

Add or Edit Questions in a Moodle Quiz



Lecturer

On this guide:

- [Add a New Question to a Quiz](#)
- [Add Questions to a Quiz from the Question Bank](#)
- [Add Random Questions to a Quiz from the Question Bank](#)
- [Add or Remove Page Breaks](#)
- [Add Section Headings to Quiz Pages](#)
- [Shuffle Questions for Each Attempt](#)
- [Reconfigure Quiz Questions](#)

Overview

This guide shows steps on adding questions to a Moodle Quiz that has been created.

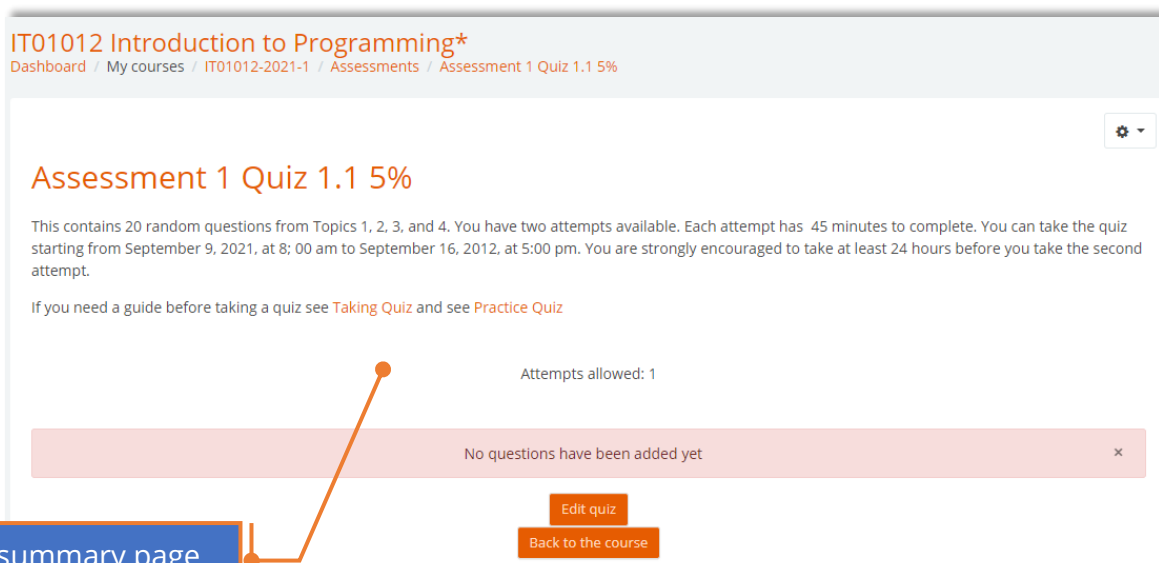
Pre-condition

- 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](#).
- The Course Editing is on. See [Course Editing On/Off](#).
- A Quiz has been created and configured on Moodle course. See [Add and Configure a Quiz Activity to create a Quiz](#) activity.

A. Add a New Question to a Quiz

Procedure

- Accessing Quiz summary page.
 - On your course page, find the Quiz name.
 - Click on the **Quiz name** to access the *Quiz summary page*.

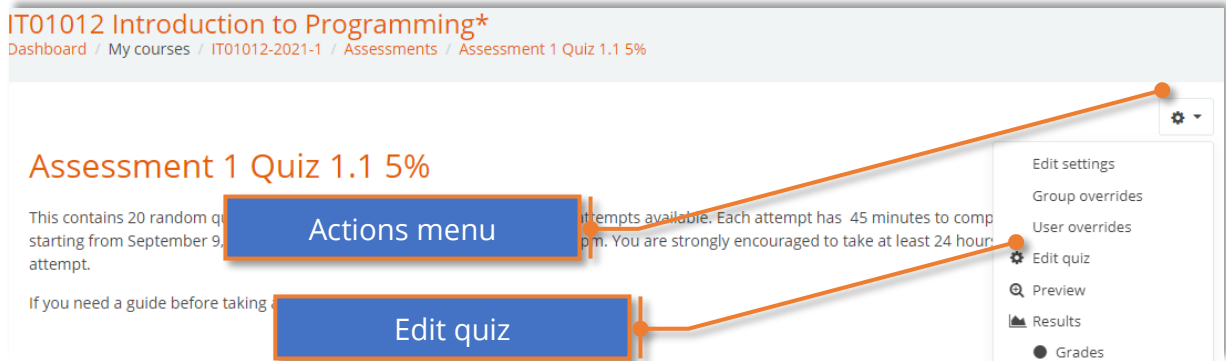


The screenshot shows the Moodle interface for a quiz summary page. At the top, the breadcrumb trail reads: "Dashboard / My courses / IT01012-2021-1 / Assessments / Assessment 1 Quiz 1.1 5%". The main heading is "Assessment 1 Quiz 1.1 5%". Below this, a paragraph of text states: "This contains 20 random questions from Topics 1, 2, 3, and 4. You have two attempts available. Each attempt has 45 minutes to complete. You can take the quiz starting from September 9, 2021, at 8:00 am to September 16, 2021, at 5:00 pm. You are strongly encouraged to take at least 24 hours before you take the second attempt." Below the text, there is a link: "If you need a guide before taking a quiz see [Taking Quiz](#) and see [Practice Quiz](#)". The "Attempts allowed: 1" is displayed. A red error message box at the bottom says "No questions have been added yet". At the bottom right, there are two buttons: "Edit quiz" and "Back to the course".

Quiz summary page

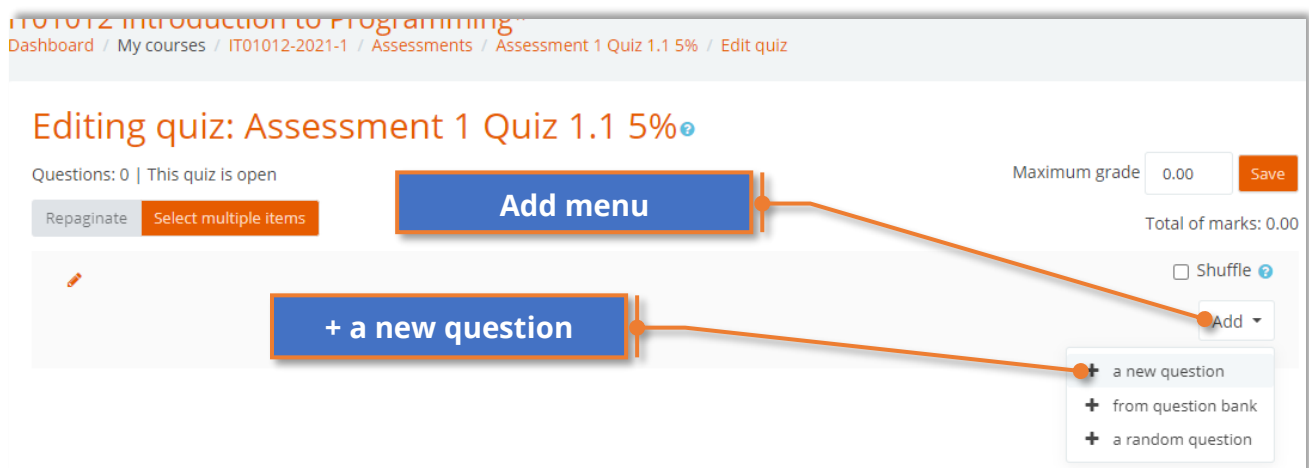
2. Accessing the Editing quiz page

- a. On the *Quiz summary page*, select the **Actions menu** and select **Edit quiz** from the drop-down. The *Editing quiz page* appears.



3. Adding a new question

- a. If the quiz already contains questions, they will appear on the *Editing quiz page*.
- b. Click **Add** and select **+ a new question**. The Choose a Question type to add pop-ups.



4. Choosing a question type.

- a. In the *Choose a question type to add*, select a **question type** and click **Add**. The *Adding a question page* appears.

Note: A description of each question type is available in the right column.

Choose a question type to add ✕

QUESTIONS

- ☰ Multiple choice
- True/False
- ☰☰ Matching
- ▢ Short answer
- 📄 Numerical
- 📄 Essay
- 🔢 Calculated
- 🔢 Calculated multichoice
- 🔢 Calculated simple
- ↕ Drag and drop into text
- ↕ Drag and drop markers

Allows the selection of a single or multiple responses from a pre-defined list.

Add
Cancel

5. Setting Quiz Question

- a. On the *Adding a question page*, select a category from the drop-down list for **Category**; otherwise, leave the default Course category. To create a category, see [Managing Question Bank, Add and Manage Question Bank Category](#).
- b. Enter a Question name and Question text and set the value for the default points.
- c. Decide on all other settings.

General

Category Default for IT01012-2021-1 ⌵

Question name !

Question text !

A ▾
B
I
↵
☰
☰☰
☰☰☰
☰☰☰☰
✂
🔄
🖼
📄
🎤
📺
📄
H-P
👤
🔗

U
↵
x₂
x²
☰
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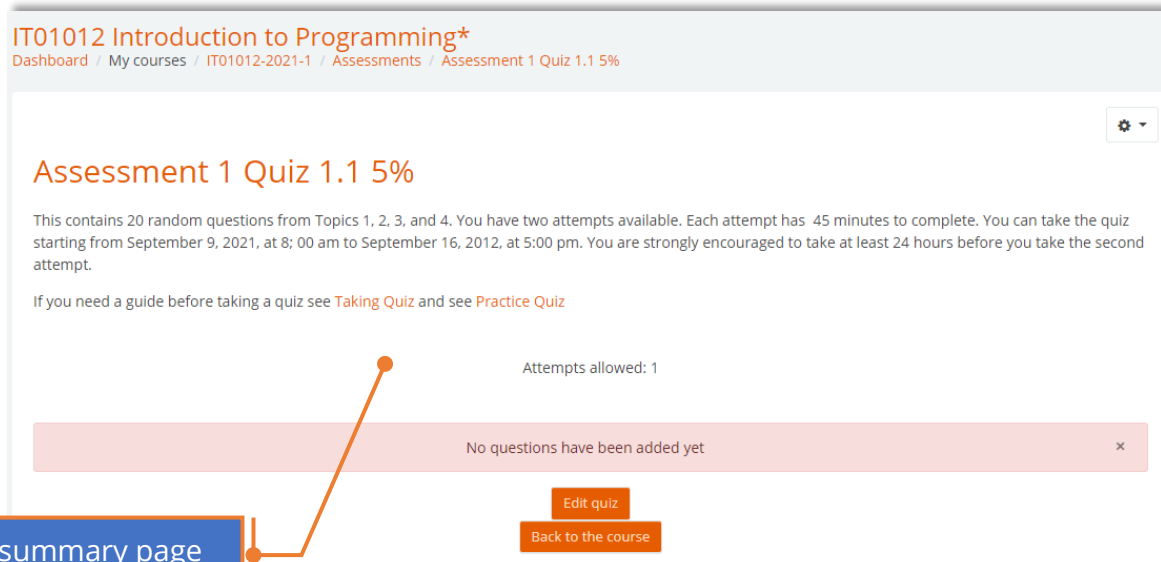
6. Save Settings

- a. Click **Save changes**. You will be returned to the *Editing quiz page*, and the new question will be listed.
- b. Preview the question by clicking the **Preview icon**. The question will open in a pop-up window.

B. Add Questions to a Quiz from the Question Bank

Procedure

1. Accessing Quiz summary page.
 - c. On your course page, find the Quiz name.
 - d. Click on the Quiz name to access the *Quiz summary page*.



IT01012 Introduction to Programming*

Dashboard / My courses / IT01012-2021-1 / Assessments / Assessment 1 Quiz 1.1 5%

Assessment 1 Quiz 1.1 5%

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If you need a guide before taking a quiz see [Taking Quiz](#) and see [Practice Quiz](#)

Attempts allowed: 1

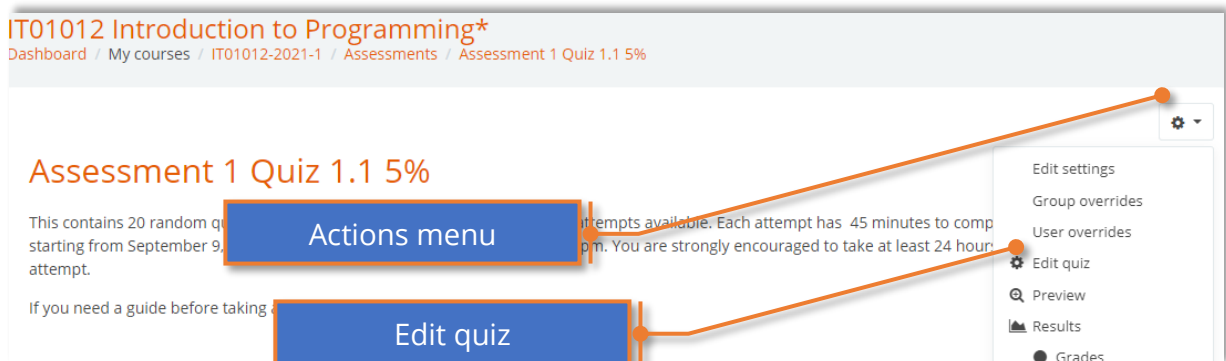
No questions have been added yet

Edit quiz

Back to the course

Quiz summary page

2. Accessing the Editing quiz page
 - a. On the *Quiz summary page*, select the **Actions menu** and select **Edit quiz** from the drop-down. The *Editing quiz page* appears.



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If you need a guide before taking a quiz see [Taking Quiz](#) and see [Practice Quiz](#)

Attempts allowed: 1

No questions have been added yet

Edit settings

Group overrides

User overrides

Edit quiz

Preview

Results

Grades

Actions menu

Edit quiz

3. Adding a new question
 - a. If the quiz already contains questions, they will appear on the *Editing quiz page*.
 - b. Click **Add** and select **+ a question bank**. The *Add from the question bank* pops up.

Editing quiz: Assessment 1 Quiz 1.1 5%

Questions: 0 | This quiz is open

Maximum grade 0.00

Save

Repaginate

Select multiple items

Add menu

Total of marks: 0.00

+ from question bank

 Shuffle ?

Add ▾

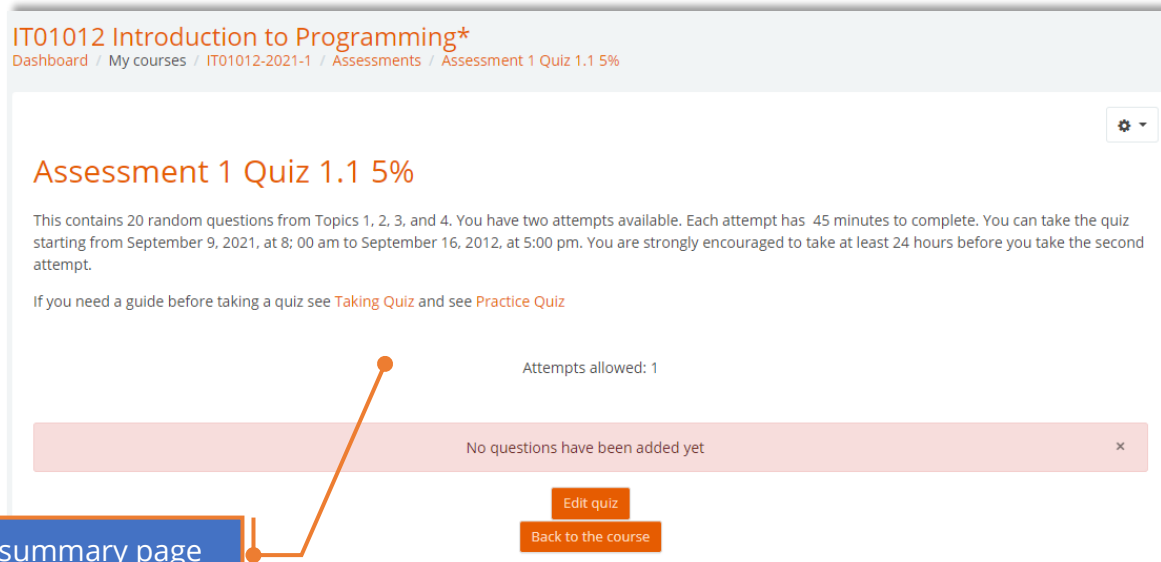
- + a new question
- + from question bank
- + a random question

4. Choosing a question from the question bank.
 - a. In the *Add from the question bank*, select a **category** from the drop-down menu. A list of questions under the selected category appears.
 - b. Select the questions you would like to add to the quiz.
 - i. To add a single question to the quiz, click the **Add** icon (+) located before the question name. You will be returned to the *Editing quiz* page, and the question you added will be listed.
 - ii. Select the checkboxes (left of the question) to add multiple questions, then click **Add selected questions to quiz** (at the bottom). You will be returned to the *Editing quiz* page, and the questions you added will be listed.
5. Preview
 - a. Preview the question by clicking the Preview icon. The question will open in a pop-up window.

C. Add Random Questions to a Quiz from the Question Bank

Procedure

1. Accessing Quiz summary page.
 - a. On your course page, find the Quiz name.
 - b. Click on the **Quiz name** to access the *Quiz summary page*.



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Dashboard / My courses / IT01012-2021-1 / Assessments / Assessment 1 Quiz 1.1 5%

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Attempts allowed: 1

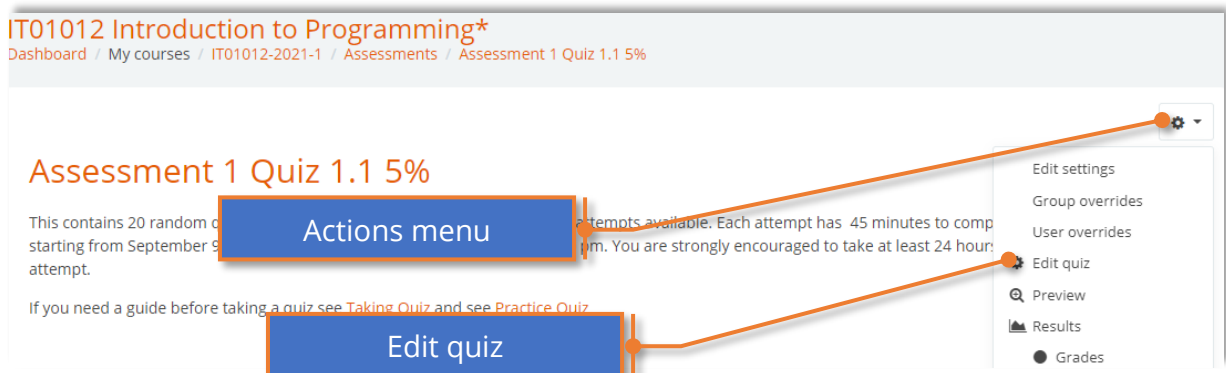
No questions have been added yet

Edit quiz

Back to the course

Quiz summary page

2. Accessing the Editing quiz page
 - a. On the *Quiz summary page*, select the **Actions menu** and select **Edit quiz** from the drop-down. The *Editing quiz page* appears.



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If you need a guide before taking a quiz see [Taking Quiz](#) and see [Practice Quiz](#)

Actions menu

Edit quiz

- Edit settings
- Group overrides
- User overrides
- Edit quiz
- Preview
- Results
- Grades

3. Adding a new question
 - a. If the quiz already contains questions, they will appear on the Editing quiz page.
 - b. Click **Add** and select **+ a question bank**. The *Add a random question* pops up.

Editing quiz: Assessment 1 Quiz 1.1 5%

Questions: 0 | This quiz is open

Maximum grade 0.00

Save

Repaginate

Select multiple items

Add menu

Total of marks: 0.00



+ a random question

 Shuffle ?

Add ▾

- + a new question
- + from question bank
- + a random question

4. Choosing a question from the question bank.
 - a. In the *Add a random question*, select a **category** from the drop-down menu. A list of questions under the selected category appears.
 - b. Specify the number of questions the quiz should pull from the category by selecting from the **Number of random questions** drop-down menu.
 - c. Repeat steps b and b to add more questions from a different category.
 - d. Click **Add random** question. This will take you back to the *Quiz Editing page*, where you will see the list of randomly selected questions.
5. Preview
 - a. Preview the question by clicking the Preview icon. The question will open in a pop-up window.

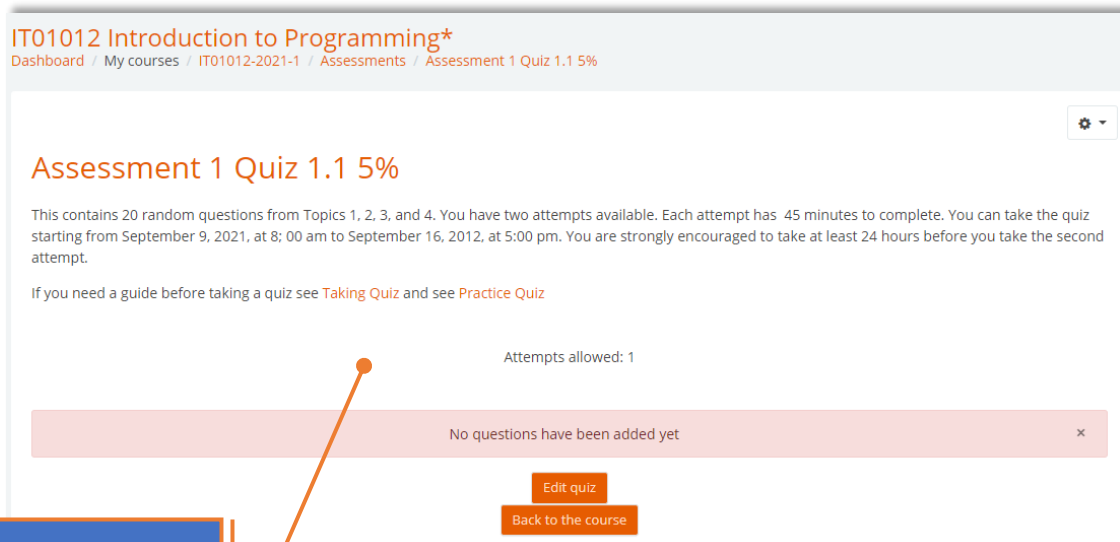
Important: To ensure you have enough unused questions in the Question category to randomize questions successfully, you should preview the entire quiz. You can do this from the Actions menu on the Quiz summary page: From the Actions menu list, click Preview.

D. Add or Remove Page Breaks

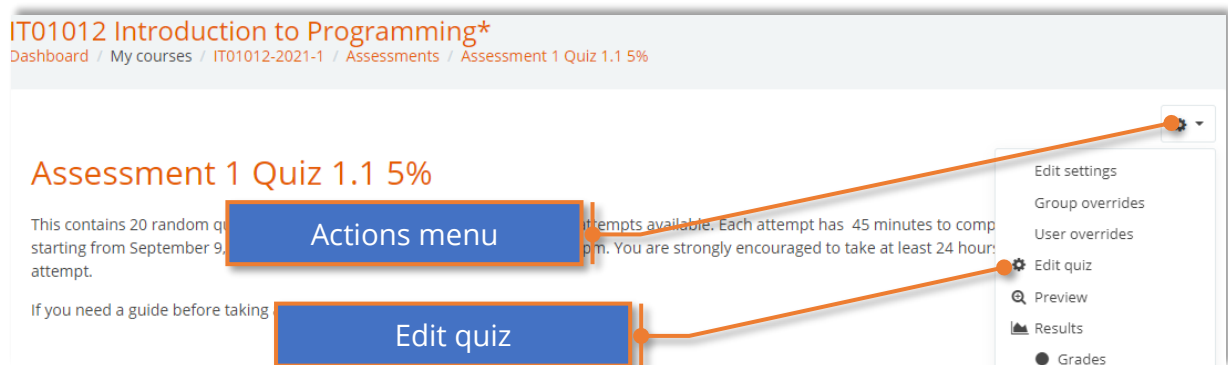
The number of questions on each page varies depending on your Quiz setting *New page options*. You can also add page breaks or combine pages after you've added questions to your quiz.



Procedure

1. Accessing Quiz summary page.
 - c. On your course page, find the Quiz name.
 - d. Click on the **Quiz name** to access the *Quiz summary page*.



2. Accessing the Editing quiz page
 - a. On the *Quiz summary page*, select the **Actions menu** and select **Edit quiz** from the drop-down. The *Editing quiz page* appears.



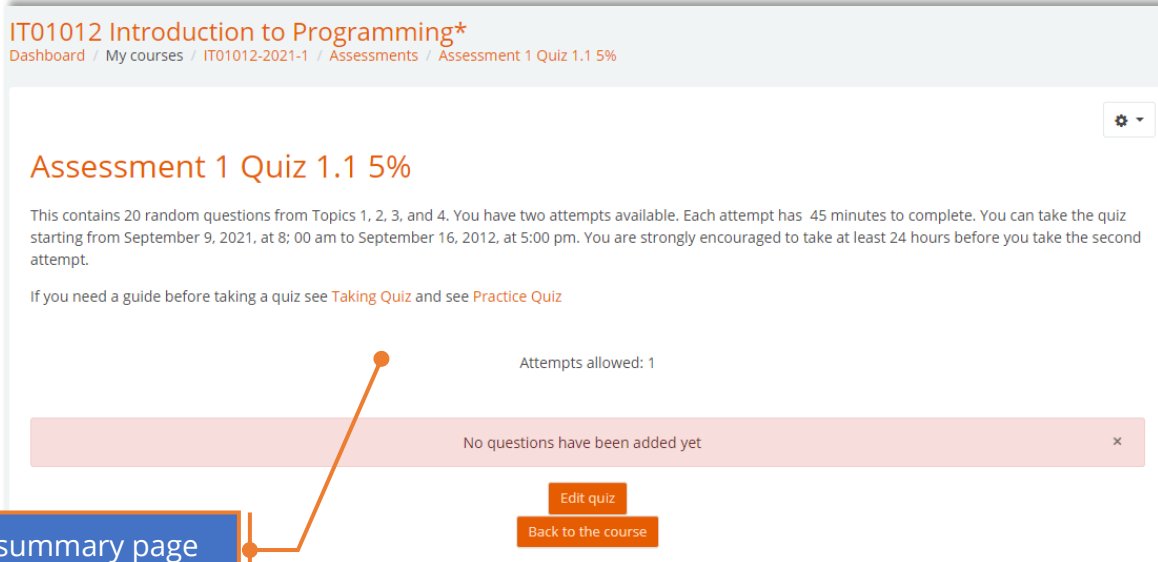
3. Repaginating Quiz questions.
 - i. To combine adjacent questions on a quiz page, click the Remove page break icon (). The questions will appear on the same page in the quiz.
 - ii. To add a page break between two questions, on the Editing quiz page, click the Add page break icon (). A new page will be added below that question.
 - iii. Click Repaginate (at top) to repaginate the entire quiz and set the number of questions per page, click Repaginate (at top).
4. No saving is necessary.

E. Add Section Heading to Quiz pages

The section headings display within the quiz navigation block when students are taking a quiz. This will help the student in navigating the quiz.

Procedure

1. Accessing Quiz summary page.
 - a. On your course page, find the Quiz name.
 - b. Click on the Quiz name to access the Quiz summary page.



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If you need a guide before taking a quiz see [Taking Quiz](#) and see [Practice Quiz](#)

Attempts allowed: 1

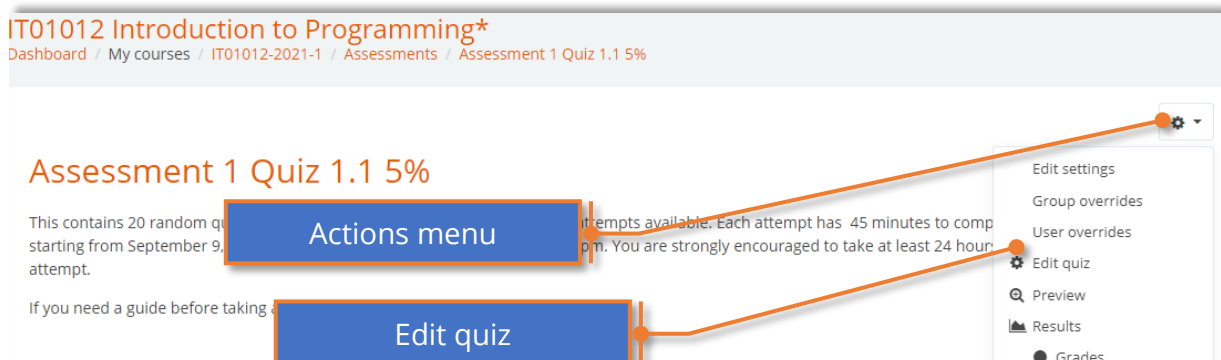
No questions have been added yet

Edit quiz

Back to the course

Quiz summary page

2. Accessing the Editing quiz page
 - a. On the Quiz summary page, select the **Actions menu** and select **Edit quiz** from the drop-down. The Editing quiz page appears.



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Attempts allowed: 1

No questions have been added yet

Edit settings

Group overrides

User overrides

Edit quiz

Preview


Results

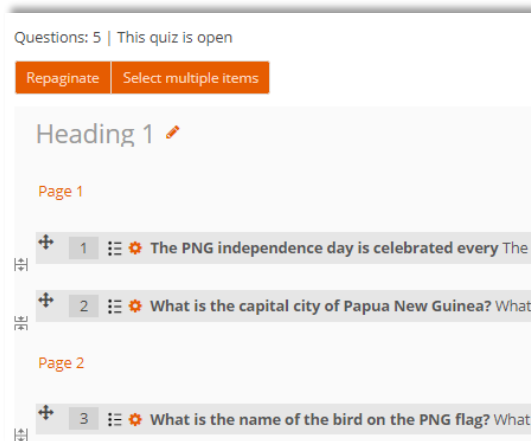
Grades

Actions menu

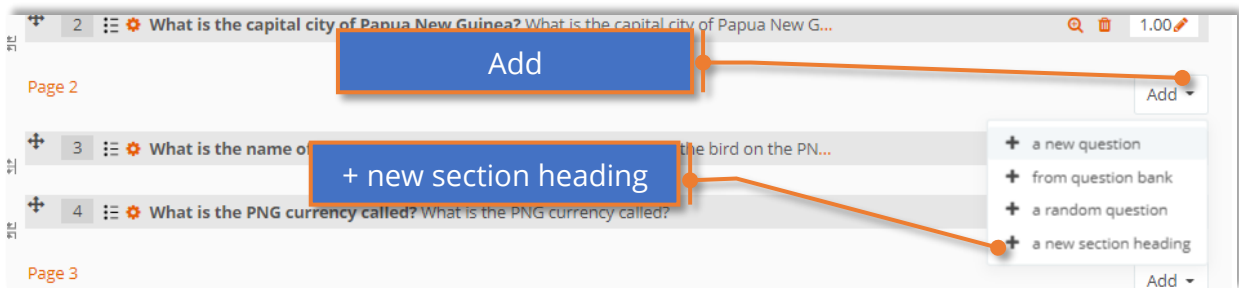
Edit quiz

3. Adding Section Heading.

- a. To add a Section heading to the top of the first page, click the Edit Heading  icon (at the top left of the question list), enter your heading text, then press enter/return on your keyboard.



- b. To add a Section heading to a page, click **Add** (at right), and from the drop-down, select **+ a new section heading**. The page will refresh, and a new section heading will appear.



Note: You will not see the option to add a section heading above the first question.
To edit the Section heading text, click the Edit Heading icon, press Enter/Return on your keyboard.

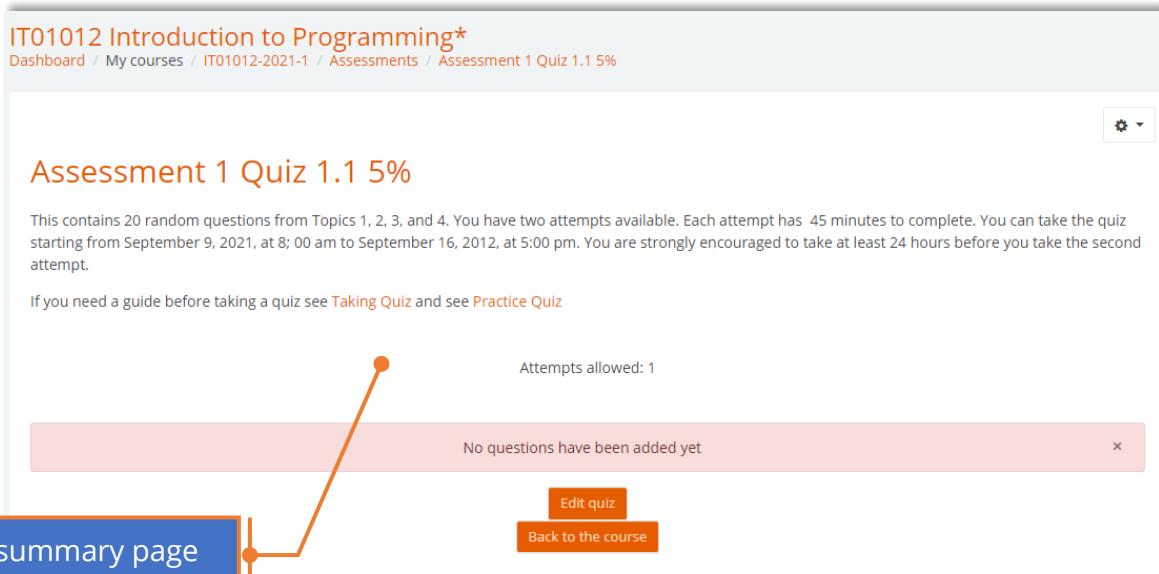
4. No saving is necessary.

F. Shuffle Question for each attempt

To randomize questions within quiz page

Procedure

1. Accessing Quiz summary page.
 - a. On your course page, find the Quiz name.
 - b. Click on the **Quiz name** to access the *Quiz summary page*.



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Attempts allowed: 1

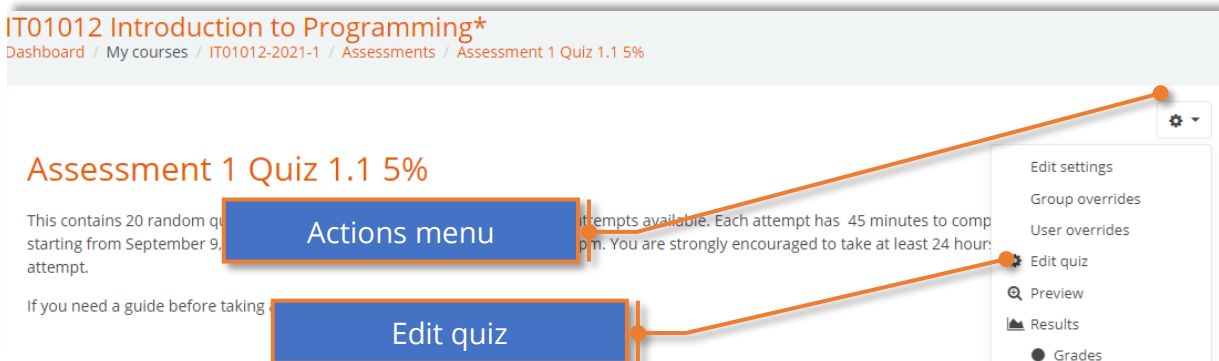
No questions have been added yet

Edit quiz

Back to the course

Quiz summary page

2. Accessing the Editing quiz page
 - a. On the *Quiz summary page*, select the **Actions menu** and select **Edit quiz** from the drop-down. The *Editing quiz page* appears.



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Attempts allowed: 1

No questions have been added yet

Edit settings

Group overrides

User overrides

Edit quiz

Preview

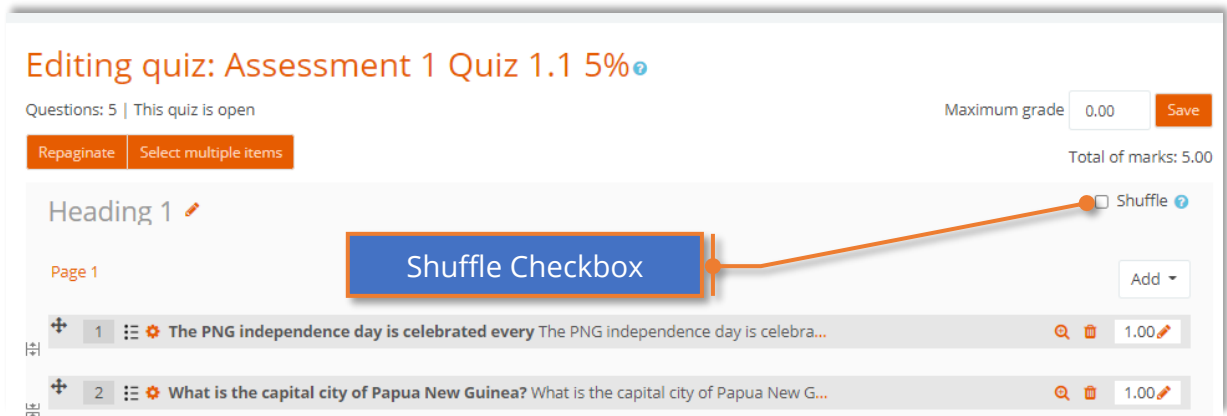
Results

Grades

Actions menu

Edit quiz

3. Shuffling Questions.
 - a. On the *Editing quiz page*, select the **Shuffle** checkbox in the right column for the section you wish to shuffle.
 - If all questions are on one page, the *Shuffle* checkbox at the top of the question list will shuffle all questions.
 - If your quiz has multiple pages, a *Shuffle checkbox* appears for each page. Select the **Shuffle** checkbox to shuffle questions on that page.



The screenshot shows the Moodle quiz editing interface. At the top, it says "Editing quiz: Assessment 1 Quiz 1.1 5%". Below this, it indicates "Questions: 5 | This quiz is open". On the right, there is a "Maximum grade" field set to "0.00" and a "Save" button. Below the grade field, there are buttons for "Repaginate" and "Select multiple items". On the far right, it says "Total of marks: 5.00". The main content area has a heading "Heading 1" and a "Shuffle" checkbox. A blue box labeled "Shuffle Checkbox" is positioned over the "Shuffle" checkbox, with an orange arrow pointing from the box to the checkbox. Below the heading, there is a "Page 1" label and an "Add" button. The quiz questions are listed below: question 1 is "The PNG independence day is celebrated every" with a grade of 1.00; question 2 is "What is the capital city of Papua New Guinea?" with a grade of 1.00.

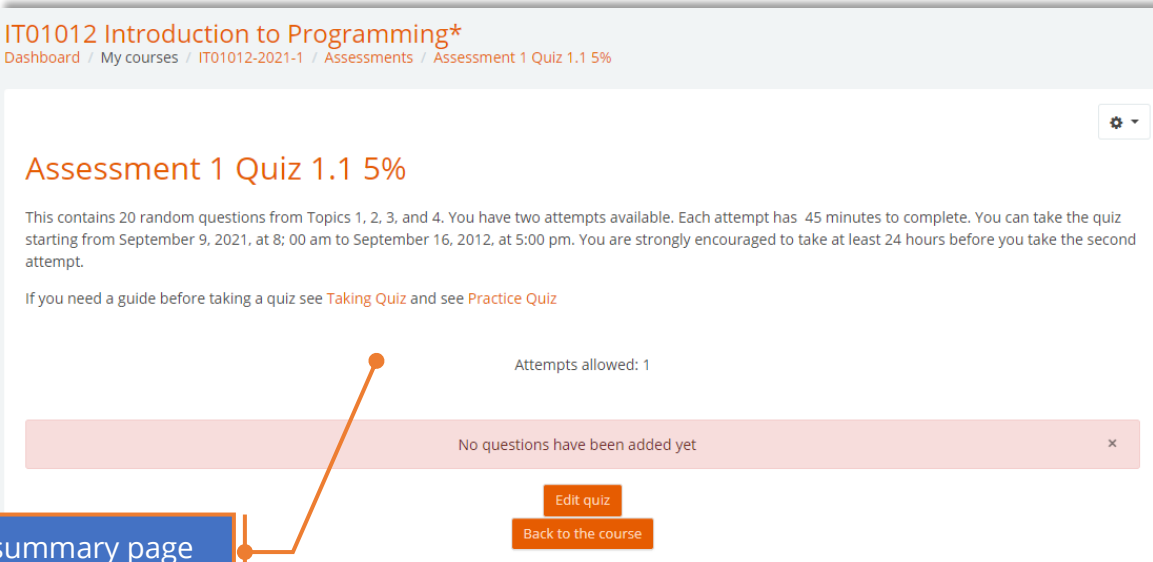
4. No saving is necessary.

G. Reconfigure Quiz Questions

Rearrange, remove and edit points for each question.

Procedure

1. Accessing Quiz summary page.
 - a. On your course page, find the Quiz name.
 - b. Click on the **Quiz name** to access the *Quiz summary page*.



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Attempts allowed: 1

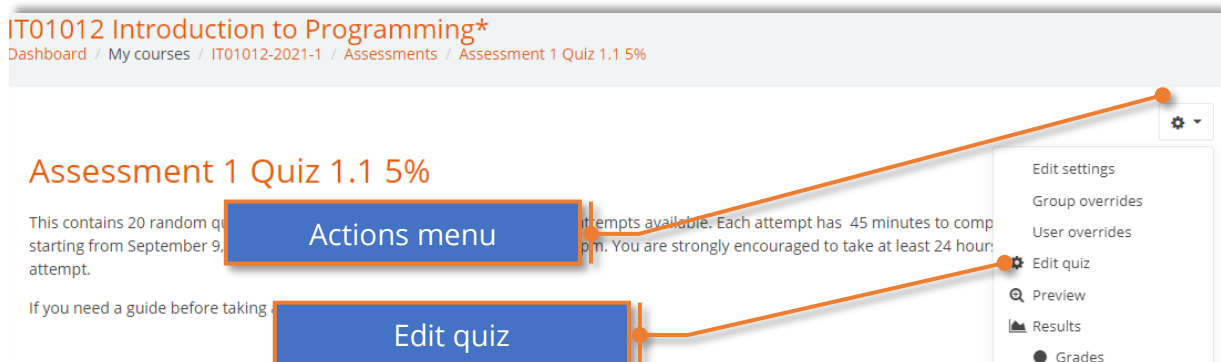
No questions have been added yet

Edit quiz

Back to the course

Quiz summary page

2. Accessing the Editing quiz page
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Attempts allowed: 1

No questions have been added yet

Edit settings

Group overrides

User overrides

Edit quiz

Preview





Results

Grades

Actions menu

Edit quiz

3. Reconfigure questions

- a. Drag a question to its new position by its **Move** icon () (at left)
- b. Click the **Configure** icon () (to the left of the question name) to change the question settings.
- c. To preview the question click the **Preview** icon () (at right). The question will open in a pop-up window.
- d. To delete a question, click the **Delete** icon () (at right). This will remove the question from the quiz, but it will still be saved in the *Question bank*.

e. To edit the maximum value for the question, click the **Edit maximum mark** icon (



) (at far right), enter a new value, and press **enter/return** on your keyboard.

4. No saving is necessary.