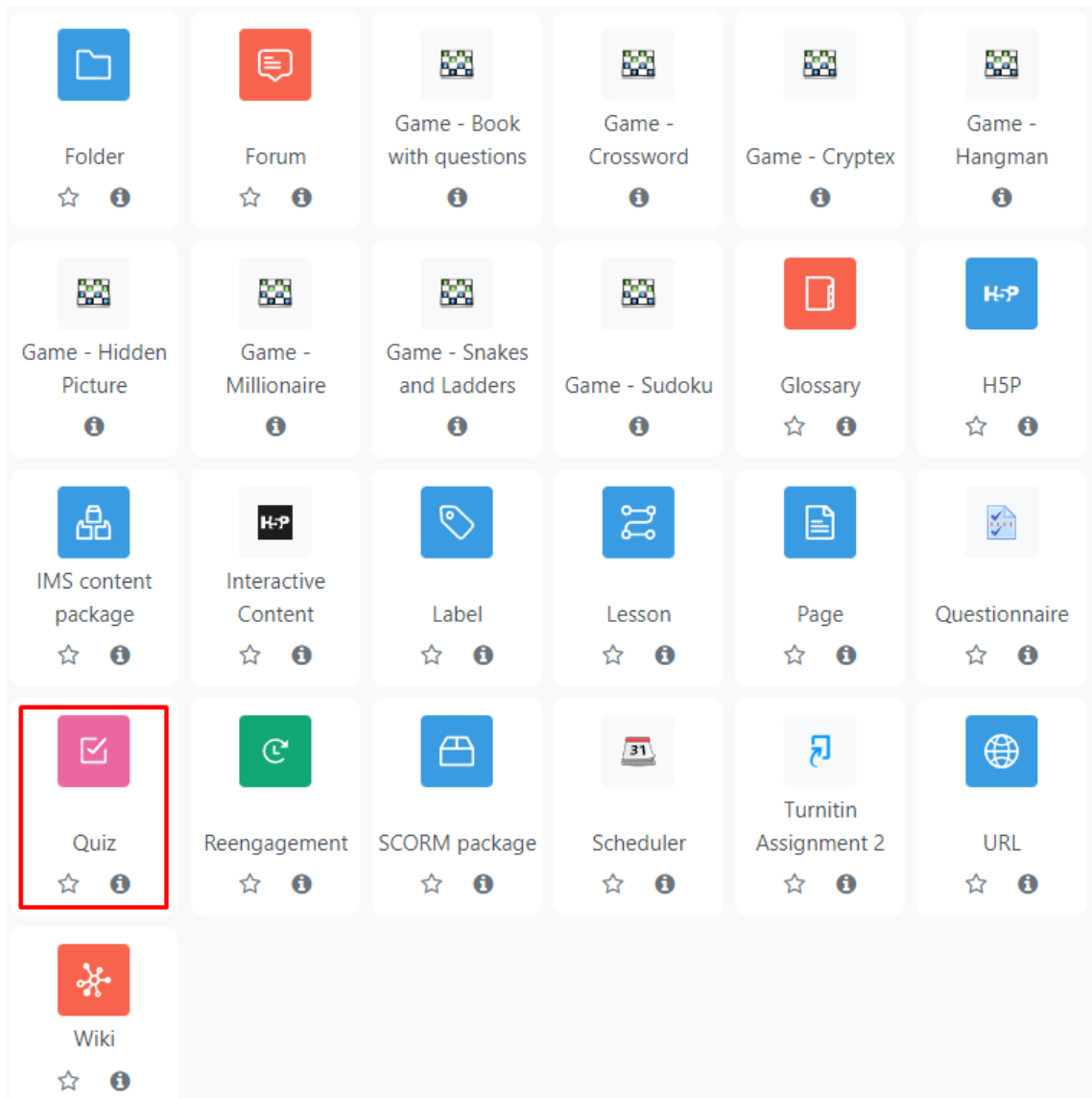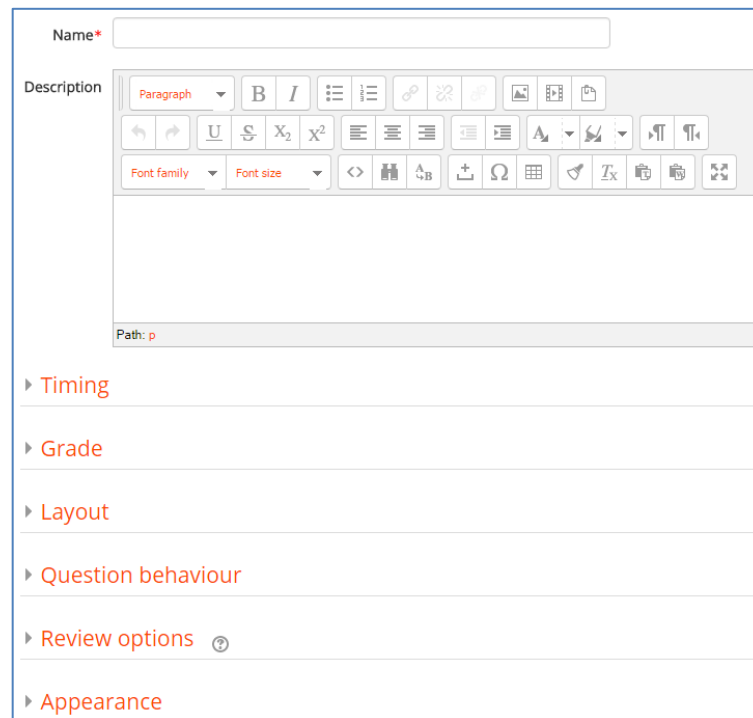# Setting up a Quiz

1. **Turn Edit mode on**. Edit mode

2. Click the **Add an activity or resource** link and choose **Quiz** from the menu

1. In **Name** enter a short descriptive and meaningful Name.

2. In **Description** explain clearly what the student has to do, any pre-quiz requirements etc.

3. When creating a quiz, there are several options available. The most useful ones are described below

Timing

- **Open and Close quiz:** Choose when the quiz is available to students by setting an open date/time and closed date/time. Tick the **Enable** box to allow this.

- **Time limit:** Shows a countdown, when the time limit is up, the quiz is submitted automatically with whatever answers have been filled.

- **When time expires:** This setting controls what happens if a student fails to submit their quiz attempt before the time expires. If the student is actively working on the quiz at the time, then the countdown timer will always automatically submit the attempt for them, but if they have logged out, then this setting controls what happens.

Grade

- **Grade to pass:** This setting determines the minimum grade to pass.
- **Attempts allowed:** How many attempts students are allowed to take.
- **Grading method:** How multiple attempts (if allowed) are graded.

Layout

- **New page:** Gives you the option of how many questions you want to appear on one page.
- **Navigation method:** When sequential navigation is enabled, a student must progress through the quiz in order and may not return to previous pages nor skip ahead.

Question behaviour

- **Shuffle within questions:** This setting only applies to questions that have multiple parts, such as multiple choice or matching questions.
- **How questions behave:** Choose **deferred feedback** if you want the students to answer all questions before anything is graded or they get any feedback. Alternatively, choose **immediate feedback** if you want each question to be graded as they go along. Those are probably the two most commonly used modes of behaviour.

Review Options

- This controls what information students can see when they review a quiz attempt or look at the quiz reports. **Note**: If you have chosen deferred feedback you will not be able to choose anything in the during attempt column.

- You may wish to consider unticking **Right answer** as a summary of the correct response is automatically generated if ticked.

During the attempt	Immediately after the attempt	Later, while the quiz is still open	After the quiz is closed
☑ The attempt ⑦	☑ The attempt	☑ The attempt	☑ The attempt
☑ Whether correct ⑦	☑ Whether correct	☑ Whether correct	☑ Whether correct
☑ Marks ⑦	☑ Marks	☑ Marks	☑ Marks
☑ Specific feedback ⑦	☑ Specific feedback	☑ Specific feedback	☑ Specific feedback
☑ General feedback ⑦	☑ General feedback	☑ General feedback	☑ General feedback
☑ Right answer ⑦	☐ Right answer	☐ Right answer	☐ Right answer
☐ Overall feedback ⑦	☑ Overall feedback	☑ Overall feedback	☑ Overall feedback

Appearance

- **Show the user's picture**: If enabled, the student's name and picture will be shown on-screen during the attempt, and on the review screen, making it easier to check that the student is logged in as themselves in an invigilated (proctored) exam.

- **Decimal places in grades:** This setting specifies the number of digits shown after the decimal point when displaying grades.

- **Decimal places in question grades:** This setting specifies the number of digits shown after the decimal point when displaying the grades for individual questions.

- **Show blocks during quiz attempts:** If set to yes then normal blocks will be shown during quiz attempts.

Safe Exam Browser

If enabled, students can only attempt the quiz using the Safe Exam Browser.

Extra restrictions on attempts

- **Enforced delay between 1st and 2nd attempts:** If enabled, a student must wait for the specified time to elapse before being able to attempt the quiz a second time.

- **Enforced delay between later attempts:** If enabled, a student must wait for the specified time to elapse before attempting the quiz a third time and any subsequent times.

Overall feedback

- Overall feedback is shown to a student after they have completed an attempt at the quiz. The text that is shown can depend on the grade the student got.

Restrict Access:

- The restrict access feature enables you to restrict the availability of any activity or even a course section according to certain conditions such as dates, grade obtained, user profile or activity completion.

Activity completion

- Activity completion allows you to set completion criteria in a specific activity's settings. A check (tick) ✅ appears against the activity when the student meets this criterion. The criterion might be viewing, receiving a certain score or a student marking it as complete.

4. You have the option to notify course participants of any changes you make to the quiz, Just **click the send content change notification** box.

☐ Send content change notification ❓
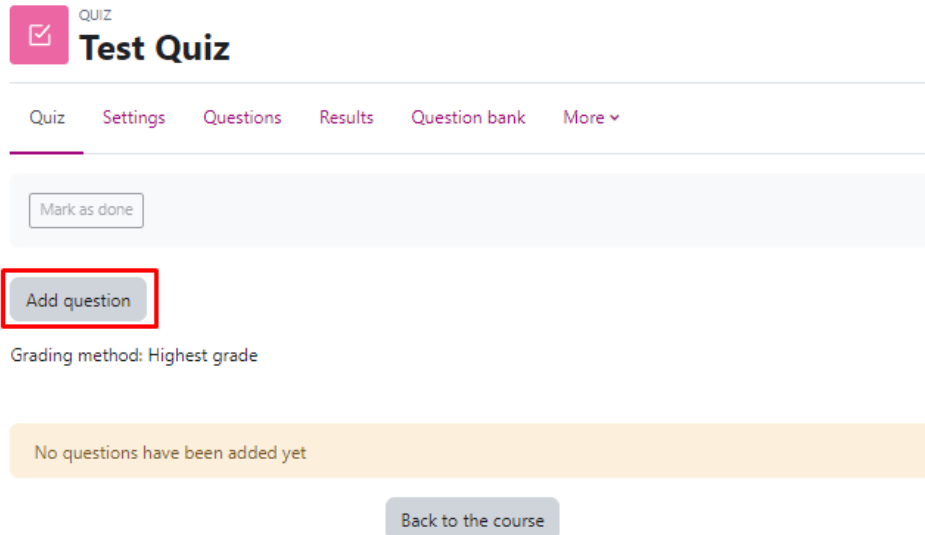
[Save and return to course] [Save and display] [Cancel]

5. Once you are satisfied with the settings, click **Save and return to course**.
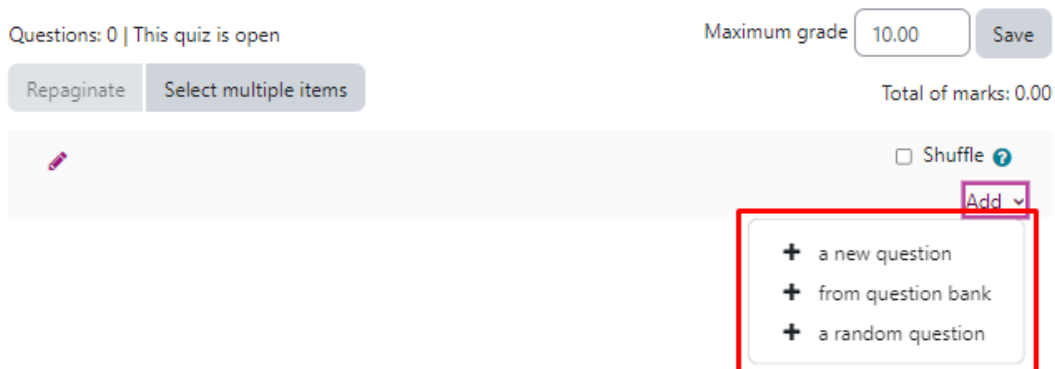
Adding Questions to a Quiz

1. Click the **Quiz you created**
2. Select **Add question**

4. Click on **Add** You can then add a **new question**, a **random one** or one from a **question bank** from another course or one you have already populated.
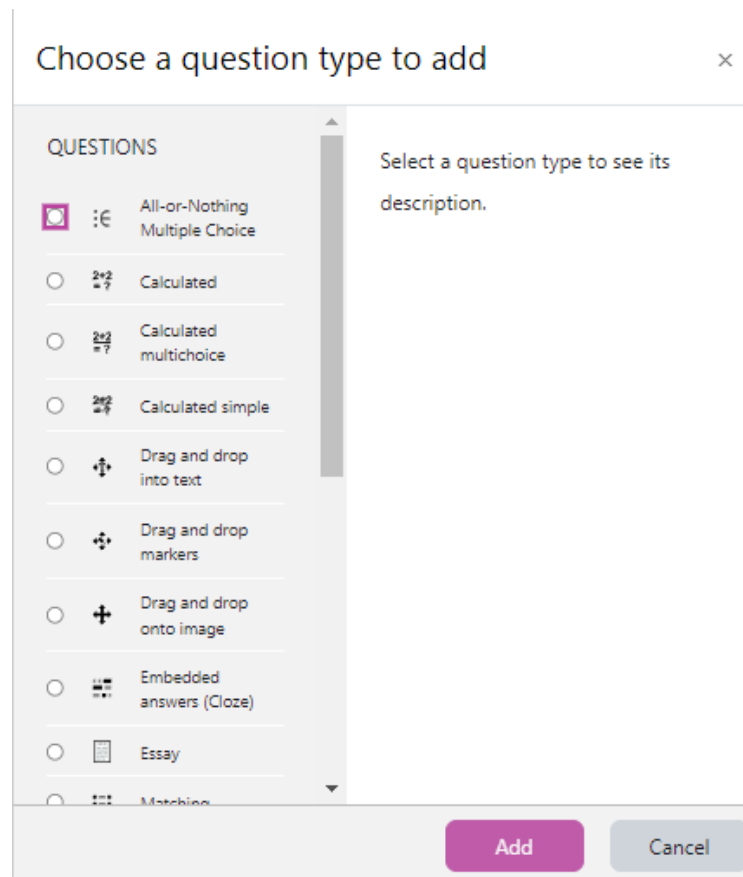

Adding a new question

There are many types of questions, below is information on how to add the most common ones.

1. Click **+ a new question** from the drop down menu
2. Select the question you want to add

3. Click **Add**

4. Enter a **Question name** (this is label for the lecturer to identify the question and will not be seen by students).

5. In **Question text** - enter the text for the question itself.

6. The **Default mark** is set to 1. If you would like each question to have a higher mark, you can increase this.

7. You can include **General feedback** in your question. This gives feedback regardless of the student's answer

The next steps are dependent on the type of question you have chosen to add. The most common question types are explained below.

Matching Questions:

- Enter a question into each of the Question boxes.
- In the Available choices section you must provide at least two questions and three answers. You can provide extra wrong answers by giving an answer with a blank question.

- You only need to set a penalty for incorrect tries if you run your questions using the 'Interactive with multiple tries' or 'Adaptive mode'

Now follow steps 8 and 9.

Multiple Choice Questions:

- Fill in the **Answer** boxes for your choices. Please choose at least 2 or 3. There is an option for adding more if necessary.
- You must choose a **Grade** for the correct answer, i.e. 100%, 50%, None etc. (default is None). **Note:** If you want more than one correct answer or if one answer is the most correct, you can adjust the percentage of correctness accordingly. It is highly recommended if you do this to include feedback for all answer choices.
- You only need to set a penalty for incorrect tries if you run your questions using the 'Interactive with multiple tries' or 'Adaptive mode'

Now follow steps 8 and 9.

True / False Questions:

- Choose from the correct answer drop down menu whether the question is true or false.
- You can provide feedback for either 'True' or 'False' response.
- The penalty is set as 1, however this only works if you run your questions using the 'Interactive with multiple tries' or 'Adaptive mode'
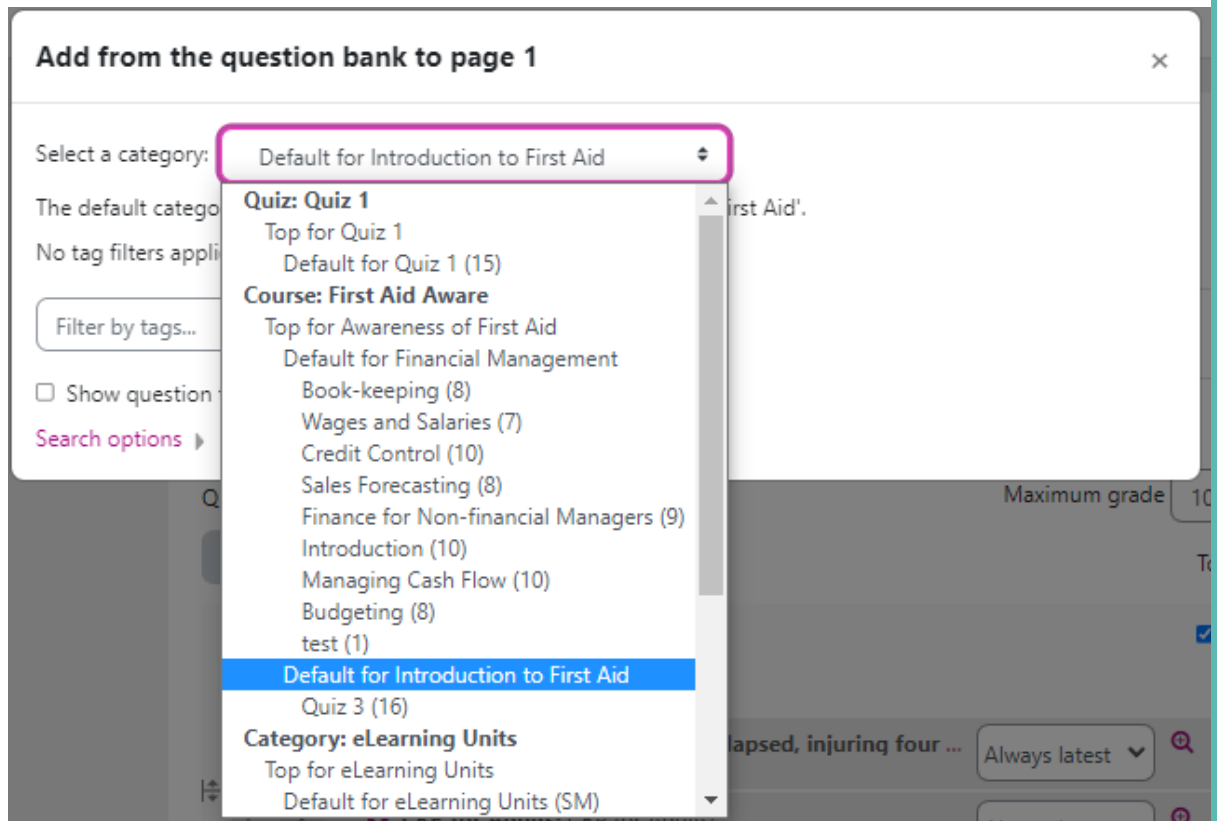
Now jump to step 9.

8. You can choose to enter a **Hint** under the multiple tries section**.** If you have enabled multiple tries on a question - hints are given when the student answers incorrectly.

9. Click **Save changes** when you are happy with the creation of the question. Once you have saved your question you can continue editing to add more.

Add a Question from a question bank

Questions can also be added from a Question bank used in another course or a question bank you have populated for this quiz. Banks are useful as the questions can be used across multiple course/quizzes.

1. Click on **Add** > **From a question bank**
2. Select the appropriate category from the **Category** drop-down menu.

3. Select the question(s) you want to add from your quiz, this will not affect the question bank.

4. Click **Add selected question to the quiz**

A random question

Random questions can also be added to your quiz from the Editing quiz page.

1. Click on the **Add a random question…** button.

2. Select the appropriate category from the **Category** drop-down menu.

3. Choose the number of random questions you want to add from the drop-down list.

4. Click **Add random question**.

5. Click on **Save** at the top of the editing quiz page you are on.