

Creating Quizzes in Moodle 3.3

Moodle uses the term "quizzes," but all of 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. [Edit the quiz canvas](#) to add questions from your categories to the quiz shell.

A. Create Question Pools/Categories

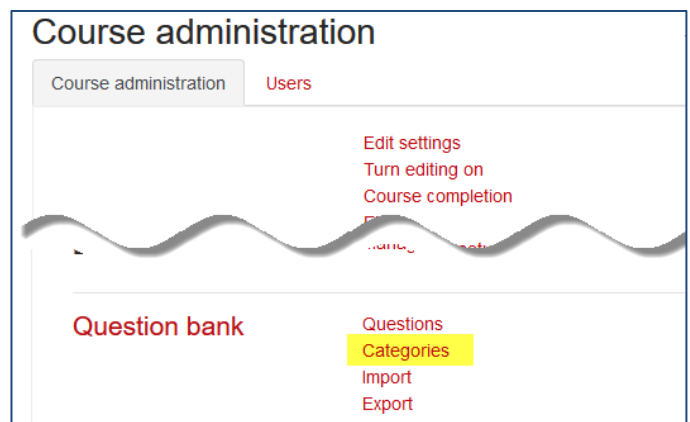
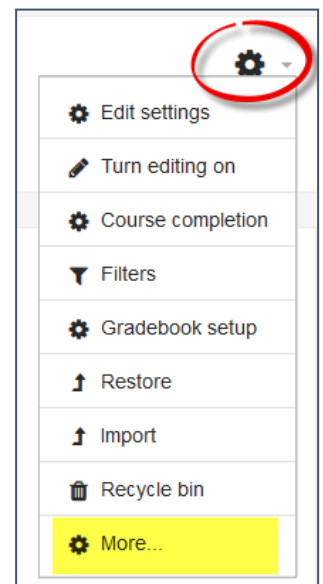
Creating pools or categories for your questions is not a requirement. However, doing so will make it easier to:

- 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 **admin gear** in the upper right corner of your course main page, then click on **More**.
2. Scroll down to the **Question bank** options area and click on the **Categories** link.



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3. In the **Add category** section of the next screen, make sure the **Parent category** displays "*Default for [course name]*."
4. In the **Name** field, enter a title for the pool of questions (e.g., Chapter 1). (If you plan to add more than 9 categories, name your pools 01, 02, etc. so that they will be listed in the correct order.)
5. Click on **Add category**.
6. Repeat steps 3-5 to create all of 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.

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

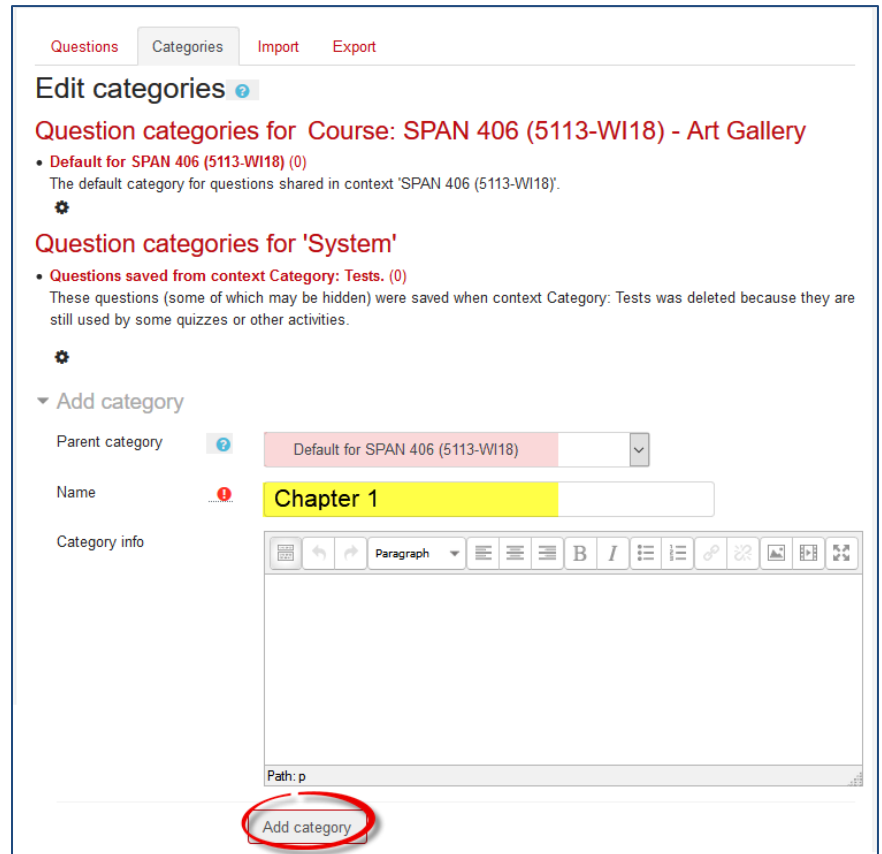
C. Add Questions to Categories

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 the **admin gear**, then **More...** to access the **Question bank** options.
2. Click on the **Import** link (or if you just completed creating categories, click on the **Import** tab shown here).



The screenshot shows the Moodle 'Edit categories' interface. At the top, there are tabs for 'Questions', 'Categories', 'Import', and 'Export'. The 'Import' tab is selected and circled in red. Below the tabs, the title is 'Edit categories'. Underneath, it says 'Question categories for Course: SPAN 406 (5113-WI18) - Art Gallery'. There are two categories listed: 'Default for SPAN 406 (5113-WI18) (0)' and 'Questions saved from context Category: Tests. (0)'. Below these, there is a section for 'Add category'. The 'Parent category' dropdown is set to 'Default for SPAN 406 (5113-WI18)'. The 'Name' field contains 'Chapter 1'. The 'Category info' section has a rich text editor with a toolbar. At the bottom, there is a 'Path: p' field and an 'Add category' button, which is circled in red.



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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 each question and answer set, 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 questions from file

File format

- Aiken format
- Blackboard
- Embedded answers (Cloze)
- Examview
- Examview exported as Blackboard 6.0-7.0
- Gift format
- Missing word format
- Moodle XML format
- WebCT format

General

Import category: Chapter 1

Get category from file Get context from file

Match grades: Error if grade not listed

Stop on error: Yes

Import questions from file

Import* Choose a file...

You can drag and drop files here to add them.

Import

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. 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 new question ...

Question

List three categories of hurricane damage

List three categories of hurricane damage.

When is a hurricane warning issued?

When is a hurricane warning issued?

The _____ scale is used to rank the relative intensity of hurricanes

The _____ scale is used to rank the relative intensity of hurricanes

What are the peak months for hurricane activity in the North

What are the peak months for hurricane activity in the North

A hurricane has slower wind speeds than a tornado but inflicts more damage

A hurricane has slower wind speeds than a tornado but inflicts more damage

A hurricane must have sustained wind speeds of at least:

A hurricane must have sustained wind speeds of at least:

A major limitation of Doppler radar for hurricane monitoring

A major limitation of Doppler radar for hurricane monitoring

With selected:

Delete Move to >> Chapter 11 - Test Items (104)

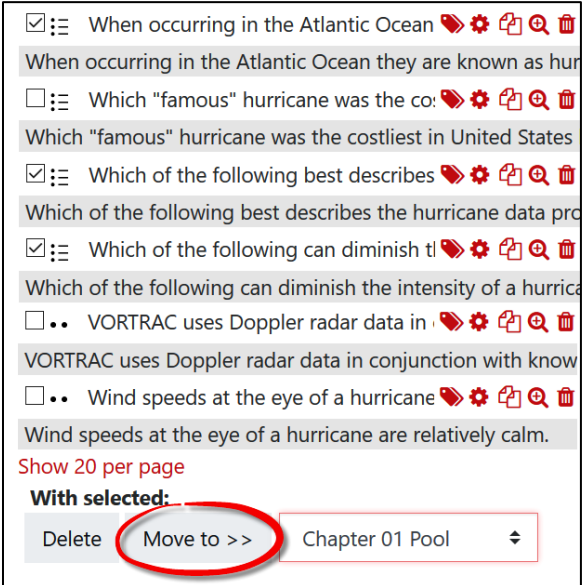
Quiz Creation: Step 1 — Create a Test Bank

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. Scroll down and use the pull-down menu to select the pool category that you just created.
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!](#)



The screenshot shows a list of questions with checkboxes and icons for editing, deleting, and moving. The questions are:

- When occurring in the Atlantic Ocean they are known as hurricanes.
- Which "famous" hurricane was the costliest in United States history?
- Which of the following best describes the hurricane data provided?
- Which of the following can diminish the intensity of a hurricane?
- VORTRAC uses Doppler radar data in conjunction with known wind speeds at the eye of a hurricane are relatively calm.

Below the list, there is a "Show 20 per page" link and a "With selected:" section. The "With selected:" section contains a "Delete" button, a "Move to >>" button (circled in red), and a dropdown menu showing "Chapter 01 Pool".