



كليات المعرفة
ALMAAREFA COLLEGES

User Manual for Faculty Members

Learning Management System (Moodle)

Quiz Activity

Quiz

Introduction

The quiz activity enables a teacher to create quizzes comprising questions of various types, including multiple choice, matching, short-answer and numerical.

The teacher can allow the quiz to be attempted multiple times, with the questions shuffled. A time limit may be set.

Each attempt is marked *automatically*, with the exception of essay questions, and the grade is recorded in the gradebook.

Quizzes may be used

- As course exams
- As an assignment
- As exam practice
- For self-assessment

In Moodle creating Quiz is done through three steps

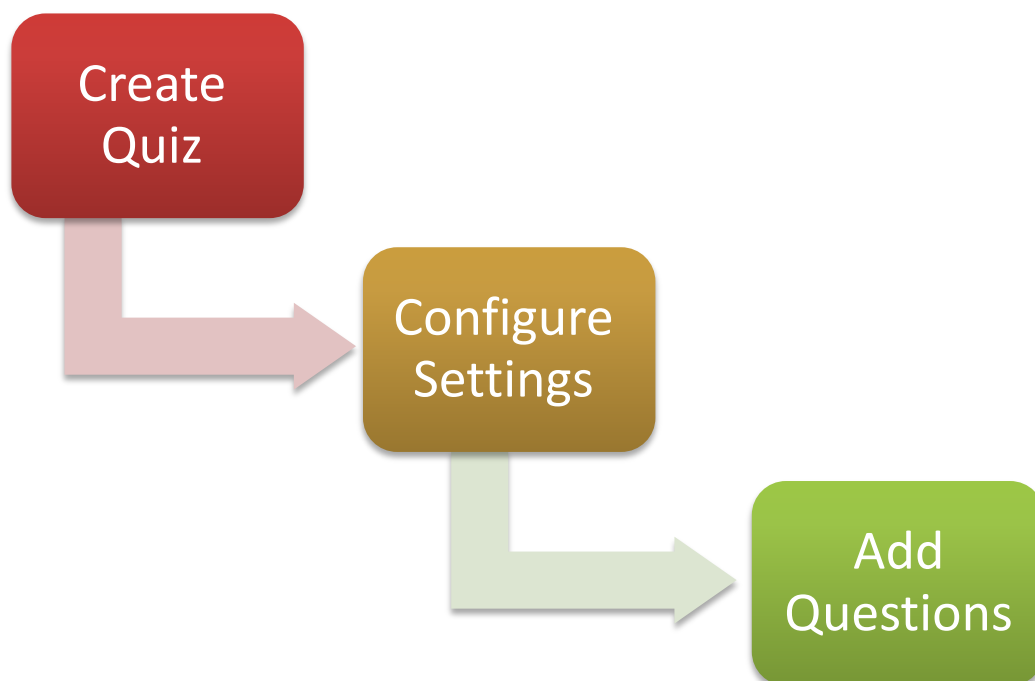




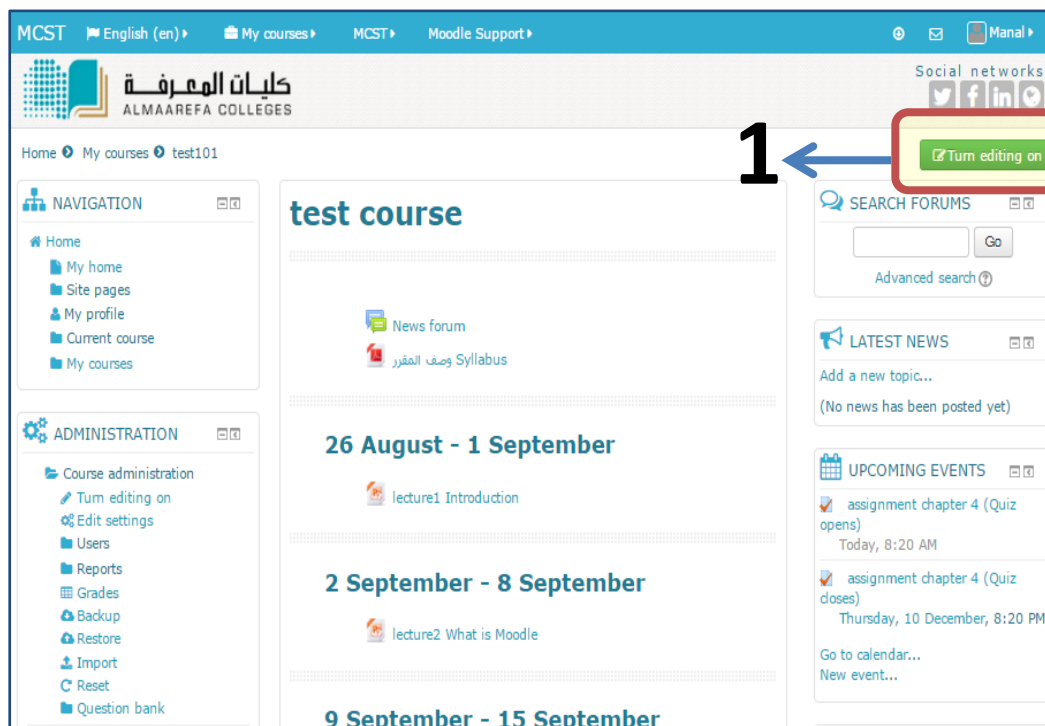
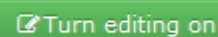
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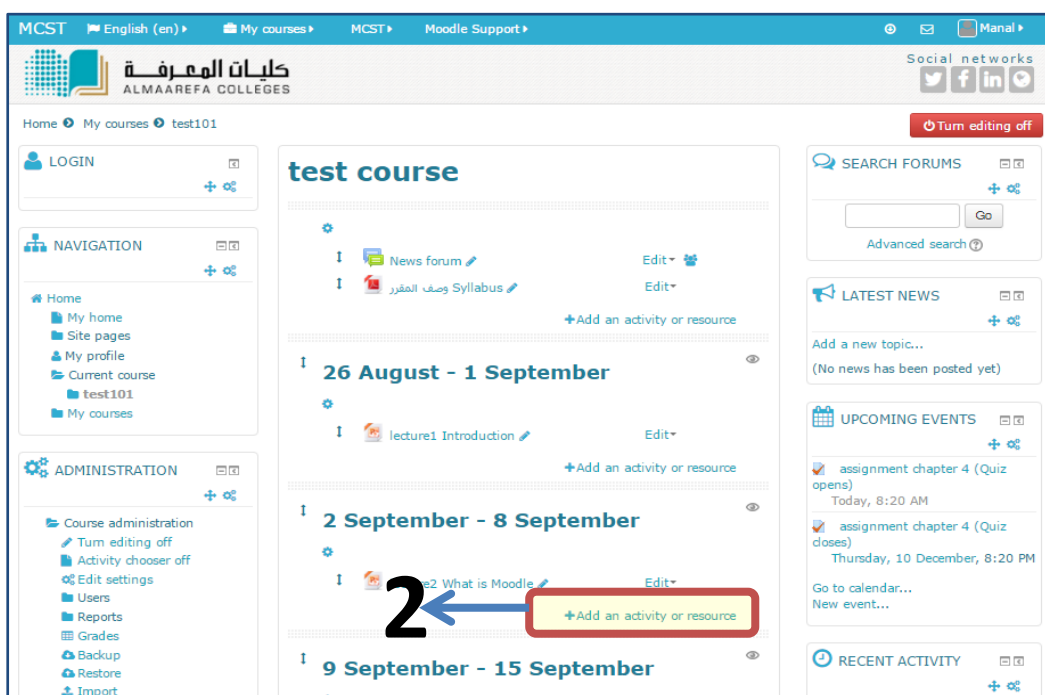
Step 1: Create Quiz Activity

To add a quiz, complete the following steps:

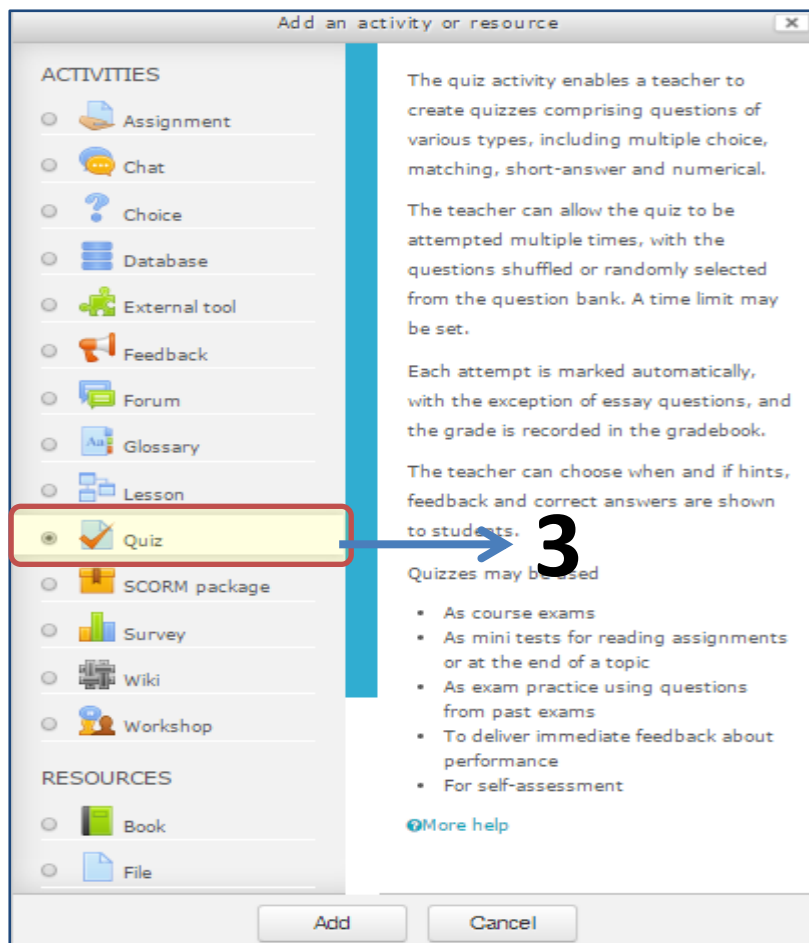
1. Enable editing mode by pressing “turn editing on” button.



2. Within the required Week or Topic section, click **Add an Activity or Resource** link.



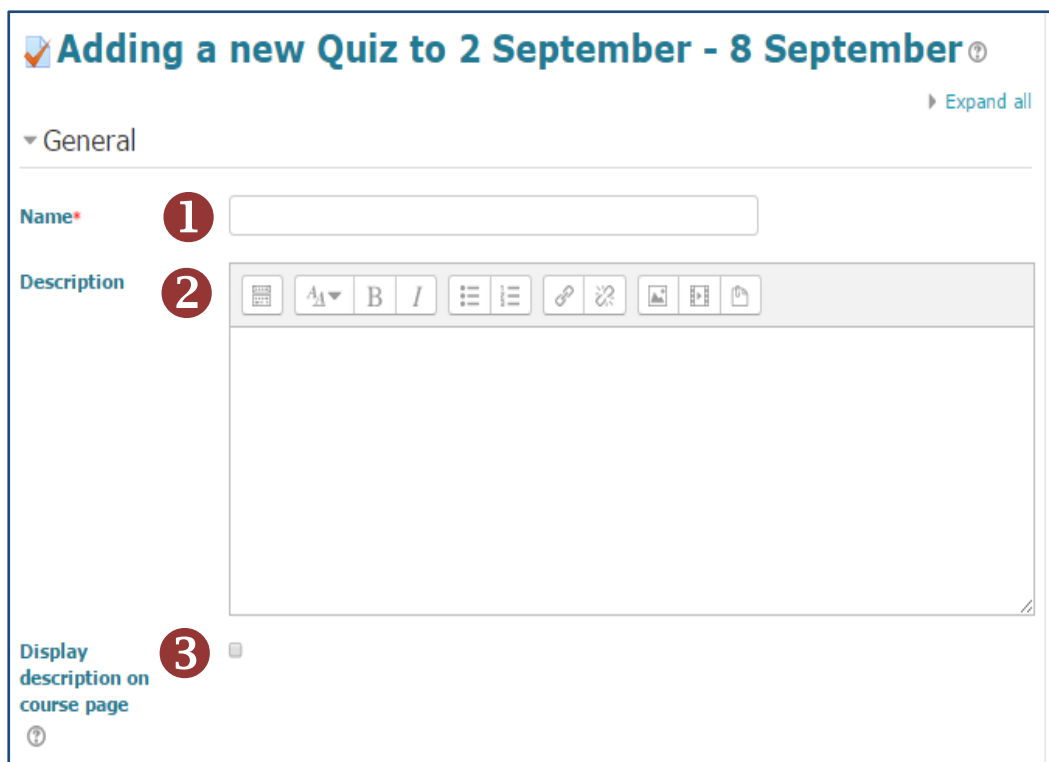
3. Select **Quiz** from **activity list**, and click **Add**.



Step 2: Configure Quiz Settings

Here is explanation for all the settings, however only the ones marked with (*) is mandatory.

1) General:



- ❶ **Name *** : Enter the **quiz name** which will appear on the course page to the students as link
- ❷ **Description:** Write **description** of the quiz that defines the **purpose of the quiz** and provide **instructions** to the students or background information, links etc.
- ❸ **Display description on course page:** If ticked, the quiz description will appear on the course page directly under the quiz name

2) Timing (click to expand):

- 1 Open the Quiz:** this setting allows you to specify times (date and hour) when the quiz is **accessible for students to make attempts**. Before the opening time the quiz will be unavailable to students. *Before this date, the students will be able to view the quiz introduction but will not be able to view the questions.*
- 2 Close the quiz** after the closing time, the students will **not be able to start new attempts**.
- 3** If **Time limit** *enabled*, the time limit is stated on the initial quiz page and a **countdown** timer is displayed in the quiz navigation block.
By default, quizzes do not have a time limit, which allows students as much time as they need to complete the quiz.
- 4 When time expires:** There are three options as to what will happen when the time limit is up. Choose the one you need from the dropdown menu:
 1. Open attempts are submitted automatically (This is the default) (**the recommended choice**)
 2. There is a grace period when open attempts can be submitted, but no more questions answered
 3. Attempts must be submitted before time expires, or they are not counted. If you choose this setting, then students **who failed to submit will not be graded**.
- 5** If you select "There is a grace period..." then you can check the box to enable the "**Submission grace period**" and specify a period of time during which learners **may still submit the quiz after the time is up**.

3) Grade (click to expand):

▼ Grade

1

Grade category ?

Uncategorised ▼

2

Grade to pass ?

3

Attempts allowed

Unlimited ▼

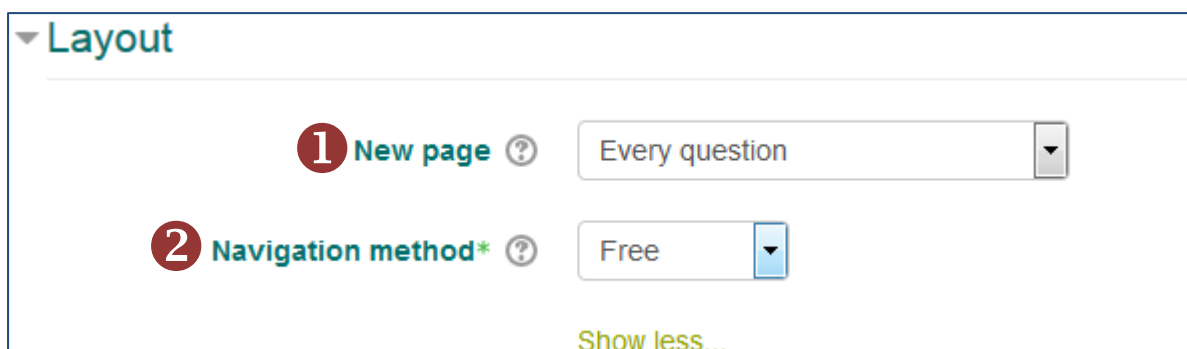
4

Grading method ?

Highest grade ▼

- 1 **Grade category:** If you have categories in your gradebook, select the **category** in which this quiz's grades are placed in the gradebook.
- 2 **Grade to pass:** This setting determines the minimum grade required to pass. The value is used in activity and course completion, and in the gradebook, where pass grades are highlighted in green and fail grades in red.
- 3 **Attempts allowed:** Students may be allowed to have multiple attempts at a quiz.
- 4 **Grading Method:** When **multiple attempts** are allowed, the following methods are available for calculating the final quiz grade:
 - Highest grade of all attempts.
 - Average (mean) grade of all attempts.
 - First attempt (all other attempts are ignored).
 - Last attempt (all other attempts are ignored)

4) Lay Out (click to expand): Here you can configure how the questions will be display to the students and how the student can navigate through the questions.



▼ Layout

1 New page ? Every question ▼

2 Navigation method* ? Free ▼

Show less...

- 1 **New Page:** You can select number of question in each page.
- 2 **Navigation method:** if it set to sequential instead of *Free*, then student must progress through the questions in order without being able to go back to a previous question or skip to a later one.

5) Question behavior (click to expand):

▼ Question behaviour

1

Shuffle within questions ?

Yes ▼

2

How questions behave ?

Deferred feedback ▼

3

Allow redo within an attempt* ?

No ▼

4

Each attempt builds on the last* ?

No ▼

Show less...

1 Shuffle within questions: If set to 'yes', the parts making up each question will be randomly shuffled each time a student attempts the quiz, provided the option is also enabled in the question settings. This setting only applies to questions that have multiple parts, such as multiple choice or matching questions.

2 How questions behave: this setting determines how the students interact with the questions in quiz.

- **'Deferred feedback' mode:** you may wish the students to enter an answer to each question and then submit the entire quiz, before anything is graded or they get any feedback.
- **'Interactive with multiple tries' mode:** you may wish for students to submit each question as they go along to get *immediate feedback*, and if they do not get it right immediately, they will have another try for fewer marks.

Those are the two most commonly used modes of behaviour.

- **Immediate feedback:** Similar to interactive mode in that the student can submit their response immediately during the quiz attempt, and get it graded. However, they can *only submit one response*, they cannot change it later.

3 Allow redo within an attempt: if enabled, then when students have finished attempting particular question, they will see a Redo question button. This allows them to attempt another version of the same question, without having to submit the entire quiz attempt and start another one. This option is mainly useful for *practice quizzes*. This setting only affects questions (for example not Essay questions) and behaviours (for **example immediate feedback, or Interactive with multiple tries**) where it is possible for student to finish the question before the attempt is submitted.

4 If multiple attempts are allowed and “**Each attempt build on last**” setting is enabled, each new quiz attempt will contain the results of the previous attempt. This allows a quiz to be completed over several attempts.

6) Review Options (click to expand):

These options control what information **students can see** when they review a quiz

Review options ?			
1	2	3	4
During the attempt	Immediately after the attempt	Later, while the quiz is still open	After the quiz is closed
a <input checked="" type="checkbox"/> The attempt ?	<input checked="" type="checkbox"/> The attempt	<input checked="" type="checkbox"/> The attempt	<input checked="" type="checkbox"/> The attempt
b <input checked="" type="checkbox"/> Whether correct ?	<input checked="" type="checkbox"/> Whether correct	<input checked="" type="checkbox"/> Whether correct	<input checked="" type="checkbox"/> Whether correct
c <input checked="" type="checkbox"/> Marks ?	<input checked="" type="checkbox"/> Marks	<input checked="" type="checkbox"/> Marks	<input checked="" type="checkbox"/> Marks
d <input checked="" type="checkbox"/> Specific feedback ?	<input checked="" type="checkbox"/> Specific feedback	<input checked="" type="checkbox"/> Specific feedback	<input checked="" type="checkbox"/> Specific feedback
e <input checked="" type="checkbox"/> General feedback ?	<input checked="" type="checkbox"/> General feedback	<input checked="" type="checkbox"/> General feedback	<input checked="" type="checkbox"/> General feedback
f <input checked="" type="checkbox"/> Right answer ?	<input checked="" type="checkbox"/> Right answer	<input checked="" type="checkbox"/> Right answer	<input checked="" type="checkbox"/> Right answer
g <input type="checkbox"/> Overall feedback ?	<input checked="" type="checkbox"/> Overall feedback	<input checked="" type="checkbox"/> Overall feedback	<input checked="" type="checkbox"/> Overall feedback

- 1 During the attempt** is only available when 'How questions behave' has been set to 'Immediate feedback', 'Immediate feedback with CBM' and 'Interactive with multiple tries'. If set to one of these options then a 'Check' button will appear below the answer and when clicked the student will submit that response and then receive immediate feedback.
- 2 Immediately after the attempt** settings apply for the first two minutes after 'Submit all and finish' is clicked.
- 3 Later, while the quiz is still open** means after 2 minutes, but before the close date (if the quiz does not have a close date, this phase never ends).
- 4 After the quiz is closed** settings apply after the quiz close date has passed. If the quiz does not have a close date, this state is never reached.


For each option above, you can specify exactly what the information that student can view as follows:

- | | |
|----------------------------|---|
| a The attempt | Will show how the student responded to each question. |
| b Whether correct | Displays whether the students response to each question is correct or incorrect. |
| c Marks | Reveals the marks awarded to the student and the grade for the quiz. |
| d Specific feedback | Will show the feedback for the response to the answer as set when adding the question to the quiz. Each response to a question can have feedback for both correct and incorrect answers. |
| e General feedback | Displays the general feedback for the whole question as set when adding the question to the quiz. You can use the general feedback to give students some background to what knowledge the question was testing. |
| f Right answer | Reveals the correct answer to each question, whether the student answered correctly or not (See note below). |
| g Overall feedback | Displays feedback for the entire quiz as set in the quiz settings (See note below). |

NOTE:

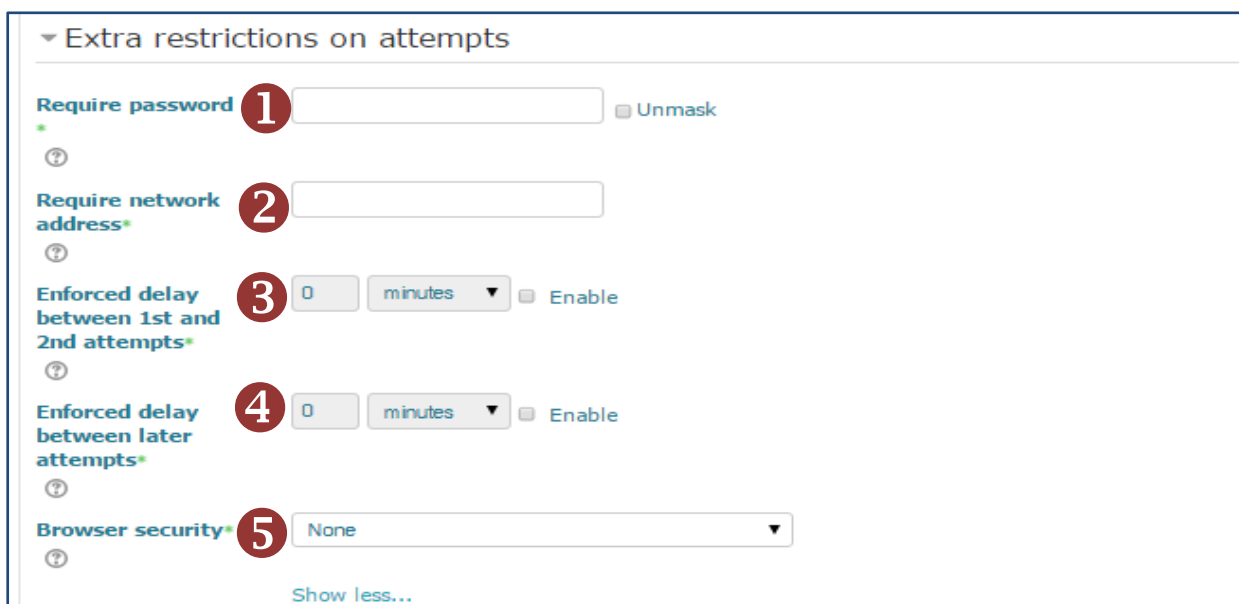
- In your list of review options, you must have **'The attempt'** (the first option in the lists) **selected** before you can enable the options to show 'Whether correct', 'Specific feedback', 'General feedback', and 'Right answer'. If you choose not to let the students review the attempt, your only options are to display 'Marks' and 'Overall feedback'.

7) Appearance (click to expand):



- 1 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.
- 2 Decimal places in grades** This setting specifies the number of digits shown after the decimal point when displaying grades. It only affects the display of grades, not the grades stored in the database, nor the internal calculations, which are carried out to full accuracy.
- 3 Decimal places in question grades** this setting specifies the number of digits shown after the decimal point when displaying the grades for individual questions.
- 4 Show blocks during quiz attempts** If set to yes then normal blocks will be shown during quiz attempts

8) Extra restriction on attempt (click to expand):

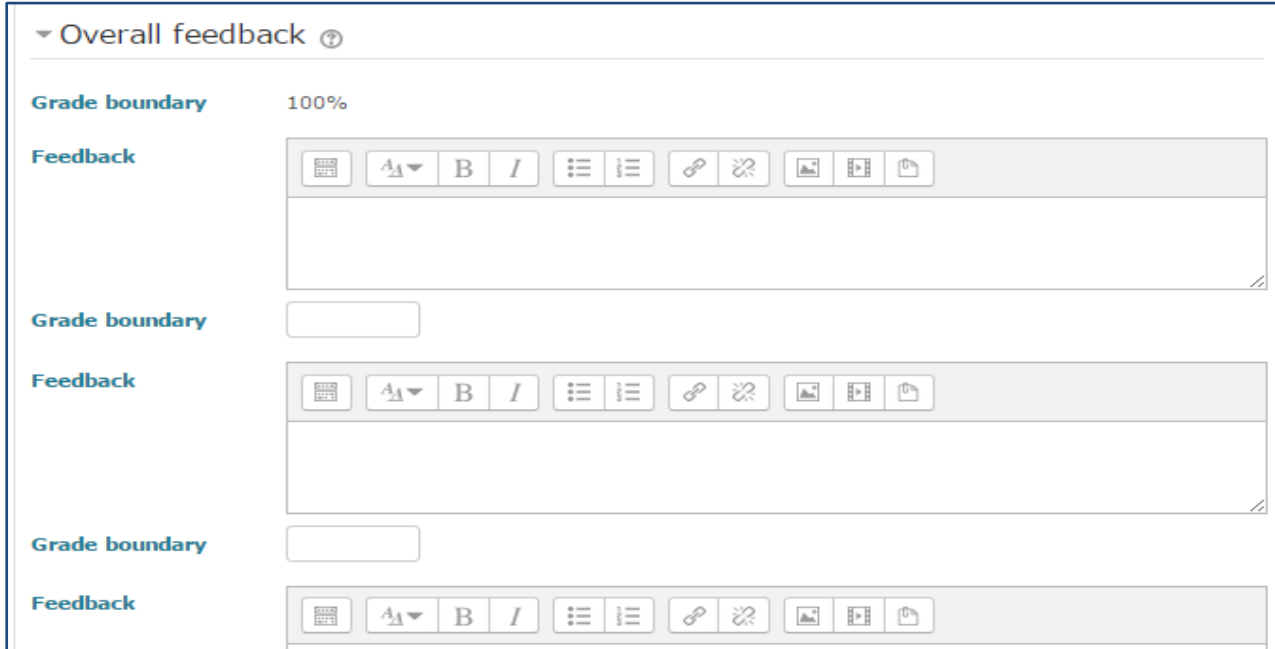


- ❶ **Require password:** you can set a password for the quiz; a student must enter it in order to attempt the quiz. This is useful to give only a selected group of students an access to the quiz.
- ❷ **Require network address:** Quiz access may be restricted to particular subnets on the LAN or Internet by specifying a comma-separated list of partial or full IP address numbers. This can be useful for an ***invigilated (proctored)*** quiz, to ensure that only people in a certain location can access the quiz. **Please contact the admin if you want to use this option.**
- ❸ & ❹ **Enforced delay between attempts:** You can set a time (from seconds to weeks) between the first and second attempt of a quiz. You can also (or alternatively) set a time from seconds to weeks for subsequent attempts after the second attempt. Thus, you might allow a student to take the quiz twice immediately with no delay, but if they want to improve their score with a third attempt, they are forced to wait a week and use the time for extra revision.
- ❺ **Browser security:** If "Full screen pop-up with some JavaScript security" is selected,
 - The quiz will only start if the student has a JavaScript-enabled web-browser
 - The quiz appears in a full screen popup window that covers all the other windows and has no navigation controls

Students are prevented, as far as is possible, from using facilities like copy and paste

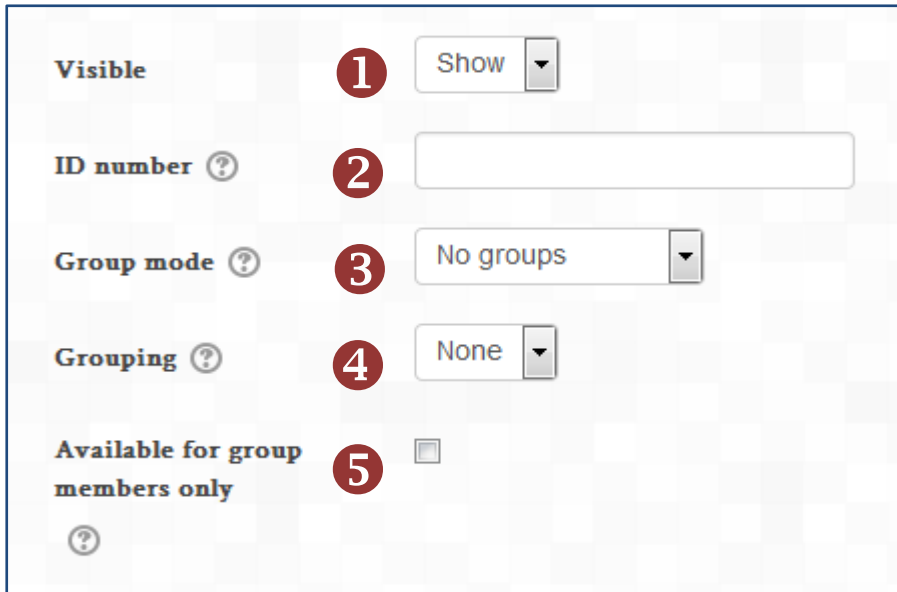
9) Overall Feedback:

Overall feedback is text that is shown after a quiz has been attempted. By specifying additional grade boundaries (as a percentage or as a number), the text shown can depend on the grade obtained.



The screenshot shows the 'Overall feedback' configuration section in Moodle. It features a title bar with a dropdown arrow and a help icon. Below this, there are three identical rows for configuring feedback based on grade boundaries. Each row consists of a 'Grade boundary' label followed by a text input field. The first row's input field contains '100%'. Below each input field is a 'Feedback' label followed by a rich text editor. The rich text editor has a toolbar with icons for text formatting (bold, italic, underline, strikethrough, link, unlink, list, ordered list, table), media (image, video, audio, file), and a 'Source' view toggle. The feedback text area is a large, empty text box with a diagonal slash icon in the bottom right corner.

10) Common module settings



The screenshot shows the 'Common module settings' interface. It includes the following elements:

- Visible:** A dropdown menu currently set to 'Show'.
- ID number:** A text input field.
- Group mode:** A dropdown menu currently set to 'No groups'.
- Grouping:** A dropdown menu currently set to 'None'.
- Available for group members only:** A checkbox that is currently unchecked.

Numbered callouts (1-5) are placed next to each setting to indicate the order of configuration.

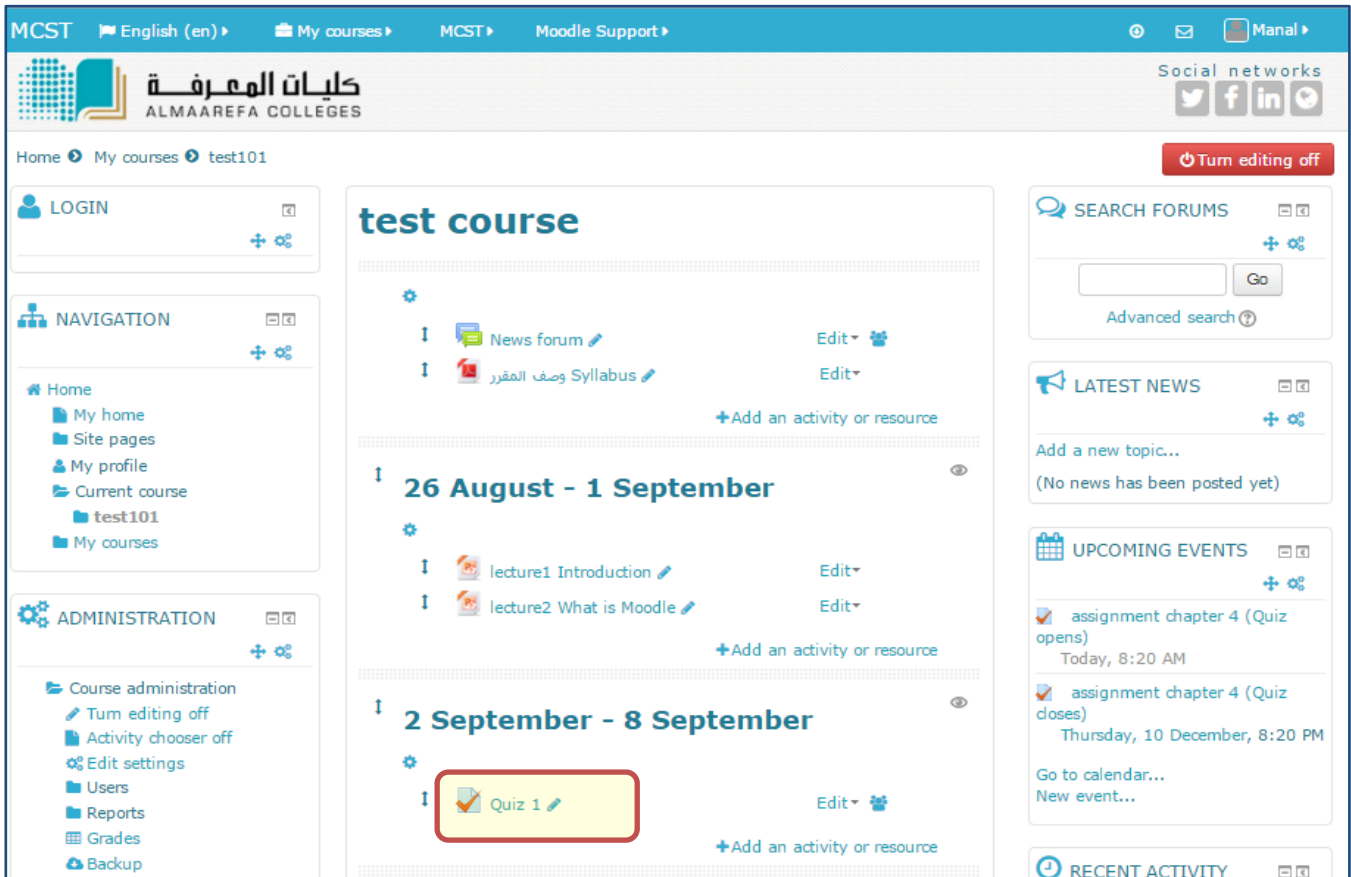
- 1 Visible:** Select if this quiz will be visible to the students.
- 2 ID number:** Setting an ID number provides a way of identifying the activity for grade calculation purposes.
- 3 Group mode :** This setting **Group mode** has 3 options:
 - **No groups** - There are no sub groups, everyone is part of one big community and can view the quiz
 - **Separate groups** - Each group member can only see their own group, others are invisible (other groups can't view quiz and won't be able to participate in it)
 - **Visible groups** - Each group member work in their own group, but can also see other groups. (other groups can view quiz but won't be able to participate in it)
- 4 Grouping:** A grouping is a collection of groups within a course. If a grouping is selected, students assigned to groups within the grouping will be able to work together.
- 5 Available for group members only**

The group mode defined at course level is the default mode for all activities within the course. Each activity that supports groups can also define its own group mode, though if the group mode is forced at course level, the group mode setting for each activity is ignored.

After adding all the settings, click “save and return to the course” Or "save and display "button.

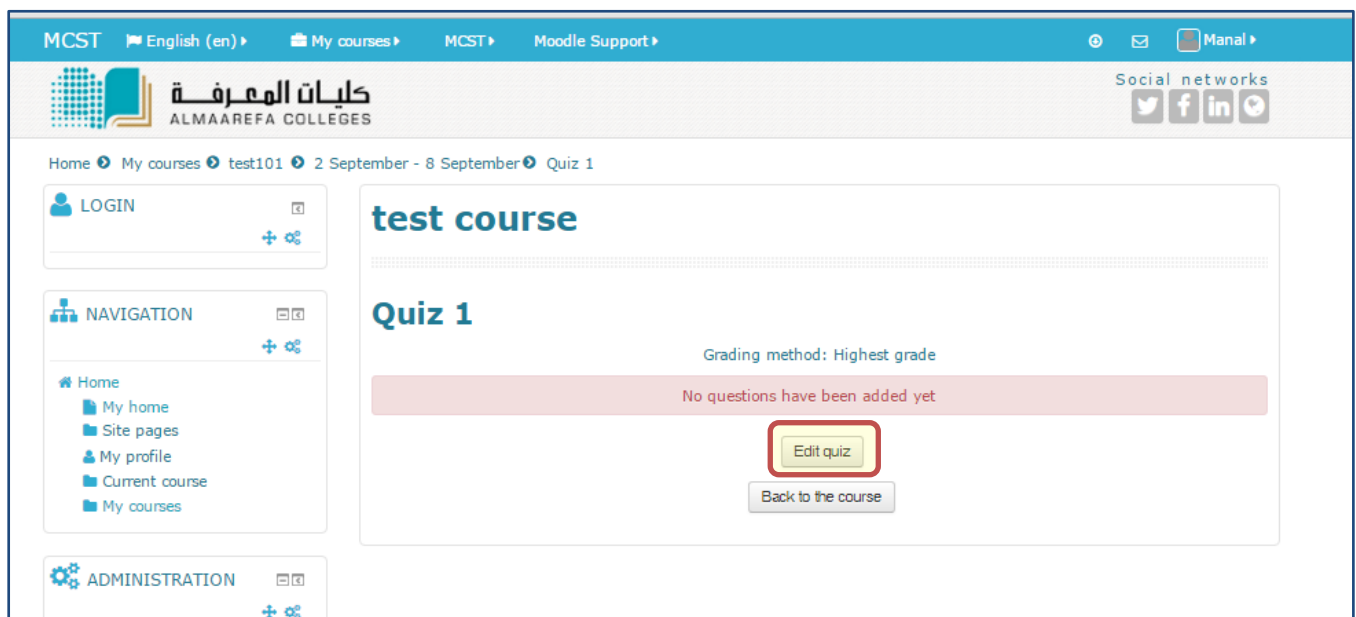
Step 3: Add Questions

1. Click on the quiz name in the course page



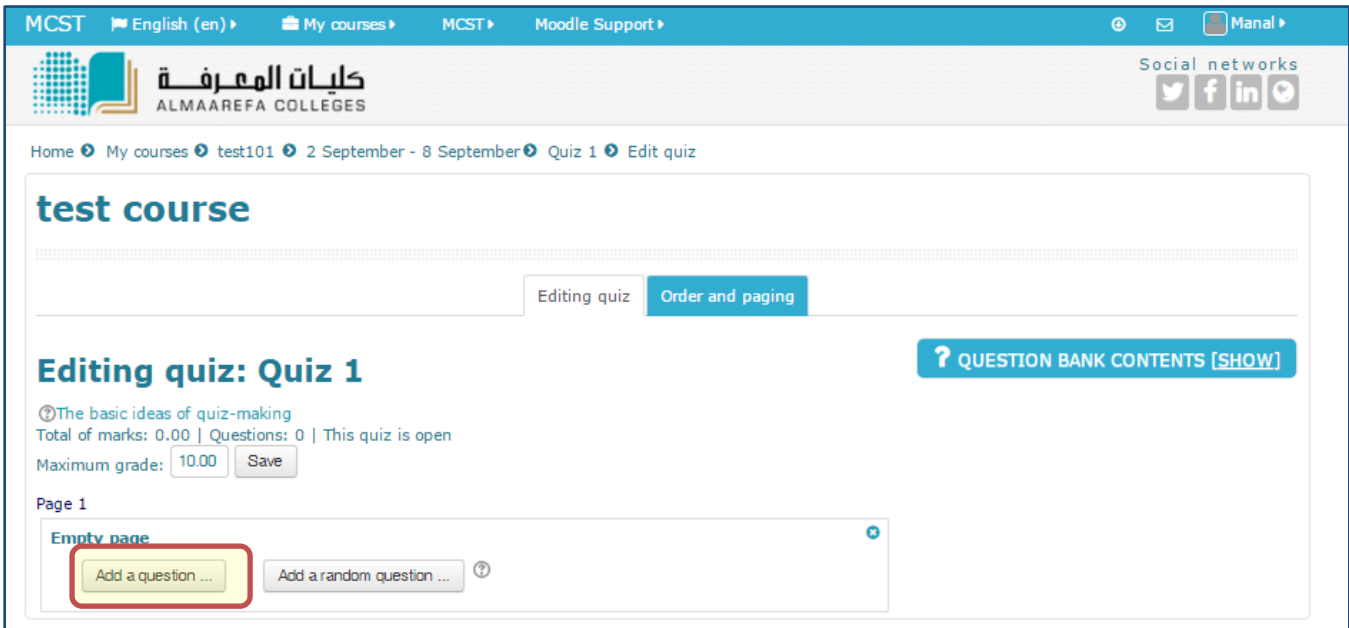
The screenshot shows the Moodle course page for 'test101'. The main content area is titled 'test course'. It lists several activities: 'News forum', 'Syllabus', '26 August - 1 September' (containing 'lecture1 Introduction' and 'lecture2 What is Moodle'), and '2 September - 8 September' (containing 'Quiz 1'). The 'Quiz 1' activity is highlighted with a red box. On the right sidebar, there are sections for 'SEARCH FORUMS', 'LATEST NEWS', 'UPCOMING EVENTS', and 'RECENT ACTIVITY'.

2. Click on "Edit Quiz" button



The screenshot shows the 'Quiz 1' editing page. The main content area is titled 'Quiz 1'. It displays the 'Grading method: Highest grade' and a message: 'No questions have been added yet'. Below this message, there is a red box around the 'Edit quiz' button and a 'Back to the course' button.

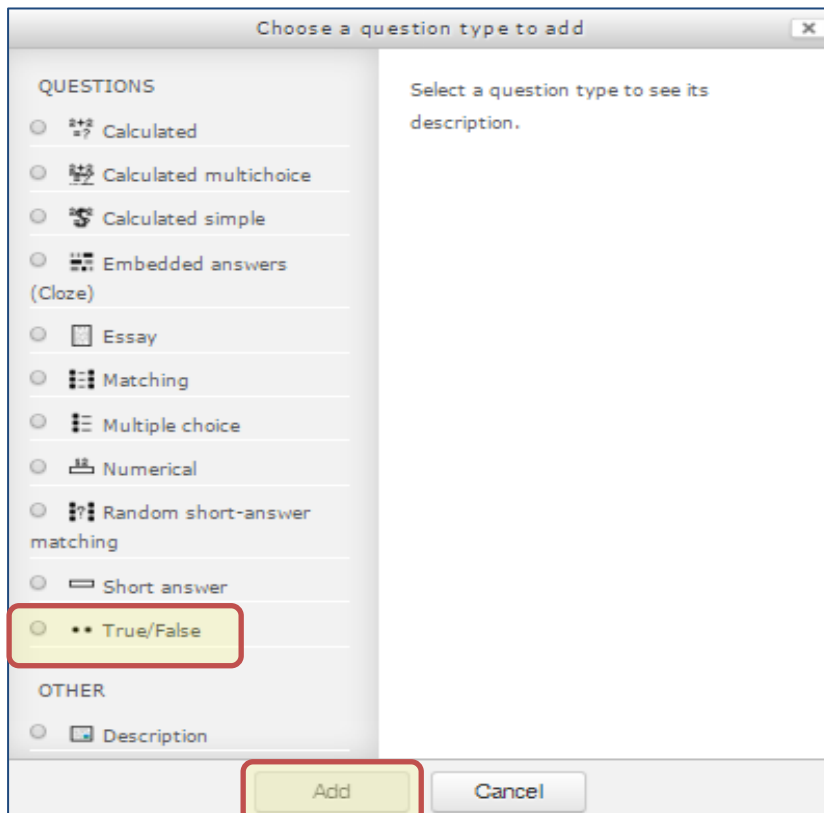
3. Click on **add question**



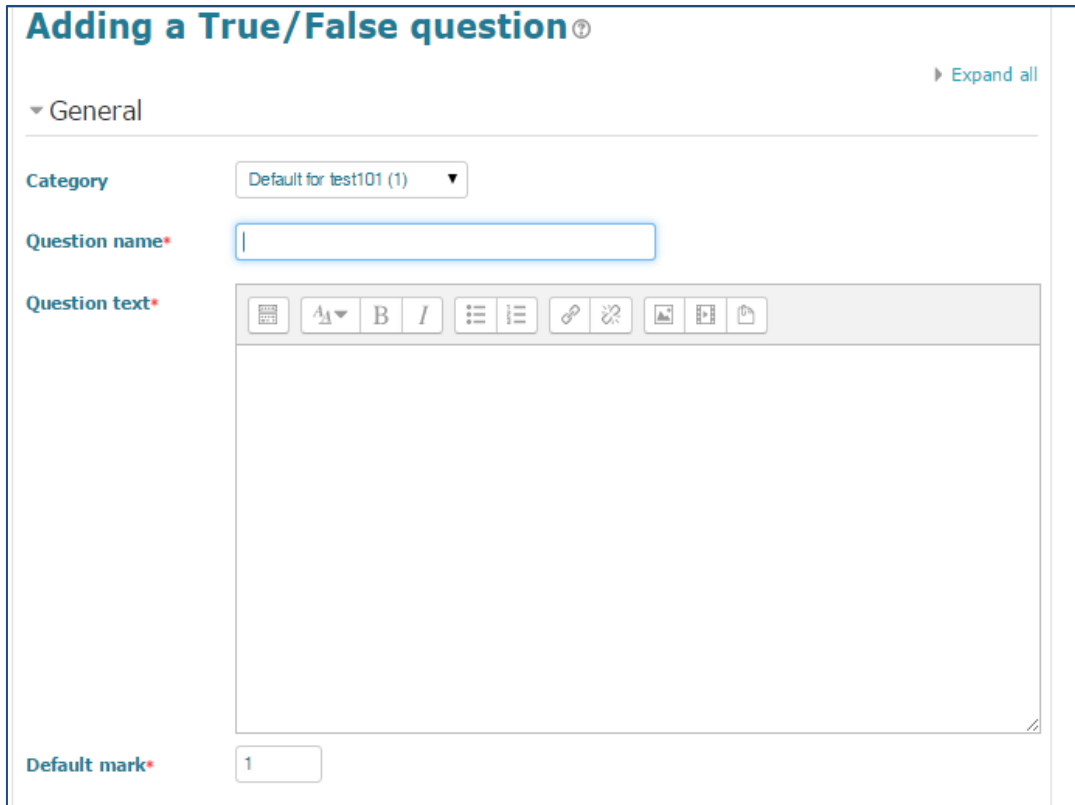
4. Moodle support many types of questions, here we will describe most common types True and false and MCQ.

True and False

- a) Select .. **True /False**, and click **Add**



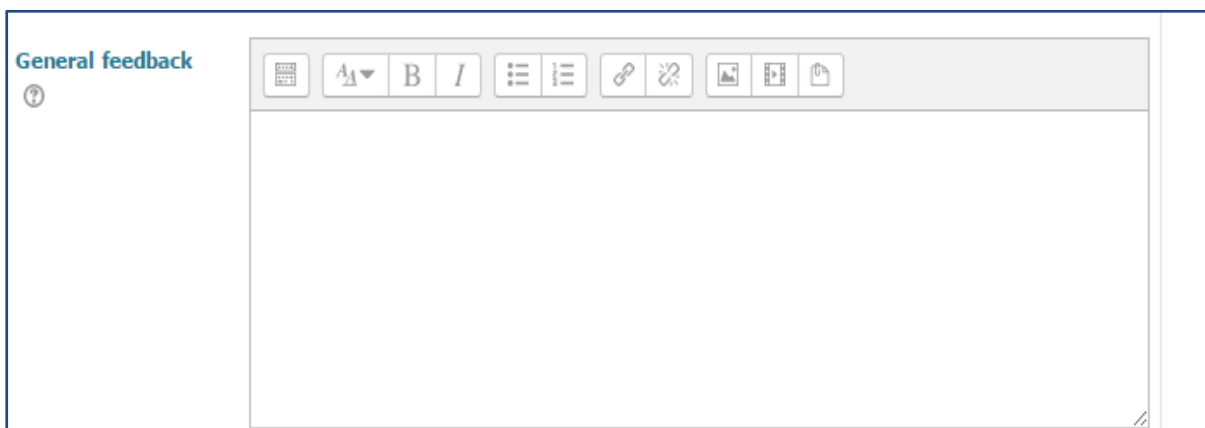
- b) Add question name (this name will not be showed to students) and add question text and mark.



The screenshot shows the 'Adding a True/False question' form. It has a title bar with the title and a help icon. Below the title bar is a 'General' section with a 'Category' dropdown menu set to 'Default for test101 (1)'. There is a 'Question name*' text input field. Below that is a 'Question text*' text area with a rich text editor toolbar containing icons for text formatting (bold, italic, underline, list, link, unlink, image, video, file) and a table icon. At the bottom left, there is a 'Default mark*' input field set to '1'. A right sidebar contains an 'Expand all' link.

- c) Add general feedback: General feedback is shown to the student after they have completed the question. Unlike specific feedback, which depends on the question type and what response the student gave, the same general feedback text is shown to all students.

You can use the general feedback to give students a fully worked answer and perhaps a link to more information they can use if they did not understand the questions.



The screenshot shows the 'General feedback' form. It has a title bar with the title and a help icon. Below the title bar is a text area for entering feedback, with a rich text editor toolbar containing icons for text formatting (bold, italic, underline, list, link, unlink, image, video, file) and a table icon.

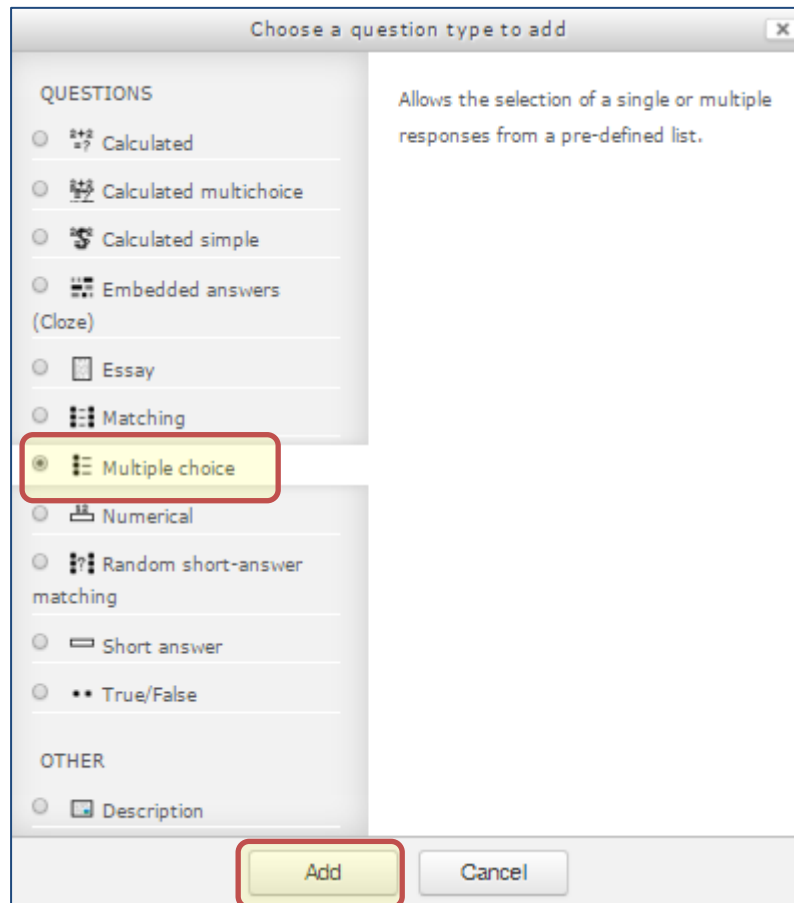
- d)** Select the correct answer, True or false. And you may add feedback if the answer is correct or not

[illegible]

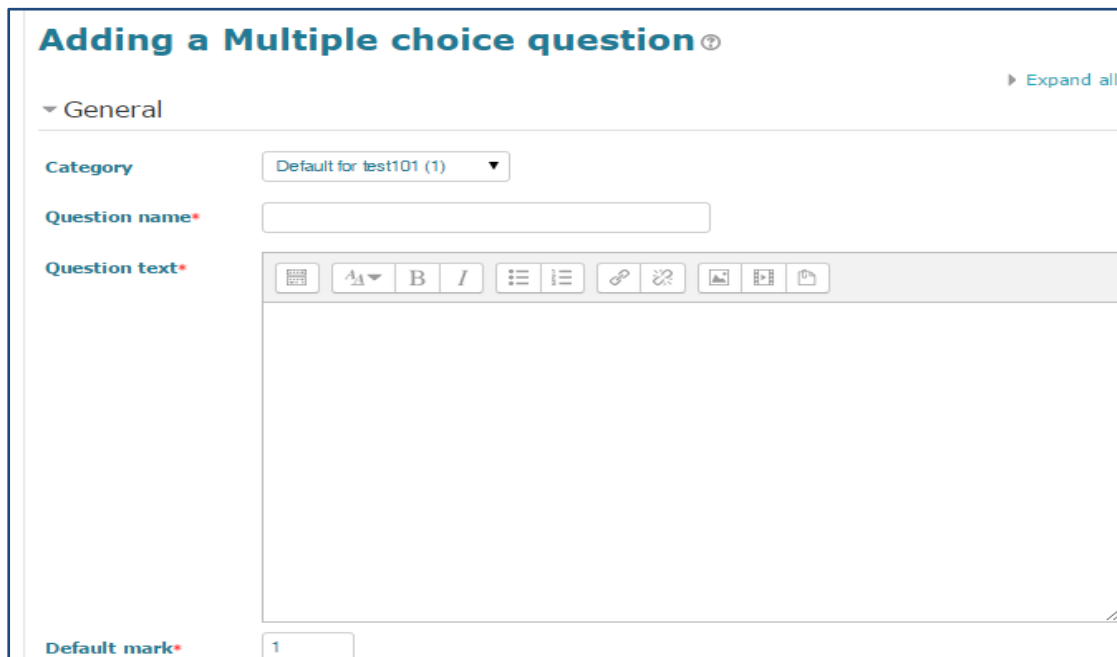
- e) Click **save changes**

Multiple choice questions

a) Select **Multiple Choice** in question type window

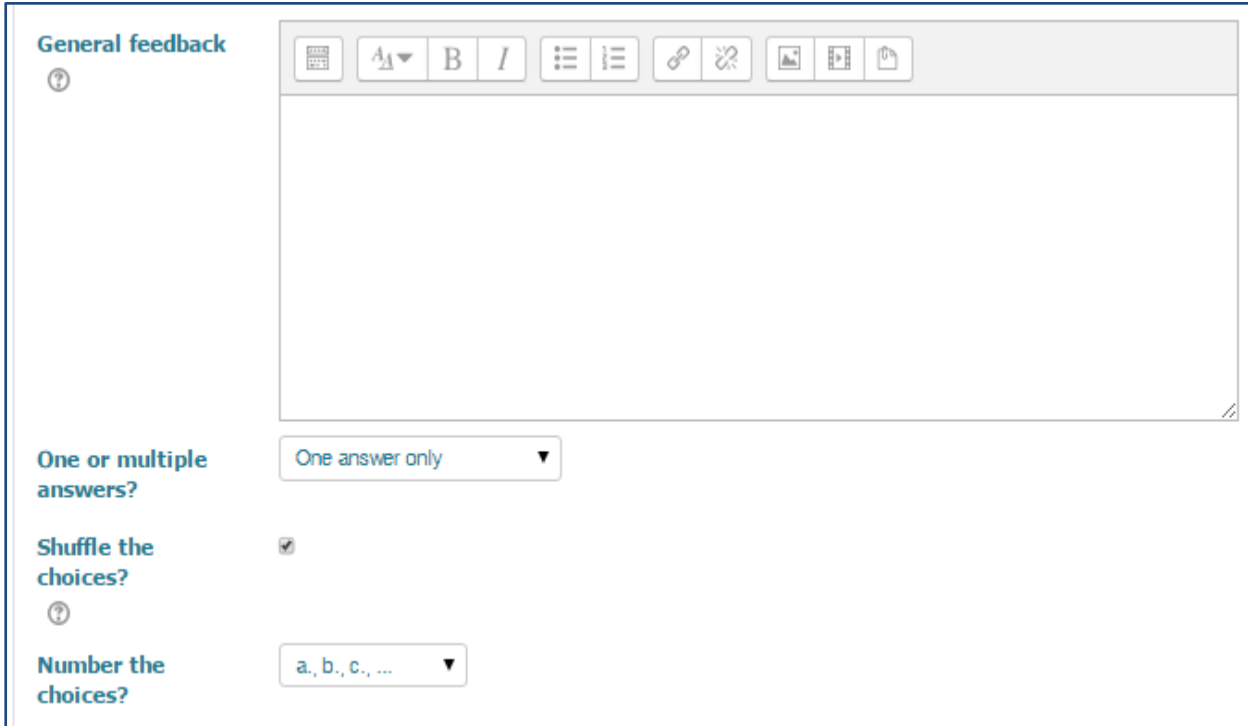


b) Add question **name**(this name will not be showed to students), **text** and **default mark**



The form titled "Adding a Multiple choice question" includes the following fields and options:

- Category:** A dropdown menu showing "Default for test101 (1)".
- Question name:** A text input field.
- Question text:** A large text area with a rich text editor toolbar above it. The toolbar includes icons for text formatting (bold, italic, underline, strikethrough), list creation (bulleted, numbered), link insertion, unlink, image insertion, and media embedding.
- Default mark:** A text input field containing the value "1".

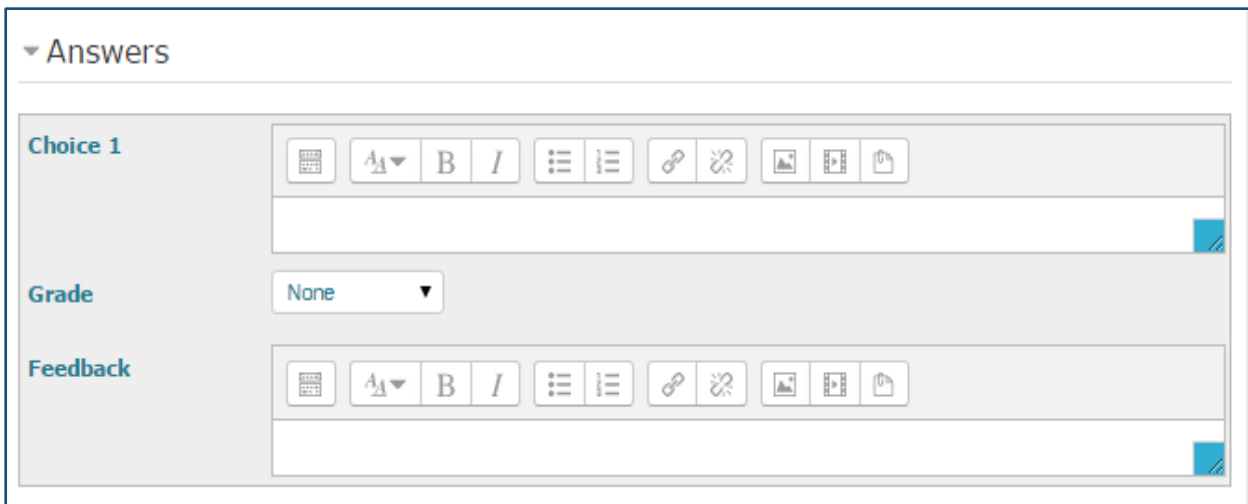
c) Add general feedback , one or more correct answer

General feedback ⓘ

One or multiple answers? One answer only ▼

Shuffle the choices? ☒

Number the choices? a, b, c, ... ▼

d) Add each choice and specify if it is correct choice or not

▼ Answers

Choice 1	
Grade	None ▼
Feedback	

e) Click save

Note: to view grades, you can see the Gradebook tutorial