

Add and Configure a Quiz Activity



Lecturer

On this guide:

- A. [Creating Quiz Activity](#)
- B. [Configure Quiz Options](#)

Overview

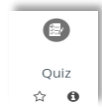
The Quiz is a robust activity that can meet many teaching needs, from simple, multiple-choice knowledge tests to complex, self-assessment tasks with detailed feedback.

Pre-condition

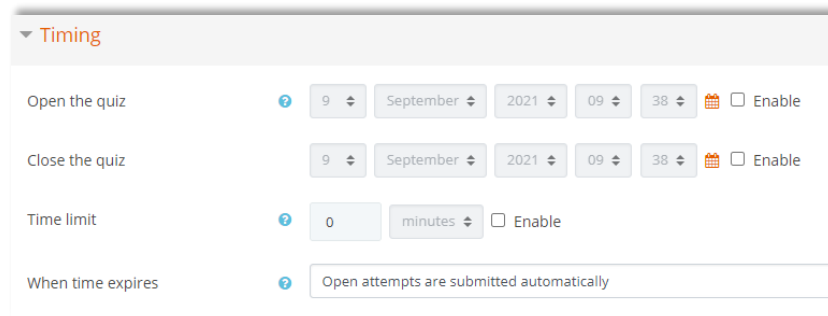
1. The user must be on a Moodle course page as a Lecturer of the unit. See [Moodle Enrolment](#), [Accessing your course](#), and [The Moodle course](#).
2. The Course Editing is on. See [Course Editing On/Off](#).

A. Creating Quiz Activity

Procedure

1. Planning for a Quiz activity
 - a. Review the Quiz activity setting and IBS Quiz Required and Recommended settings. See [Configure Quiz Options](#).
2. Adding a quiz activity
 - a. Go to the section where you want to add a  Quiz activity.
 - b. Create a Quiz activity. The Quiz Activity can be found under Activities or All tabs. See [Adding an Activity or Resource in a section](#).
3. Setting the General
 - a. Enter the name and description. See [Configure Quiz Options](#) for required and optional settings.
4. Setting the Timing
 - a. Tick Enable to set the Open the quiz date, then select the quiz opening date; otherwise, leave it unticked.
 - b. Tick Enable to set the close the quiz date, then select the quiz closing date; otherwise, leave it unticked.
 - c. Tick Enable to set the time limit; otherwise, leave it to untick.
 - d. Select appropriate action when the time expires. Recommended leaving the default setting.

- e. See [Configure Quiz Options](#) for required and optional settings.



▼ Timing

Open the quiz 9 September 2021 09 38 ☐ Enable

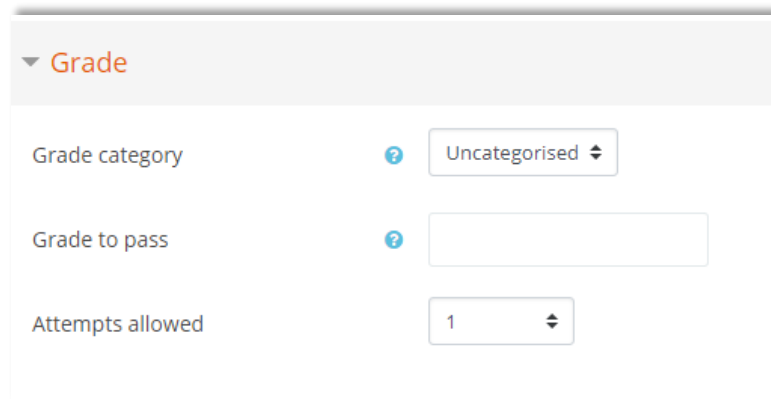
Close the quiz 9 September 2021 09 38 ☐ Enable

Time limit 0 minutes ☐ Enable

When time expires Open attempts are submitted automatically

5. Setting Grade

- a. See [Configure Quiz Options](#) for required and optional settings.



▼ Grade

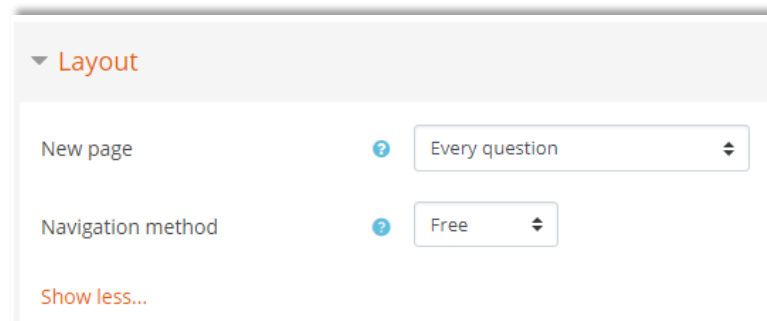
Grade category Uncategorised

Grade to pass

Attempts allowed 1

6. Setting Layout

- a. See [Configure Quiz Options](#) for required and optional settings.



▼ Layout

New page Every question

Navigation method Free

[Show less...](#)

7. Setting Question behavior

- a. See [Configure Quiz Options](#) for required and optional settings.

▼ Question behaviour

Shuffle within questions ? Yes ▾

How questions behave ? Deferred feedback ▾

Show less...

8. Setting Review Options

- See [Configure Quiz Options](#) for required and optional settings.

▼ Review options ?

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

After the quiz is closed

☒ The attempt

☒ Whether correct

☒ Marks

☒ Specific feedback

☒ General feedback

☒ Right answer


☒ Overall feedback

9. Setting Review Options

- See [Configure Quiz Options](#) for required and optional settings.

▼ Activity completion

Completion tracking ? Students can manually mark the activity as completed ▾

Expect completed on ? 9 ▾ September ▾ 2021 ▾ 09 ▾ 38 ▾  ☐ Enable

10. Save

- Leave other settings
- Click Save and return to course button to set up the quiz question at a later time OR
- Click Save and display button to set up the quiz question.

Save and return to course

Save and display

Cancel

B. Configure Quiz Options

| | Setting | Moodle Description | IBS Quiz Required and Recommended settings |
|---------|------------------------------------|--|---|
| General | Name | Identifier and text display | <ul style="list-style-type: none"> See Convention for Name and Description of an Activity or Resource |
| | Description | Note about the quiz. | <ul style="list-style-type: none"> See Convention for Name and Description of an Activity or Resource |
| | Display description on page | If enabled, the description will be displayed on the page just below the name activity or resource. | <ul style="list-style-type: none"> |
| Timing | Open the quiz | Students can only start their attempt(s) after the open time and they must complete their attempts before the close time. If not enabled, students can take the quiz anytime. | <ul style="list-style-type: none"> Refer to UIG for opening time. |
| | Close the quiz | If not enabled, closing time is indefinite. | <ul style="list-style-type: none"> Refer to UIG for close time. |
| | Time limit | If enabled, the time limit is stated on the initial quiz page and a countdown timer is displayed in the quiz navigation block. If not enabled, the students will have indefinite time duration taking the quiz. | <ul style="list-style-type: none"> Refer to UIG for the time limit. |
| | 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 activity 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, this setting controls what happens. | <ul style="list-style-type: none"> Open attempts are submitted automatically. |
| Grade | Grade Category | This setting controls the category in which this activity's grades are placed in the grade book. | <ul style="list-style-type: none"> If assessable quiz, set to Assessable otherwise Non-assessable. Go to Gradebook to configure a Gradebook category. |
| | 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 | <ul style="list-style-type: none"> Set to one-half of the total mark otherwise set to a desired pass mark. |

| | | | |
|--------------------------|---------------------------------|--|---|
| | | pass grades are highlighted in green and fail grades in red. | |
| | Attempts allowed | The number of allowed attempts. | <ul style="list-style-type: none"> Refer to UIG otherwise set to one. |
| Layout | New Page | <p>For longer quizzes it makes sense to stretch the quiz over several pages by limiting the number of questions per page. When adding questions to the quiz, page breaks will automatically be inserted according to this setting. However page breaks may later be moved manually on the editing page.</p> | <ul style="list-style-type: none"> Set to the number of quiz question or at least 15 question per page whichever is lower. |
| | Navigation method | <p>When sequential navigation is enabled a student must progress through the quiz in order and may not return to previous pages nor skip ahead.</p> | <ul style="list-style-type: none"> Recommended set to Free. |
| Question behavior | Shuffle within questions | <p>If enabled, 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.</p> | <ul style="list-style-type: none"> Recommended set to Yes |
| | How question behave | <p>Students can interact with the questions in the quiz in various different ways. For example, 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. That would be 'Deferred feedback' mode.</p> <p>Alternatively, 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, have another try for fewer marks. That would be 'Interactive with multiple tries' mode.</p> <p>Those are probably the two most commonly used modes of behaviour.</p> | <ul style="list-style-type: none"> For assessable, set to Deferred feedback. |

| | | | |
|----------------------------|----------------------------|--|---|
| Review Options | | <p>During the attempt settings are only relevant for some behaviours, like 'interactive with multiple tries', which may display feedback during the attempt.</p> <p>Immediately after the attempt settings apply for the first two minutes after 'Submit all and finish' is clicked.</p> <p>Later, while the quiz is still open settings apply after this, and before the quiz close date.</p> <p>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.</p> | <ul style="list-style-type: none"> Recommended After the quiz is closed. |
| Activity completion | Completion tracking | <p>If enabled, activity completion is tracked, either manually or automatically, based on certain conditions. Multiple conditions may be set if desired. If so, the activity will only be considered complete when ALL conditions are met.</p> <p>A tick next to the activity name on the course page indicates when the activity is complete.</p> | <ul style="list-style-type: none"> For assessable, set to Show activity as complete when conditions are met. |
| | Required grade | | <ul style="list-style-type: none"> For assessable, set to enabled. |