Create a Quiz Shell: Step 2 in the Quiz Creation Process
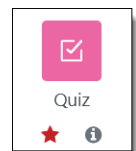
1. Create a test bank.
2. Create a quiz shell and set options for how and when the quiz is deployed.
3. Edit the quiz canvas to add questions from your categories to the quiz shell.

These instructions will help you set up the framework for a quiz: timing, layout, and what learners see after they complete it. There are many options for deploying a quiz. We'll lead off with the options that you **must** consider, flagging elements you should actively address, and follow up at the end with explanations of elements that are less commonly used and that you can safely leave at the default settings.

Create a Quiz Shell: Key Settings

Once you have created categories and populated them with questions, you're ready to create a quiz.

1. With editing turned on, go to the section where you wish to conduct the quiz, click on the **Add an activity or resource** link.

2. Click on the **Quiz** icon.

3. Provide a name for the quiz and use the **Description** textbox to provide instructions for your students (see more information on page 3). Here is an example of the type of information that can be included:

   *This quiz is open book, open notes and covers Chapters 1, 2 and 3. You may take this quiz only once. Please review the **instructions for taking tests in Moodle** before taking this quiz and follow the instructions carefully.*
   *Click on the **Attempt quiz** button (below) to begin the quiz. Open only when ready to begin.*

   *There are 5 pages with 5 questions each (total of 25 multiple choice questions). To move to the next page, click on the page number in the upper left column or on the **Next** button at the bottom of the page.*

   *When you have answered all of the questions, click on **Submit all and finish**.*

   Note: Moodle will automatically display the introduction, any time limits, date restrictions, and the number of attempts allowed when students click on the quiz link. They won't be able to see any questions until the quiz opens and they commit to attempting it.

4. Set quiz options as desired, paying special attention to the notes below. Click on the Help icon next to an item for more information.

🚩 **Timing**

- To set dates to open and/or close the quiz, check the **Enable** box(es) and select a date and time (keeping in mind that Moodle uses a 24-hour clock). Leave either or both

Enable boxes unchecked to make the quiz available for an indefinite time.

- Open and close dates determine when students may view the quiz questions and submit their responses. These dates do *not* determine whether students can see the link for the quiz and the quiz description. Visibility of the quiz link is controlled by "Common module settings" and "Restrict access" settings (see below). Access for students to the "Attempt quiz link" is controlled by the **Timing** settings.

- Click on the **Enable** box in the **Time limit** field to control the amount of time students have to complete the quiz. (See ***Accommodating Students with Disabilities or Special Circumstances*** on page 3 to provide extensions to students.) If you set a time limit for your quiz, make sure that the **When time expires** option is set to **Open attempts are submitted automatically**. This setting will ensure that students receive credit for the answers they have completed within the time allowed.

🚩 Grade

- Creating a quiz automatically creates a corresponding item in the gradebook. Select a grade category for the quiz if you categorize graded items in your grade book. The total possible points for the quiz will be determined later, as you add questions to the quiz.

- There is no need to set a minimum passing score.

- Indicate how many times a student can take the quiz. If you allow multiple attempts, Moodle will record the highest score a student earns on the quiz by default.

🚩 Review options

- Indicate what elements your students will see after they complete the quiz at three key points:

  1) immediately after they complete the quiz,

  2) later while the quiz is still open to others, and finally,

  3) after the quiz closes.

  By default, students only see their score. This example shows the default options until after the quiz closes, showing more after the quiz closes. (See this article on setting review options for details.)

- To expand review options, begin by checking the box for **The attempt**. This will allow you to check any of the other options.

- **Note**: You can only choose options for **After the quiz is closed** if a close date has been set in the **Timings** option area.

  Recommended Settings. For major exams, we suggest displaying only the score (Points) to students until after the quiz closes to discourage the sharing of questions and answers. We also recommend **not** displaying correct answers until after the quiz is closed, **if at all**.
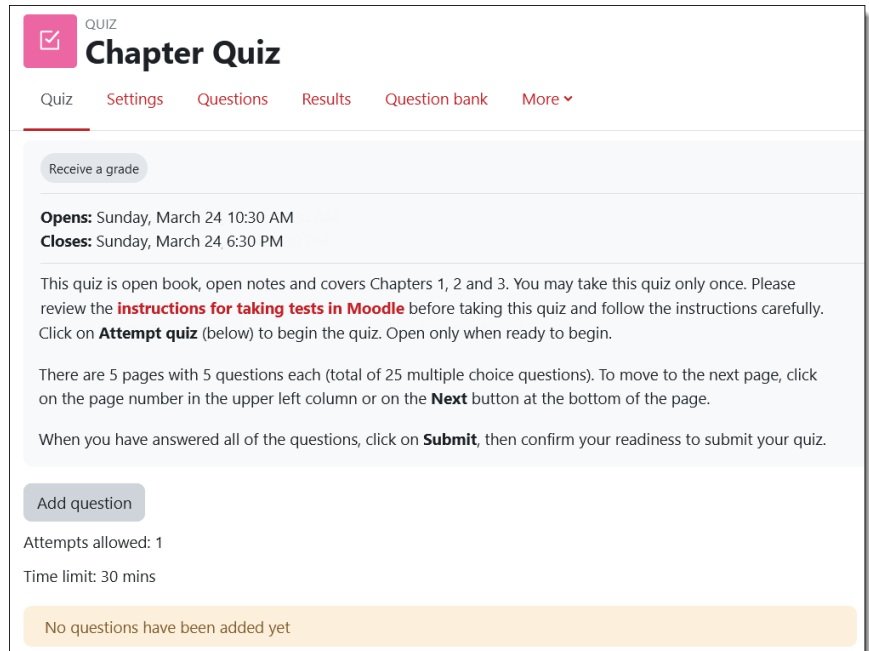
5. Click on **Save and display** to [add questions to the quiz shell](#)—you're ready for the third and final step!

   Note: You can change the quiz options at any time. To do so, open the quiz and click on **Settings**.

Check Your Settings

When you click on the quiz link, you can review the instructions you provided to students in the description textbox. You'll also see information about how many attempts are possible, and any open and closing times. This is also what students will see when they click on the link.

QUIZ
Chapter Quiz

Quiz   Settings   Questions   Results   Question bank   More ⌄

Receive a grade

Opens: Sunday, March 24 10:30 AM
Closes: Sunday, March 24 6:30 PM

This quiz is open book, open notes and covers Chapters 1, 2 and 3. You may take this quiz only once. Please review the **instructions for taking tests in Moodle** before taking this quiz and follow the instructions carefully. Click on **Attempt quiz** (below) to begin the quiz. Open only when ready to begin.

There are 5 pages with 5 questions each (total of 25 multiple choice questions). To move to the next page, click on the page number in the upper left column or on the **Next** button at the bottom of the page.

When you have answered all of the questions, click on **Submit**, then confirm your readiness to submit your quiz.

Add question

Attempts allowed: 1

Time limit: 30 mins

No questions have been added yet

TIME SAVING TIP: If you intend to create several quizzes, you can use the **Duplicate** feature to copy these quiz settings into additional quiz shells. Edit each new quiz to update instructions and availability dates as needed, then add questions as described in [Step 3: Edit Quiz Canvas](#).

Read on for more important information about quizzes, including explanations about other options available in the **Settings** *interface…*

Accommodate Students with Disabilities or Special Circumstances

Moodle allows you to override quiz settings for individual students. For example, a student may need to take the quiz later than the rest of the class, or you may receive a faculty notification letter from Disability Resources informing you that a student needs additional time to take a test due to a documented disability. The quiz will remain off-limits to the rest of the class while it is available to the accommodated student.

See these instructions to [tailor your quiz settings for a student](#).

Note: This setting must be applied to each quiz you create; it does not carry over from one quiz to another. Also, if you extend a quiz deadline for a student who has already attempted the quiz, be sure to increase the number of attempts allowed or clear the initial quiz attempt; the initial attempt will count against the number of attempts allowed.

Provide Instructions for Students

Test taking instructions for students can be found in this [Guide to Taking Tests in Moodle](#).

We recommend that you include a link to this article in your course. Take a few minutes to review these instructions so that you become familiar with best practices for taking quizzes and can better assist your students.

Note: If a student experiences a problem submitting a quiz, suggest using the **Back** button in the browser to return to the quiz and try to submit again. If the second attempt is not successful, you will need to [clear the test attempt](#) to allow the student to re-take the quiz. If the quiz contains many questions, note that there will likely be fewer problems if you ensure that the quiz is set to display no more than one essay question or five other types of question per page.
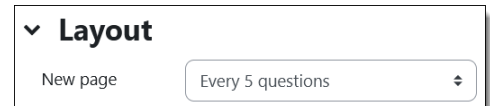
Create a Quiz Shell: Other Settings

The following options are available to you as you set up a quiz shell. Use caution in adjusting question behavior or restricting access—you may trigger unexpected consequences. Ask for help! ☺

Layout

- The default layout is five questions per page (especially recommended for multiple choice and true/false questions). This layout makes the quiz manageable for students and reduces the chances of a student's browser timing out. Note that the layout can be adjusted when you add questions. We recommend displaying only one or two essay questions per page.
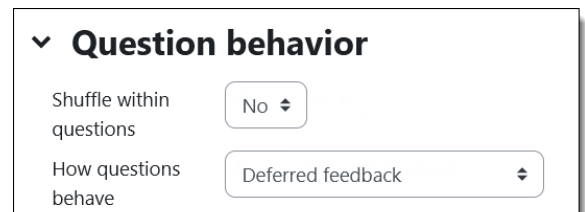
Question Behavior

- Set **Shuffle within questions** to **Yes** if you want answer choices to appear in random order.
  Note: Choices will appear in random order only if the question itself is set to allow this.
- We highly recommend that you leave **How questions behave** set to **Deferred feedback**. This setting requires students to submit the entire quiz before they get any feedback on individual questions.

Appearance

- These options are all advanced settings that can be ignored.

Extra restrictions on attempts

- A password is necessary if the quiz will be proctored (learn more about proctored exams).
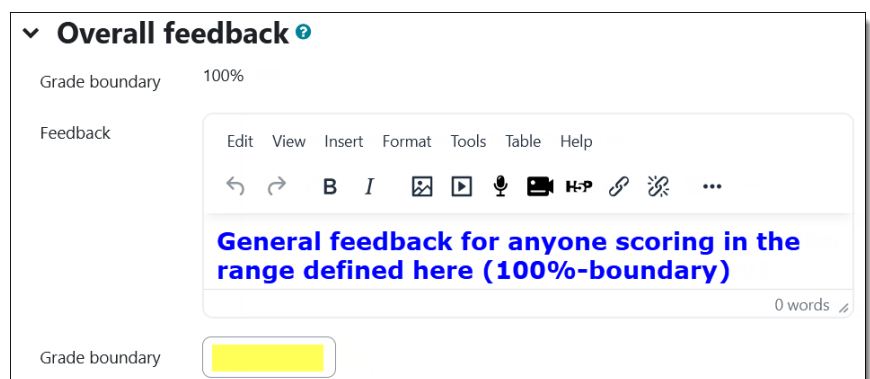 **TIP**: Choose a password that is not easily guessable and check the **Reveal** eyeball to verify it.

Overall feedback

- If you'd like to provide general feedback to students, enter it in the textboxes provided, indicating the grade range to which you want each feedback message to apply. Be sure you've selected *Overall feedback* in the **Review** options area to display the feedback.

Common module settings

- If **Visible** is set to **Show**, students will be able to view the quiz name on their course page and open the link to read the quiz description. Remember, the actual questions will only be visible based on any dates set in the **Timing** area. (Once the quiz has been saved, visibility can also be controlled by its open/closed eye icon on the course main page.)

⚠️ **IMPORTANT!** If this option is set to **Hide**, students will not be able to see the quiz, regardless of how the **Timing** and **Restrict access** options are set. It **must** be visible for students to take it.

Restrict access

- This section provides another way to control when students can access the quiz link. *Unless you have a compelling need to control this quiz link*, we recommend leaving this section blank and letting the quiz availability be determined by the **Timing** and **Common module** settings. Learn more about [restricting access](#).

Completion tracking

- To track which students have taken the quiz, use the pull-down menu to select **Show activity as complete when conditions are met**. Checking "Students must receive a grade…" will check the completion box after the quiz is submitted (unless there are essay questions that need to be manually graded). If you check the "Require passing grade" option, you must also set the score for a passing grade for the quiz in the **Grade** option area above.

Tags & Competencies

- You can ignore these advanced settings.