

Create Quiz Questions Manually

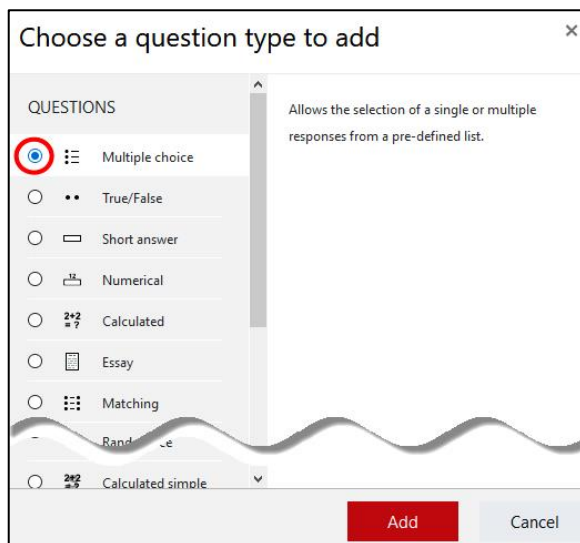
If you have just a few questions to add or if you want to use question types beyond multiple choice and true/false, it's easiest to create them directly in Moodle. To manually create a question:

1. Click on the **course admin** gear, then click on **More...** and select **Question bank**.
2. From the pull-down menu at the top of the page, select the category where you wish to add questions (e.g., *Chapter 1 Pool*). (See the [guide to test bank creation](#) to learn how to set up categories and organize your questions.)
3. Click on **Create a new question....**
4. Select the type of question you wish to add and click on **Next**.

(For information about question types, see [examples of advanced question types](#) and/or visit [Moodle.org](#).)

5. Enter the question and potential responses. While the fields provided will depend on the question type, here's an overview:

- **Question name.** Assign your question a unique name (e.g., Essay1-1 for the first essay question in chapter 1). **Note:** Moodle will store questions in alphabetical order by question name. Students will **not** see the question name.
- **Question text.** Enter the question in the **Question text** box. You can copy text from Word by using **Ctrl+C** and paste it with **Ctrl+V**.
- **Default Points.** All questions have a default point value of 1. If all of the questions in a quiz will have the same value, you can control the number of points assigned to each question by changing the maximum number of points possible for the quiz itself. Moodle will scale the points up as necessary: a quiz with 20 1-point questions can be created with total maximum score of 50—each question will count as 2.5 points when the quiz is graded by Moodle.
- **Feedback.** Moodle provides multiple opportunities for feedback. For example, you can provide targeted feedback for each specific answer selected or general feedback for any wrong answer. You may leave the feedback fields empty.
- **For multiple choice questions:**
 - Select **100%** from the pull-down menu in the **Grade** field to identify the correct answer.
 - When you create the quiz settings, you'll have the opportunity to select random question order to ensure that every student takes a different version of the quiz. Furthermore, if you check the **Shuffle the choices** box, answer choices will be displayed in random order for each student, as long as the quiz itself is set to shuffle answer choices. Be cautious about checking this option if any of the answer choices contain "All of the above," "None of the above," numbers or dates. For all or none of the above, answers can usually be revised to "All of these" or "None of these." In the case of numbers or dates, we recommend leaving these response options in numerical or chronological order rather than shuffling them.



Quiz Creation: Manually Created Questions

- **Penalty points** (advanced feature). Moodle allows you to apply penalty points to incorrect answers. If you don't intend to assess penalty points for multiple attempts, you do **not** need to change the default value provided. The default quiz set-up does not assess penalty points.

Once you've entered the question and possible answers, scroll down and click on **Save changes**. Repeat steps 1-5 to add more questions manually.

Special Cases

- A "Description" question type allows you to provide descriptive text within a quiz. Use this question type to provide additional instructions within a quiz or to provide a scenario or information that students will refer to in order to answer a series of questions. If you use this type of question, be sure to avoid shuffling questions within a quiz or pulling random questions from a text bank that includes this question type. Consider creating a dedicated test bank category for these questions to enable you to add random questions from categories with other question types.
- You can [set up a response template](#) within an essay question to provide structure to student responses.
- It is possible to have students [upload a file](#) as a quiz question response. With this question type, you can choose to require a file upload and/or to allow text entry. Be careful with these settings and inform students accordingly to reduce confusion.

Grading Essay/Short Answer Questions

If you include essay or short answer questions in a quiz, you'll need to know [how to grade the responses](#). Note that you can provide several different options for correct answers to a short answer question, but you will still want to review student submissions to ensure that they receive credit for a correct if unorthodox response.