

Moodle 4.1 Quizzes

Step 1: Create a Test Bank	1
A. Create a Category	1
B. Generate Questions	2
1. Create a Test Bank from a Word Document.....	3
2. Create a Test Bank from a Publisher.....	5
3. Create Individual Questions in Moodle	5
C. Add Questions to Categories	7
Step 2: Create a Quiz.....	8
Step 3: Add Questions to a Quiz	12
Adjust Maximum Score.....	15
Delete Questions.....	15
Accommodate Students with Disabilities or Special Circumstances	15
View and Grade Quizzes	15
Clear a Quiz Attempt.....	15
Provide Instructions for Students	15
Administer a Proctored Exam	16
Learn More.....	16

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

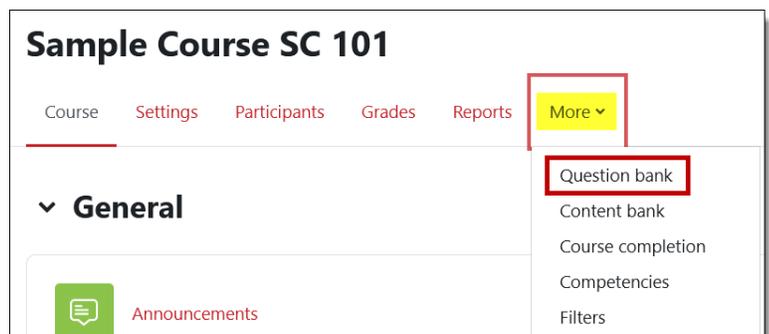
1. Create a test bank:
 - A. Create "categories" (question banks or test pools) to house your questions.
 - B. Generate questions: download questions from a publisher, adapt questions in a document to upload, or create questions directly in Moodle.
 - C. Add questions to your categories.
2. Create a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

Step 1: Create a Test Bank

Setting up categories makes it possible to: 1) select the questions you want for a particular test, 2) set up random blocks of questions in a test, 3) re-use questions in multiple tests, and 4) copy questions to another course.

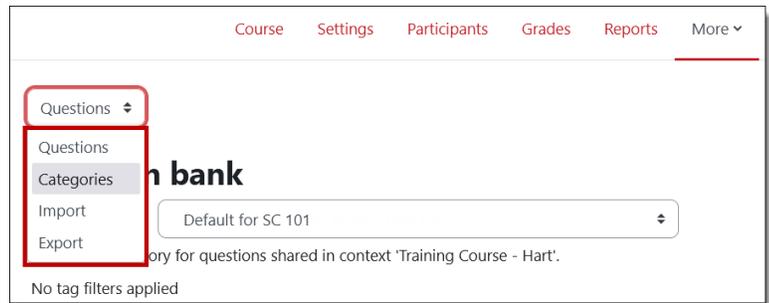
A. Create a Category

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

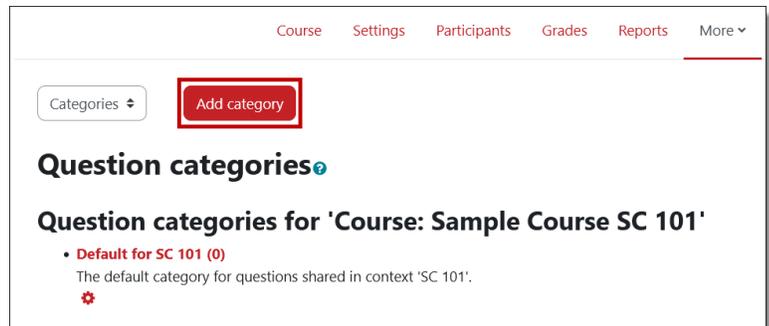


Note: Test banks provided by a publisher that are preformatted for Moodle or Blackboard tend to be set up for categories already. Skip to Step 2 and import a test bank to see if the questions are already organized in a category. If so, you can skip this step!

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

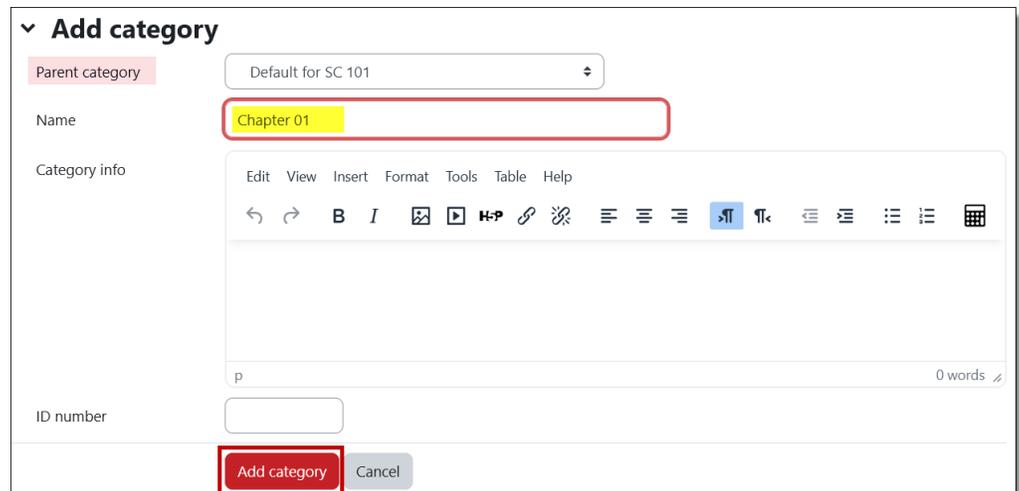


3. On the **Question categories** page, click on **Add category**.



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 (details provided below; see separate instructions for each method):

1. Import a Word document that you adapt to [Aiken format](#).
2. Import a text bank [downloaded from a publisher or created by a publisher's test generator](#).
3. [Manually create individual questions](#) directly in Moodle within their respective category.

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

1. Create a Test Bank from a Word Document

If you want to create a number of multiple choice or true/false questions, an easy way to post them in Moodle is to import them from a Word document using the *Aiken* format. If you need to add just a few questions, it's easier to create them directly in Moodle. **Note: You must follow the formatting exactly as shown below for the import to work.** We recommend importing a sample document with just two or three questions into Moodle to make sure the formatting is correct before drafting the entire document. The most common error in producing an Aiken formatted document is not using capitals letters for each answer choice or in the word "ANSWER." **Note:** Moodle will display questions in alphabetical order, **not** in the order they appear in your file.

To create an Aiken-format file from scratch:

1. Create a Word document and type each question as a single paragraph. Do *not* include a question number. Let the text wrap—press the **[Enter]** key only when you reach the end of the question.
2. Introduce each answer choice with a single **capitalized** letter followed by a period or closing parenthesis and a space [A., B., C. or A), B), C)]. Press the **[Enter]** key just once after each answer choice. (See **Turn Off Auto List Mode** below if needed.)
3. Introduce the correct answer with the word **ANSWER** in **all capitals** followed by a colon, one space and the capitalized letter corresponding to the correct answer (e.g., ANSWER: A).
4. Insert one return (↵) between an ANSWER line and the following question.
5. Save the document in UTF-8 format as described below.

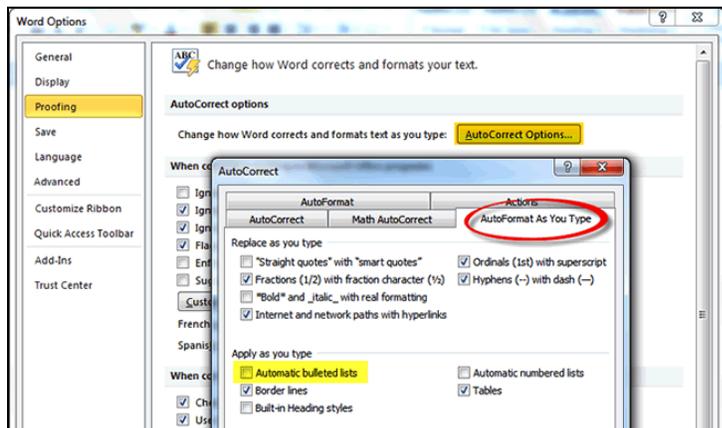
The following example of Aiken format demonstrates that you can use periods or parentheses for each answer choice. Note: **True/False questions are treated as multiple choice**, introduced with "A." and "B." (*The symbols below are shown to indicate where hard returns should be placed. They will not actually be visible in your document unless you have Word set to display paragraph marks.*)

```
I want my students to perform a specific task. What element of Moodle should I use?¶
A) Discussion Forum¶
B) News Forum¶
C) Assignment¶
ANSWER: C¶
¶
Moodle is a product of Microsoft.¶
A. True¶
B. False¶
ANSWER: B¶
```

Turn Off Auto List Mode

You may need to turn off Word's automatic bulleted list feature to format your file:

1. Click on the **File** tab, then scroll way down and click on **Options**.
2. Click on **Proofing**, then **AutoCorrect Options...**
3. On the **AutoFormat As You Type** tab, deselect **Automatic bulleted lists**.
4. On the **AutoFormat** tab, deselect **Automatic bulleted lists**, as well.
5. Click on **OK**, then click on the **Home** tab to continue editing your document.

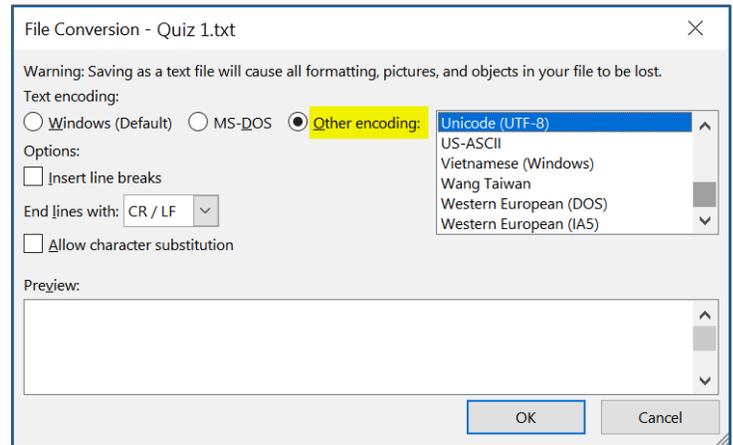


Saving in UTF-8 Format

After drafting your questions, you need to save your document in Plain Text UTF-8 format. This will ensure that your text will be read correctly when it is imported into Moodle.

Saving in Plain Text UTF-8 using Word

1. Click on the **Office** button or **File** tab and select **Save As > Other Formats**.
2. Name your file to reflect its contents (e.g., chapter 1 pool).
3. Under "Save as type," click on the pull-down arrow and scroll down the list.
4. Select **Plain Text (*.txt)** and click on **Save**.
5. In the "Text encoding" dialogue box, select **Other encoding**.
6. Select **Unicode (UTF-8)**.
7. Click on **OK**.

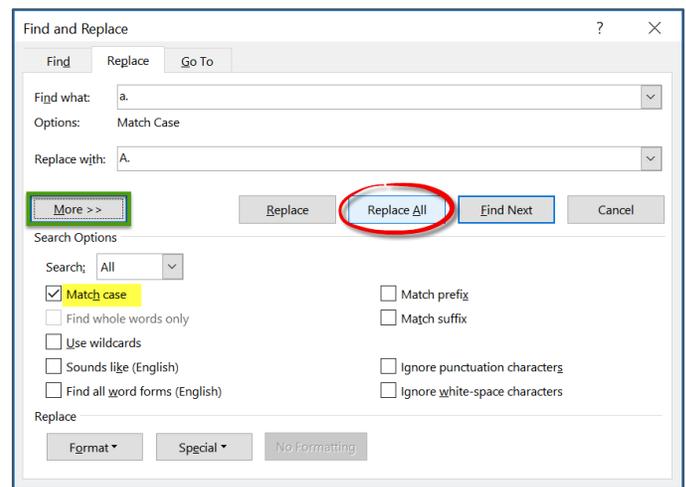


Saving in Plain Text UTF-8 using Word for Mac

1. Choose **File, Save As**.
2. Name your file to reflect its contents (e.g., chapter 1 pool).
3. From the "Format" drop-down menu, choose **Plain Text (.txt)**.
4. Click on **Save**.
5. In the File Conversion screen, choose **Other encoding** (under Text encoding).
6. In the box at right, scroll down (if necessary) and select **Unicode 5.0 UTF-8**.
7. Click on **OK**.

To create an Aiken file from an existing Word document:

1. Follow the instructions above for saving the file as Plain Text UTF-8. This will shut off auto-numbering and allow you to reformat the text as needed.
2. Assess what needs to be adjusted in the text to convert it to Aiken format. Common adjustments include removing extra paragraph returns between questions and possible answers, removing page headers and footers, substituting ANSWER for ANS, and capitalizing letters that introduce potential answers.
3. Use "Find and Replace" wherever possible to make the necessary adjustments. For adding capital letters to responses, for instance, set the replace option to **Match case** and replace "a." with "A." To remove extra paragraph returns, replace ^p^p [two returns] with ^p.
4. Manually delete the number for each question.
5. Review the file carefully, being especially mindful of the number of returns between questions and answers, as well as between questions.
6. Save your work frequently and save once again in Plain Text format when ready.



2. Create a Test Bank from a Publisher

Many publishers provide test banks that can be uploaded directly into Moodle. In other cases, they offer a test generator which you can download to create your own question pools. Exams created from test generators can be exported in Moodle or Blackboard format and then imported into Moodle. If the publisher only makes test banks available in Word format, see the prior section of this guide.

The following formats can be imported into Moodle:

- **Moodle XML**
- **Blackboard** (version 6 or higher) – A test bank saved in Blackboard format can often be successfully imported into Moodle. If you have trouble with this format, there are instructions to [Troubleshoot Publisher Test Banks](#) on the Moodle How-To's page.
- **Respondus** – The CATL has a Respondus license and we'd be happy to help you out with importing test banks in this format—just give us a call.
- **.mbz Files** – Some publishers provide course backup files that include resources and test banks. Contact the CATL for assistance in unpacking the file into a temporary course where you can evaluate the materials and select the elements that you'd like to import into your course shell.

For test banks posted on the publisher's site, download the file(s) and save to your computer. If a single .zip file is provided, extract the files and save to your computer. See the instructions on page 6 to import the questions to your course.

CAUTION: Allow several days' lead time to upload and create a quiz from a publisher's test bank.

Sometimes, the process is quite straightforward and painless, while other times..... it really isn't! A lot depends on the individual publisher. Also, if you're creating pools with a test generator, do a trial run of the import process with the first pool you create to make sure that the questions import correctly. **Note:** Blackboard format nearly always works if Moodle doesn't.



3. Create Individual Questions in Moodle

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 [specifics for question types](#).)
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.

Choose a question type to add

QUESTIONS

Select a question type to see its description.

- Multiple choice
- True/false
- Short answer
- Numerical
- Calculated
- Essay
- Matching
- Random short-answer matching
- Embedded answers (Cloze)
- All-or-Nothing Multiple Choice
- Calculated

Add Cancel

- **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.
 - **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.



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

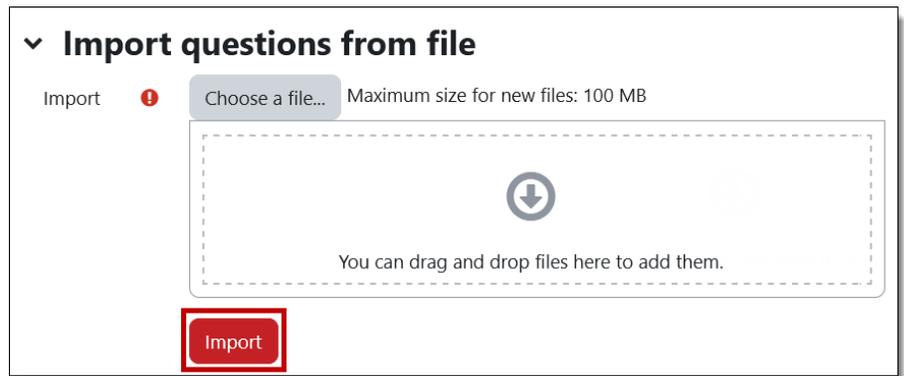
Once your document has been formatted and saved as a text file, you can import it into Moodle.

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.
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**

The screenshot shows the 'Import questions from file' form in Moodle. At the top left is an 'Import' dropdown menu. The main heading is 'Import questions from file'. Under the 'File format' section, 'Aiken format' is selected with a green checkmark, while other options like 'Blackboard', 'Embedded answers (Cloze)', 'GIFT format', 'Missing word format', and 'Moodle XML format' are unselected. In the 'General' section, the 'Import category' dropdown is set to 'Chapter 01'. Below it, 'Get category from file' and 'Get context from file' are both checked. The 'Match grades' dropdown is set to 'Error if grade not listed', and the 'Stop on error' dropdown is set to 'Yes'.

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.

The process for uploading a test bank file is similar for files provided by a publisher and for Word documents saved in Aiken format. If you have **not** already created categories (see page 1), you should do so before taking these steps.

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.
3. Select the **File format** that corresponds to your question bank.
4. Open the **General** options area and use the **Import category** pull-down menu to select the test bank category where you wish to add your questions. Ignore the other settings in the General options area.
5. Drag and drop your file into the **file picker box** or click on **Choose a file...**, browse for the file and click on **Upload this file**.
6. Wait for the file to load—the file name will change from black to red when it's done uploading.
7. Click on **Import**. If the process is successful, a list of questions will appear.
8. Click on **Continue** at the bottom of the import confirmation page. (Or click on **Categories**, then click back to the **Import** tab to bring in another test bank.)
9. Repeat steps 2-8 for each additional pool, being careful to choose the correct category from the **General** options area each time.

After you've uploaded your files, you can review all the questions from a publisher's test bank. [This article](#) explains how. Be on the lookout for symbols that may have come across instead of apostrophes (e.g., ¥™).

(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 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** link and create a new category for the pool (e.g., Chapter 01 Pool) as described above.
2. Click on the **Questions** link 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.

Step 2: Create a Quiz

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

1. With editing turned on, scroll to the section where you wish to conduct the quiz (e.g., Week 3), click on the **Add an activity or resource** link.
2. Select **Quiz** and click on **Add**. **Note:** After you create the quiz, to change any of the settings below, open the quiz and select **Settings**.
3. Provide a name for the quiz and use the **Description** textbox to provide instructions for your students.

Here is an example of the type of information that can be included:

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 r
- The _____ scale is used to rank the relative intensity of hur
- What are the peak months for hurrica
- What are the peak months for hurricane activity in the North
- A hurricane has slower wind speeds th
- A hurricane has slower wind speeds than a tornado but inflic
- A hurricane must have sustained wind
- A hurricane must have sustained wind speeds of at least:
- A major limitation of Doppler radar fo
- A major limitation of Doppler radar for hurricane monitoring

With selected:

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

Which of the following markets is generally consid

Which of the following markets is generally considered inelastic in

Which of the following statements does NOT describ

Which of the following statements does NOT describe room taxes?

Which of the following statements is NOT true of d

Which of the following statements is NOT true of discounting?

Which of the following would NOT

... would NOT be evaluated by a quality contro

Move to...

Delete

With selected ▾

Move the selected questions

Default for SC 101 ▾ **Move to** Close

Course: SC 101

- Default for SC 101
- Chapter 01 (41)
- Chapter 01 Pool**

Category: Distance Ed

- Default for Distance Ed

System

Questions saved from context Category: Tests. (1)

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 now 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 description, any time limits, date restrictions, and the number of attempts allowed when students click on the quiz link. They cannot begin a quiz until the start date/time arrives.

- Set all quiz options as desired, paying special attention to the notes below. We've flagged the areas that you should be sure to set. 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 indefinitely.
- Open and close dates determine when students may view the test questions and submit their responses. These dates do *not* determine whether students can see the link for the test and the test 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](#) below to provide extensions to students.)
- IMPORTANT!** If you set a time limit for your test, 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.

Layout

- By default, quizzes will have five questions per page. This layout makes the test manageable for students and reduces the chances of a student's browser timing out.
- If an essay question will likely take more than 10 minutes to answer, we recommend that you display only one essay question per page to minimize server timeout problems.

Layout

New page Every 5 questions

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.

Question behavior

Shuffle within questions No

How questions behave Deferred feedback



Review options

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

- 1) **immediately** after they submit their quiz,
- 2) **later** while the quiz is still open to others, and finally,
- 3) **after** the quiz is closed.

By default, students only see their score. This example displays the default options until after the quiz closes, with additional information shown 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.

Review options

During the attempt

- The attempt
- Whether correct
- Points
- Specific feedback
- General feedback
- Right answer
- Overall feedback

1 Immediately after the attempt

- The attempt
- Whether correct
- Points
- Specific feedback
- General feedback
- Right answer
- Overall feedback

2 Later, while the quiz is still open

- The attempt
- Whether correct
- Points
- Specific feedback
- General feedback
- Right answer
- Overall feedback

3 After the quiz is closed

- The attempt
- Whether correct
- Points
- Specific feedback
- General feedback
- Right answer
- Overall feedback

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**.

Appearance

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

Extra restrictions on attempts

- A password is necessary if the test will be proctored (see related section on page 13).

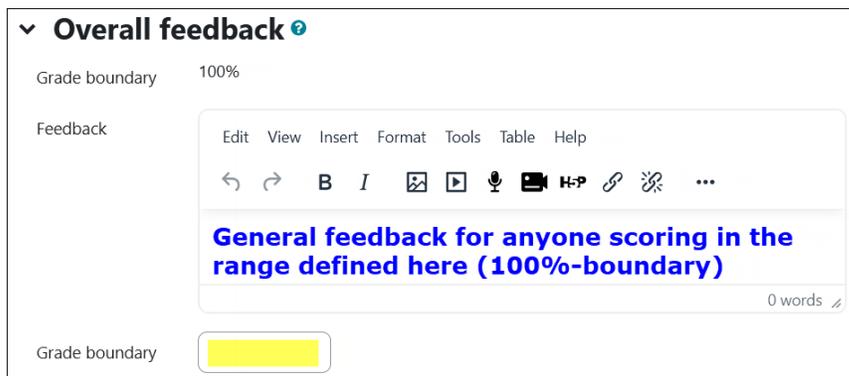
TIP: Choose a password that is not easily guessable and click the **Reveal** eyeball to see the password as you type it.

Extra restrictions on attempts

Require password Click to enter text

Overall feedback

- If you'd like to provide general feedback to students on their scores, 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.



Overall feedback

Grade boundary 100%

Feedback

Edit View Insert Format Tools Table Help

General feedback for anyone scoring in the range defined here (100%-boundary)

0 words

Grade boundary

Common module settings

- If **Availability** is set to **Show on course page**, students will be able to view the quiz link on their course page and open it to read the quiz description. Remember, the test questions themselves will only be visible based on the open and close dates set in the **Timing** area.



IMPORTANT! If this option is set to **Hide from students**, 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.

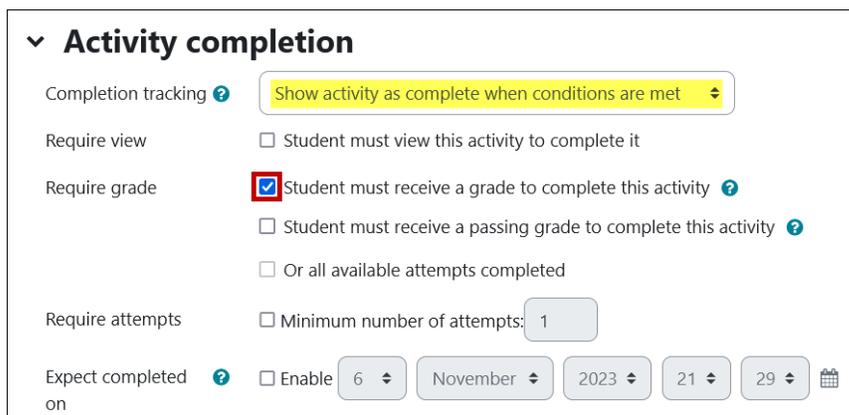
Restrict access

- 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.



Activity completion

Completion tracking Show activity as complete when conditions are met

Require view Student must view this activity to complete it

Require grade Student must receive a grade to complete this activity

Student must receive a passing grade to complete this activity

Or all available attempts completed

Require attempts Minimum number of attempts: 1

Expect completed on Enable 6 November 2023 21 29

5. Click on **Save and display** to add questions to the quiz shell.

Note: You can change the quiz options at any time. To do so, open the quiz and click on **Settings** or on the main page, click on the **Edit** icon, then **Edit settings**.

TIME SAVING TIP: When creating several quizzes, use the **Duplicate** icon to copy your quiz settings into additional quiz shells. Edit each new quiz to update instructions and availability dates as needed, then add questions as described below.

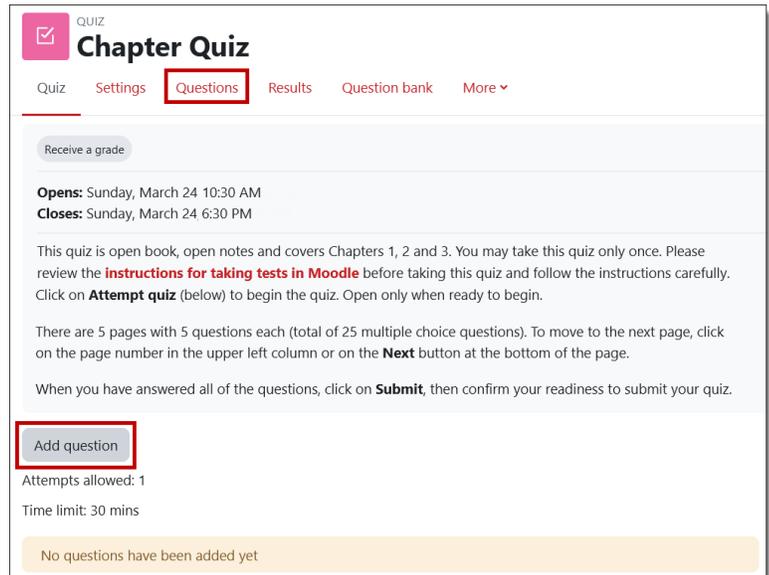
Check Your Settings

When you open 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 timing information that you selected. This is also what students will see when they click on the link.

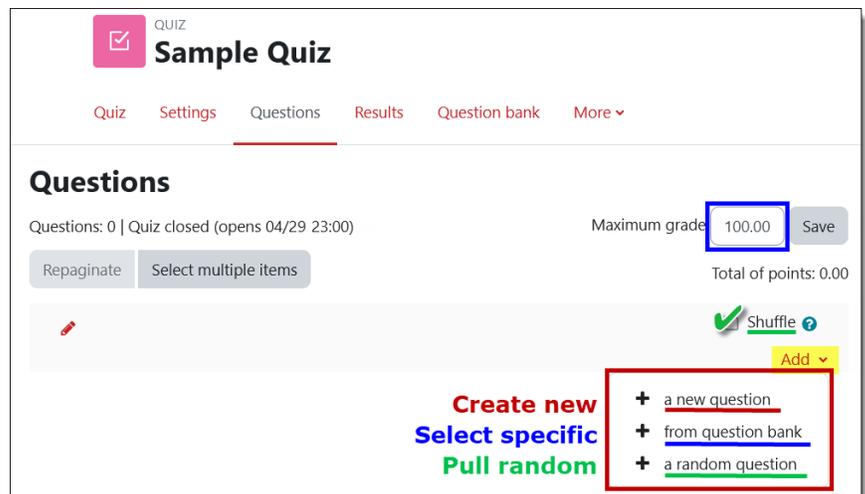
Step 3: Add Questions to a Quiz

Once the quiz settings are complete, you're ready to add questions to the quiz shell.

1. Open the quiz link, if necessary, then click on the **Questions** link or **Add question**.

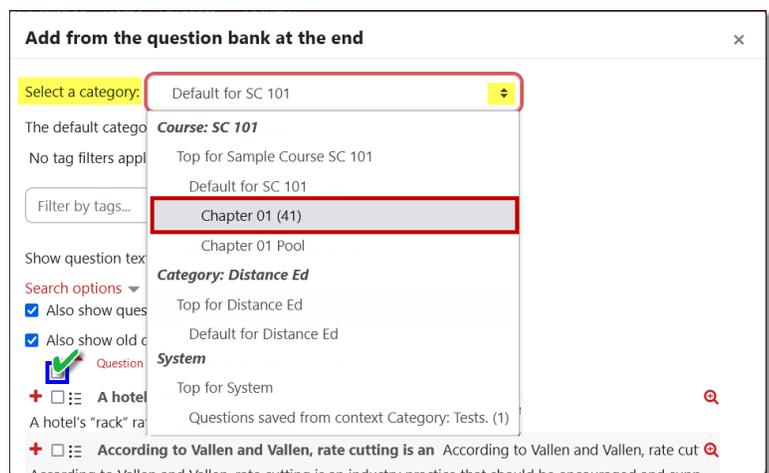


2. On the **Questions** page, click on **Add** to display your options for adding questions.
 - To add a **NEW QUESTION** to the quiz, click on **+ a new question**, then follow the instructions on page 5 for creating a question from scratch.
 - To add **SPECIFIC QUESTIONS** to the quiz—*recommended for midterms and final exams*—click on **+ from question bank** and select the desired **category** from the pull-down menu at the top of the dialogue box.



Questions from the selected category will be displayed on your screen. Use the **check box** at the top of the column to select all the questions or choose individual questions. (To preview a question, click on the **magnifying glass** icon on its right.) When you have chosen all the questions you wish to add, click on **Add selected questions to the quiz** to return to the quiz canvas.

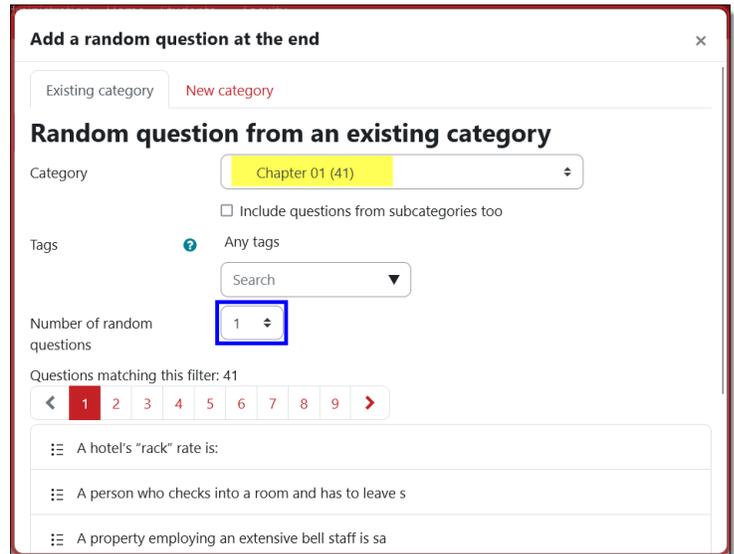
- To add a **RANDOM BLOCK** of questions to the quiz—*recommended for reading quizzes and routine tests with multiple attempts*—click on **+ a random question** and select the desired **category** from the pull-down menu at the top of the dialogue box.
- Use the pull-down menu to choose the **number of random questions** to add. (Don't choose more questions than you have in the category!)



- Scroll down and click on the **Add random question** button in the lower right corner to add questions to the quiz canvas.

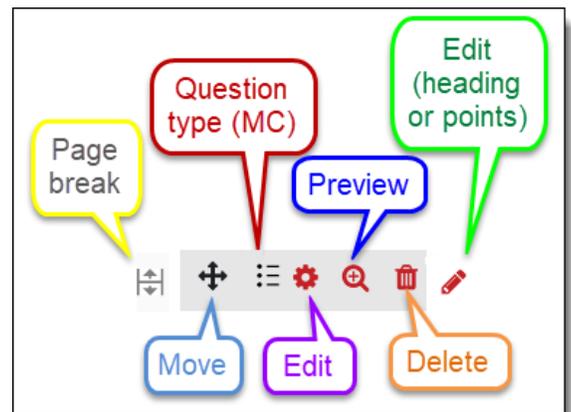
3. Once you have selected questions, you'll be returned to the quiz canvas as shown below—specific questions in the image on the left, random questions on the right—where you can:

- review the **total number of points** possible and **adjust the maximum grade** (quizzes default to 100 points) and **Save**,
- **add** new questions or select another question bank to pull in more questions,
- **drag and drop** questions to reposition them,
- **delete** a single question,
- click on an **insert page break icon** to move questions to a new page, and
- **revise the points possible** for any item.

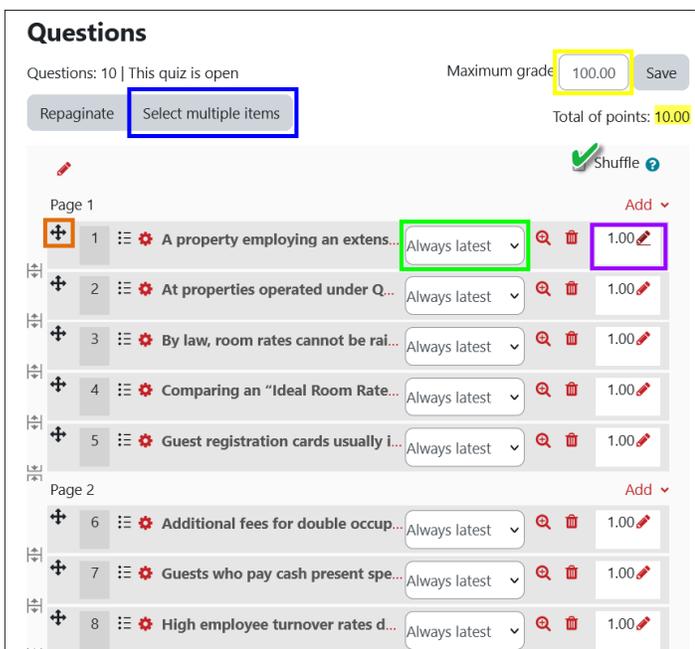


For Specific Questions

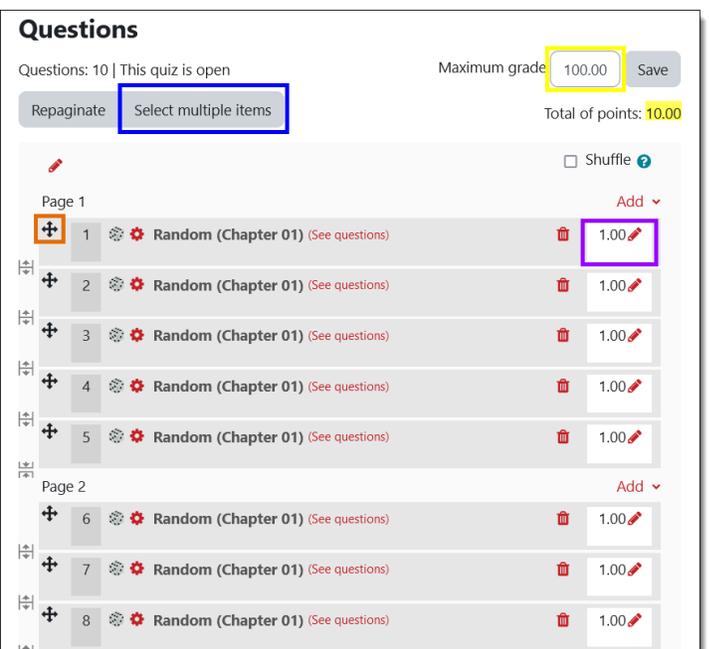
- The latest version of a question is selected by default. Choose a different version if desired.
- Select the **Shuffle** option to present questions in a different order for each student if you wish.
- You can also **edit** an individual question or **preview** it. (You can edit a question at any time, even after students have taken a quiz.)



Specific Questions



Random Questions



Adjust Maximum Grade

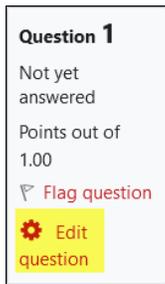
Regardless of the number of points assigned to each question, Moodle will automatically scale the value of each question up or down based on the **Maximum grade** setting. In the examples above, the face value of the questions is 10, while the quiz itself is set for 100 points. Change the **Maximum grade** and click on **Save** to adjust the maximum possible. To manually adjust the point value for an individual question, click on the pencil in the box next to the question, type in the new value, and click on **[Enter]**.

Delete Questions

If you need to remove questions from a quiz, click on the **Select multiple items** button. Next, select the specific questions you want to delete or click on the **Select all** button, then click on the **Delete selected** button.

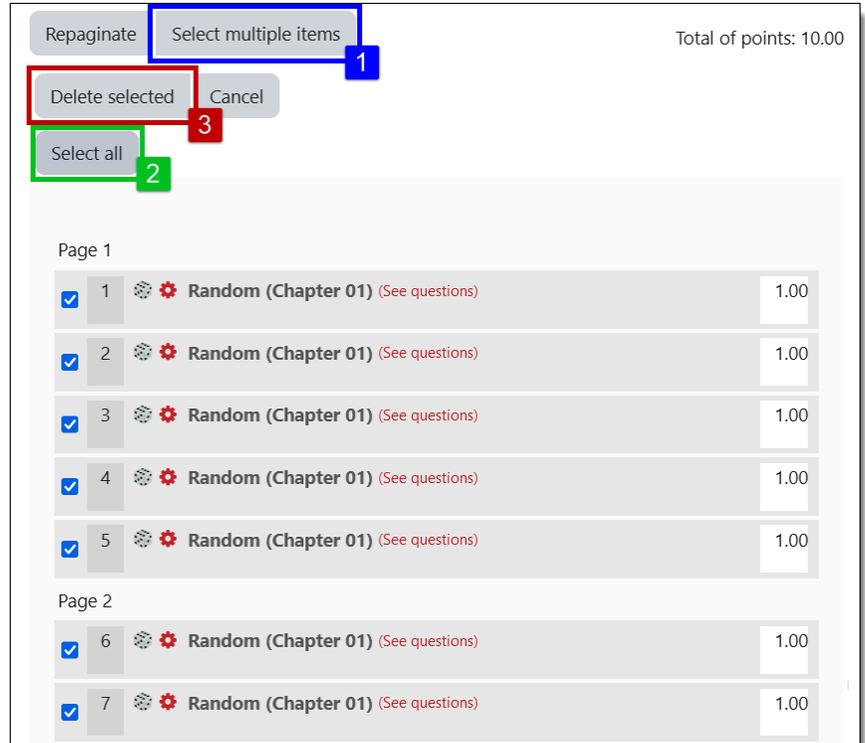
Preview Quiz & Verify Settings

Click on the **Quiz** link at the top of the page. Click on the **Preview quiz** button to see how your test will look to students.



Use the **Edit question** link to update a question. If you shuffle your questions or use random blocks, preview it multiple times to see how it changes.

Verify or change the quiz settings (e.g., time limit, open and close dates, etc.) by clicking on the **Settings** link. Click on **Questions** to make changes to the quiz content or layout.



Accommodate Students with Disabilities or Special Circumstances

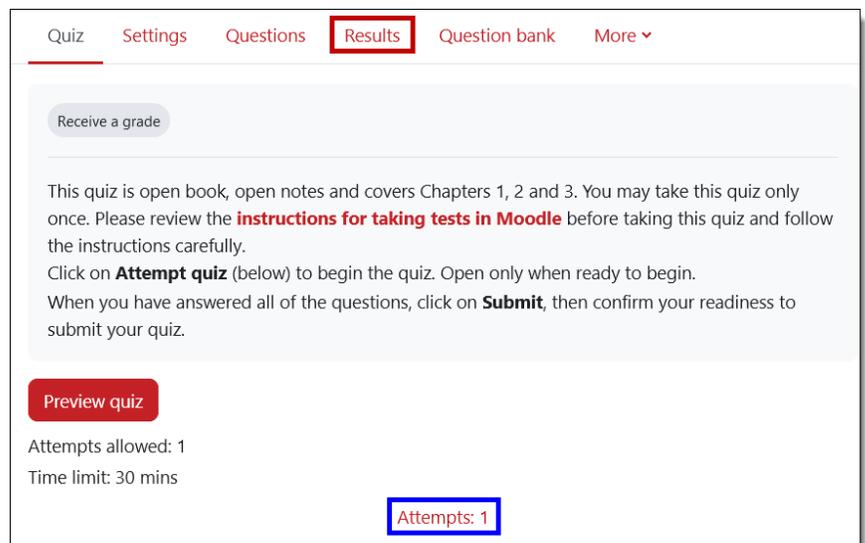
Moodle allows you to override quiz settings for individual students. For example, a student may need to take the quiz later than the rest of the class, or you may receive a faculty notification letter from Disability Resources informing you that a student needs additional time to take a test due to a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

Note: Overrides must be applied to each quiz; they do not carry over from one quiz to another.

View and Grade Quizzes

To view quiz results:

1. Open the quiz link on the course main page. You'll see the quiz description and the number of **attempts** made.
2. Click on **Attempts: #** or click on the **Results** link to view student attempts.



- Click on a student's score to see the test as it was presented and submitted. **Note:** Students may flag questions as they take quizzes. Unless you provide special instructions, flags have meaning solely for the test taker; flags don't affect quiz results in any way.

When you create a quiz, a corresponding item is created in the grade book. Moodle will grade most question types as soon as a quiz is submitted and automatically enter the scores in the grade book.

Student View

This image illustrates what a student might see after submitting a quiz. The quiz is time and date stamped, and the score is posted. If the review options set for the quiz allow students to see their attempt after they submit the quiz, there will be a **Review** link available to them as shown here. Note that students have a link that will take them **Back to the course**.

Summary of your previous attempts

State	Points / 20.00	Grade / 100.00	Review
Finished Submitted Monday, November 6 11:06 PM	14.00	70.00	Review

Your final grade for this quiz is
70.00/100.00.

No more attempts are allowed

[Back to the course](#)

Grade Essay Questions

If your quiz contains essay questions, you will need to manually grade them. See [Grade Quiz Items Manually](#) for instructions.

Clear a Quiz Attempt

If a student experiences problems submitting a test, follow these steps to clear the test attempt and allow a re-take:

- Open the test link and click on the **Attempts: #** link (shown above).
- Check **the box** to the left of the attempt associated with the student's name. (If necessary, filter the results by selecting the initial letter of first or last name or click on **Last name** at the top of the column to sort attempts by last names.)
- Scroll down to the bottom of the table and click on the **Delete selected attempts** button.
- Click on **Yes** to confirm the deletion.

Reset table preferences

First name All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Last name All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Download table data as Comma separated values (.csv) Download

First name / Last name	ID number	State	Started on	Completed	Time taken	Grade/100.00	Q. 1 /5.00	Q. 2 /5.00	Q. 3 /5.00	Q. 4 /5.00	Q. 5 /5.00	
<input checked="" type="checkbox"/>	Student1 One	12341	Finished	November 6 11:04 PM	November 6 11:06 PM	2 mins 29 secs	70.00	✓ 5.00	✓ 5.00	✗ 0.00	✓ 5.00	✓ 5.00
						Overall average	70.00 (1)	5.00 (1)	5.00 (1)	0.00 (1)	5.00 (1)	5.00 (1)

Regrade selected attempts
Delete selected attempts

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 tests 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 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 questions per page.

Administer a Proctored Exam

If you wish to have an exam proctored for your students, Moodle offers solutions for managing the process as well as administering the test itself. Students may take the exam at a proctored site or with an online proctoring service such as ProctorU. This article explains [how to conduct a proctored exam](#).

Learn More

You'll find articles and troubleshooting advice for quizzes on the [Moodle How-To's page](#). For assistance, contact the Center for the Advancement of Teaching and Learning.