Creating Quizzes

Moodle uses the term "quizzes," but these instructions apply equally to tests and exams. For the greatest flexibility, we recommend using the following basic procedure:

1. Create a test bank:
   A. Create "categories" (question banks or test pools) to house your questions.
   B. Generate questions: download questions from a publisher, adapt questions in a document to upload, or create questions directly in Moodle.
   C. Add questions to your categories.
2. Create a quiz shell and set options for how and when the quiz is deployed.
3. Add questions from your categories to the quiz shell.
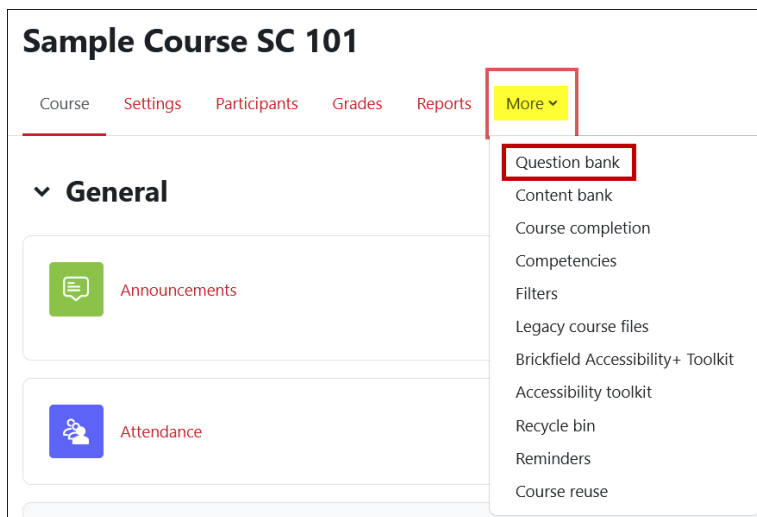
A. Create Question Pools/Categories

Creating pools or categories for your questions is not a requirement. However, doing so will make it easier to:

- Select the questions you want for a particular quiz,
- Set up blocks of random questions in a test,
- Re-use questions in multiple tests, and
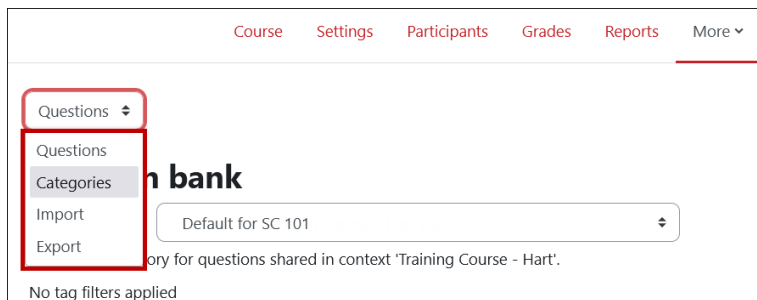- Copy questions from one course to another.

Note: Test banks provided by a publisher that are preformatted for Moodle or Blackboard (.zip or .xml format) tend to be set up for categories already. Skip to Step 2 and import a test bank to see if the questions are already organized in a category. If so, you can skip this step!

To create a category:

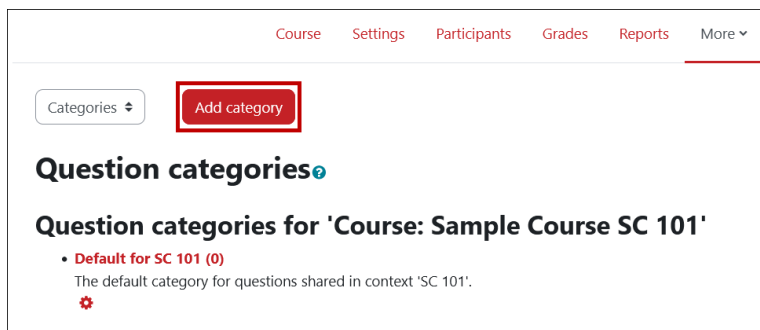1. Click on the **More** link at the top of your course main page, then select **Question bank**.

2. Open the pull-down menu in the top left corner and select **Categories**.

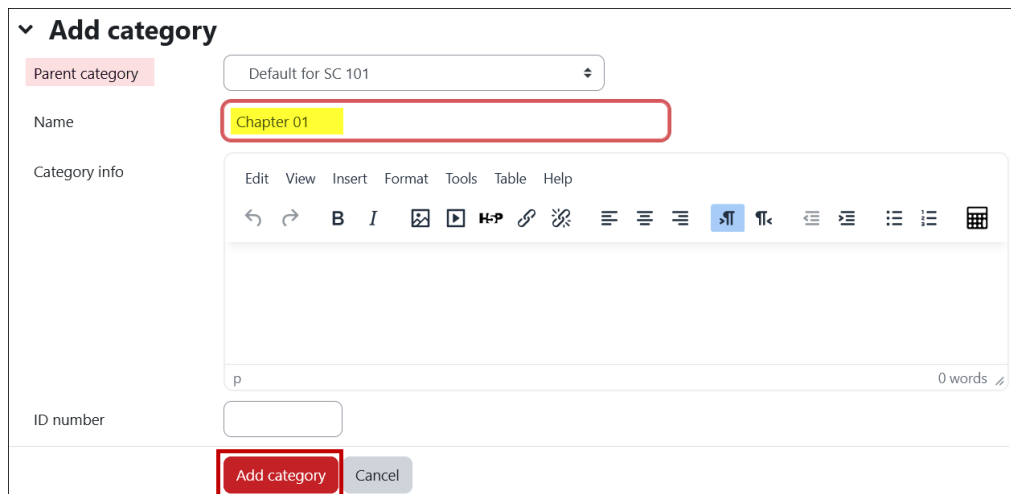3. On the Question categories page, click on **Add category**.

4. In the **Add category** page, make sure the **Parent category** displays *"Default for [course name]."*

5. In the **Name** field, enter a title for the pool of questions (e.g., Chapter 01). (Adding the initial 0 will ensure categories will be listed in the correct order.)

6. Click on **Add category**.

7. Repeat steps 3-5 to create all the pools you will need for your course.

   TIP: Be sure that *Default for [course name]* is selected as the parent category each time you add a category – Moodle sometimes tries to make the newest category the parent for your next one!

B. Generate Questions

You can add questions to Moodle in one of three ways (see separate instructions for each method):

   A. Import a Word document that you adapt to Aiken format.
   B. Import a text bank downloaded from a publisher or created by a publisher's test generator.
   C. Manually create individual questions directly in Moodle within their respective category.

You can combine imported questions and manually created questions if you wish.

C. Add Questions to Categories

If you create questions manually, be sure to select the appropriate category before you begin. If you have questions in Aiken format or if you are using a publisher's test bank, your next step is to import the questions into their respective categories.

Import a File in Aiken Format

Once your document has been formatted and saved as a text file, you can import it into Moodle.

1. On the course main page, click on **More** to access the **Question bank** options.
2. Select **Import** from the pull-down menu in the top left corner of the page.

Quiz Creation: Step 1 — Create a Test Bank

3. Select **Aiken format** in the **File format** field.

4. Open the **General** options area and use the ==Import category== pull-down menu to select the category where you wish to add your questions. Ignore the other settings.

5. Drag and drop your Aiken formatted text file into the file picker box. Or click on **Choose a file…**, browse for the file and click on **Upload this file**.

6. Click on **Import**. If the process is successful, a list of questions will appear. If no questions or the incorrect number of questions appear, review your document to make sure you have correctly followed the formatting requirements. Be sure that: there is only one return between questions, the question text doesn't include a hard return, answer choices all begin with a capital letter followed by a "." or ")", and the word "ANSWER" is in all caps (and correctly spelled!).

7. Click on **Continue** at the bottom of the import confirmation page. (Quick tip: You can also click on **Categories** and then click back on **Import** to avoid having to scroll to the bottom of the list of questions you just added.)

8. Repeat steps 2-7 for each additional pool, being careful to choose the correct category each time.

Import a Publisher's File

To import a test bank file provided by a publisher or created from a publisher's test generator, follow the steps above, selecting **Blackboard** or **Moodle XML format** in step 3, depending on the type of file available.

(Optional Step) Create Test Pools

If you import questions created by a publisher, odds are good that there will be many more questions than you intend to use and that the publisher provides question types that you are not interested in using.

Remove Unwanted Question Types

As shown at right, a publisher's test bank may include ==essay== questions, short answer questions, and true/false questions that you don't intend to use. (Illustration from an earlier

version of Moodle provided as example, not a precise depiction.) To remove unwanted questions, click in the selection box on the left, then scroll down and click on **Delete**. Once you have removed unwanted question types, you can review the questions and answers in a category by following these instructions.

Create a Pool from a Subset of Questions

Rather than pull random questions from a large pool, you may wish to create a subset of questions that best represent the material on which you wish to assess your students. To do so:

1. Click on the **Categories** tab and create a new category for the pool (e.g., Chapter 01 Pool) as described above.

2. Click on the **Questions** tab and select the test bank that you want to pull questions from in the **Select a category** field.

3. Select the questions that you want to pull into the new pool.

4. Click on the **With selected** button and choose **Move to…** to open the **Move the selected questions** dialogue box.

5. Click on **Move to** to shift the questions you have selected into the new pool.

Now that you have the questions that you want, you're ready to create a quiz!