

Create, Import, and Manage a Quiz in Moodle

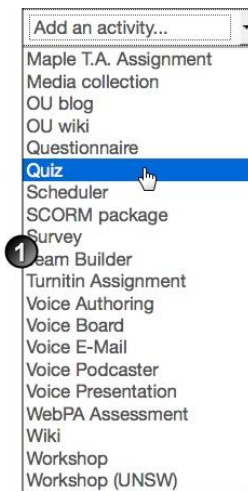
Overview

This page contains instructions to help you create quizzes in Moodle by various methods, and to perform some basic tasks in relation to quizzes. There are instructional videos in the section **Additional Resources** on the last page.

Create a quiz

To create a quiz, first create the quiz shell, then add questions to the shell, either creating them as you go or using existing questions in the course question bank.

1. On the Moodle course home page, in the relevant section, click **Add an activity**, select **Quiz** from the drop-down list and click **Add**.



2. On the *Adding a new Quiz* page, click **Expand all** at the upper right of the page.
3. In the **General** section, enter a **Name**, and an introductory **Description** if necessary.

Adding a new Quiz to Section 1 ?

2 Expand all

General

Name*

3 Prior knowledge quiz

Description

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This quiz is to give me an idea of what prior knowledge the class is bringing to the course so that I can adjust my teaching to suit.

4. In the **Timing** section:

- **Enable** and select dates to **Open the quiz** and **Close the quiz**.
- **Enable** and set a Time limit, if using.
- Select the appropriate option for **When time expires**.
- If you are allowing a grace period, **Enable** and nominate a **Submission grace period**.

Timing

Open the quiz ? 11 February 2015 12 07 Enable

Close the quiz 11 February 2015 12 07 Enable

Time limit ? 0 minutes Enable

When time expires ? There is a grace period when open attempts can be submitted, but n

Submission grace period ? 4 days Enable

5. In the **Grade** section:

- Select the **Grade category** within the Gradebook where you want this assignment to belong.
- Set the number of **Attempts allowed**, the **Grade to pass** and, if multiple attempts are allowed, which **Grading method** Moodle should use.

5

Grade

Grade category ? Introduction

Grade to pass ?

Attempts allowed 4

Grading method ? Highest grade

6. In the **Layout** section:

- Select whether you want the **Question order** to be randomised, and where you want **New page** breaks to fall.
- Click **Show more** and select, at **Navigation method**, whether you want Moodle to force students to answer questions sequentially.

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Layout

Question order Shuffled randomly

New page ? Every question

Navigation method* ? Sequential

Show less...

7. In the **Question behaviour** section:

- At **Shuffle within questions**, select whether you want multiple choice or matched question options randomised.
- Select **How questions behave**. **Deferred feedback** (students must submit entire quiz before they see any grade or feedback) and **Interactive with multiple tries** (students submit each questions and get immediate feedback as they progress through the quiz) are the most common choices.
- If you allowed multiple attempts, click **Show more** and select **Each attempt builds on the last**, if you want each new quiz attempt to contain the results of the previous attempt. This allows students several attempts to complete a quiz.

8. Under **Review options**, select what you want the student to be able to see when they view their attempt or report at various stages.

7

▼ Question behaviour

Shuffle within questions Yes

How questions behave

Each attempt builds on the last* No

[Show less...](#)

▼ Review options

8

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 checked="" type="checkbox"/> Whether correct	<input checked="" type="checkbox"/> Whether correct	<input checked="" type="checkbox"/> Whether correct	<input checked="" type="checkbox"/> Whether correct
<input checked="" type="checkbox"/> Marks	<input checked="" type="checkbox"/> Marks	<input checked="" type="checkbox"/> Marks	<input checked="" type="checkbox"/> Marks
<input checked="" type="checkbox"/> Specific feedback	<input checked="" type="checkbox"/> Specific feedback	<input checked="" type="checkbox"/> Specific feedback	<input checked="" type="checkbox"/> Specific feedback
<input checked="" type="checkbox"/> General feedback	<input checked="" type="checkbox"/> General feedback	<input checked="" type="checkbox"/> General feedback	<input checked="" type="checkbox"/> General feedback
<input checked="" 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 checked="" type="checkbox"/> Overall feedback

9. In the **Appearance** section, make choices about how you want the quiz to display:

- Do you want to **Show the user's picture** during the attempt, and on the review screen, to make it easier to check that they are logged in as themselves in an invigilated exam?
- How many **Decimal places in grades** do you want to display to the students for this quiz?
- How many **Decimal places in question grades** do you want to display to the students for individual questions in this quiz?
- Click **Show more** and select whether you want the normal blocks to display during the student's quiz attempt.

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▼ Appearance

Show the user's picture No image

Decimal places in grades


Decimal places in question grades

Show blocks during quiz attempts* No

[Show less...](#)


10. Under **Extra restrictions on attempts**:


- Do you want to **Require password** for students to access this quiz?


- The **Require network address** setting is for proctored quizzes, to ensure that only students in a certain room can gain access to the quiz. Obtain the IP addresses for all rooms in which the quiz will be taken, and enter them in this field, separated by commas.
- Enable and select whether you want to set up the 2 levels of **Enforced delay**.
- Click **Show more** and select whether you want to set up **Browser security** and restrict students' view and activity further (read the relevant help text ).


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▼ Extra restrictions on attempts

Require password  1401intro

Require network address 

Enforced delay between 1st and 2nd attempts  10 minutes Enable


Enforced delay between later attempts  0 minutes Enable

Browser security*  None

[Show less...](#)

1. **Overall feedback:** Enter the **Feedback** text the students will automatically see, depending on which range of scores they fall within, as defined by the grades or percentages in the **Grade boundary** fields.

11

▼ Overall feedback 

Grade boundary 100%

Feedback

Font family Font size Paragraph

Thank you for completing this quiz. Please don't hesitate quiz caused you concern.

Path: p

1. Complete any other necessary page sections, then click **Save and display** to access the page for adding questions to the quiz.
2. For assistance adding questions to the quiz, see the instructions below and this [MoodleDocs](#) page.

Add questions to a quiz

You can add questions to a quiz in 3 ways:

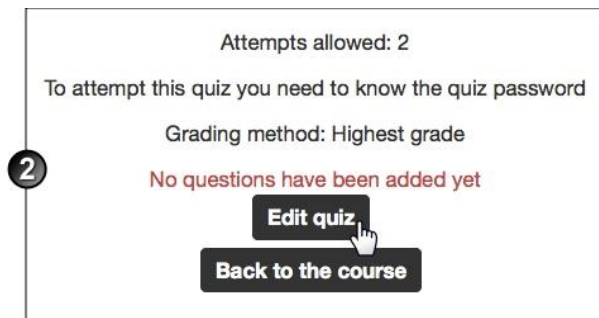
- create them one at a time within the quiz
- retrieve them from a question bank
- import them from a file on your network or computer, or from one of your uploaded course files

To create questions one at a time within a quiz:

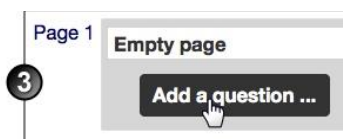
1. On the course home page, with editing turned on, click the link for the quiz.



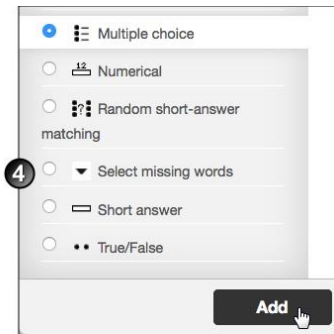
2. On the quiz's home page select **Edit quiz**.




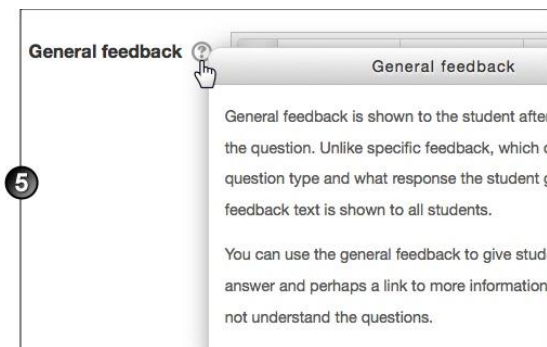
3. On the *Editing quiz* page, click **Add a question**.





4. In the *Choose a question type to add* window, select the question type and click **Add**.

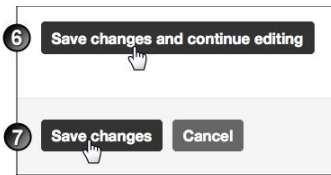


5. On the *Adding a [question type] question* page, select a question **Category**, enter a **Question name** and some **Question text**, then complete the remainder of the fields as required, clicking Help  for assistance if necessary.



Multiple choice question with multiple answers allowed: When you set up the answers for a question of this type, not only must the questions' combined **Grade** amounts add up to 100%, but you must also assign a negative **Grade** for the incorrect answers. If you don't, a student who selects incorrect answers as well as all the correct answers will be marked as if they answered the question correctly.

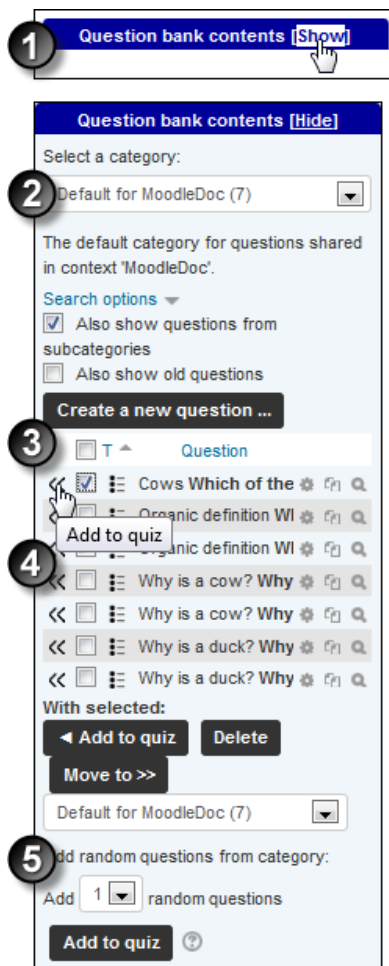
6. If the question is complex and you want to check how it will display to the student, scroll to the bottom of the page and click **Save changes and continue editing**. Then:
 - o Click **Preview**, and the question will display in the *Preview question window*.
 - o If necessary, adjust the **Attempt options** and click **Start again with these options** to see how the revised question behaves.
 - o If necessary, change **Display options** and click **Update display options** to check the display.
 - o Close the window when you are happy with the way the question behaves.
7. Click **Save changes**. The question displays on the *Editing quiz* page. Click the arrows   to change its position within the quiz.



To retrieve questions from a question bank:

1. On the *Editing quiz* page, at the upper right, next to **Question bank contents**, click **Show**.
2. Make your choice from the **Select a category** list.
3. Select the check box(es) of the question(s) to be added to the text.
4. Click the double arrow next to the check box to add a single question or click **Add to quiz** to add multiple questions to the quiz. The questions are added.
5. You can also add random questions from the chosen category to the quiz.

Click [here](#) for more detailed instructions on using question banks.



To import questions:

1. On the course home page, in the **Settings** block, select **Course administration > Question bank > Import**.
2. On the **Import questions from file** page:
 - Select the **File format**.
 - Complete the **General** fields as desired.
 - **Choose a file** to import.
 - Click **Import**.

Click [here](#) for more detailed instructions on importing questions into your Moodle course.


The image shows two screenshots from the Moodle interface. The top screenshot, labeled with a circled '1', shows the 'Settings' block with 'Course administration' expanded to 'Question bank', and 'Import' selected. The bottom screenshot, labeled with a circled '2', shows the 'Import questions from file' page. It features a 'File format' section with radio buttons for various formats, where 'Missing word format' is selected. Below this is a 'General' section with dropdown menus for 'Import category' (set to 'Cattle'), 'Match grades' (set to 'Error if grade not listed'), and 'Stop on error' (set to 'Yes'). At the bottom, there is a file upload area with a 'Choose a file...' button, a file named 'Cattle Qs' being dragged into a 'Drop files here' box, and an 'Import' button.

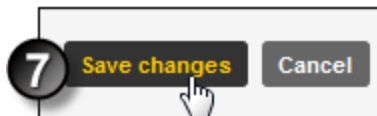
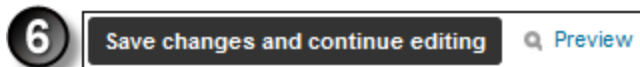
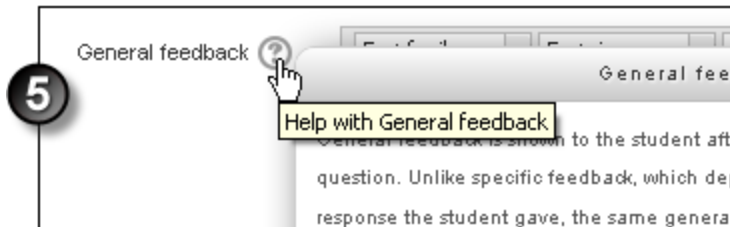
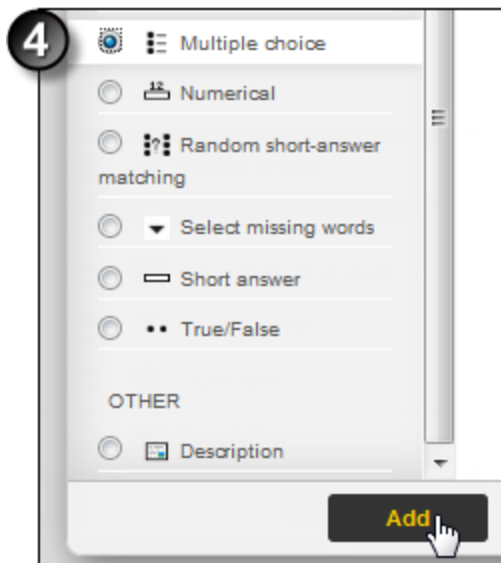
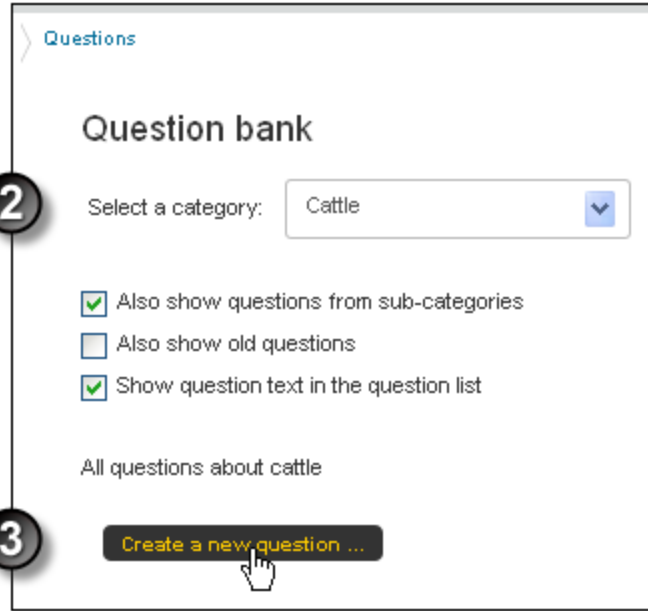
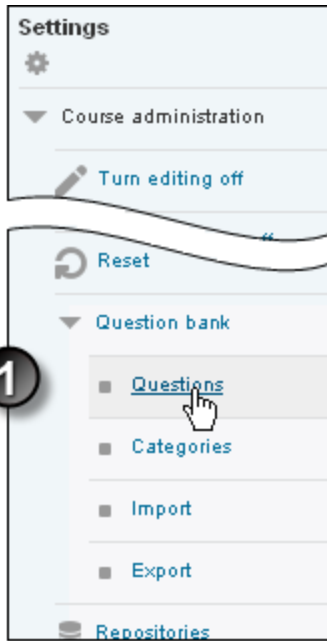
Add a question to a question bank

Every Moodle course comes complete with a question bank, where all questions created for the course are stored.

If you are using a question bank, we recommend performing full back-up ahead of any major change.

To add questions to the bank:


1. On the course home page, in the **Settings** block, select **Course administration > Question bank > Questions**.
2. On the *Question bank* page, **from the drop-down list Select a category** you want to add a question to. You can also select whether and how questions already created for that category display.
3. Click **Create a new question**.
4. In the *Choose a question type* window, select the question type and click **Add**.
5. On the *Adding a [question type] question* page, complete the question, answer and feedback fields as required, clicking the Help button  for assistance if necessary.
6. If the question is complex and you want to check how it will display to the student, scroll to the bottom of the page and click **Save changes and continue editing**. Then:
 - o Click **Preview**, and the question will display in the *Preview question* window.
 - o If necessary, adjust the **Attempt options** and click **Start again with these options** to see how the revised question behaves.
 - o If necessary, change **Display options** and click **Update display options** to check the display.
 - o Close the window when you are happy with the way the question behaves.
7. Click **Save changes**. The new question displays, highlighted, on the category page.



Add and edit question bank categories

To start with, each course's question bank contains a single, 'Default' category. Create more, to make it easier to find questions, and to enable you to use random questions and matching questions more easily.

Within the course question bank, you can create hierarchies of parent categories and subcategories.

1. On the course home page, in the **Settings** block, select **Course administration > Question bank > Categories**.
2. On the *Edit categories* page:
 - Select an appropriate **Parent category** from the drop-down list. Select **Top** to make this new category a top-level category.
 - Enter a **Name** for your new category.
 - Enter any **Category info** that will be useful for users compiling quizzes.
 - Click **Add category**. The new category displays in the list at the top of the page.
3. To edit the new category, click the Edit this category icon  next to the category's name.
4. On the *Editing a category* page, change the **Parent category**, **Name** and **Category** as desired, and click **Save changes**.

Settings

- Course administration
- Turn editing off

Reset

- Question bank
 - Questions
 - Categories**
 - Import
 - Export
- Repositories

Edit categories

Question categories for 'Course: Moodle Documentation'

- Cattle (0)**
All questions about cattle
- Default for MoodleDoc (7)**
The default category for questions shared in context 'MoodleDoc'.

Question categories for 'Category: Sandpit'

- Default for Miscellaneous (0)**
The default category for questions shared in context 'Miscellaneous'.

Add category

Parent category: Cattle

Name*: Friesian cattle

Category info

All questions about the Friesian breed

Path: p

Add category

Question categories for 'Course: Moodle Documentation'

- Cattle (0)**
All questions about cattle
- Friesian cattle (0)**
All questions about the Friesian breed
- Default for MoodleDoc (7)**
The default category for questions shared in context 'MoodleDoc'.

Edit this category

Parent category: Cattle

Name*: Friesian cattle

Category info


All questions about the Friesian and related breeds

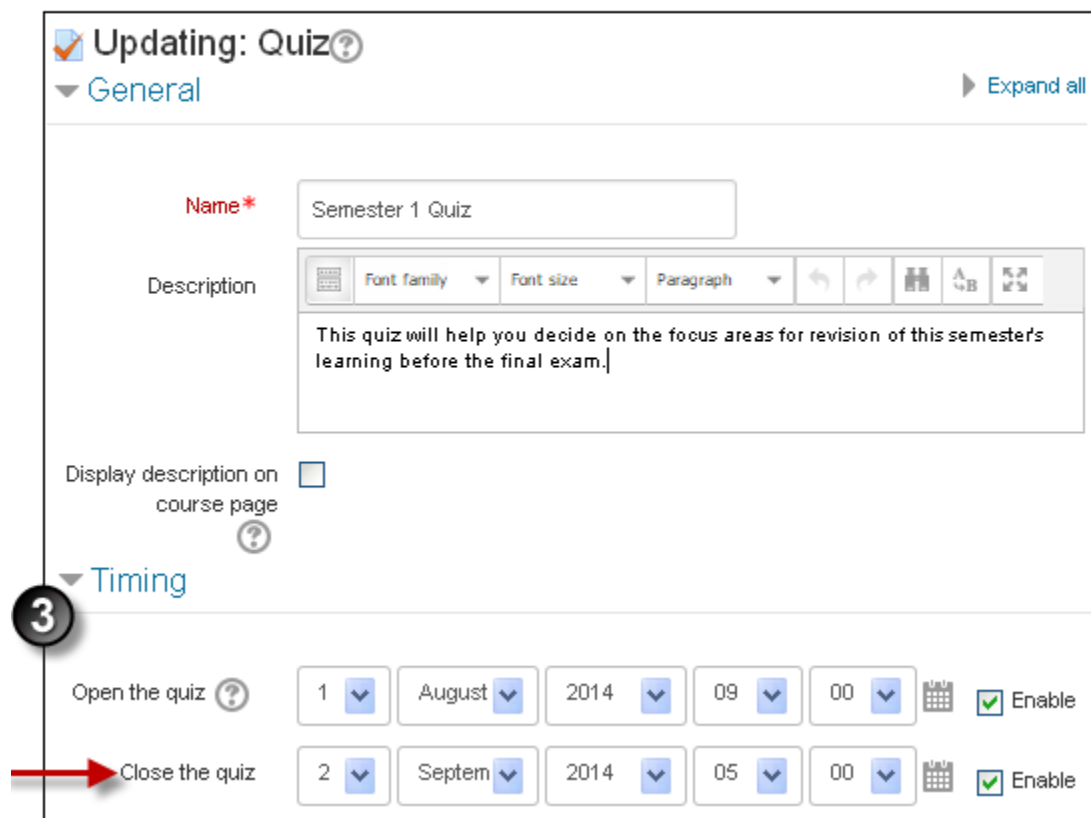
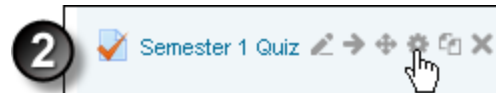
Path: p

Save changes

Reactivate a quiz

To reactivate a quiz that has passed its close date:



1. Click **Turn editing on** **Turn editing on**.
2. Click the Update icon  next to the quiz.
3. On the *Update quiz* page, click open the **Timing** section and change the date in the **Close the quiz** fields to the new, extended close date.
4. **Save** your changes.

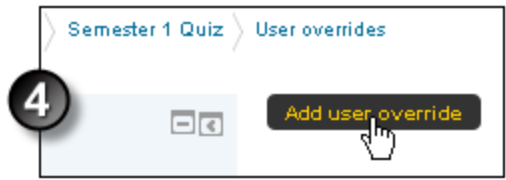
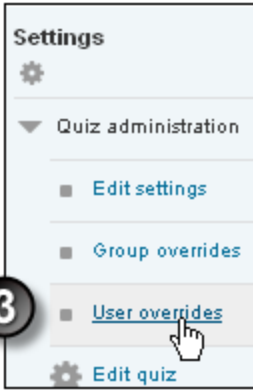
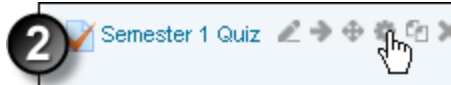
A screenshot of the "Updating: Quiz" page. The page title is "Updating: Quiz" with a question mark icon. Below the title is a "General" section with an "Expand all" link. The "Name*" field contains "Semester 1 Quiz". The "Description" field contains a rich text editor with the text "This quiz will help you decide on the focus areas for revision of this semester's learning before the final exam." Below the description is a checkbox for "Display description on course page" which is unchecked. The "Timing" section is expanded and contains two rows of date pickers. The first row is "Open the quiz" with a date of 1 August 2014 09:00 and an "Enable" checkbox checked. The second row is "Close the quiz" with a date of 2 September 2014 05:00 and an "Enable" checkbox checked. A red arrow points to the "Close the quiz" label.

Grant an extension for a quiz

Note: Be careful when using quiz overrides. It is not recommended to use a combination of group and user overrides. If you must do so, note that user overrides take precedence over group overrides.

To extend an individual's submission times or grant them special access **to a quiz**:

1. On the course home page, click **Turn editing on** .
2. Click the Update icon  for the relevant quiz.
3. On the *Editing quiz* page, in the **Settings** block, under **Quiz administration**, click **User overrides**.
4. On the resulting page, click **Add user override**.
5. On the *Edit override* page, **Search** for the individual student, then make the appropriate changes. You can:
 - require this student to use a password to enter the quiz
 - specify different **Open** or **Close** dates or times (in the event of extenuating circumstances or special needs)
 - allow this student a different number of quiz attempts.
6. Click **Save**. The overrides overview page displays, showing all current overrides and their details. Add another user override or return to the *Editing quiz* page.



Edit override

Override

Override user* Search

- Dummy01 Student01, ds01@student.edu.au
- Dummy02 Student02, ds02@student.edu.au
- Dummy03 Student03, ds03@student.edu.au
- Dummy04 Student04, ds04@student.edu.au
- Dummy05 Student05, ds05@student.edu.au
- Dummy06 Student06, ds06@student.edu.au**
- Dummy07 Student07, ds07@student.edu.au
- Dummy08 Student08, ds08@student.edu.au
- Dummy09 Student09, ds09@student.edu.au
- Dummy10 Student10, studentdummy10@gmail.com
- Dummy11 Student11, ds11@student.edu.au
- Dummy12 Student12, ds12@student.edu.au

Require password UOme Unmask

Open the quiz 1 August 2011 09 50 Enable

Close the quiz 30 Novemb 2011 09 50 Enable

Time limit 1.5 hours Enable

Attempts allowed 1

Revert to quiz defaults

Save Save and enter another override Cancel

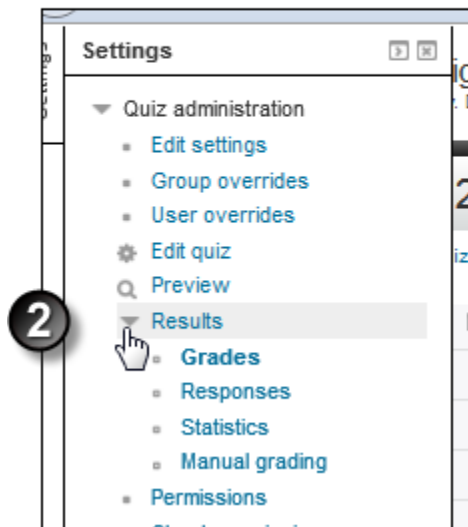
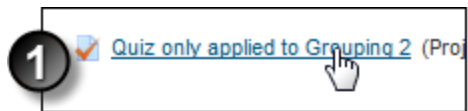
There are required fields in this form marked *.



View quiz reports

To access reports relating to a quiz:

1. On the course home page, click the quiz's link.
2. In the **Settings** block, click **Quiz administration > Results**.
3. Select from the list of the 4 types of reports available: **Grades**, **Responses**, **Statistics** or **Manual Grading**.



Grades

The Grades report tells you about student quiz attempts, displaying the overall grade, and a summary of each correct/incorrect answer. It also reports on the **State** (student progress through a quiz), the time the quiz was started/completed and the total time the student took to complete it. You can re-grade quiz attempts by selecting **Re-grade selected attempts**. A bar graph summarises the grade range and frequency.

Responses

The Responses report is visually similar to the Grades report, but it shows the responses students gave to quiz questions, not the marks they earned. You can view the question text/correct answer to compare students' responses.

Statistics

The Statistics report provides statistical ("psychometric") analysis of the quiz and the questions it contains. The report is divided into 3 sections:

- a summary of the whole quiz

- an analysis showing all questions in table format, and
- a bar graph of the percentage of correct answers (the "Facility index") and the "discriminative efficiency index".

The summary section contains the following data items:

- Quiz name
- Course name
- Open/Close dates (only if selected in Quiz settings)
- Number of complete graded first attempts
- Total number of complete graded attempts
- Average grade of first attempts
- Average grade of all attempts
- Median grade (for all attempts)
- Standard deviation (for all attempts)
- Score distribution skewness (for all attempts) - a measure of the asymmetry relative to Gaussian distribution
- Score distribution kurtosis (for all attempts) - a measure of the shape of probability distribution
- Coefficient of internal consistency (for all attempts) - a measure of whether each quiz question is testing the same concept. The higher the number the greater the consistency.
- Standard error (for all attempts)

The quiz structure analysis shows the following:

- Quiz number
- Question name
- Attempts
- Facility index describes - percentage of students who answered the question correctly
- Standard deviation - the variation of scores for the question
- Random guess score - the score a student would get for randomly guessing
- Discrimination index - the correlation between the score for a question relative to the student's score for the whole quiz. If a person does well in a question, they should do well in the quiz. The higher the number the better the correlation.
- Discriminative efficiency - the Discrimination index as a fraction of the maximum possible marks for the question. For a question with a very high average score (a high Facility index) it is very hard for a student to achieve a high Discrimination index on that question.

Below this section is a bar graph illustrating the Facility index and the Discriminative efficiency.

Details about the data items are available on the Moodle Docs [Quiz statistics report](#) page.

Manual Grading

The Manual Grading report enables instructors to manually grade written submissions within a quiz.

It contains the following information:

- Question number
- Question name
- Items to grade
- Items already graded
- Total submissions

To grade submissions, in the **To Grade** column select **Grade**. All the quiz responses to be graded will display. Read each submission, provide comments and a final mark and repeat the process until all submissions are graded. The comments and marks are exported to the Gradebook when you select **Save and go to next page** after marking each submission.

Import Quiz Questions to Moodle from a word processor

It is possible to import true or false and multiple choice questions into Moodle from a word processor. The document has to adhere to the Aiken format.

Formatting the document to Aiken Format

1. Write your questions in a word-processing application (e.g., MS Word) or a text editor such as Notepad (Windows) or Text Edit (Mac OS X), and format as follows:
 - The question must be all on one line.
 - Each answer must start with a single uppercase letter, followed by a period "." or a right parenthesis ")", then a space.
 - The answer line must immediately follow, starting with "ANSWER: " (with a space after the colon) and then give the letter for the correct answer.
Note: The word "ANSWER" and the answer letters (A,B,C etc.) must be capitalized as shown, otherwise the import will fail.
2. Use **Save As** and save your questions as a **.txt** (plain text) file in **UTF-8 format**.

Example:

Formatting a 720k diskette in DOS is done using this command:

A. Format c: /s

- B. Format a: /f:360k
 - C. Format b: /f:720
 - D. Format f: /u
- ANSWER: C

Windows 3.11 can be run in standard mode using this command:


- A. win.com
 - B. win /std
 - C. win /286
 - D. This version does not run in standard mode.
- ANSWER: D

The following processor does not address the data bus in 16-bit mode:

- A. AMD 80286-16/s
 - B. AMD 386 SX/40
 - C. IBM 486 SLC/50
 - D. Intel 8086
 - E. Pentium A80501
- ANSWER: E

Import Questions into the Moodle Question Bank

Once you have saved your text file, you can import your questions into the Moodle Question Bank:

1. Log into Moodle and open the course where you would like to add questions.
2. On your course page, select **Course Management** (black gear icon , top right), a *Course Management* panel will open.
3. On the *Course Management* panel, under *Quiz Questions*, click **Question bank**. The *Question bank* page opens to the *Default category* for the course you are in. On this page, you will also see *Questions*, *Categories*, *Import* and *Export* tabs.
4. To import questions, select **Import** tab. The *Import questions from file* page will open.
5. For *File format*, select **Aiken Format**.
6. Click the **General** heading to expand the settings and for *Import category*, select a **Category** (or use *Default for course*) .
Note: To create a new category, return to the **Categories** tab. For more on creating categories, see [Use the Moodle Question Bank](#).
7. Under *Import questions from file*, drag and drop your **.txt file** onto the blue arrow in the *Import* box, or alternately, click **Choose a file....** to browse for the .txt file on your computer.
8. Click **Import**. You will see a page with the message "importing (# of) question(s) from file," with a list of the questions.
9. Click **Continue**. Your Question Bank will open. You can now further edit the questions or include the questions in a quiz.

Additional resources

How To **Create a Quiz** in Moodle

<https://www.youtube.com/watch?v=2hQDQKrw9a4>

How To **Import A Quiz** From Word Document To Moodle (Windows example)- thorough explanation:

<https://www.youtube.com/watch?v=iLPVsqJYjzk>

Import Questions from a Word Document into a Moodle Question Bank (Mac example)

<https://www.youtube.com/watch?v=EeWoQREG-ls>