

Creating Quizzes in Moodle

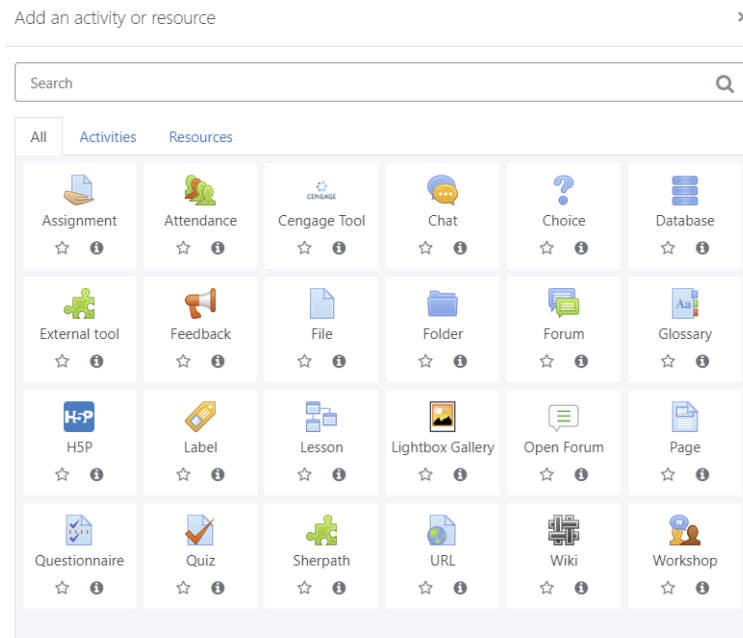
1. First open the course you wish to add a quiz to, click on the blue **Turn editing on** rectangle.

Turn editing on

2. Locate the section you wish to the quiz to, and select **+ Add an activity or resource**.

+ Add an activity or resource

3. From the options, select **Quiz** and **Add**.



4. You must name the quiz, and you can choose to add a description if you would like. Below the name and description you will see several additional options which will allow you to further customize the quiz. Under **Timing** you can set an open and close date. If you wish to enable these dates, you *must* check the **Enable** box after setting the date.

Under **Grade** you will be able to add the quiz under a specific category if you have already set up your gradebook. You will also be able to set multiple attempts if you wish.

5. You will also want to look under Review options. This section allows you to determine if students can have access to correct answers after they have completed a quiz, view

feedback, etc. Please take a moment to review the options available. For further detail on each item, you can select the blue ‘?’

▼ Review options ?

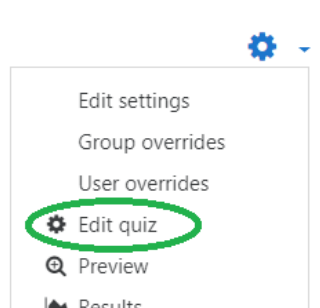
During the attempt

- The attempt ?
- Whether correct ?
- Marks ?
- Specific feedback ?
- General feedback ?
- Right answer ?
- Overall feedback ?

6. Once you have finished naming and adding settings to your quiz, you will want to select **Save and return to course** at the bottom.



7. To add questions to your quiz, you will locate the quiz you just created in your course, click to open it, select the blue gear icon in the upper right and then **Edit quiz**.



8. Here you will want to make sure that the **Maximum grade** is set to the score you wish. (*100 is most common but not always the default score, therefore you must add the score you wish and select **Save***).



9. Next you can add questions by selecting the **Add** option located below the word “Shuffle”.

Editing quiz: New Student Training Course Quiz ?

Questions: 4 | This quiz is open

Maximum grade

Save

Repaginate Select multiple items

Total of marks: 100.00



The screenshot shows the quiz editing interface. At the top, there is a 'Shuffle' checkbox and a question mark icon. Below this, the text 'Page 1' is visible. A question card is shown with the text 'Question 1 What is your favorite season?' and a score of '25.00'. A green circle highlights the 'Add' button in the top right corner of the question card.

10. Here you will have the options to **+ a new question** which will open up the various options for what type of question you can add. (*Note: Essay, Multiple choice, and True or False are the most commonly used options*)

You will also notice the ability to **+ from question bank** which is available to instructors who have created quizzes in the past. If you select this option you will be able to search past quizzes from the Select a category option, or search by filters.