Creating Online Quizzes on Moodle

1. **Click on the Moodle link**
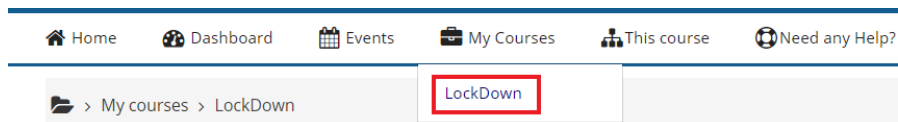
   https://moodle.balamand.edu.lb/moodle/login/index.php

2. **Login with your account**

3. **Click on my courses and select the course you want to work with**

4. **Scroll down and select "Question Bank" from the Administration box**
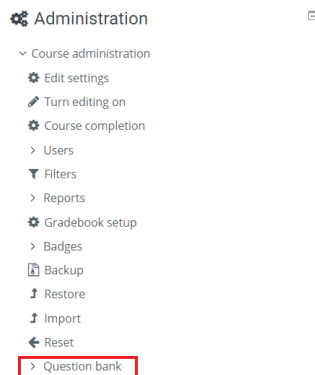
5. Click on "Create a New Question"

6. Select the question type first and click on "Add":

Repeat this step as many times as the number of questions

a) Multiple Choice Questions - MCQ:

   ➢ Start by filling in your question name and text (mandatory fields):

   ➢ Fill in the "default mark" - which denotes the total points to be earned if the question is correctly answered.

   ➢ Set the number of choices that the student will be able to select in the "one or multiple answers?" section

   ➢ Turn on the "shuffle the choices?" mode to shuffle the order of answer choices for every student, thus making it harder to cheat
   ➢ Select the numbering style you like in the "number the choices?"
   ➢ Fill in the choices in the different boxes as shown below – as many boxes as answer choices:

- Set the grade to 100% for the correct answer and "none" for the incorrect ones
- Five choices will be opened automatically, and any empty boxes will be automatically deleted upon saving
- If more than five choices are required, click the below button which appears underneath the last choice:

Blanks for 3 more choices

➢ Click on "Save Changes" to save and exit:

Save changes and continue editing

Save changes   Cancel

b) True or False Questions:

➢ Start by filling in your question name and text (mandatory fields):

Question name example 2

Question text GIS means Geographical Information System.

Default mark 1

➢ Fill in the "default mark" - which denotes the total points to be earned if the question is correctly answered.

➢ Choose if the correct answer is true or false

Correct answer   False

➢ Click on "Save Changes" to save and exit:

Save changes and continue editing

Save changes   Cancel

c) Short Answers:

➢ Start by filling in your question name and text (mandatory fields):

Question name ❶   example 2

Question text ❶

GIS means Geographical Information System.

Default mark ❶   1

➢ Fill in the "default mark" - which denotes the total points to be earned if the question is correctly answered.

➢ Provide the correct answer and give it a grade of 100%. If there is a possibility for two correct answers, enter them separately, and give each a 100% grade. Example: if the correct answer could be 50000 or 50,000

Answer 1   50000   Grade   100%

Feedback

Answer 2   50,000   Grade   100%

Feedback

Note: in the case where the question is about multiple missing words in a sentence, the answer should be filled in as comma-separated words, and students should be asked to fill in their answers using that same format.

d) Essay Question:

➢ Start by filling in your question name and text (mandatory fields):

Question name ❗ | example 2

Question text ❗

GIS means Geographical Information System.

Default mark ❗ | 1

➢ Fill in the "default mark" - which denotes the total points to be earned if the question is correctly answered.

➢ Set the response format to "HTML editor" or "Plain text"

➢ Set require text to "require the student to enter text"

➢ Set the input box size to the number of lines you would like to open for the student

➢ Do not allow attachment
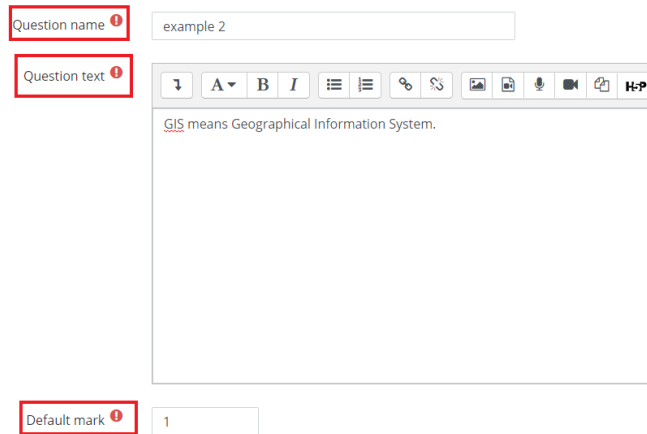
▾ Response Options

Response format | HTML editor ⬍

Require text | Require the student to enter text ⬍

Input box size | 15 lines ⬍

Allow attachments | No ⬍

Require attachments ❓ | Attachments are optional ⬍

Accepted file types ❓ | Accepted file types [   ] Choose | No selection

Note: Of course, this type of questions should be to manually corrected
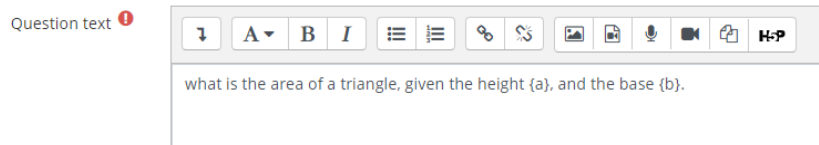
e) Calculated Question:

➢ Start by filling in your question name and text (mandatory fields):
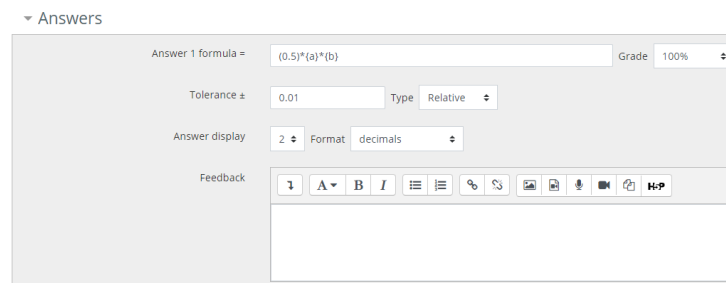
Question name example 2

Question text

GIS means Geographical Information System.

Default mark 1

➢ Fill in the "default mark" - which denotes the total points to be earned if the question is correctly answered.

➢ In this case, make sure you write the variables between parenthesis (the Moodle convention) such as in the below example:

Question text

what is the area of a triangle, given the height {a}, and the base {b}.

➢ Write the formula in the "Answer 1 Formula" using the variables "a" and "b"

➢ Set the grade to 100%

▾ Answers

Answer 1 formula = (0.5)*{a}*{b}   Grade 100%

Tolerance ± 0.01   Type Relative

Answer display 2   Format decimals

Feedback

➢ Make sure you set the appropriate "Units" options as in the below figure:

Unit handling

Unit handling	The unit must be given, and will be graded.
Unit penalty ❓	0.1000000 as a fraction (0-1) of the response grade
Units are input using	the text input element
Units go	on the right, for example 1.00cm or 1.00km

Units

Unit 1 ❓	Cm2	Multiplier	1

Blanks for 2 more units

➢ Click on "Save Changes"

➢ Click on "Next Page"

Choose wildcards dataset properties ❓

The wild cards {x..} will be substituted by a numerical value from their dataset

Mandatory wild cards present in answers

Wild card {a}	will use the same existing private dataset as before
Wild card {b}	will use the same existing private dataset as before

Possible wild cards present only in the question text

Synchronise the data from shared datasets with other questions in a quiz

- ◉ Do not synchronise
- ○ Synchronise
- ○ Synchronise and display the shared datasets name as prefix of the question name

Next page

➢ At this stage, Moodle will assign numbers to your variables and provide you with an "answer box" for each. Those assigned numbers can be modified.

Item to add

Wild card {a}	5.4	
Range of Values	Minimum 1	-Maximum 10
Decimal places	1	
Distribution	Uniform	

Wild card {b}	5.1	
Range of Values	Minimum 1	-Maximum 10
Decimal places	1	
Distribution	Uniform	

➤ Answer:

Answers tolerance parameters

(0.5)*{a}*{b}

(0.5)*5.4*5.1 = 13.77 Cm2
Correct answer : 13.77 Cm2 inside limits of true value
Min: 13.6323 --- Max: 13.9077

Show more...

➤ Add the values by clicking on "Add":

Add

Next 'Item to Add'   ◉ reuse previous value if available
                        ○ forceregeneration of only non-shared wildcards

                        ○ forceregeneration of all wildcards

                        Get new 'Item to Add' now

Add item   Add   Add item   1 ⬍ new set(s) of wild card(s) values

➤ Click on "Save Changes"

Save changes   ⊕ Preview

f) Import Question:

➤ To import a question, click "import" from the question back options

Questions   Categories   Import   Export

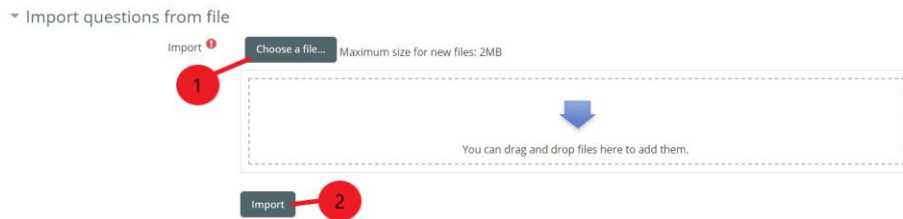➤ Select the appropriate file format

▾ File format

❗   ○ Aiken format ❓

    ○ Blackboard ❓

    ○ Embedded answers (Cloze) ❓

    ○ Examview ❓

    ○ GIFT format ❓

    ○ Missing word format ❓

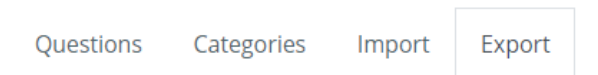   ○ Moodle XML format ❓

    ○ WebCT format ❓

➢ Click on "choose a file…" navigate to the file that you want to import from, and click on "Import"

Import questions from file

Import ❶   Choose a file...   Maximum size for new files: 2MB

You can drag and drop files here to add them.

Import   2

g) Managing two sections:

If you've created questions in a first section and you wish to import them into a second section, then you have to export those questions first.

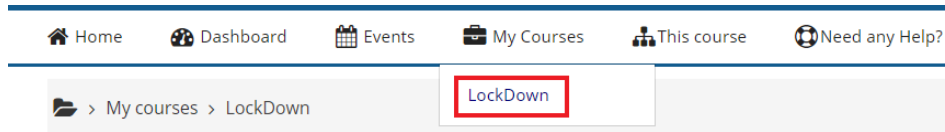➢ Go to the export section in the question bank

Questions   Categories   Import   Export

➢ Select the file format to be "Moodle XML format"

▾ File format

❗ ◯ Aiken format ❓
◯ GIFT format
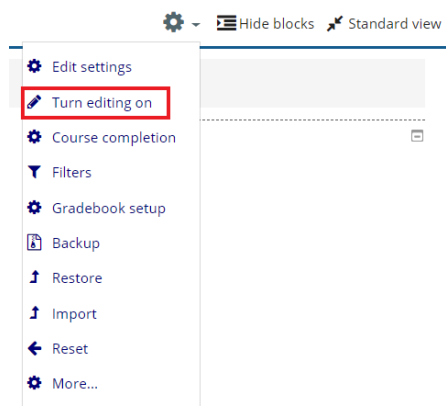❓
⦿ Moodle XML format
❓
◯ XHTML format
❓
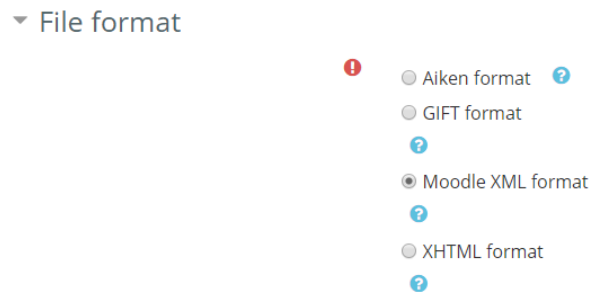
➢ Click on "Export Questions to File" to export your questions, save the file and then follow the steps listed in section f) above.

7. Go to your course again
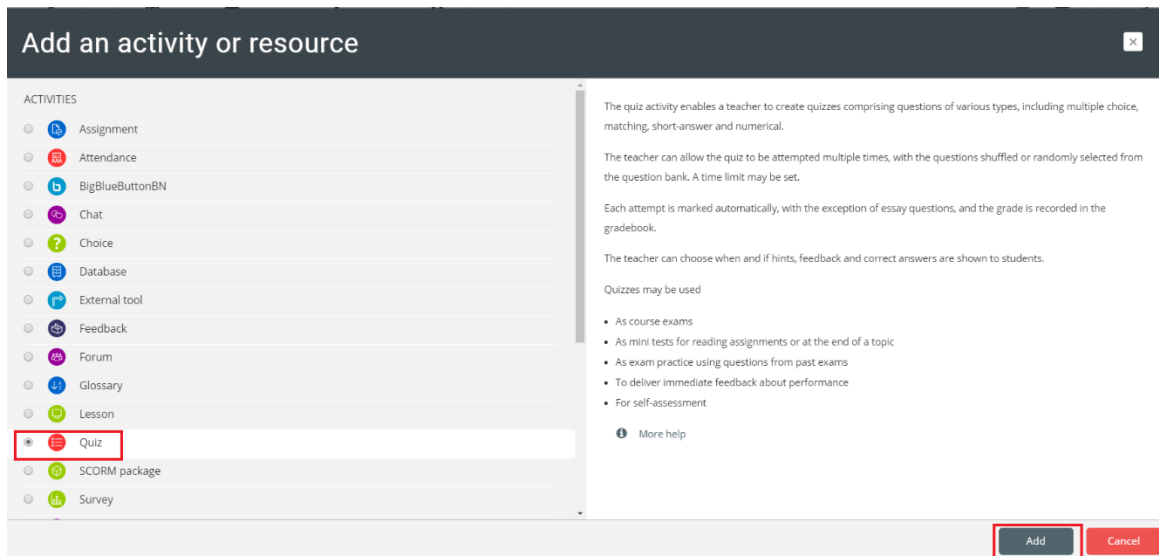

8. Turn editing on

9. Add an activity or a resource:

On the week of the activity click on the "+ add an activity of resource"

10. Select Quiz:

Select the "Quiz" option and click on "Add"

**11. Set the exam settings:**

➢ Set the name of the exam:

▾ General

Name ❗ [Example Test]

➢ Set the timing of the exam:

▾ Timing

Open the quiz ❓ [28 ▴] [March ▴] [2020 ▴] [12 ▴] [41 ▴] 📅 ☐ Enable

Close the quiz [28 ▴] [March ▴] [2020 ▴] [12 ▴] [41 ▴] 📅 ☐ Enable

Time limit ❓ [60] [minutes ▴] ☑ Enable

When time expires ❓ [Open attempts are submitted automatically ▴]

➢ When enabling the "Open the quiz", you can set a time before which the quiz is not accessible

➢ When enabling the "Close the quiz", you can set a time after which the quiz is not accessible

➢ When enabling the "Time Limit", you can set a duration for the exam. When the student enters the exam, a countdown will show up on the student's screen

➢ Keep "when time expires" option as it is shown, so that when the time ends the exam is automatically submitted (better for students).

a) The "Grade" section:

▾ Grade

Grade category ❓ [Uncategorised ▴]

Grade to pass ❓ [   ]
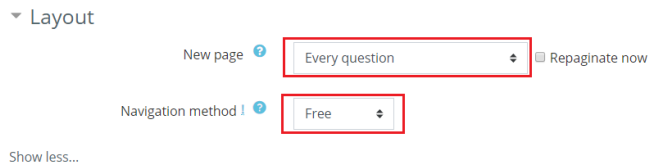
Attempts allowed [Unlimited ▴]

Grading method ❓ [Highest grade ▴]

➢ Select the number of attempts that the student is entitled to for his exam. If "Unlimited" is selected, the student could re-enter to the quiz and take an unlimited

number of times. This could be useful if the student encounters any problem during the exam. If the student re-takes the exam, this will be shown on the result page.

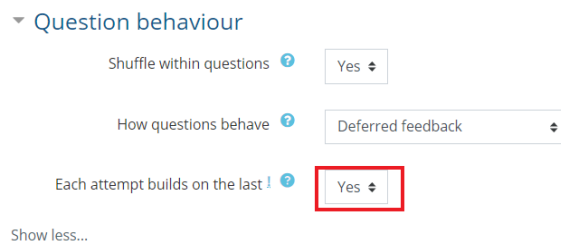➢ Keep everything else as is.

b) Layout section:

Layout

New page ❓   Every question   ☐ Repaginate now

Navigation method ❗ ❓   Free

Show less...

➢ The "New Page" option will display each question on a new page, or you can specify the number of question per page.

➢ If the "Navigation Method" is set to "sequential", the student would not be able to go back to previous questions

c) Question behavior section:

Question behaviour

Shuffle within questions ❓   Yes

How questions behave ❓   Deferred feedback

Show more...

➢ Set the "Shuffle within questions" to YES, to shuffle the question for each attempt, for each student, to minimize cheating.

➢ Click on "show more…"

Question behaviour

Shuffle within questions ❓   Yes

How questions behave ❓   Deferred feedback

Each attempt builds on the last ❗ ❓   Yes

Show less...

➢ "Each attempt builds on the last" will auto-save answers between subsequent attempts. Of course, the "attempts allowed" value should be set to more than 1.

d) Review options section:

➢ Turn off all the marks and start from bottom to top on each column.

e) Appearance section:

➢ The image of the user's account could be shown next to his name by switching from "no image"

➢ Select the number of decimal places allowed in the final grade based on your grading points.

f) Extra restrictions:
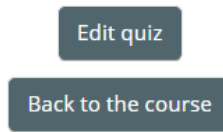

➢ Set a quiz password to allow only secure access, and share the password with students only just before the quiz starts.
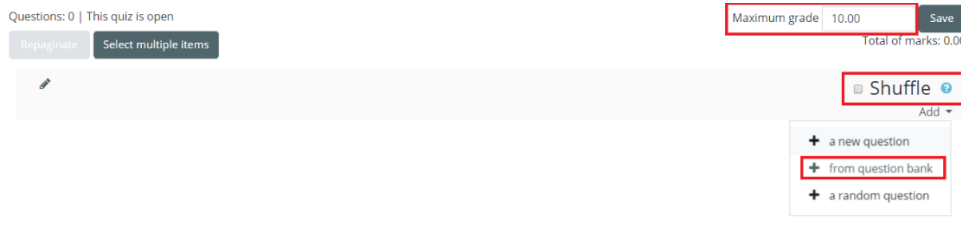
g) Click on "Save and Display":

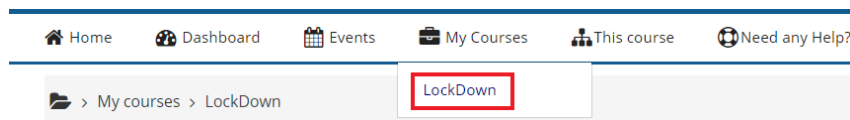➢ Settings could be changed at a later time and even during the exam.

12. Edit Quiz:

Edit quiz

Back to the course

➢ Click on "Edit quiz"

Questions: 0 | This quiz is open

Repaginate   Select multiple items

Maximum grade   10.00   Save
Total of marks: 0.00

☐ Shuffle ❓

Add ▾

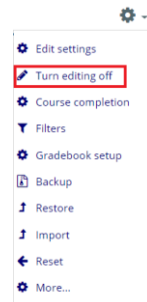+ a new question
+ from question bank
+ a random question

➢ Set the maximum grade to be equal to the total grade of the exam

➢ Turn on the shuffle mode to shuffle between questions

➢ Click on "Add" then click on "+ from question bank" to select questions you created earlier 6)

➢ Select all the questions you created and add them to this quiz

➢ Scroll down and click on "Add selected questions to the quiz"

➢ Click on "Save"

13. Go to your course again:

🏠 Home   🎓 Dashboard   📅 Events   💼 My Courses   🔗 This course   🛟 Need any Help?

📁 > My courses > LockDown   LockDown

14. Turn editing off:

⚙ ▾

⚙ Edit settings
✏ Turn editing off
⚙ Course completion
▼ Filters
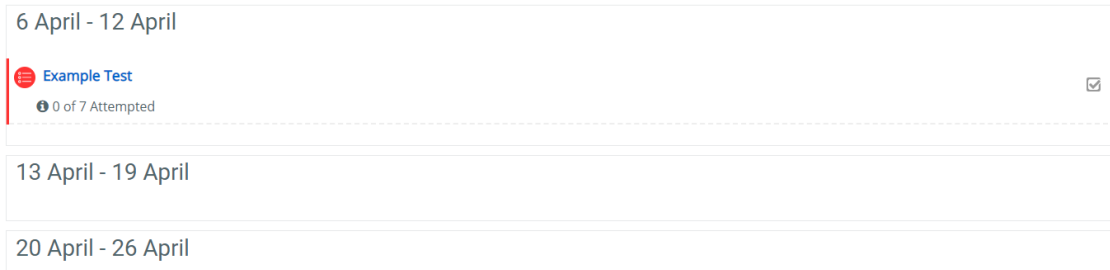⚙ Gradebook setup
🗎 Backup
⤓ Restore
⤓ Import
← Reset
⚙ More...

15. To preview the test:

➤ Click on the quiz that you just created and which is shown in the time list.

6 April - 12 April

🔴 **Example Test**
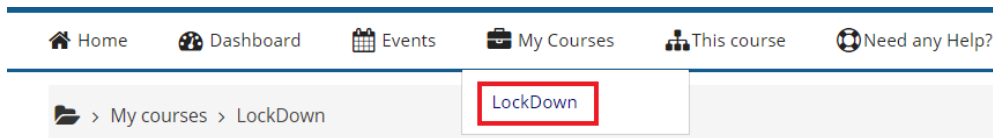ℹ 0 of 7 Attempted   ☑

13 April - 19 April

20 April - 26 April

➤ Click on "preview quiz now"

Preview quiz now

16. Go to your course again:

🏠 Home   🎬 Dashboard   📅 Events   💼 My Courses   🏛 This course   🛟 Need any Help?
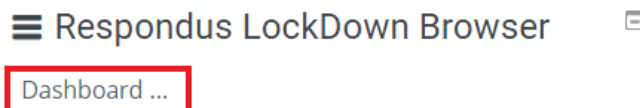
LockDown

📂 > My courses > LockDown

17. Add Respondus LockDown Block to Moodle Course:

➤ Under Administration Click on: Turn Editing On
➤ Scroll Down to "Add a block" on the bottom right and click "Add"
➤ Choose "Respondus Lockdown Browser"
➤ Respondus Block will be added to the course
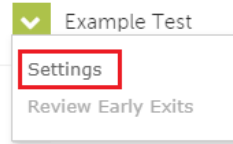
18. Turn on the lockdown monitor:

➤ Scroll down
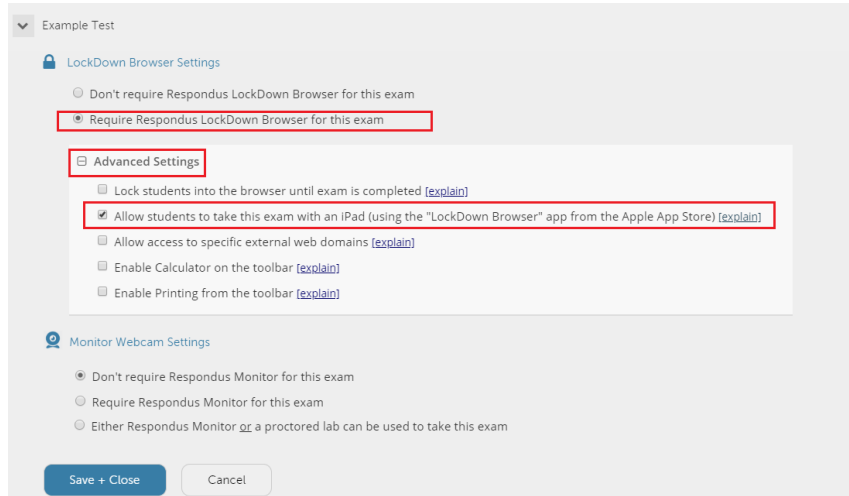➤ Click on "dashboard…" in the bottom right

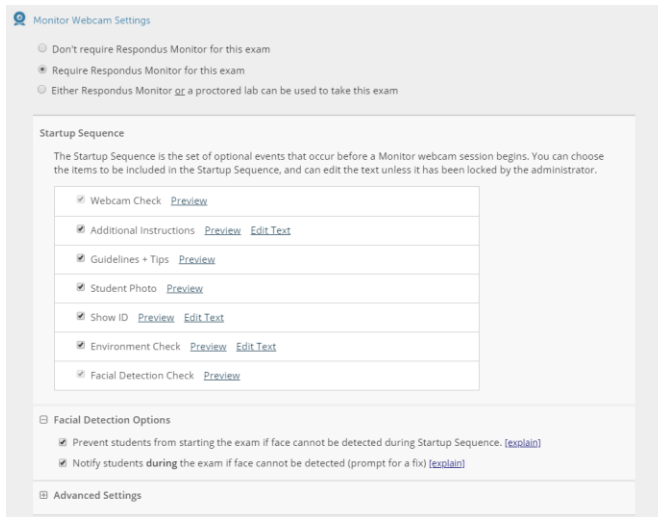≡ Respondus LockDown Browser   ⊟

Dashboard ...

➤ A list of all the quizzes created in this course will appear
➤ Click on "Setting" for the quiz you wish to edit

➢ Turn on "Require Respondus LockDown Browser for this exam"

➢ Click on "Advanced Settings"

➢ Allow the use of an iPad if you wish

➢ Click on "Require Respondus Monitor for this exam"

➢ Click on "Save + Close"

➢ You can now check that both LockDown Browser and Respondus Monitor are set as required.

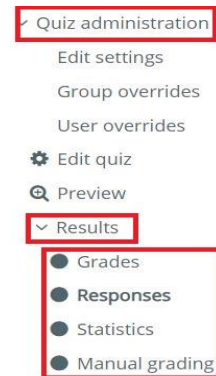| Quizzes ▲	🔒 LockDown Browser	◉ Respondus Monitor
⌄ Example Test	Required	Required

Your quiz is ready!

19. How to correct/grade questions and export results as an Excel file

➢ Correct and Grade Questions
- o Click on the Quiz
- o Click on "Results" Under Quiz Administration where you can find:
  - Grades
  - Responses
  - Statistics
  - Manual Grading (to correct "Essay" question type)

➢ To export the quiz results as an Excel file:
- o Click on Grades under Results
- o Scroll Down to "Download table data as"
- o Choose Microsoft Excel (.xlsx)
- o Press Download

20. Access Respondus Monitoring Footage After the Exam:

➢ Scroll down

➢ Click on "dashboard…" in the bottom right

☰ Respondus LockDown Browser   ⊟

Dashboard ...
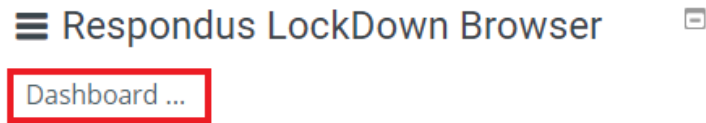
➢ A list of all quizzes created in this course will appear

➢ Click on the down arrow next to the Quiz Name, then click "Class Results"

TestingTest
Settings
Class Results
Exam Stats
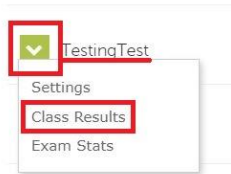
➢ You will see all students' names, click on the expand icon to the left of any student name to review his/her footage.

⊞ Student Name