

## All About Moodle Quizzes

- To login to Moodle:
  - <https://moodle.stpsb.org>
  - Click (**Log in**) on the upper right 
  - You will use your stpsb.org login, which is how you login to a computer at work
- Moodle doesn't recognize the ' (apostrophe). Use the ` key (next to the 1 [one] key) instead
- How to Import Quizzes from Microsoft Word Into Moodle** (Note: you can't import graphics.)
  - Open your old quiz in Word
    - Make sure every question is Multiple Choice
    - Note: You can still add discussion or short answer questions to the quiz, but you have to create them individually in Moodle
    - If you want True/False, just make those your choices A. True and B. False
  - Make sure every question is in this format:**  
Hint: Select all, left justify everything and **turn off** Bullets and Numbering... in the Format Menu. You may have to reformat part of your document. **NO SPECIAL CHARACTERS – i.e. '**

What is the purpose of first aid?

A. To save life, prevent further injury, preserve good health

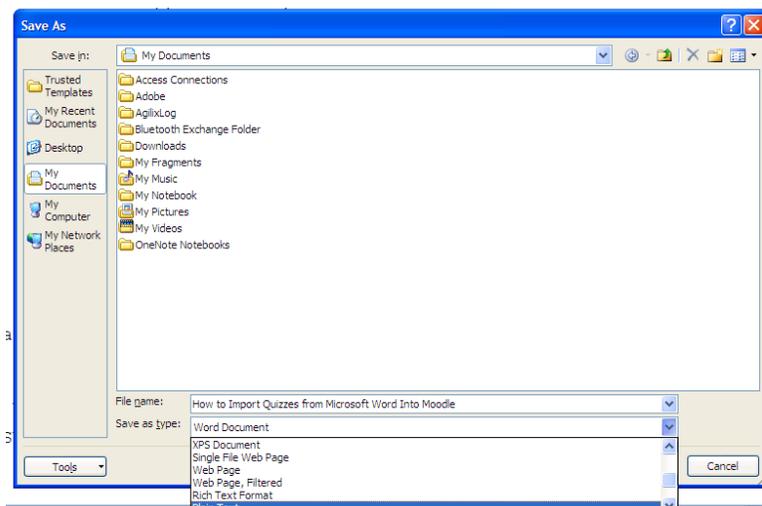
B. To provide medical treatment to any injured or wounded person

C. To prevent further injury

D. To aid victims who may be seeking help

ANSWER: A

    - Note that all the answer choices have CAPITAL LETTERS followed by a period (.)
    - The word **ANSWER** must be in **ALL CAPS** with a colon(:) after it.
    - The spacing does not matter.
    - You do not need to number the questions. Moodle will automatically number them for you.
    - Note: If your answer choices are in lower case letters, just tap [Ctrl] + [F] (Windows), and do a find and replace.)
- File Menu -> Save your file as a word document (in case you want to edit the original later.)
- File Menu -> Save As... **Save as type:** (scroll down and choose) **Plain Text (.txt)** Remember where you saved it.



## 5. Sub-categories for your Question Bank

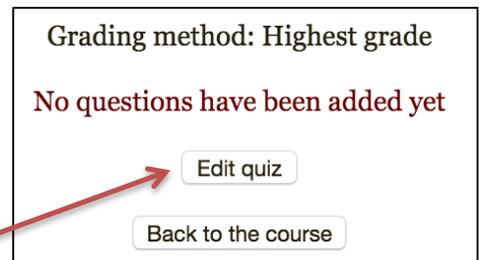
- Administration tab -> Course administration -> Question bank (expand if necessary) -> **Categories** (A new window will appear)
- You can **Edit categories** by clicking on the cog wheel icon  (please don't edit any you didn't create)
- You can create a new sub-category by typing the name in the **Name\*** box and clicking **Add category**
- You can create as many sub-categories as you need. Tip: *it's much easier to create your sub-categories before importing your questions!*

## 6. Create a Quiz in your course in Moodle:

- Turn editing on
- Click on Add an activity or resource in the topic / section where you want the quiz to appear
- Choose **Quiz**   Quiz
- Click the **Add** button
- Give it a **Name**
- Configure your settings
- Click **Save and display**

7. This graphic will appear prompting you to add the questions to your quiz

8. Click the **Edit quiz** button (a new window will appear)



a. One option is to use the drop-down **Add** button on the right side. This allows you to (1) add a new question; (2) add from question bank; or (3) add a random question. Once the questions are imported into the quiz, the point values of the questions can be changed.

b. Administration tab -> **Quiz Administration** -> **Question bank** (expand if necessary) -> **Import**

c. Choose **Aiken format**

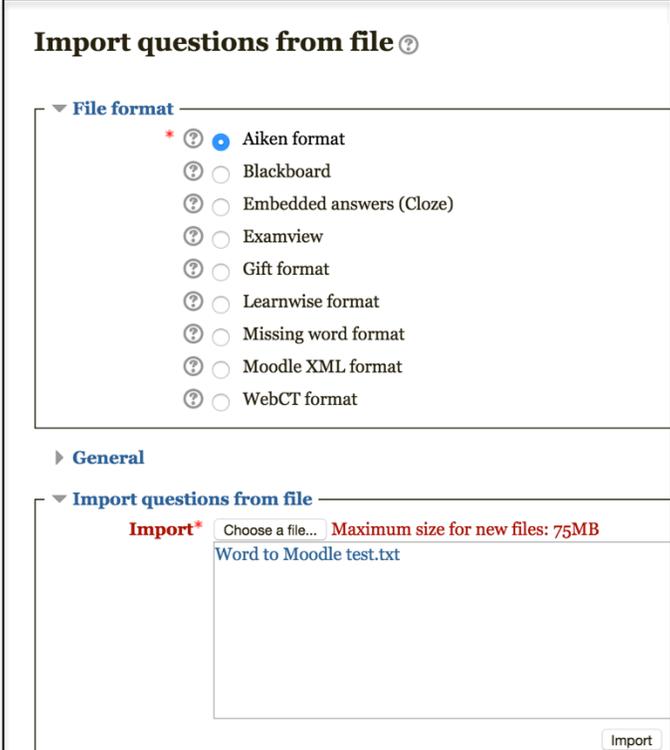
d. **Choose a file...** and navigate to upload your .txt file, click **Upload this file**

e. Click the **Import** button

f. Depending on which category you chose, you will see just the questions in your .txt file or all questions in a particular category.

g. Click the **Continue** button

h. Click the box in front of the questions you want to add to the quiz, or click the  **T**  to select all questions showing on the page.



- i. If the questions are not in the right (sub)-category, select the category to move the questions to and click **Move to >>**

**With selected:**

- j. Administration tab -> **Quiz administration** -> **Edit quiz**, select the questions to add to the quiz, click **Add to quiz**.

k. You can repaginate and reorder the questions after importing them or change their point value.

## 9. Taking a Quiz

- a. Students take a quiz by clicking on the name of the quiz
- b. Based on the settings you choose when you set up the quiz, students can navigate one page at a time, change an answer before submitting, receive a grade instantly, have multiple attempts or just one.

## 10. Settings for a Quiz

- a. Quizzes can be set to open and close on a certain date and/or time.
- b. Questions can be shuffled randomly.
- c. Answers can be shuffled randomly.

▼ Review options ?			
During the attempt	Immediately after the attempt	Later, while the quiz is still open	After the quiz is closed
<input checked="" type="checkbox"/> The attempt ?	<input checked="" type="checkbox"/> The attempt	<input checked="" type="checkbox"/> The attempt	<input checked="" type="checkbox"/> The attempt
<input type="checkbox"/> Whether correct ?	<input checked="" type="checkbox"/> Whether correct	<input checked="" type="checkbox"/> Whether correct	<input checked="" type="checkbox"/> Whether correct
<input type="checkbox"/> Marks ?	<input checked="" type="checkbox"/> Marks	<input checked="" type="checkbox"/> Marks	<input checked="" type="checkbox"/> Marks
<input type="checkbox"/> Specific feedback ?	<input checked="" type="checkbox"/> Specific feedback	<input checked="" type="checkbox"/> Specific feedback	<input checked="" type="checkbox"/> Specific feedback
<input type="checkbox"/> General feedback ?	<input checked="" type="checkbox"/> General feedback	<input checked="" type="checkbox"/> General feedback	<input checked="" type="checkbox"/> General feedback
<input type="checkbox"/> Right answer ?	<input checked="" type="checkbox"/> Right answer	<input checked="" type="checkbox"/> Right answer	<input checked="" type="checkbox"/> Right answer
<input type="checkbox"/> Overall feedback ?	<input checked="" type="checkbox"/> Overall feedback	<input checked="" type="checkbox"/> Overall feedback	<input checked="" type="checkbox"/> Overall feedback

## 11. Results from a Quiz

- a. Click on the quiz
- b. Administration Tab -> Results
  - (1) Grades – you can download the grades as an Excel spreadsheet, etc., or regrade
  - (2) Responses – shows each student’s answers for each question
  - (3) Statistics – shows averages in several categories
  - (4) Manual grading – you can manually adjust the grades

## How to Create a Quiz in Moodle Using ExamView

### Converting ExamView Tests and Question Banks

1. Create your test or question bank in ExamView. Save it and remember the place where you saved it and the name.
2. Select the **File** menu and choose **Export** to view the export options.
3. Choose the **BlackBoard 7.1+** option.
4. Give it a name in the **Test Info** section and **Image Directory**. Save the test. Remember the name and where you saved it. It will be a zip file.

### Importing Questions into a Moodle Course

1. Open Your Moodle Course.
2. Turn editing on.
3. Click on the **Administration** block and choose **Question bank** to expand options.
4. Select the **Import** option.
5. Click on **Blackboard** format.
6. Choose the zipped file and click **Import**.
7. Then upload the file.
8. Click **import**.

The questions should now appear in your question bank and you can use them to create your quizzes and tests.

### Step 3: Create a Quiz in Moodle

1. In your course, select the topic where you want the quiz to appear and click **Add an activity or resource**.
2. Choose **Quiz**.
3. Select the options for your quiz.
4. Save and return to course.
5. Click on the quiz name and click **Edit quiz**
6. Select the question bank from the drop down menu. The number of questions in the bank will be in ( ).
7. If you click on the box/square next to the “T”  **T** , it will select all the questions. If you click on the “T”, it will deselect the questions. You can also select only some of the questions.
8. To preview the quiz, select **Preview** from Quiz Administration in the Administration section.