Cheat Sheet to Moodle Quiz Preparation [1]

This Cheat Sheet gives five basic steps explained in very simple terms on how to easily prepare a quiz of multiple choice type with any number of questions in a short time in the latest MOODLE LMS ver. 3.7.2

After entering the AU portal, on the left side click on the menu item LMS, then E-learning. You are in your LMS area. Click on the subject you want to administer the QUIZ. (for others, open MOODLE LMS on your desktop)

Step 1 : PREPARING QUESTION BANK

Put all your objective type questions, as much as 20 -30, in the Aiken format as shown below into a simple text editor and save as a txt file.

Which is the capital city of india ?
A) Kolkata
B) Pune
C) Patna
D) New Delhi
ANSWER: D

Jawaharlal Nehru was India's first Prime Minister.
A) TRUE
B) FALSE
ANSWER: A

(remember no question number, start from column 1, leave a line before the next question, follow the exact format given above, save as quiz1.txt or xxxx.txt in simple txt format in your computer)

Step 2 : ADD ACTIVITY QUIZ
a. Go to your subject area in the LMS.
b. Enter edit mode and add the activity QUIZ.
c. Edit QUIZ settings like *timings, duration, attempts, password, number of questions on each page* ..

Step 3 : IMPORT QUESTIONS FROM QUESTION BANK INTO LMS DIRECTORY
a. Click on *QUIZ* and click on the edit Wheel mode at top right ..
b. Scroll down, look for Question Bank, *Import*.
c. In the screen, click on *AIKEN* format, leave other settings as it is, and Save

Step 4 : EDIT QUIZ BY ADDING QUESTIONS FROM QUESTION BANK
a. Click on *Quiz* in top menu
b. Click on *Edit* QUIZ button
c. Click on *Add* hyper link
d. Tickmark the questions you wish to add from the Question Bank
e. Click on ADD button,   YOUR QUIZ IS READY FOR ADMINISTERING

Step 5 : PREVIEW QUIZ
a. In EDIT mode, click on PREVIEW button
b. Ask a student to check whether QUIZ is visible at E-learning site
c. Inform students about the quiz duration, time window, password and ADMINISTER THE QUIZ