



## Creating a Multiple Choice Quiz

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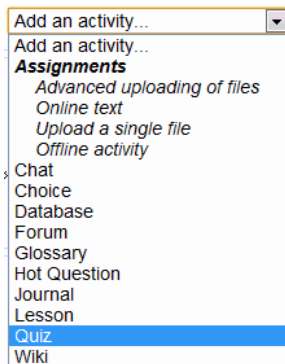
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There are three parts to the quiz activity, making the quiz which is essentially making a container for the quiz questions. This container has a number of settings that you must set. The second part is adding questions to the quiz which also has a number of settings. Third the question bank is a place where all your questions are stored. Over time you will have a lot of questions and as you make quizzes you can just pick and chose from the bank instead of having to create questions every time you want to set up a quiz.

This guide assumes a basic knowledge of Moodle.

## Setting up a Quiz

Make sure editing is turned on, and select quiz from the Add an activity drop down menu



The following screen will appear:

**General**

Name\*

Introduction

Path:

Open the quiz       Enable

Close the quiz       Enable

Time limit  minutes  Enable

Attempts allowed

Grading method

**Layout**

Question order

New page

You can set a date and time when the quiz is available and when it closes so you can set it up ahead of time if you wish

Here you can set a time limit if you want a timed quiz, the number of attempts a student is allowed to try the quiz, and if you allow more than one attempt, how to assign a grade to the quiz

Here you can set whether the questions appear in the order in which you set them up or whether they are randomized (a good idea) and if multiple questions appear on one page or if a single question appears on a page.

### Question behaviour

For multiple choice questions this will randomize the answer choices.

[\\* Show advanced](#)

Shuffle within questions  Yes

How questions behave

You can select how students receive feedback from the quiz. (Deferred, adaptive, immediate etc.)

### Review options

#### During the attempt

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

#### Later, while the quiz is still open

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

#### Immediately after the attempt

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

#### After the quiz is closed

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

Depending on your choices above, you can control what feedback the student receives during or after taking the test.

The way to wade through this quickly is to select deferred feedback (under Question Behavior above) and ignore the rest. Students will not get feedback during the quiz if it is set up this way. The result will be a standard type quiz where a student takes it, submits and then receives feedback after he/she is finished with the quiz. If you are allowing multiple attempts or want to use a quiz for instructional purposes, giving feedback after a question, giving hints etc. then you will need to pay closer attention to all these options.

### Display

Show the user's picture  No

Decimal places in grades

Decimal places in question grades

[\\* Show advanced](#)

You can have the student's name displayed, select decimal places used in grading for the quiz grade as well as for individual question grades.

### Extra restrictions on attempts

Require password   Unmask

Require network address

Enforced delay between 1st and 2nd attempts  minutes  Enable

Enforced delay between later attempts  minutes  Enable

[\\* Show advanced](#)

If you have allowed multiple attempts on the quiz you can restrict who can take the quiz more than once and how long between attempts.

## Overall feedback ?

Grade boundary 100%

Feedback

Font family Font size Format

**B** *I* U ABC  $\times$   $\times^2$  [List icons]

Here there are 5 boxes (There are only two in this document) where you can add feedback after the quiz. The reason there is 5 is so you can provide different feedback for different scores. If you don't want to enter any feedback at all, then you can leave them all blank.

Path:

HTML format

If you want to provide feedback for all scores between 80% and 100%, you would enter 80% here. The feedback in the above box would be given to all students who scored between 81% and 100%

Grade boundary

Feedback

Font family Font size Format

**B** *I* U ABC  $\times$   $\times^2$  [List icons]

Here you would enter the feedback for scores between whatever you enter for the lower boundary and 80%.

Path:

HTML format

Grade boundary

## Common module settings

Show advanced

Group mode ? No groups

Visible Show

ID number ?

These settings ought to be familiar from resources and other activities. You can assign the quiz to a particular group, if you are using groups, and set it so it shows or is hidden.

**Restrict access**

Allow access from     Enable

Allow access until     Enable

Grade condition  must be at least  % and less than  %

[Add 2 grade conditions to form](#)

Activity completion condition

[Add 2 activity conditions to form](#)

Before activity can be accessed

You can restrict access by date and time as well as activity completion conditions. The difference between Restrict Access and open and close is that when you restrict access, the quiz does not appear at all to the student until the time frame that access is allowed. With open and close the quiz appears to the student but it can only be taken during the open – close time period.

**Activity completion**

Completion tracking

Require view  Student must view this activity to complete it

Require grade  Student must receive a grade to complete this activity

Expect completed on     Enable

Here you can control/require activity completion if you wish, ie. other activities have to be completed before the quiz can be taken.

[Save and return to course](#) [Save and display](#) [Cancel](#)

The Quiz is now created (with no questions).

### Do I really have to do all this just to make a quiz?

Moodle tries to make things as flexible as possible which results in some complexity. Many of the defaults will do just fine for a basic multiple choice quiz. Here's what you must do to make a quiz:

1. Name the quiz
2. Open the quiz
3. Save the quiz

Everything else is options for customizing, controlling and providing feedback which is not required

The Quiz is now created (with no questions). Click on Save and Display:

## Adding Questions to a Quiz

### Quiz 1

Grading method: Highest grade

No questions have been added yet

Edit quiz

Back to the course

Click on Edit Quiz:

### Editing quiz: Quiz 1 ? The basic ideas of quiz-making

Total of grades: 0.00 | Questions: 0 | This quiz is open

Maximum grade:   ← Set the number of points the quiz is worth here

Page 1

**Empty page** ×

?

Click on Add a question

When you have a large enough and organized question bank, you can add questions randomly, in this way each student will get a different quiz. Your categories will have to be carefully managed so all the questions are of similar difficulty so the different resulting quizzes are fair for the students

**Choose a question type to add** ×


<input checked="" type="radio"/> Multiple choice	Select a question type to see its description.
<input type="radio"/> True/False	
<input type="radio"/> Short answer	
<input type="radio"/> Numerical	
<input type="radio"/> Calculated	
<input type="radio"/> Essay	
<input type="radio"/> Matching	
<input type="radio"/> Random short-answer matching	
<input type="radio"/> Embedded answers (Cloze)	
<input type="radio"/> Calculated multichoice	
<input type="radio"/> Calculated simple	
<input type="radio"/> Description	

Select Multiple choice and Next



## Adding a Multiple choice question?









**General**

Category: Default for Mark Bryant (1)  Moodle automatically creates categories, the top category is your class name but it also generates subcategories for quizzes that you make. A subcategory is Quiz 1 which is the name of this quiz. I can select it from the dropdown menu.


Question name\*  Question name is a name to help you recognize the question in the question bank. Students will never see the question name. Make it descriptive.

Question text 


Font family  Font size  Format

**B** *I* U ABC x<sub>2</sub> x<sup>2</sup>        









This is where the actual question goes. Do not put the question in the Question name above and leave this blank. It will result in an empty question. You can put the question in both places if you want.

Path:  HTML format 


Default mark\*  Maximum number of points for this question


General feedback 


Font family  Font size  Format


**B** *I* U ABC x<sub>2</sub> x<sup>2</sup>        

You can provide feedback after the student tries the question. Perhaps most useful in a completely on line course.

Path:  HTML format 

One or multiple answers? One answer only  You can set up the question so there is more than one right answer.



Shuffle the choices?   You can randomize the order of the choices by clicking here.

Number the choices? a., b., c., ...  Determine how the choices are labeled.

The next sections are the choices students have to choose from by default there are 5 choices, but you can use as few or as many as you want (you can add them) The following screen shot shows only 2 but you will see 5.





**Choice 1**

Answer	 Enter the choice here Path:
Grade	HTML format None
Feedback	 If you have set the quiz up to provide feedback while students are taking it, you would provide that feedback here for this question. It could be an explanation of why the answer is incorrect. Path:

Interestingly you can make choices more right than others and you would make that determination here. Typically in a multiple choice quiz there is only one right answer so the right answer would be set an 100% and all the others would be set at None

If you have set the quiz up to provide feedback while students are taking it, you would provide that feedback here for this question. It could be an explanation of why the answer is incorrect.

**Choice 2**

Answer	  Path:
Grade	HTML format None
Feedback	  Path:

### Combined feedback

For any correct response

Font family Font size Format

**B I U** ABC x<sub>2</sub> x<sup>2</sup> [List Icons] [Link Icon] [Image Icon] [Media Icon] [Table Icon] [Code Icon]

You can designate feedback for a correct answer

Path:

HTML format

For any partially correct response

Font family Font size Format

**B I U** ABC x<sub>2</sub> x<sup>2</sup> [List Icons] [Link Icon] [Image Icon] [Media Icon] [Table Icon] [Code Icon]

For a partially correct answer if there are such things in your quiz

Path:

HTML format

Options  Show the number of correct responses

For any incorrect response

Font family Font size Format


**B I U** ABC x<sub>2</sub> x<sup>2</sup> [List Icons] [Link Icon] [Image Icon] [Media Icon] [Table Icon] [Code Icon]

And for incorrect answers.

Path:

HTML format

### Settings for multiple tries

Penalty for each incorrect try\*  

If you have set up the quiz so students can take it more than once, you can penalize them for each incorrect try. If you didn't set up the quiz for multiple attempts, then this is ignored, but there still needs to be a value here as it is required.

### Hint 1

Hint text

Font family Font size Format

**B I U** ABC x<sub>2</sub> x<sup>2</sup> [List Icons] [Link Icon] [Image Icon] [Media Icon] [Table Icon] [Code Icon]

Path:

HTML format

Options  Clear incorrect responses  Show the number of correct responses

Again, if you set it up in the quiz, you can provide hints for students if they get the question wrong. Moodle provides two hint boxes by default but you can add more.

**Tags**

Tags Official tags

None

Other tags (enter tags separated by commas)

You can add tags to help you search for questions in your question bank. Official tags is disabled but you can add tags in Other tags. A tag might include the PO etc.

Save changes Make copy Cancel

Click on Save changes. You will also note the make a copy button. You can make a copy of a question make some edits and create a new question. Copying a question and editing it will be faster that creating a new question from scratch

Question bank contents  
[Show]

### Editing quiz: Quiz 1 ? The basic ideas of quiz-making

Total of grades: 1.00 | Questions: 1 | This quiz is open

Maximum grade: 10.00 Save

Page 1

1 ? 3 parts of making. What are the three steps of c... Grade: 1 Save

Multiple choice

Add a question ... Add a random question ... ?

Now you have your first question in the quiz and can add another.

### Do I really have to do all this just to make a question?

Moodle tries to be everything for everyone and so that's why there are so many options for feedback etc. To create a basic multiple choice question, which is likely what most teachers want to do, all that is required is the following:

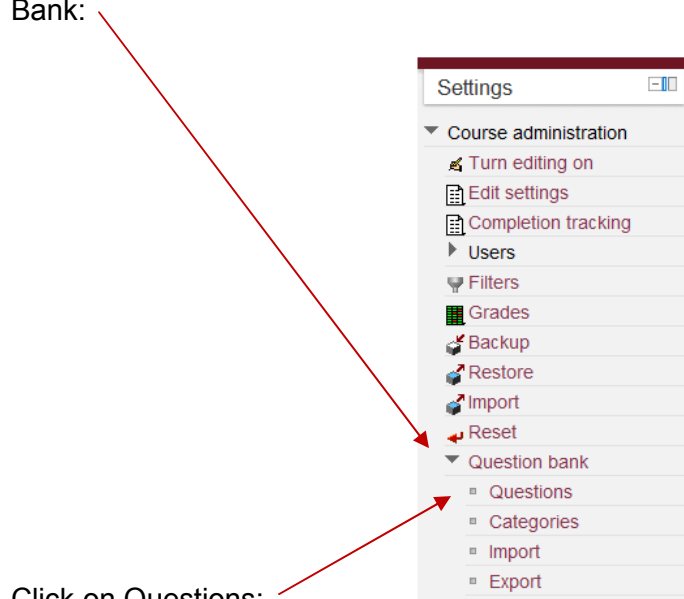
1. Name the question
2. Enter the question
3. Select the point value of the question(default =1)
4. Select if you want the choices shuffled
5. Enter the choices
6. Select 100% in the Grade field for the correct choice.
7. Save the question.

All the options about feedback, about some questions being more right than others etc. can be completely ignored.

## About the Question Bank

Every time you create a question for a quiz it ends up in the question bank as well as in the quiz. You can reuse questions in other quizzes. You can also recategorize them, create new categories etc. The more organized your question bank is the easier it will be to make up quizzes quickly over time. In this section we'll take a look at the question bank and how it works.

First go into your class and scroll down to settings and click on the triangle next to Question Bank:



## Question bank

Select a category: Default for Mark Bryant (2) ▼ Default Category is the course name and there are two questions in that category

- Also show questions from sub-categories
- Also show old questions
- Show question text in the question list

The default category for questions shared in context 'Mark Bryant'.

Create a new question ...

<input type="checkbox"/> T ↓	<b>Question</b>	<b>Created by</b> <small>First name / Surname</small>	<b>Last modified by</b> <small>First name / Surname</small>
<input type="checkbox"/>	3 parts of making a quiz	Lauffer Teach	Lauffer Teach
<input type="checkbox"/>	Number of days in a year	Mark Bryant	Mark Bryant

These are the two questions

**With selected:**  
Delete Move to >> Default for Mark Bryant (2) ▼  
 With these buttons you can delete multiple questions (check the boxes next to the question and recategorize them.

With these icons you can edit a question, view a question and delete a question

## Question bank

Select a category: Moodle Questions (5) ▼

Changed to a category with 5 questions

- Also show questions from sub-categories
- Also show old questions
- Show question text in the question list

Create a new question...

These are the five questions

<input type="checkbox"/> T ↓	Question	Created by First name / Surname	Last modified by First name / Surname
<input type="checkbox"/>	Moodle Matching Question	Mark Bryant	Mark Bryant
<input type="checkbox"/>	Moodle Multiple Choice	Mark Bryant	Mark Bryant
<input type="checkbox"/>	Moodle Numerical	Mark Bryant	Mark Bryant
<input type="checkbox"/>	Moodle Short Answer	Mark Bryant	Mark Bryant
<input type="checkbox"/>	Moodle True False	Mark Bryant	Mark Bryant

**With selected:**

Delete Move to >> Moodle Questions (5) ▼

If I return to the default category and select Also show questions from sub-categories, all the questions in the Question bank appear:

## Question bank

Select a category: Default for Mark Bryant (2) ▼

- Also show questions from sub-categories
  - Also show old questions
  - Show question text in the question list
- The default category for questions shared in context 'Mark Bryant'.

Create a new question ...

These are the 7 questions currently in the Question bank

<input type="checkbox"/> T ↓	Question	Created by First name / Surname	Last modified by First name / Surname
<input type="checkbox"/>	Moodle Matching Question	Mark Bryant	Mark Bryant
<input type="checkbox"/>	3 parts of making a quiz	Lauffer Teach	Lauffer Teach
<input type="checkbox"/>	Moodle Multiple Choice	Mark Bryant	Mark Bryant
<input type="checkbox"/>	Number of days in a year	Mark Bryant	Mark Bryant
<input type="checkbox"/>	Moodle Numerical	Mark Bryant	Mark Bryant
<input type="checkbox"/>	Moodle Short Answer	Mark Bryant	Mark Bryant
<input type="checkbox"/>	Moodle True False	Mark Bryant	Mark Bryant

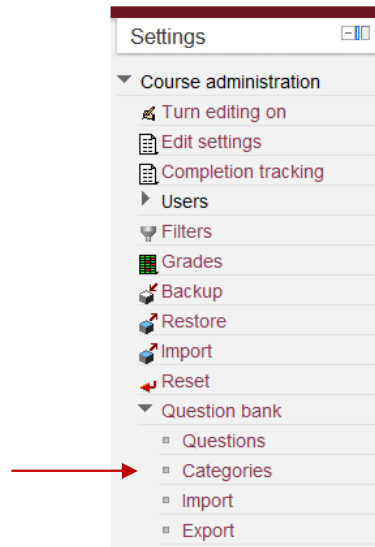
**With selected:**

Delete Move to >> Default for Mark Bryant (2) ▼



## Adding a Category:

Return to the Settings menu and click on Categories:



## Edit categories 🤔

### Question categories for 'Course: Mark Bryant'

- **Default for Mark Bryant (2)** The default category for questions shared in context 'Mark Bryant'. X 🔊
- **Moodle Questions (5)** X 🔊 ←

This shows the category structure. At the top is the default category which is the class name where I created a quiz and then I made a subcategory called moodle questions the numbers indicate how many questions in each category. Categories can be edited, and deleted.

**Add category**

Parent category:

Name\*:

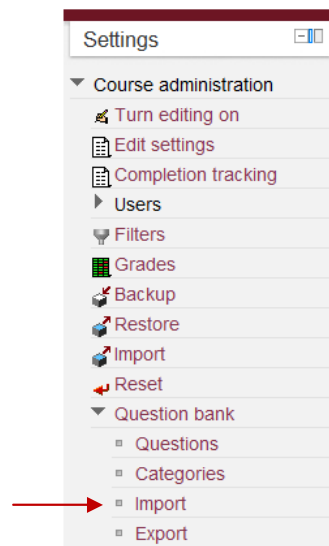
Category info: 

Enter a category name  
Add some info if you like.  
Click add category.

I can select which category my new category will be nested in or I can select Top to create a new top level category. You may want to do this as the default category is always the name of a class and you may want to organize your questions differently.











## Importing questions to the Question bank

Return to the Settings menu and click on Categories:



### Import questions from file

**File format**

-  Aiken format
-  Blackboard
-  Blackboard V6+
-  Embedded answers (Cloze)
-  Examview
-  GIFT format
-  Learnwise format
-  Missing word format
-  Moodle XML format
-  WebCT format

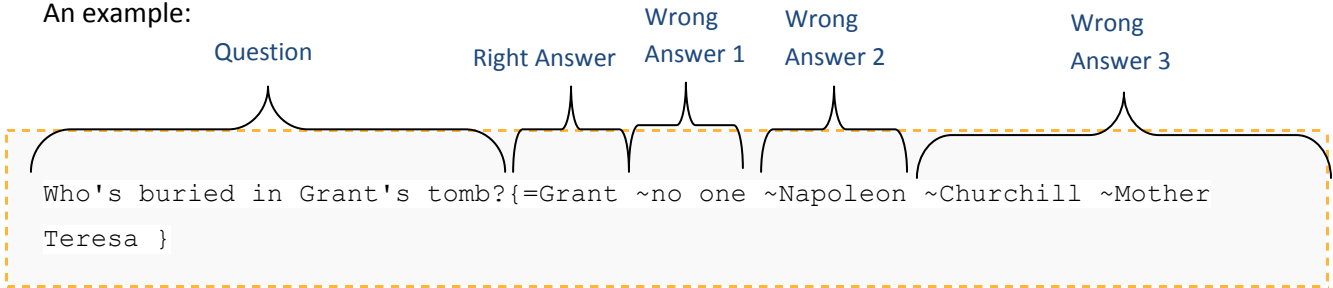
Again, a lot of choices here. In the SUSd context not many teachers are going to have questions that are already in an LMS like Blackboard or WebCT so the format of interest is the GIFT format. Using the GIFT format many questions can be imported at once into the Question Bank instead of having to create them one at a time as demonstrated earlier in this document. Time will still have to be invested in making the text file to import.

The format of a multiple choice question in a text file is the following:

```
Question{= A Correct Answer ~Wrong answer1 ~Wrong answer2 ~Wrong answer3  
~Wrong answer4 }
```



An example:



What denotes a right answer is the = and what denotes a wrong answer is the ~ sign. In a file like this all the spaces, brackets etc. have to be just right in order for all the questions to go in.

For more info on the GIFT format:

[http://docs.moodle.org/20/en/GIFT\\_format](http://docs.moodle.org/20/en/GIFT_format)

**General**

Import category:  ? Here you can select what category to import the questions

Get category from file  Get context from file Click off get category from file. The format above does not list a category

Match grades:  ?

Stop on error:  ?

---

**Import questions from file**

Import\*  Select the file in the GIFT format and click on import

There are required fields in this form marked\*.

Parsing questions from import file. Green means good, the format is correct and one question will be imported (I'm using a file with just one question in it)

Importing 1 questions from file

1. In the question bank you can:

Click continue

You will then end up back at the Question bank:

## Question bank

Select a category:  ▼

- Also show questions from sub-categories
- Also show old questions
- Show question text in the question list

The default category for questions shared in context 'Mark Bryant'.

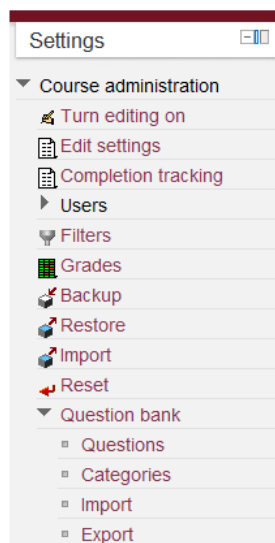
Here's the imported question →

<input type="checkbox"/> T ↓	Question	Created by First name / Surname	Last modified by First name / Surname
<input type="checkbox"/>	☰ Moodle Matching Question	🔍 ⚙️ ⚡ Mark Bryant	Mark Bryant
<input type="checkbox"/>	☰ 3 parts of making a quiz	🔍 ⚙️ ⚡ Lauffer Teach	Lauffer Teach
<input type="checkbox"/>	☰ In the question bank you can:	🔍 ⚙️ ⚡ Lauffer Teach	
<input type="checkbox"/>	☰ Moodle Multiple Choice	🔍 ⚙️ ⚡ Mark Bryant	Mark Bryant
<input type="checkbox"/>	☰ Number of days in a year	🔍 ⚙️ ⚡ Mark Bryant	Mark Bryant
<input type="checkbox"/>	☰ Moodle Numerical	🔍 ⚙️ ⚡ Mark Bryant	Mark Bryant
<input type="checkbox"/>	☰ Moodle Short Answer	🔍 ⚙️ ⚡ Mark Bryant	Mark Bryant
<input type="checkbox"/>	☰ Moodle True False	🔍 ⚙️ ⚡ Mark Bryant	Mark Bryant

**With selected:**  
   ▼





## Exporting questions from the Question bank

If you want to share questions with a colleague or just back them you can export questions out. Click on Export in the settings menu under Question bank




## Export questions to file

### File format

-   GIFT format
-   IMS QTI 2.0 format
-   Moodle XML format
-   XHTML format

If you are planning to import back into a moodle site you can export using either the GIFT format or Moodle XML format. For info about the other formats click on the question mark

### General

Export category  

Write category to file  Write context to file

Here you can select the category of the questions you wish to export. Click on the check boxes if you want to include category and context (class info) in the export file

Click on Export questions to a file. It will be downloaded into you're your default downloads folder.