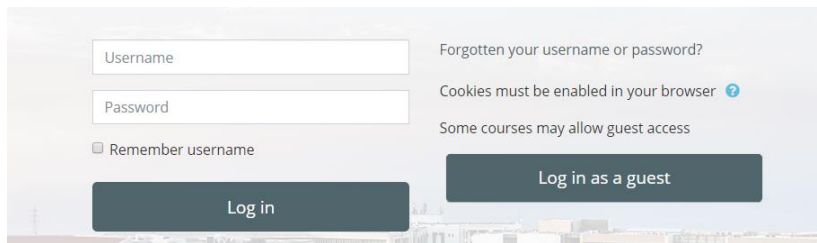


Creating Online Quizzes on Moodle

1. Click on the Moodle link

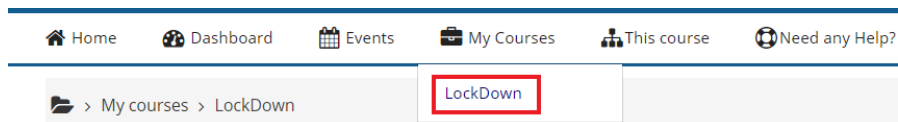
<https://moodle.balamand.edu.lb/moodle/login/index.php>

2. Login with your account

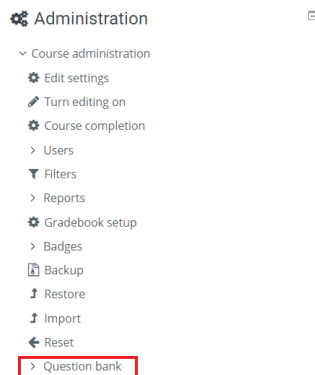


The image shows the Moodle login page. It features a form with two input fields: 'Username' and 'Password'. Below the 'Password' field is a checkbox labeled 'Remember username'. To the right of the form, there are three links: 'Forgotten your username or password?', 'Cookies must be enabled in your browser' (with a help icon), and 'Some courses may allow guest access'. At the bottom of the form, there are two buttons: 'Log in' and 'Log in as a guest'.

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”

The screenshot shows the 'Question bank' interface. At the top, there are tabs for 'Questions', 'Categories', 'Import', and 'Export'. Below the tabs, the title 'Question bank' is displayed. A dropdown menu for 'Select a category:' is set to 'Default for LockDown (8)'. Below this, there is a note: 'The default category for questions shared in context 'LockDown''. A 'Filter by tags...' dropdown is also visible. A checkbox labeled 'Show question text in the question list' is checked. Below that, there is a 'Search options' link with a right-pointing arrow. At the bottom, a button labeled 'Create a new question ...' is highlighted with a red rectangular box.

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

Repeat this step as many times as the number of questions

The screenshot shows a dialog box titled 'Choose a question type to add'. On the left side, there is a list of question types under the heading 'QUESTIONS'. The list includes: Multiple choice, True/False, Matching, Short answer, Numerical, Essay, Calculated, Calculated multichoice, Calculated simple, Drag and drop into text, Drag and drop markers, Drag and drop onto image, Embedded answers (Cloze), Random short-answer matching, and Select missing words. On the right side, there is a text prompt: 'Select a question type to see its description.'. At the bottom right of the dialog, there are two buttons: 'Add' and 'Cancel'. The 'Add' button is highlighted with a red rectangular box.

a) Multiple Choice Questions - MCQ:

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

The screenshot shows a question editor interface. At the top, there is a 'Question name' field with the text 'Example 1'. Below it is a 'Question text' field containing the text 'What is the meaning of GIS?'. At the bottom, there is a 'Default mark' field with the value '1'. Each of these three fields is highlighted with a red rectangular box. The 'Question text' field has a rich text editor toolbar above it.

- 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

The screenshot shows two settings sections. The first section is labeled 'One or multiple answers?' and has a dropdown menu set to 'One answer only'. The second section is labeled 'Number the choices?' and has a dropdown menu set to 'a., b., c., ...'. Both dropdown menus are highlighted with red rectangular boxes. There is also a checked checkbox for 'Shuffle the choices?' with a help icon.

- 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:

The screenshot shows the 'Answers' section of the question editor. It contains two choice boxes. The first box is labeled 'Choice 1' and contains the text 'Geographical information system'. Below it is a 'Grade' dropdown set to '100%'. The second box is labeled 'Choice 2' and contains the text 'Google information source'. Below it is a 'Grade' dropdown set to 'None'. Each choice box has a rich text editor toolbar above it. The text and grade dropdowns in both boxes are highlighted with red rectangular boxes.

- 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 !

Question text !

↕ A B I ☰ ☷ 🔗 🔗 📷 🎤 📹 📄 H-P

GIS means Geographical Information System.

Default mark !

- 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  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.
- 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):

The screenshot shows a form for creating an essay question. It includes three main fields highlighted with red boxes: 'Question name' with the value 'example 2', 'Question text' with a rich text editor containing the text 'GIS means Geographical Information System.', and 'Default mark' with the value '1'. The rich text editor has a toolbar with various formatting options like bold, italic, and link.

- 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

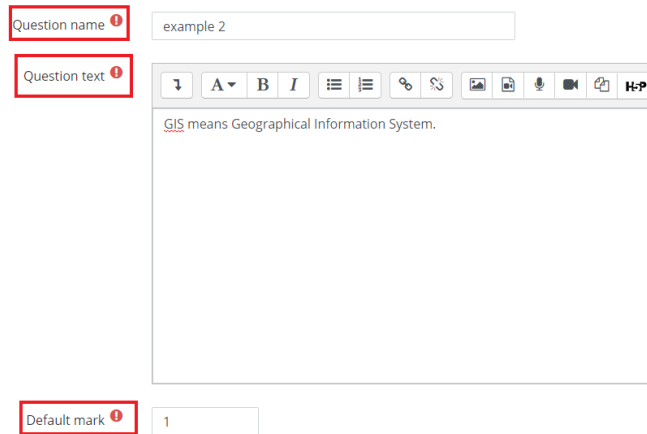
▼ Response Options

The 'Response Options' panel contains several settings, each in a dropdown menu highlighted with a red box: 'Response format' is set to 'HTML editor', 'Require text' is set to 'Require the student to enter text', 'Input box size' is set to '15 lines', and 'Allow attachments' is set to 'No'. Below these are 'Require attachments' (set to 'Attachments are optional') and 'Accepted file types' (set to 'Accepted file types' with a 'Choose' button and 'No selection' text).

Note: Of course, this type of questions should be to manually corrected

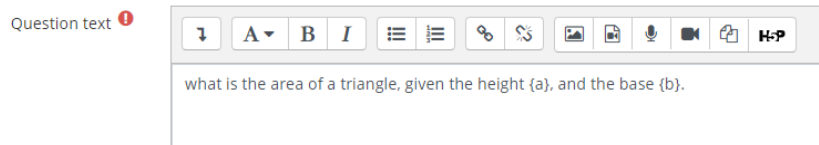
e) Calculated Question:

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



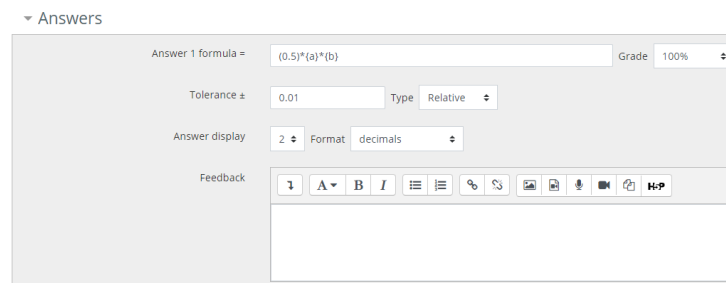
The screenshot shows the Moodle question editor interface. The 'Question name' field contains 'example 2'. The 'Question text' field contains 'GIS means Geographical Information System.' The 'Default mark' field contains '1'. The 'Question text' field has a rich text editor toolbar above it with options for bold, italic, list, link, unlink, image, video, audio, and help.

- 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:



The screenshot shows the Moodle question editor interface. The 'Question text' field contains 'what is the area of a triangle, given the height (a), and the base (b)'. The 'Question text' field has a rich text editor toolbar above it with options for bold, italic, list, link, unlink, image, video, audio, and help.

- Write the formula in the “Answer 1 Formula” using the variables “a” and “b”
- Set the grade to 100%



The screenshot shows the Moodle question editor interface. The 'Answers' section is expanded. The 'Answer 1 formula' field contains '(0.5*(a)*(b))'. The 'Grade' field is set to '100%'. The 'Tolerance' field is set to '0.01'. The 'Type' dropdown is set to 'Relative'. The 'Answer display' field is set to '2'. The 'Format' dropdown is set to 'decimals'. The 'Feedback' field is empty.

- Make sure you set the appropriate “Units” options as in the below figure:

▼ Unit handling

Unit handling ▾

Unit penalty [?](#) as a fraction (0-1) of the response grade ▾

Units are input using ▾

Units go ▾

▼ Units

Unit 1 [?](#) Multiplier

➤ 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) ▾

Wild card (b) ▾

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

➤ 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)

Range of Values Minimum -Maximum

Decimal places ▾

Distribution ▾

Wild card (b)

Range of Values Minimum -Maximum

Decimal places ▾

Distribution ▾

➤ Answer:

Answers tolerance parameters

$(0.5)^{*}\{a\}^{*}\{b\}$

$(0.5)^{*}5.4^{*}5.1 = 13.77 \text{ Cm}^2$
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

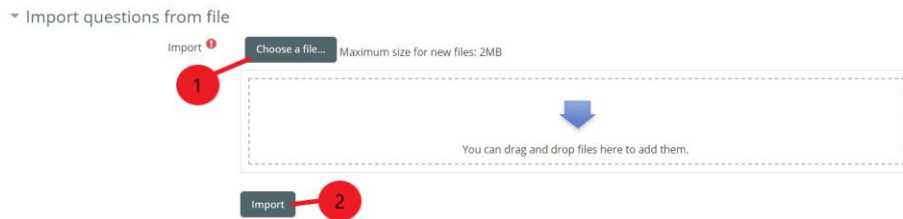
➤ Select the appropriate file format

▼ File format



- Aiken format ?
- Blackboard ?
- Embedded answers (Cloze) ?
- Examview ?
- GIFT format ?
- Missing word format ?
- Moodle XML format ?
- WebCT format ?

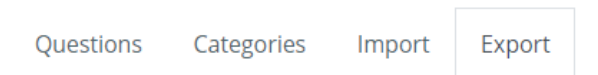
- Click on “choose a file...” navigate to the file that you want to import from, and click on “Import”



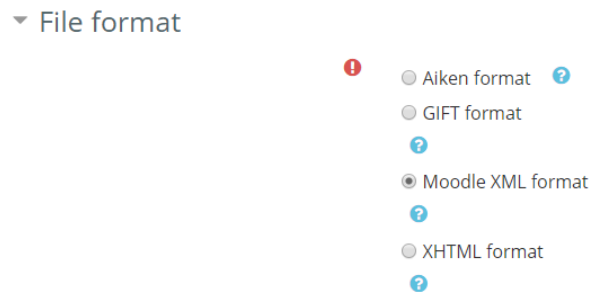
g) Managing two sections:

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

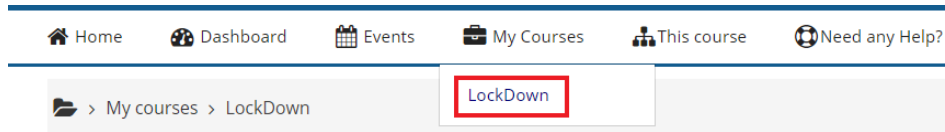


- Select the file format to be “Moodle XML format”

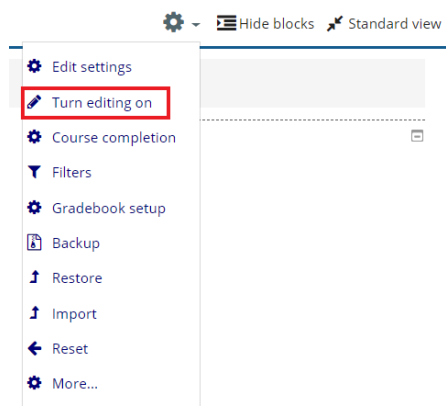


- Click on “Export Questions to File” to export your questions, save the file and then follow the steps listed in section f) above.

7. Go to your course again



8. Turn editing on



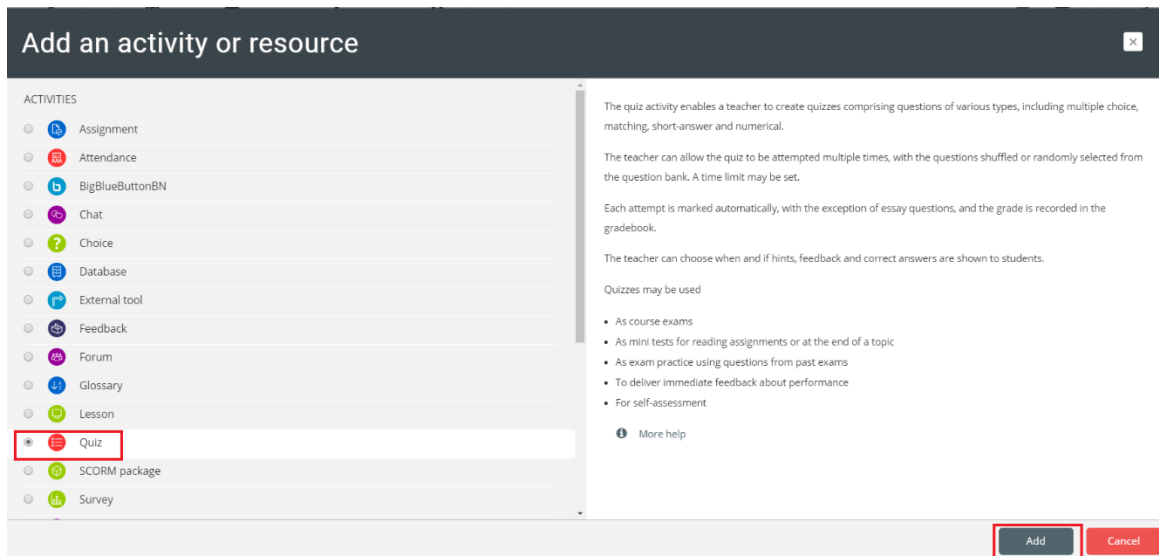
9. Add an activity or a resource:

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 


- 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  minutes Enable


When time expires 


- 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 

Grade to pass 

Attempts allowed 

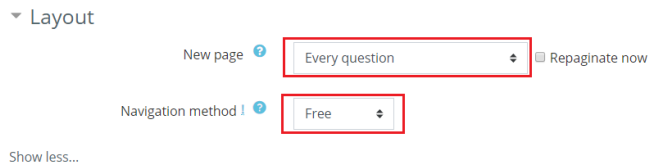
Grading method 

- 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:

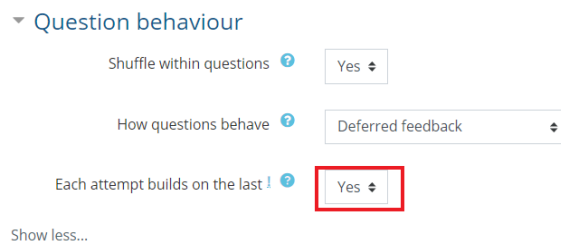


- The “New Page” option will display each question on a new page, or you can specify the number of question per page.
- If the “Navigation Method” is set to “sequential”, the student would not be able to go back to previous questions

c) Question behavior section:



- Set the “Shuffle within questions” to YES, to shuffle the question for each attempt, for each student, to minimize cheating.
- Click on “show more...”



- “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:

Review options ?

During the attempt	Immediately after the attempt	Later, while the quiz is still open	After the quiz is closed
<input checked="" type="checkbox"/> The attempt ?	<input type="checkbox"/> The attempt	<input type="checkbox"/> The attempt	<input checked="" type="checkbox"/> The attempt
<input checked="" type="checkbox"/> Whether correct ?	<input type="checkbox"/> Whether correct	<input type="checkbox"/> Whether correct	<input checked="" type="checkbox"/> Whether correct
<input checked="" type="checkbox"/> Marks ?	<input type="checkbox"/> Marks	<input type="checkbox"/> Marks	<input checked="" type="checkbox"/> Marks
<input checked="" type="checkbox"/> Specific feedback ?	<input type="checkbox"/> Specific feedback	<input type="checkbox"/> Specific feedback	<input checked="" type="checkbox"/> Specific feedback
<input checked="" type="checkbox"/> General feedback ?	<input type="checkbox"/> General feedback	<input type="checkbox"/> General feedback	<input checked="" type="checkbox"/> General feedback
<input checked="" type="checkbox"/> Right answer ?	<input type="checkbox"/> Right answer	<input type="checkbox"/> Right answer	<input checked="" type="checkbox"/> Right answer
<input type="checkbox"/> Overall feedback ?	<input type="checkbox"/> Overall feedback	<input type="checkbox"/> Overall feedback	<input checked="" type="checkbox"/> Overall feedback

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

e) Appearance section:

Appearance

Show the user's picture ?

Decimal places in grades ?

- 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:

Extra restrictions on attempts

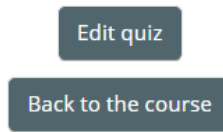
Require password ? [Click to enter text](#)

- Set a quiz password to allow only secure access, and share the password with students only just before the quiz starts.

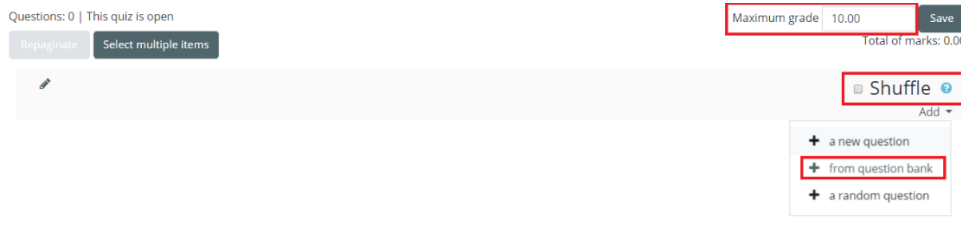
g) Click on "Save and Display":

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

12. Edit Quiz:

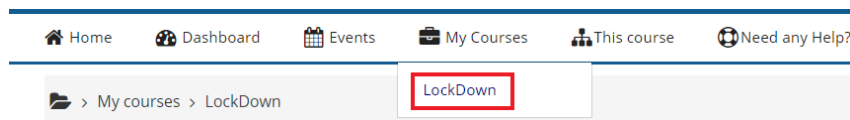


- Click on “Edit quiz”

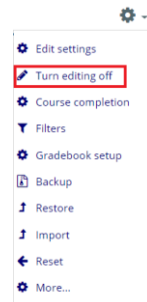


- Set the maximum grade to be equal to the total grade of the exam
- Turn on the shuffle mode to shuffle between questions
- Click on “Add” then click on “+ from question bank” to select questions you created earlier 6)
- Select all the questions you created and add them to this quiz
- Scroll down and click on “Add selected questions to the quiz”
- Click on “Save”

13. Go to your course again:

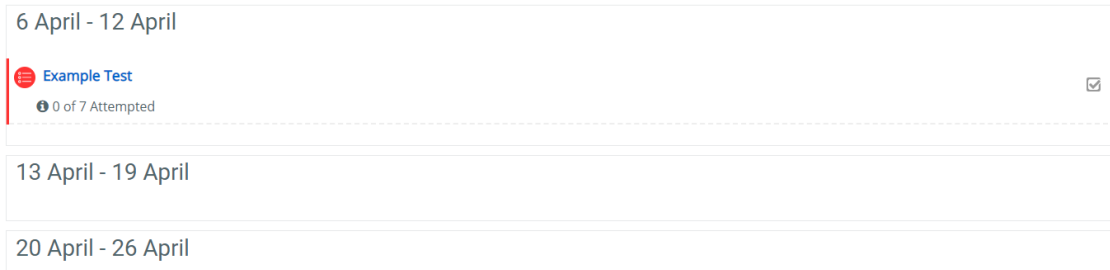


14. Turn editing off:



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 ☑

0 of 7 Attempted

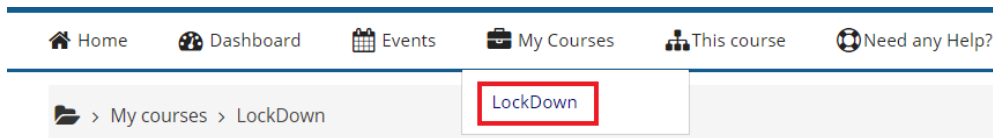
13 April - 19 April

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?

> My courses > LockDown

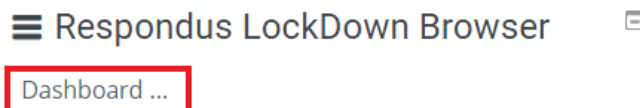
LockDown

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:

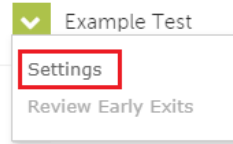
- Scroll down
- Click on “dashboard...” in the bottom right



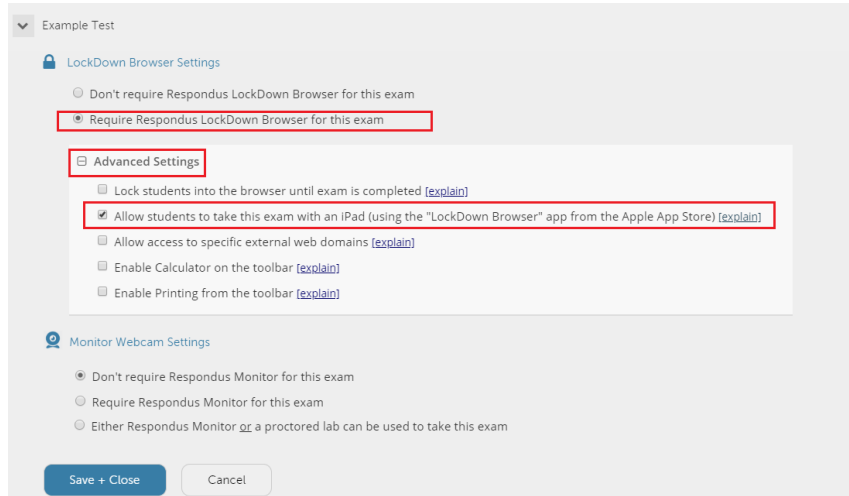
☰ Respondus LockDown Browser ☰

Dashboard ...

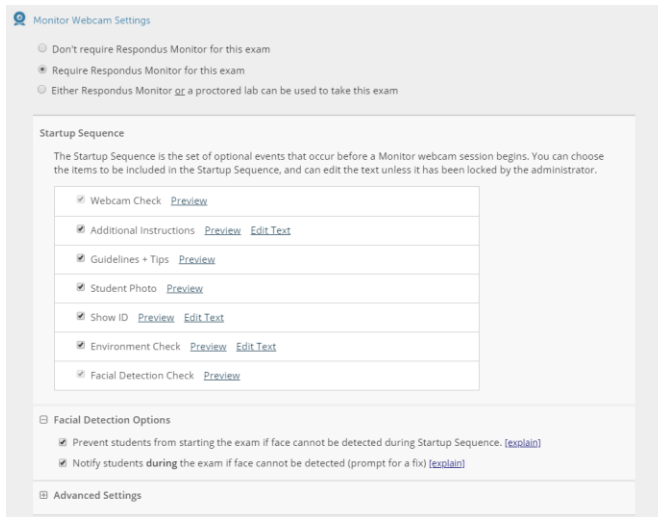
- A list of all the quizzes created in this course will appear
- Click on “Setting” for the quiz you wish to edit



- 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!

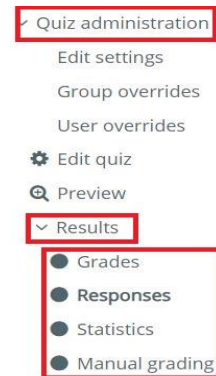
19. How to correct/grade questions and export results as an Excel file

- Correct and Grade Questions

- Click on the Quiz
- 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:

- Click on Grades under Results
- Scroll Down to “Download table data as”
- Choose Microsoft Excel (.xlsx)
- Press Download



Quiz administration

- Edit settings
- Group overrides
- User overrides
- Edit quiz
- Preview
- Results
 - Grades
 - Responses
 - Statistics
 - Manual grading



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

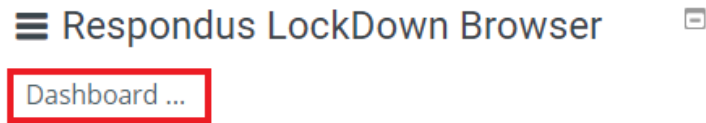
Surname: All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Download table data as: Microsoft Excel (.xlsx) [Download]

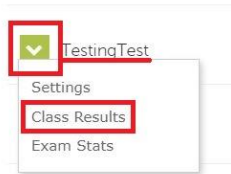
First name / Surname	Username	Email address	State	Started on	Time Completed	take
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20. Access Respondus Monitoring Footage After the Exam:

- Scroll down
- Click on “dashboard...” in the bottom right



- 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”



- You will see all students' names, click on the expand icon to the left of any student name to review his/her footage.

