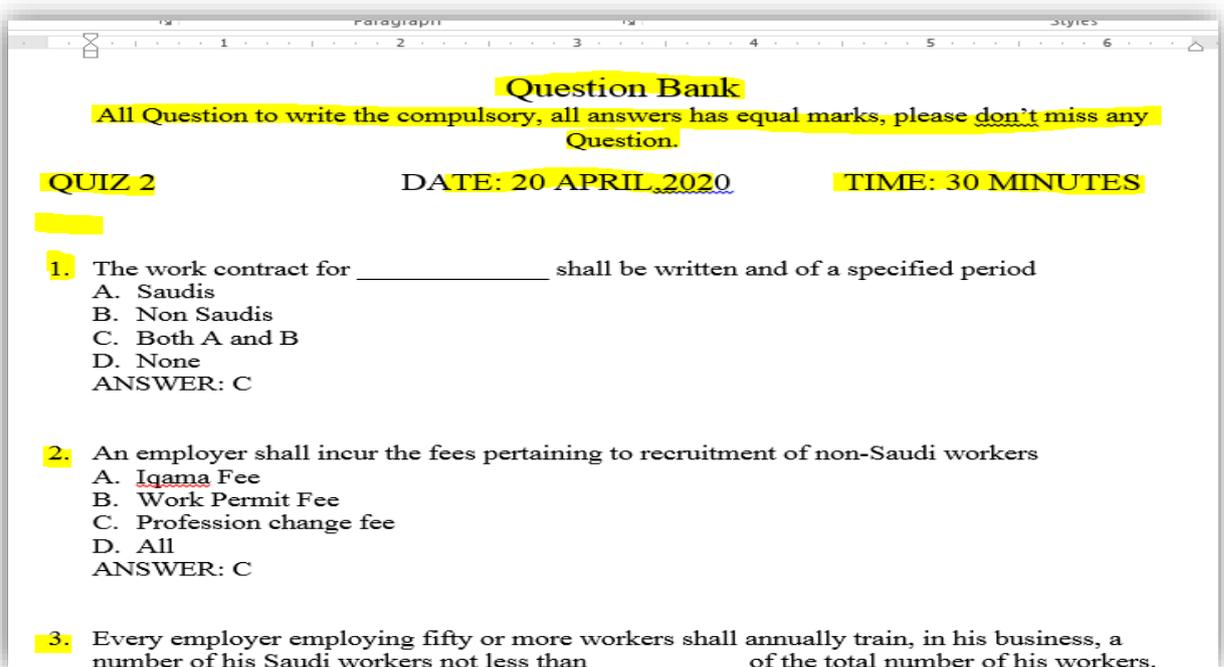
Before going to import the Question Bank, you have to follow below 5th step.

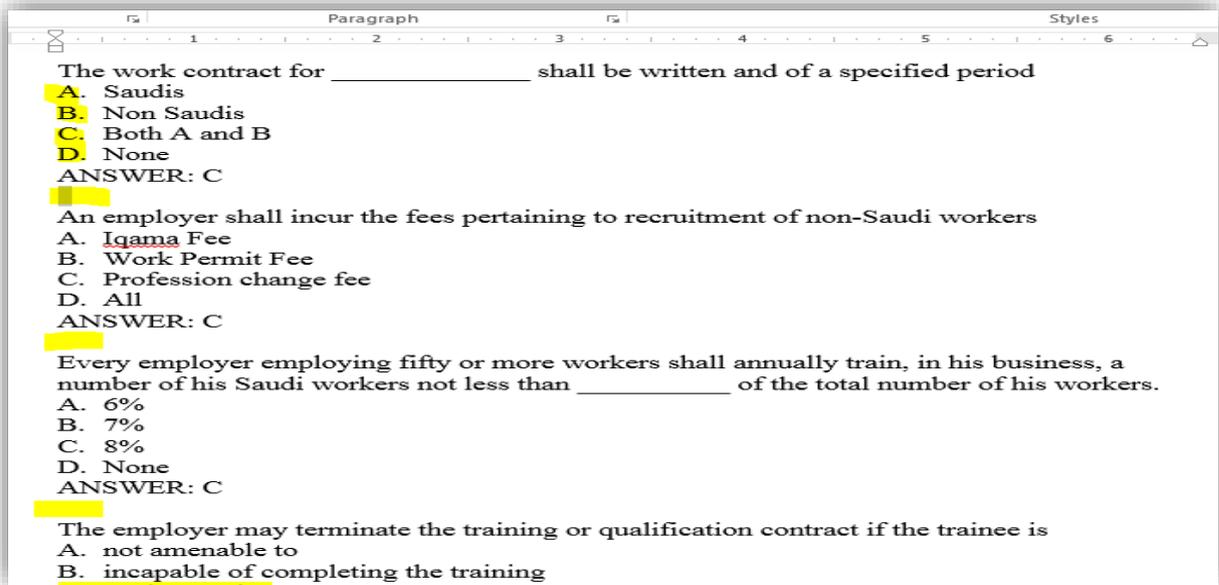


Step 5

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

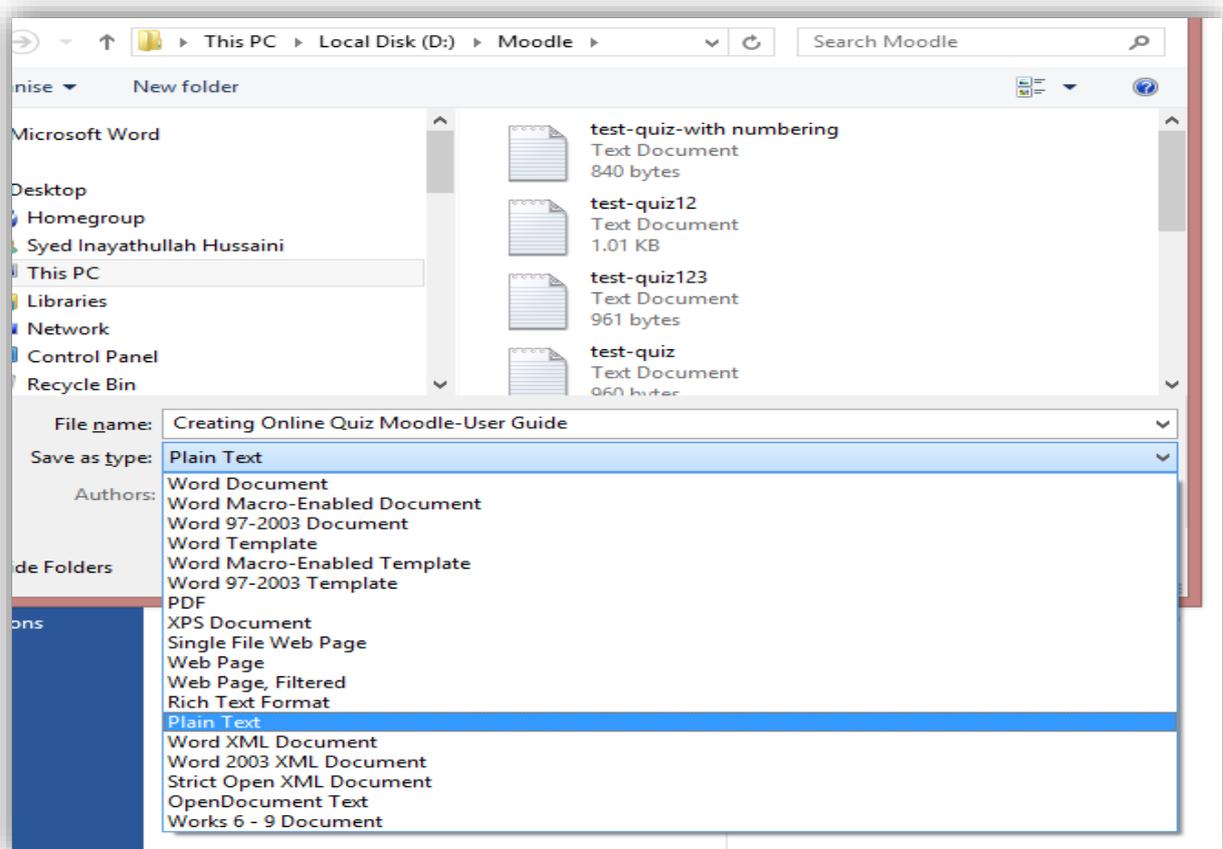
Option should have to write in Caps letter and ANSWER word and correct option write in Capital letter (:). Remove the space after and before.



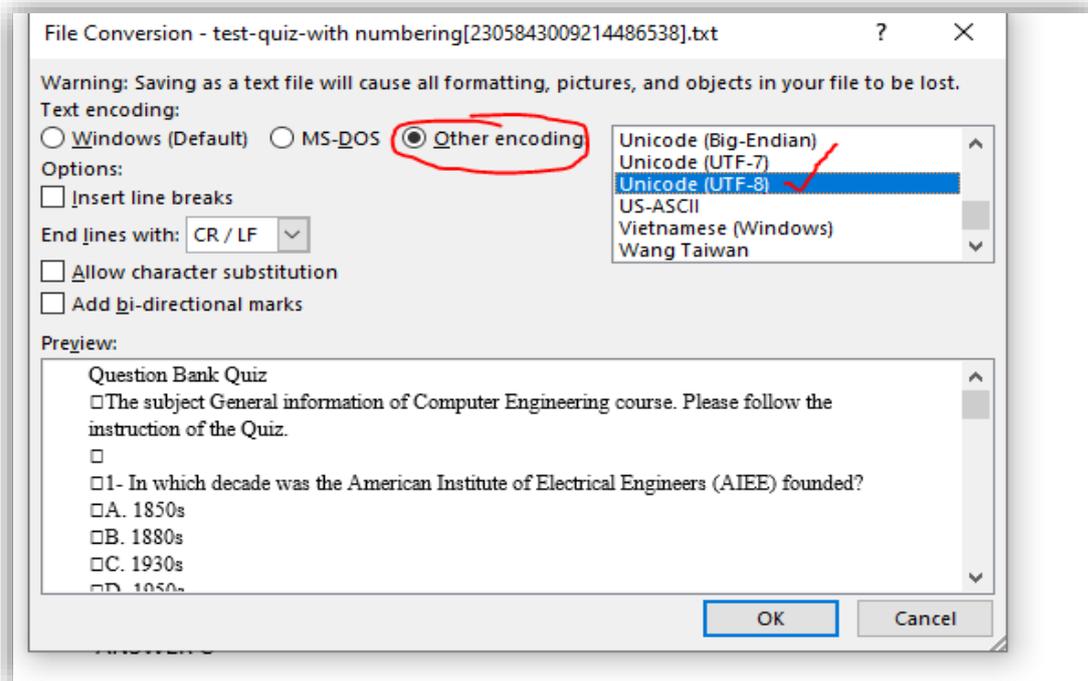


Step 6

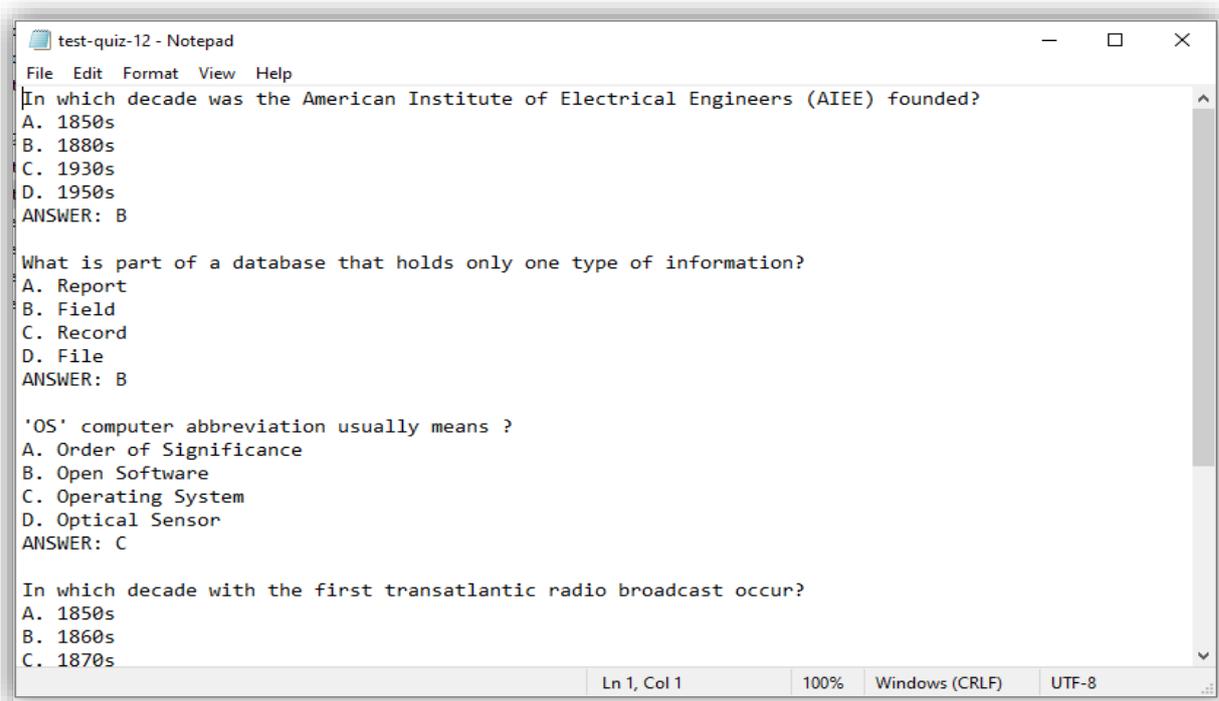
Now you have to "Save As" in 'Plain Text' with the same name option as shown in the below picture.



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



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



Step 6

Once you finish the above steps go to [Step4](#), 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.

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
Jump to...

Moodle Docs for this page
You are logged in as Admin User (Log out)
2019-FALL-B-MIS-310-1-01

- Edit settings
- Group overrides
- User overrides
- Edit quiz
- Preview
- Results
 - Grades
 - Responses
 - Statistics
 - Manual grading
- Locally assigned roles
- Permissions
 - Check permissions
- Filters
- Logs
- Backup
- Restore
- Question bank ✓
- Questions
- Categories
- Import
- Export

Step 7

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

▼ Add category

Parent category ? Top ✓

Name ! Quiz Category Chapter 5 ✓

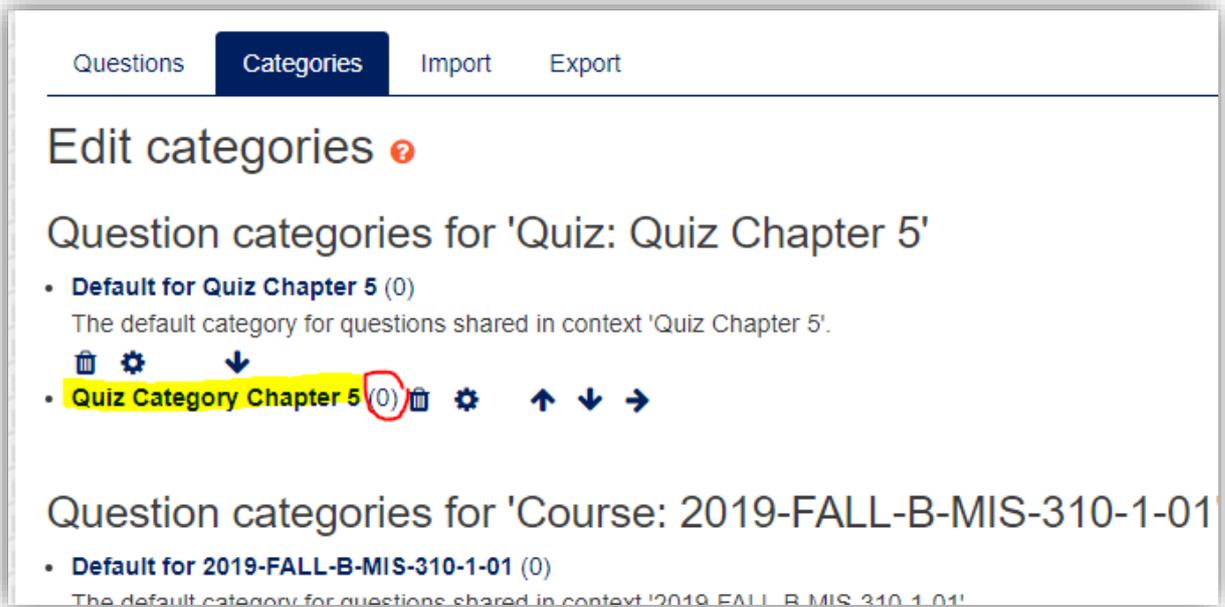
Category info

Paragraph **B** *I* [List icons] [Link icon] [Image icon] [Video icon]

Path: p

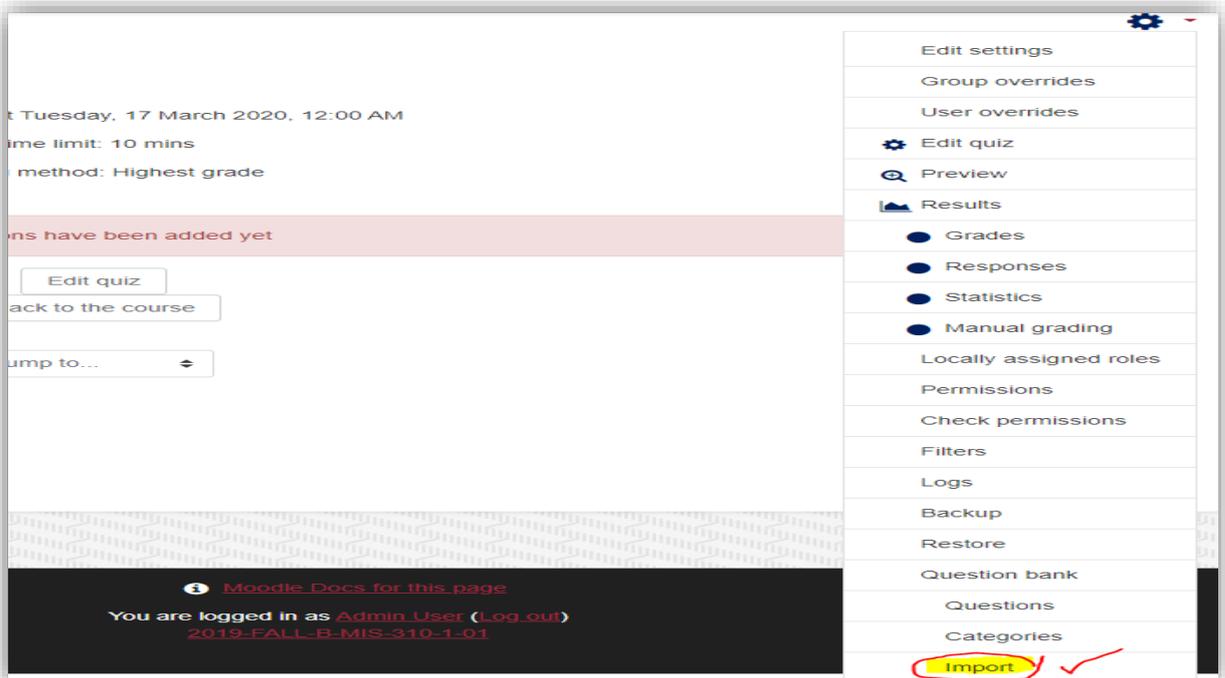
Add category

Added Category with Zero (0) Questions.



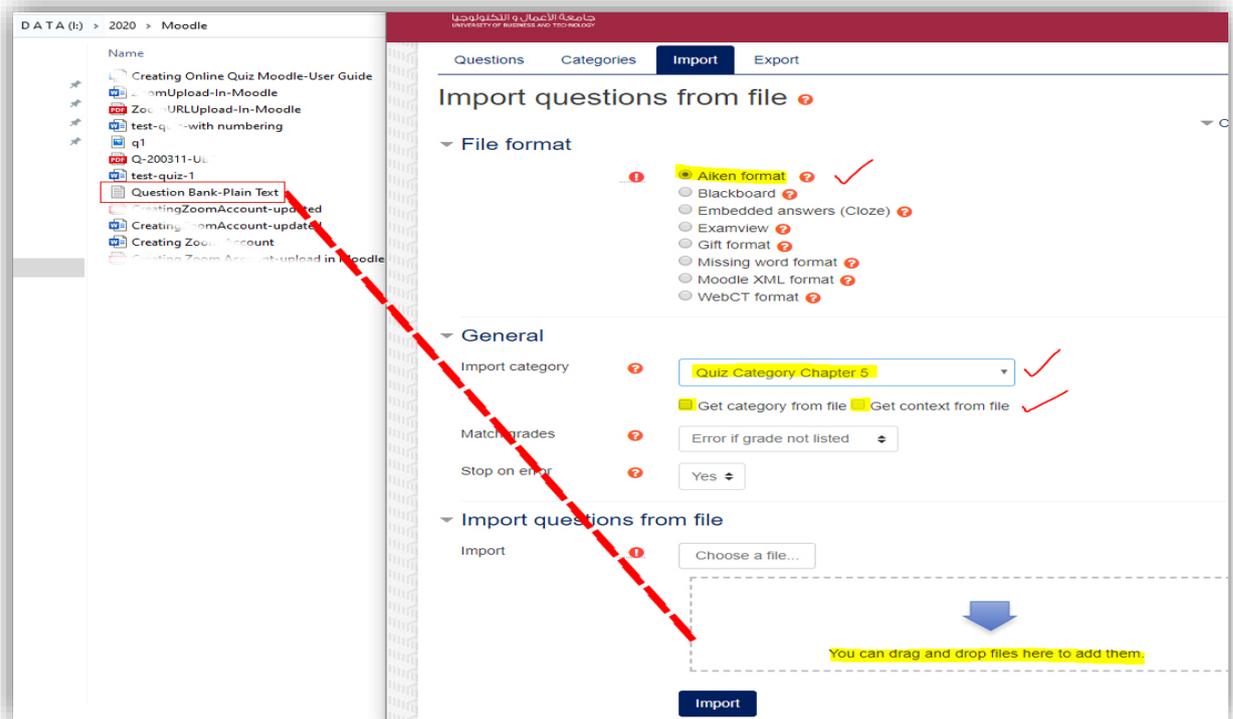
Step 8

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



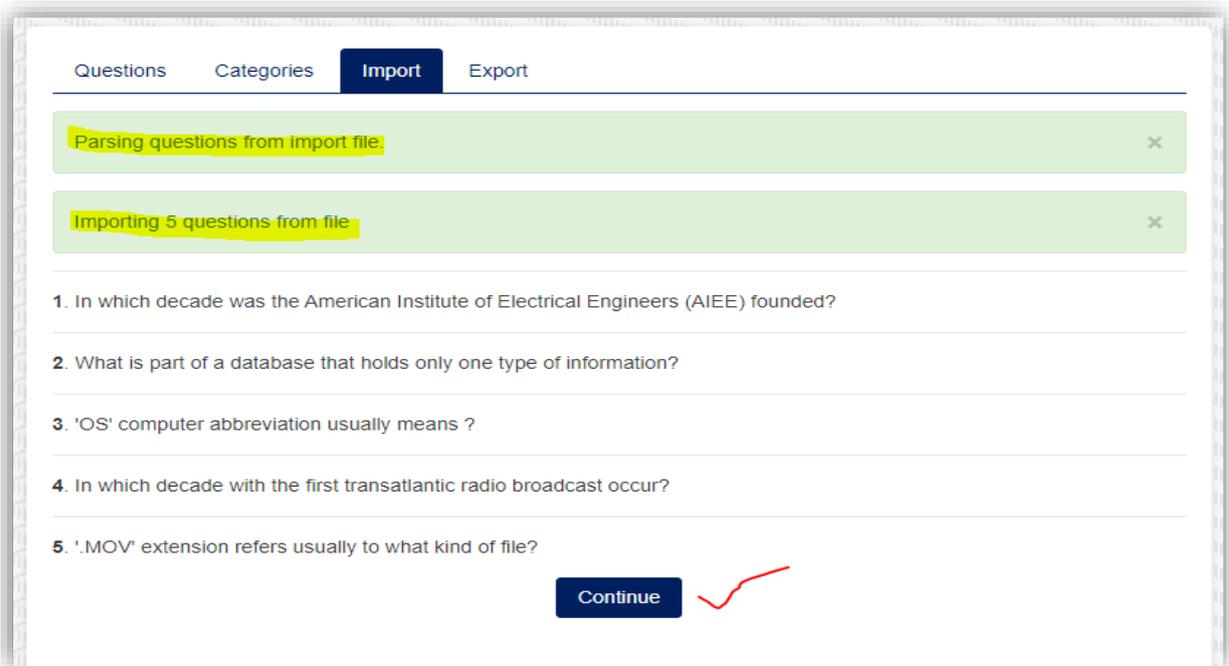
Step 9

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**

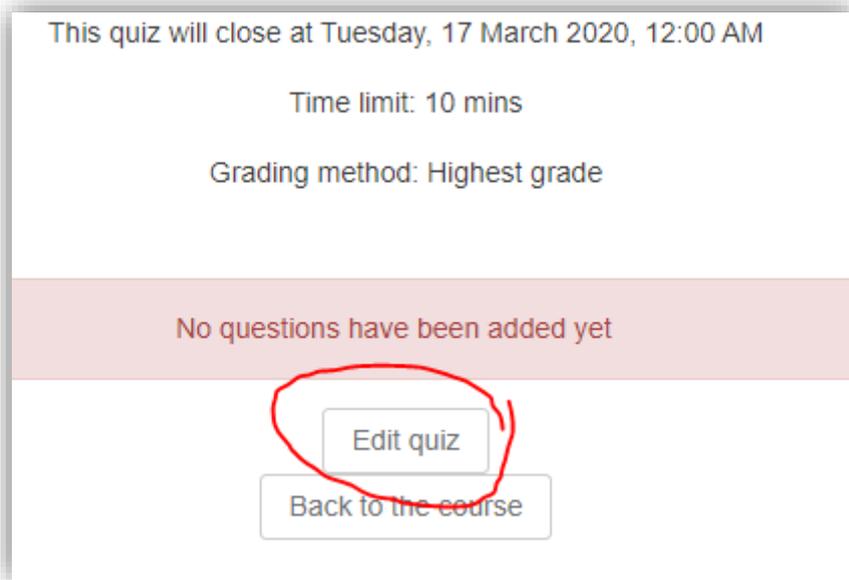


Step 10

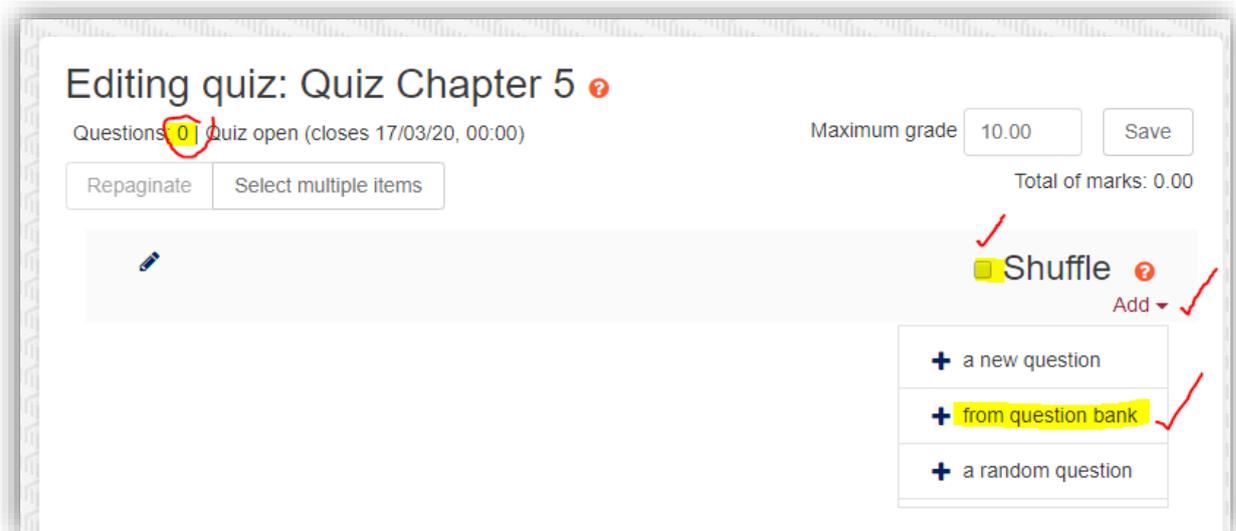
Once imported my 5 Question added in the Category. Say continue button.



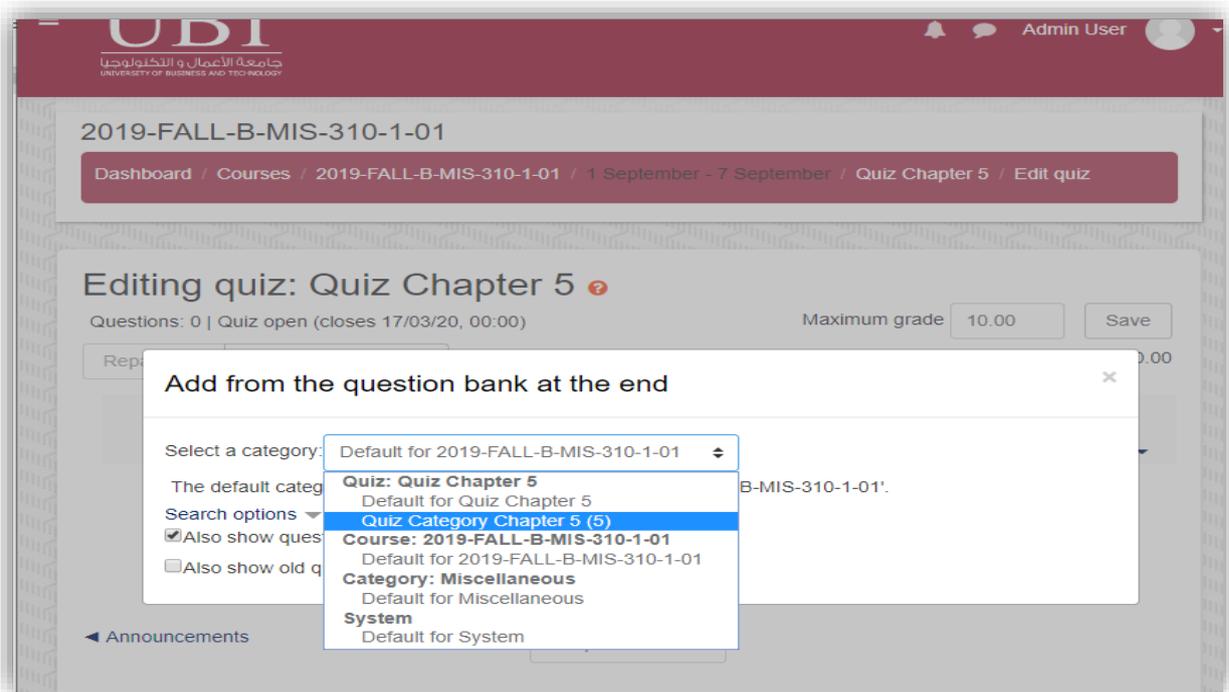
Go to Quiz Page.



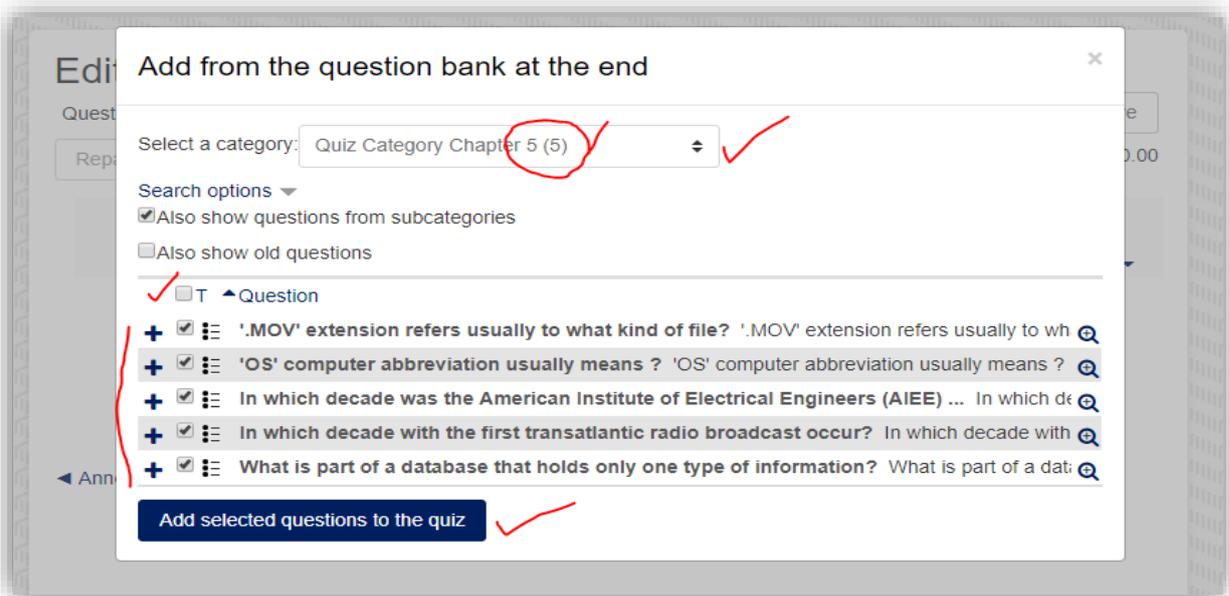
Then Select the **Add from Question bank**, now you can use Shuffle option (Question and option will Shuffle)



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



Added all 5 Question from the Category.

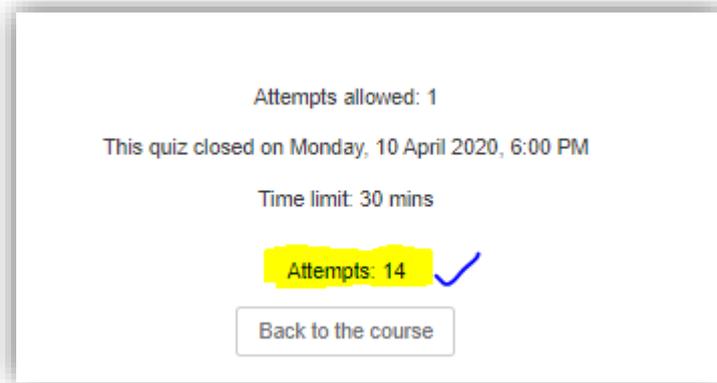


Successfully we add the 5 Question in the Quiz.

GRADE CAN CHANGE MANUALL

Some more information regarding manual Grade after online Quiz Result.

Step 1: Click on **Attempts** as shown in below picture

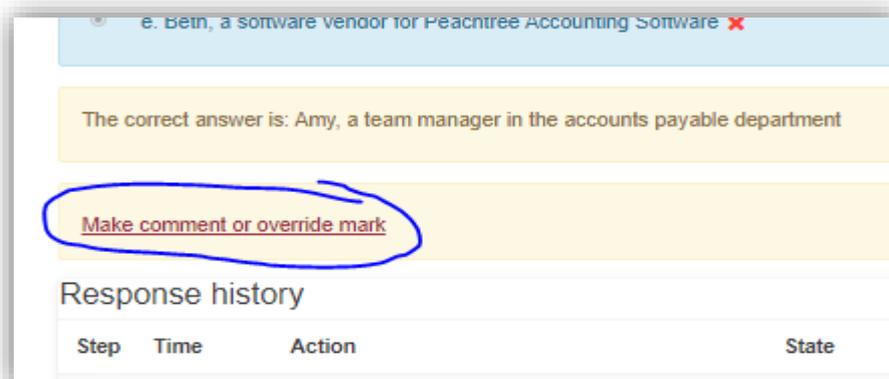


Once you click on attempts you can find the Result grade window. As shown in below.

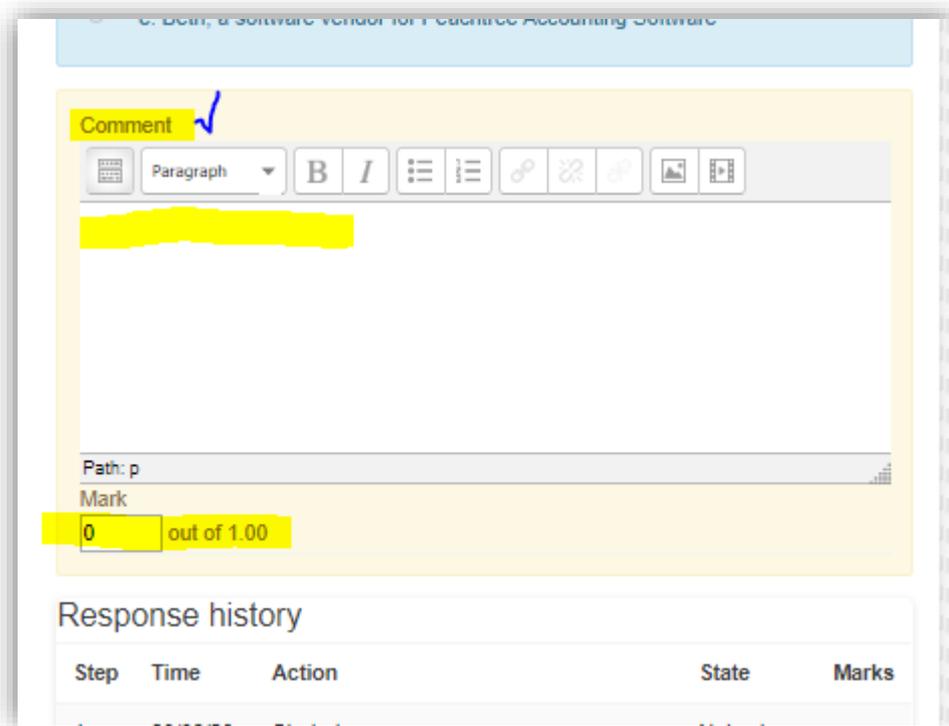
Time taken	Grade/10.00	Regrade	Q. 1 /0.31	Q. 2 /0.63	Q. 3 /0.63	Q. 4 /0.31	Q. 5 /0.63	Q. 6 /0.63	Q. 7 /0.3
23 mins 2 secs	8.91		✓ 0.41	✓ 0.53	✗ 0.00	✓ 0.41	✓ 0.43	✓ 0.83	✓
22 mins	10.00		✓ 0.31	✓ 0.63	✓ 0.63	✓ 0.31	✓ 0.63	✓ 0.63	✓

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.



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