Creating a Quiz in Moodle & Adding Questions

Overview
Quiz creation in Moodle involves two steps—creating the quiz and populating it with questions. This document describes both and provides additional details regarding cheating deterrents. Note that if a setting is not mentioned, it’s best not to use that setting unless the quiz is being built for a special purpose. Clicking the question icon next to most items will provide additional information.

Creating a Moodle Quiz

Step 1
Open the Moodle course, Turn editing on, navigate to the section that gets the quiz, choose Add an activity or resource, choose Quiz, and Add.

Step 2
Click Expand all in the upper-right side of the screen. Note that you may need to also choose Show more . . . in some sections to see all options.

Step 3
In the General section, supply the Name that students will see on the main course screen and click Show editing tools in the Description field. Supply specific information/instructions about the quiz such as material covered, number of questions, and time limit. Students will be able to see the instructions prior to opening the actual quiz.

Step 4
In the Timing section:
- Choose Enable for Open the quiz and Close the quiz; then set the date/time for each.
  IMPORTANT: Use military time (ex. 23:00 = 11 p.m.)
- Enable and set the Time limit.
- Set When time expires to Open attempts are submitted automatically.

Step 5
In the Grade section:
- Choose the Grade category for the Gradebook (Leave at Not categorized if you do not use categories in your Gradebook.)
- Set Attempts allowed. (If multiple attempts are allowed, also choose the Grading method.)
Step 6
The Layout section provides the instructor with some basic cheating deterrents. Below are the settings suggested to help prevent cheating.

In the Layout section:
- Set **New page** to **Every question**. (Not only is this a cheating deterrent, but also prevents the student from losing all test answers if internet service is interrupted during test taking.
- Set **Navigation method** to **Free** unless you want students to progress through the quiz in order with no return to previous questions nor skipping ahead, which is Sequential navigation. Be sure to include this information in your Quiz description if Sequential is chosen.

Note: Shuffling questions is available in the Edit quiz settings.

Step 7
In **Question behavior**:
- Set **Yes** for **Shuffle within questions** (cheating deterrent)
- Set **How questions behave** to **Deferred feedback**

Step 8
**Review options** provides a variety of choices, but best practice for cheating deterrent is to check **NOTHING** in any columns except for **After the quiz is closed**. At a minimum in **After the quiz is closed**, check **The attempt** and **Marks** to show the final quiz score to the student. Most faculty also check **Whether correct**. If desired, check **Right answer** to display correct answers for each question.

Step 9
Do not configure any settings in the remaining sections. Choose **Save and display** to keep the quiz open for adding questions.
Adding Questions to a Moodle Quiz

The steps above only create a quiz. The instructor must add questions to the quiz and set the point value for the questions and an overall quiz grade.

Step 1
With the quiz open, choose Edit quiz from the main quiz screen or from the Settings block.

Step 2
If the quiz does not have any questions yet, the Edit quiz page will display as shown in the screenshot below. As you can see the Edit quiz page indicates the number of the questions, whether the quiz is available or closed, the Maximum grade (the overall point value of the quiz), and the Total of marks (the sum of the question points). Section headings can be added by clicking the pencil below the Repaginate option, and the question order can be shuffled by checking the Shuffle box on the right-hand side of the screen.

To add a question to the quiz, click the Add menu located on the right side of the screen. After clicking the Add menu, you will see three options:

Step 3
Now is the time for choices.

As a cheating deterrent, you may choose a random question which allows you to pick a specific number of questions from a Question Bank category to randomly be delivered on the quiz. The larger the question category, the greater the randomization, and the greater the odds that students will not receive the same questions. Just keep in mind that your Question Bank must be well organized in order to use the randomization feature effectively. The questions in your Question Bank categories should be organized by content (Chapter, Lesson, Unit, Topic, or Week) and by question type (multiple-choice, true/false, essay, etc.). For example, Ch1MC, Ch1TF, Ch2MC, Ch2TF, and so on.
An instructor may also choose specific questions from a Question Bank category by selecting from question bank from the Add menu. Just choose the desired Question Bank category from the Select a Category pulldown menu, individually click the checkbox for questions you want to add or click the top-level select checkbox to select all of the questions in the category, and click the Add Selected Questions to Quiz button.

If you need to add a new question that is not already in your Question Bank, you can select a new question from the Add menu. Select the question type, and then click the Add button. You will then be on the settings page for the question where you can type in the question text, answer options, and designate the correct answer. NOTE: The first thing you should do on the question settings page is select the Question Bank category to which you want to save the question from the Category pulldown menu (the very first setting in the General section).

Step 4
After adding the desired questions, you will need to configure the point value (Maximum Mark) of each question if you want any of the questions to be worth more than one point (the default value). To do this, click the Edit maximum mark button, type in the point value, and click the Enter/Return button on your keyboard.

Step 5
Check EACH question to ensure that the answer is correct by clicking the Preview question icon. If randomized questions are used, this must be done from the Question bank contents. Below is an example of a question preview. Click Fill in correct responses to check the answer.
If an incorrect answer is detected, Close preview and click the Edit icon 🪤 to revise the answer.

**Step 6**

Configure the total point value for the quiz. The default Maximum grade is 100. In the example below, the quiz has four questions worth a total of 30 points, but the quiz value is 100. If the sum of the question points is different than the Maximum grade, the system will scale the question points to equal the Maximum grade. **NOTE:** The Maximum grade is the point value that feeds to the gradebook.

**Maximum grade:** 100.00  Save

**Total of marks:** 30.00

**Step 7**

With the quiz open, preview the quiz: Settings>Quiz administration>Preview. Check the quiz to ensure that all settings, point values, etc. are correct.