

How to Create Quizzes in Moodle

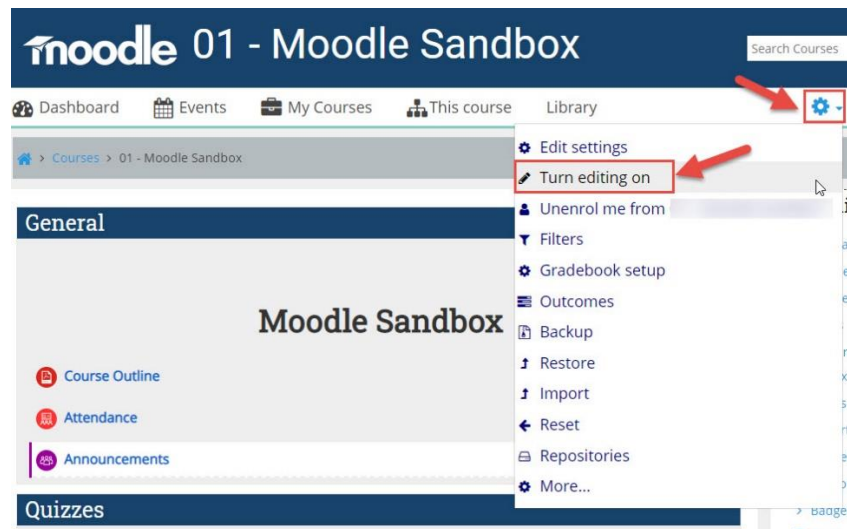
By Rafael Scapin – IST

Creating a quiz in Moodle involves two steps:

1. Setup the quiz settings
2. Add questions

1. Setup the Quiz Settings

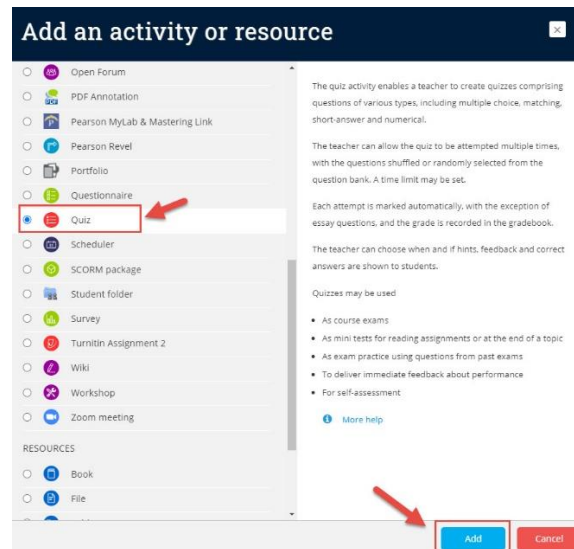
Go to your Moodle course and click on **“Turn Editing On”**:



Then click on **“Add an Activity or Resource”**:

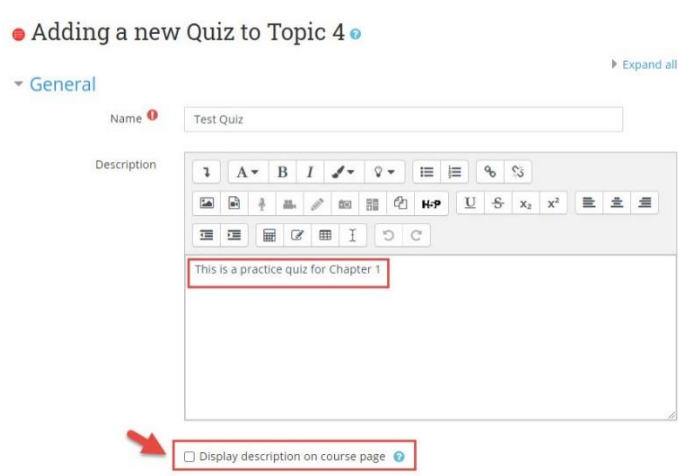


Select “Quiz” and click **Add**:

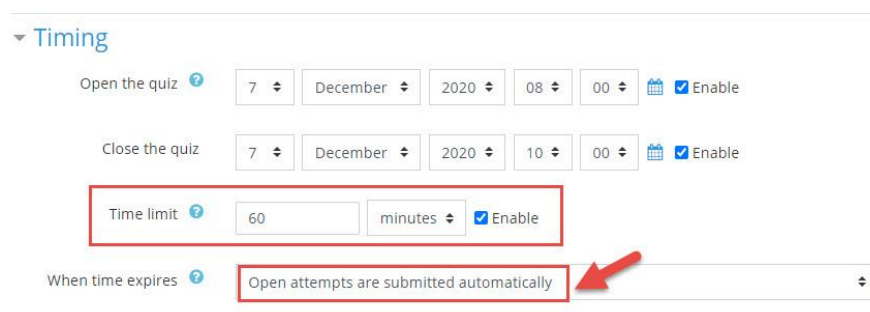


Now we will start choosing the settings for the quiz:

Add a name and, if you want, also a description for the quiz. If you click on “**Display description on course page**” the description will be shown on your course page.



Now, choose when the dates when the quiz will open and close. If you want, you can also add a time limit. As for the field “**When time expires**”, select “**Open attempts are submitted automatically**”. This will prevent any issues with students who forgot to submit the final answers.



In “**Attempts allowed**” select “**1**”. The **Grade Category** is connected to Moodle’s gradebook and will show the categories you created there. If none was created, then you’ll see “Uncategorised” listed. There is no need to add a Grade to pass.



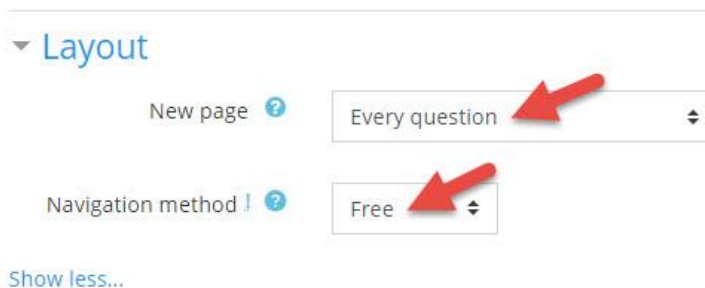
Grade

Grade category ? Uncategorised

Grade to pass ?

Attempts allowed 1

For **New Page** select “**Every question**”, this will show one question at a time for the student. For **Navigation method** select “**Free**”. This allows the student to go back and forth and review previous quizzes before submitting the final answers. Choose Sequential instead of Free, if you want to force the student to progress through the questions in order and not go back to a previous question or skip to a later one.



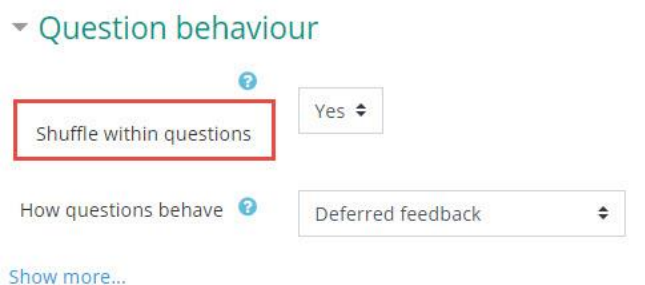
Layout

New page ? Every question

Navigation method ! ? Free

[Show less...](#)

If you want to shuffle the questions, select “**Shuffle within questions**”. Keep “**Deferred Feedback**” on How Questions Behave. This will make the students to have the feedback only after the quiz is closed.



Question behaviour

Shuffle within questions Yes

How questions behave ? Deferred feedback

[Show more...](#)

For the **Review Options**, just keep “**The Attempt**” checked for “Immediately after the attempt” and “Later, while the quiz is still open”. For “After the Quiz is Closed” you can check everything you want, so the students can review what they did.

▼ Review options ?

During the attempt	Immediately after the attempt	Later, while the quiz is still open	After the quiz is closed
☒ The attempt ?	☒ The attempt	☒ The attempt	☒ The attempt
☒ Whether correct ?	☐ Whether correct	☐ Whether correct	☒ Whether correct
☒ Marks ?	☐ Marks	☐ Marks	☒ Marks
☒ Specific feedback ?	☐ Specific feedback	☐ Specific feedback	☒ Specific feedback
☒ General feedback ?	☐ General feedback	☐ General feedback	☒ General feedback
☒ Right answer ?	☐ Right answer	☐ Right answer	☒ Right answer
☐ Overall feedback ?	☐ Overall feedback	☐ Overall feedback	☒ Overall feedback

For “Appearance”, there is not a lot to change. You can show the students’ images if you want, change the decimal places in grades.

▼ Appearance

Show the user's picture ? No image

Decimal places in grades ? 1

Decimal places in question grades ? Same as for overall grades

Show blocks during quiz attempts ? No

At the **Extra Restrictions on Attempts**, select “Full screen pop-up with some JavaScript security” under **Browser security**:

▼ Extra restrictions on attempts

Require password  [Click to enter text](#) 



Require network address

Browser security  Full screen pop-up with some JavaScript security 



Allow quiz to be attempted offline using the mobile app No 



Allowed browser exam keys

If you want to give a **General Feedback** based on the final grade (in %), you can write this at this part. This is not mandatory though.

▼ Overall feedback

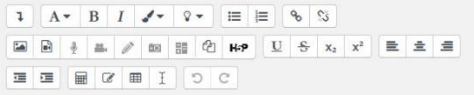
Grade boundary 100%

Feedback



Grade boundary

Feedback



Grade boundary 0%

Keep Availability as “**Show on course page**” and no groups (if you want to give the quiz to the entire class, without separating them in groups):

▼ Common module settings

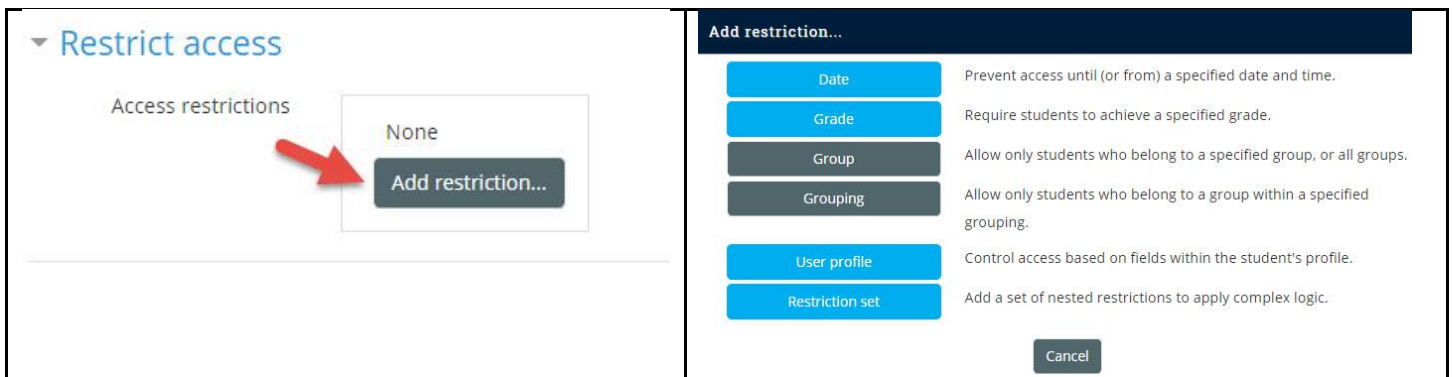
Availability  Show on course page 

ID number 

Group mode  No groups 

[Add group/grouping access restriction](#)

If you want to restrict the access of the quiz, there are many options you can select from:



Restrict access

Access restrictions

None

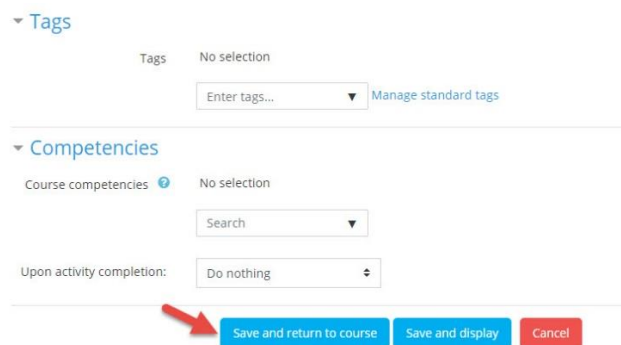
Add restriction...

Add restriction...

- Date: Prevent access until (or from) a specified date and time.
- Grade: Require students to achieve a specified grade.
- Group: Allow only students who belong to a specified group, or all groups.
- Grouping: Allow only students who belong to a group within a specified grouping.
- User profile: Control access based on fields within the student's profile.
- Restriction set: Add a set of nested restrictions to apply complex logic.

Cancel

Now, click on “**Save and Return to course**”



Tags

Tags: No selection

Enter tags... Manage standard tags

Competencies

Course competencies: No selection

Search

Upon activity completion: Do nothing

Save and return to course Save and display Cancel

Now we need to go to the second step, adding questions to our quiz.

2. Adding Questions to your Quiz

There are different ways you can add questions to your Moodle quiz.

2.1 AIKEN Format

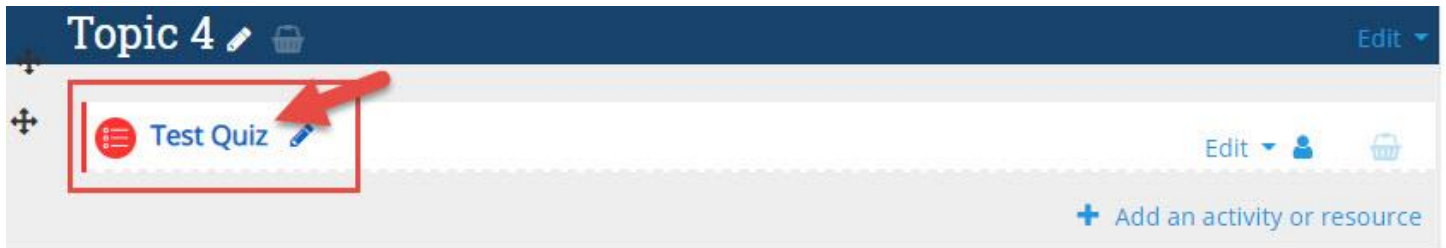
You can use the **AIKEN format** and add many questions in one batch. In order to do this, you need to create a Word file and follow a strict pattern for the questions. You can see more about AIKEN here:

Video: Aiken Format Multiple Choice Questions in Moodle

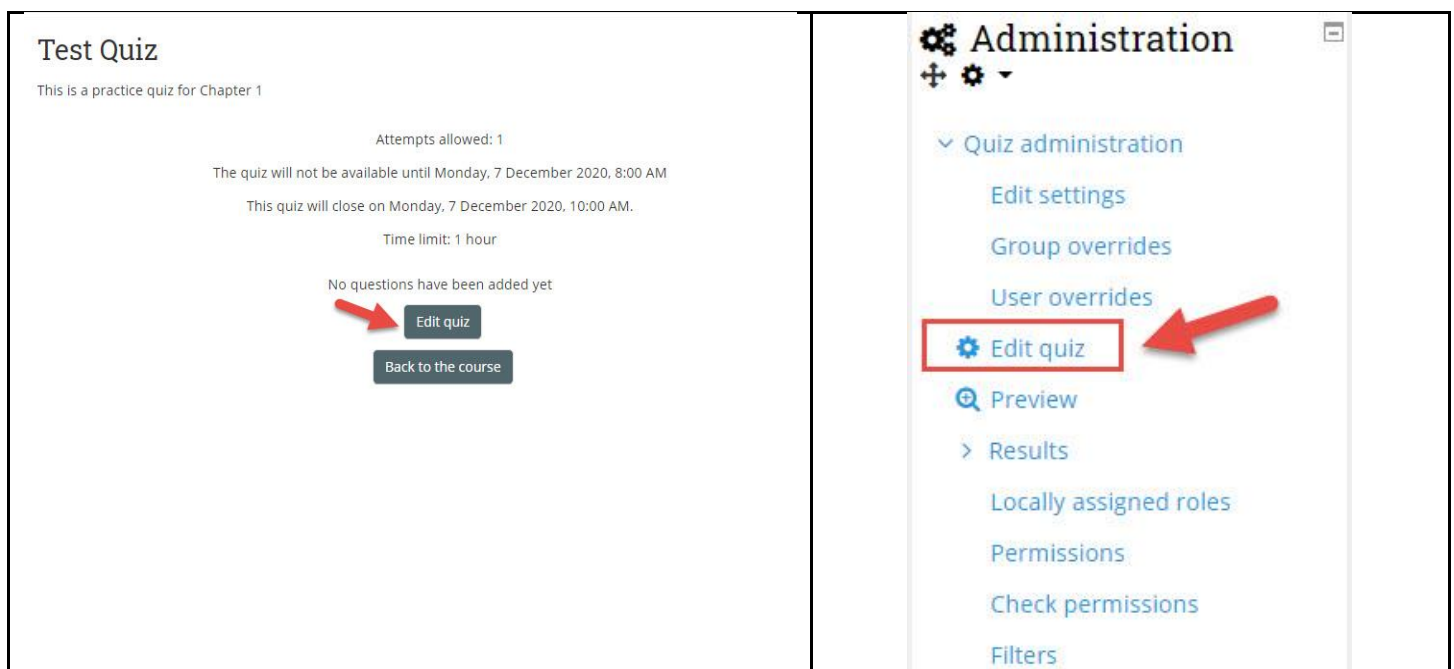
<https://www.youtube.com/watch?v=Q3Pyw0A9rwk>

2.2 Adding Questions Manually

To add questions manually in Moodle, go to your Moodle course and click on the quiz you just created. Then click **Edit Quiz**:

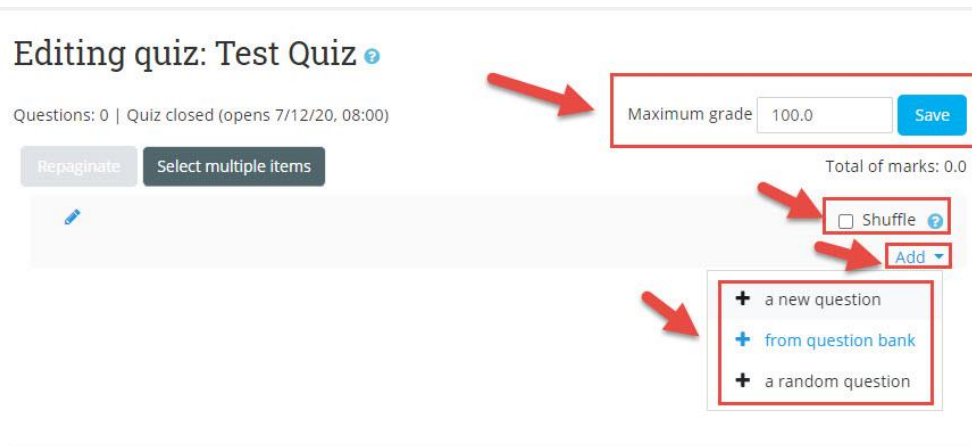


Now click on **Edit Quiz** (either on the main screen or on the right sidebar, under Administration):

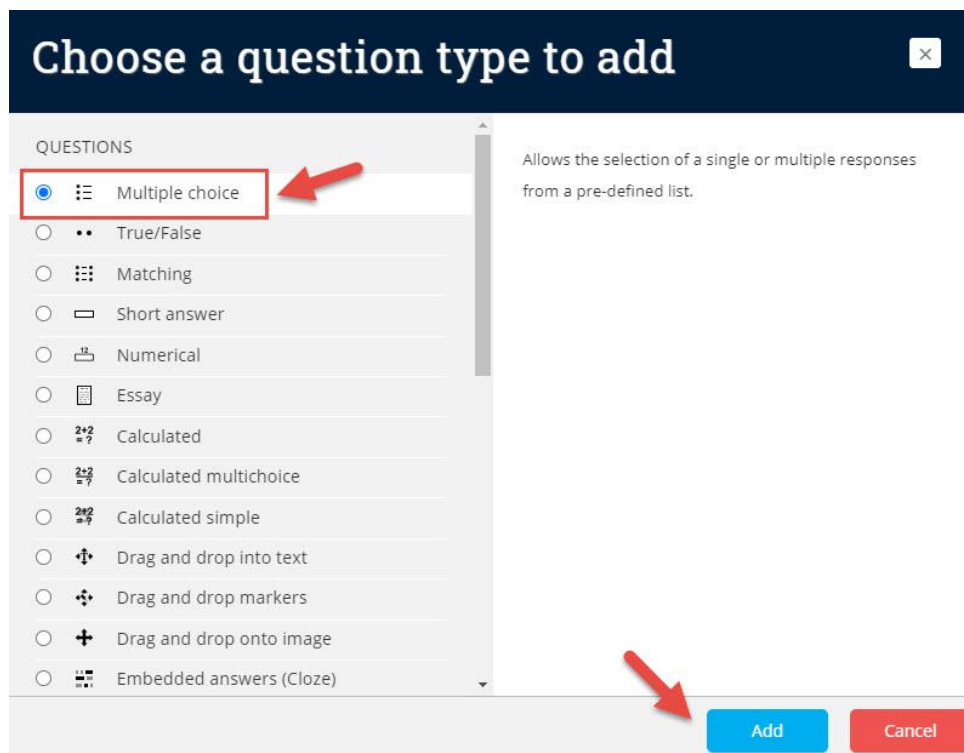


Now you can add the Maximum Grade, select you if you want to shuffle questions. To start adding questions, click on “Add” and then select the best method for you:

1. A New Question
2. From a Question Bank (if you have a question bank)
3. A Random Question (if you have a question bank)



Let's create a question from scratch. Click on **"New Question"** and then select the type of question. Let's choose **"Multiple Choice"**:



Now start creating your question:

Adding a Multiple choice question [?](#)

General [Expand all](#)

Category

Question name [?](#)

Question text [?](#)

↓

A

B

I

x_2

x^2

Default mark [?](#)

If you want to have the choices shuffled, click on “Shuffle the choices”. Remember that if you use something like “None of the above” as a choice, you cannot shuffle the choices.

General feedback [?](#)

↓

A

B

I

x_2

x^2

ID number [?](#)

One or multiple answers?

☐ Shuffle the choices? [?](#)

Number the choices?

Now you can write the choices. If the choice is the correct one, then select 100% for the grade. You can also add a feedback.

▼ Answers

Choice 1

Ottawa

Grade 100%

Feedback

Congrats! You got it!

Choice 2

Montreal

Grade None

Feedback

If you want to add feedback for any correct, incorrect or partly incorrect answer, then use the “Combined Feedback” option.

▼ Combined feedback

For any correct response

Your answer is correct.

For any partially correct response

Your answer is partially correct.

Options

☒ Show the number of correct responses once the question has finished

For any incorrect response

Your answer is incorrect.

If you selected Multiple Tries, you can add a penalty for each incorrect try:

▼ Multiple tries

Penalty for each incorrect try

Hint 1

Rich text editor toolbar with icons for undo, redo, bold, italic, link, unlink, list, indent, outdent, and other formatting options.

Hint 1 options ☐ Options ☐ Clear incorrect responses ☐ Show the number of correct responses

Hint 2

Rich text editor toolbar with icons for undo, redo, bold, italic, link, unlink, list, indent, outdent, and other formatting options.

Hint 2 options ☐ Options ☐ Clear incorrect responses ☐ Show the number of correct responses

[Add another hint](#)

To finalize the creation of your first question, click on **Save Changes**.

▼ Tags

Tags Any tags

[Save changes and continue editing](#)

[Save changes](#) [Cancel](#)

2.3 Random Questions

If you have a question bank in Moodle, you can benefit from the automatic creation of random questions. To do so, on the creation of your quiz questions, select “ **A Random Question**”:

Editing quiz: Test Quiz ?

Questions: 0 | This quiz is closed

Maximum grade 100.0

Save

Repaginate

Select multiple items

Total of marks: 0.0



☐ Shuffle ?

Add ▾

+ a new question

+ from question bank

+ a random question

Then select the Question Bank category from which you want to have the questions chosen from and also the number of random questions to be created:

Add a random question at the end

Existing category

New category

Category

Default for Moodle Test (20)

☐ Include questions from subcategories too

Tags ?

Any tags

Search



Number of random questions

5



Editing quiz: Test Quiz ?

Questions: 5 | This quiz is closed

Maximum grade 100.0

Save

Repaginate

Select multiple items

Total of marks: 5.0

The screenshot shows the Moodle quiz editing interface. At the top, there's a 'Shuffle' checkbox and a question mark icon. Below this, the quiz is divided into five pages. Each page has a title (Page 1 to Page 5), a question number (1 to 5), a question type icon (a gear), a question type name ('Random (Default for Moodle Test)'), a link to 'See questions', and a grade of 1.0. Each page also has an 'Add' button with a dropdown arrow. The interface is clean and organized, with a light gray background and blue accents.

3. Adding Extra Time for Students or Groups of Students

There are two ways to give extra exam time to students: override by user or override by group. Override by user is useful for one or two users otherwise the override by groups is more efficient especially if the groups will be reused throughout the course.

Note: You may receive a list of students from the Student Accessibility Centre who are entitled to 33 percent or 50 percent more time to complete their test.

1. Click on the quiz you want to give extra time:



2. If you want to add extra time to one or more students click on “**User Overrides**” on the right sidebar under Administration:

Weekly Quiz 1

This quiz closed on Monday, 7 December 2020, 10:00 AM

Grading method: Highest grade

Attempts: 1 (1 from your groups)

Summary of your previous attempts

Attempt	State	Review
1	Never submitted	Not permitted

[Back to the course](#)

« PREVIOUS ACTIVITY
Announcements

NEXT ACTIVITY »
Weekly Quiz 2

Navigation

Administration

Quiz administration

[Edit settings](#)

[Group overrides](#)

[User overrides](#)

[Edit quiz](#)

[Preview](#)

[Results](#)

[Locally assigned roles](#)

[Permissions](#)

[Check permissions](#)

[Filters](#)

3. Now click on “**Add user override**”:

Weekly Quiz 1

[Add user override](#)

4. Now select the student, add the extra time needed and click Save:

Weekly Quiz 1

Override

Override user  [Student Test, rscapin@gmail.com](#)

Search 

Require password  [Click to enter text](#)  

Open the quiz 7 December 2020 08 00  ☒ Enable

Close the quiz 7 December 2020 10 00  ☒ Enable

Time limit  0 minutes ☐ Enable

Attempts allowed  1

[Revert to quiz defaults](#)

[Save](#)

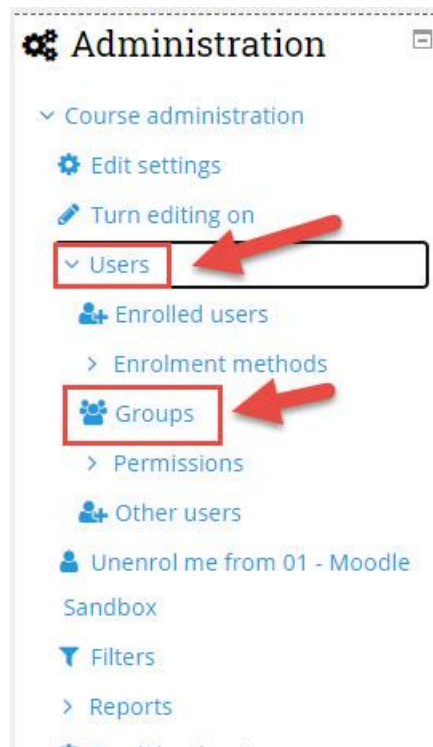
[Save and enter another override](#)

[Cancel](#)

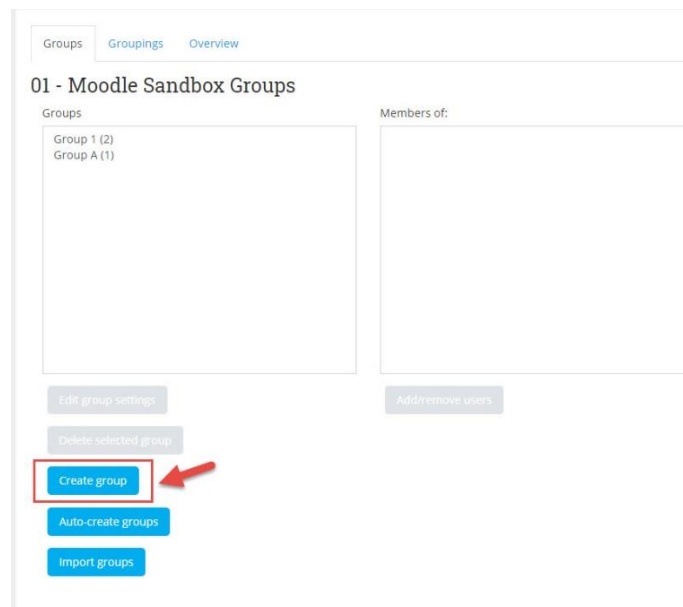
If you want to add another student, just repeat the process again.

If you want to give extra time to one or more groups of students, follow the steps below:

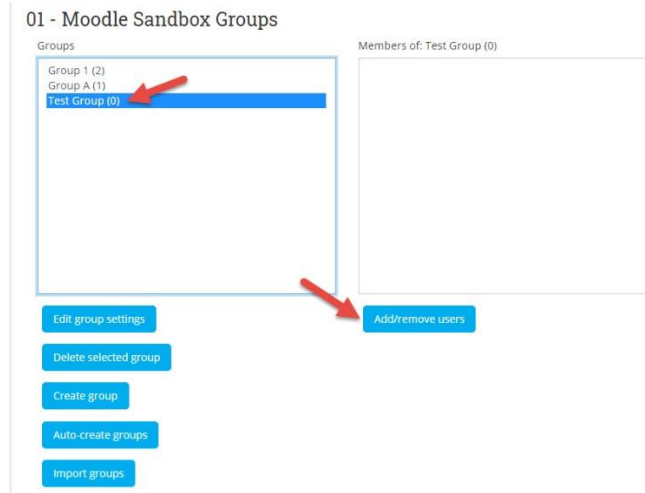
1. Go to your Moodle course and click on Users → Groups on the right sidebar under Administration:



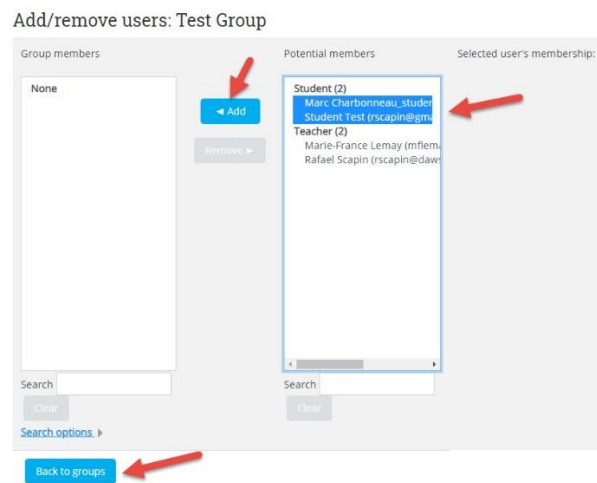
2. Click on **Create Group**:



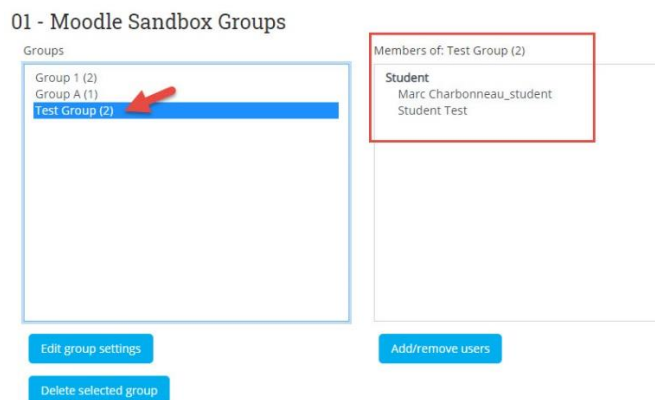
3. Give a name to the group and click “Save”. After this, click on the new group and click on “Add/Remove users”:



4. Select the students to be part of the group and click “Back to Groups”



5. Now you will see the members of the new group:



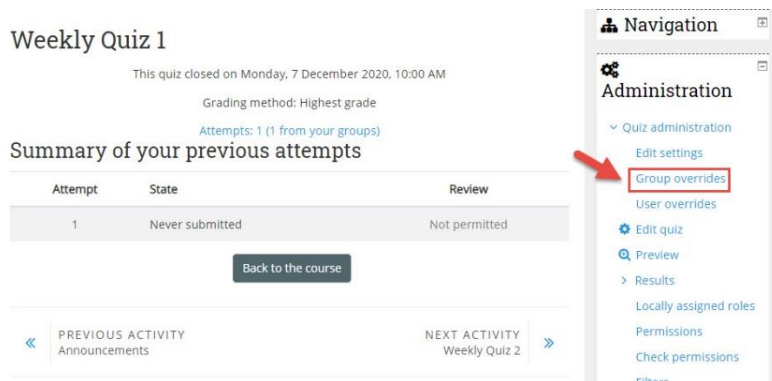
6. Repeat steps 1 to 5 to add more groups.

Now you can use the **Group Overrides**, to give extra time to students who are part of the group:

1. Click on the quiz you want to give extra time:



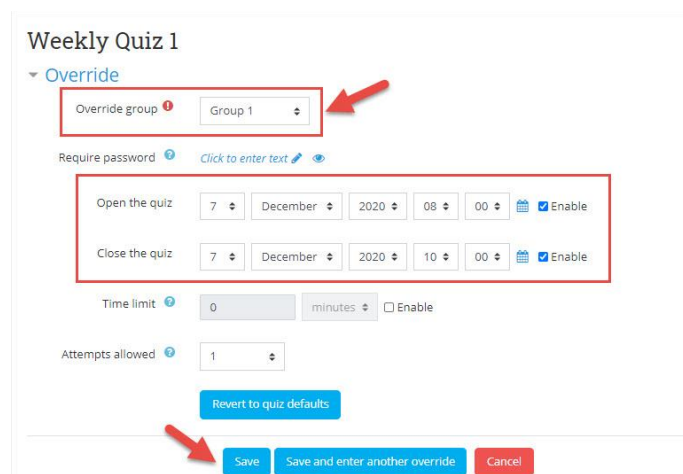
2 Click on “**Group Overrides**” on the right sidebar under Administration:



3. Now click on “**Add group override**”:



4. Select the group which will get extra time for the quiz, add the extra time, and click on “Save” to finish or “Save and enter another override” if you require multiple overrides.



Questions?

If you have any questions, please send an email to **Rafael Scapin**: rscapin@dawsoncollege.qc.ca

More Information

https://docs.moodle.org/38/en/Quiz_settings