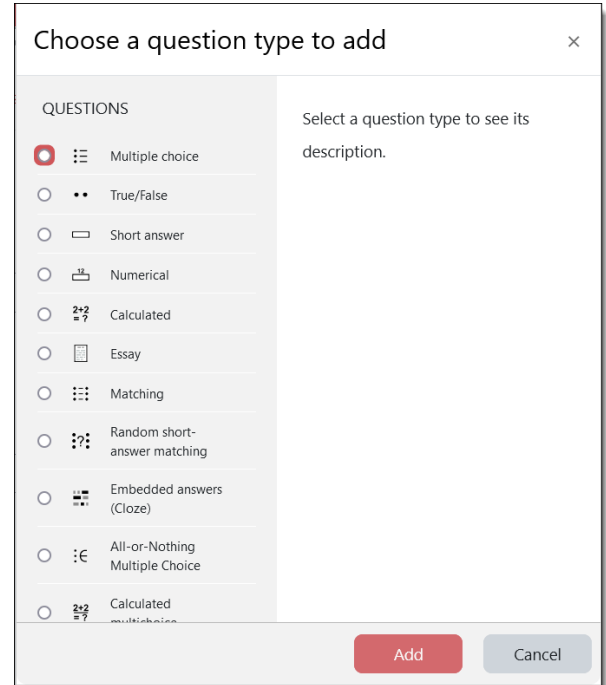


Create Quiz Questions Manually

If you have just a few questions to add, it's easiest to create them directly in Moodle. To manually create a question:

1. On the main course page, click on **More**, then **Question bank**. From a quiz link, click on **Question bank**.
2. In the **Question bank** area, click on the **Questions** link.
3. From the pull-down menu at the top of the page, select the category where you wish to add questions (e.g., *Chapter 01*).
4. Click on **Create a new question**.
5. Select the type of question you wish to add and click on **Next**. (See [examples of advanced question types](#) and/or visit Moodle.org.)
6. Type 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 stores 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 the questions in a quiz will have the same value, leave the default value at 1—you can control the number of points assigned to each question by changing the maximum number of points possible for the quiz. Moodle will scale the points up as necessary: a quiz with 20 1-point questions can be created with total maximum points 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.
- Check the **Shuffle the choices** box to display the answer choices in random order for each student, as long as the quiz itself is set to shuffle answer choices (see "Question Behavior" on p. 7). 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. When you create the quiz settings, you'll have the opportunity to select random questions or shuffle them to ensure that every student takes a different version of the quiz.



Quiz Creation: Manually Created Questions

- **Penalty points** (advanced feature). The default quiz set-up does not assess penalty points for incorrect answers, but it is possible to do so. If you don't intend to assess penalty points for multiple attempts, you do **not** need to change the default value provided.
7. Once you've entered the question and possible answers, scroll down and click on **Save changes**. Repeat steps 4-6 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.