Quizzes
Moodle quizzes have two components: the **Question Bank** and the **Quiz Body**. Instructors will have to create questions to a quiz, then create the quiz body. This is the area that sets up the availability, security, and grading options. After the quiz body and its settings have been created, questions can be added to the quiz.

**Creating Quiz Questions**
Questions are kept in the Question bank in the Administration block on your Joule course page. You can create categories to organize quiz questions and make them easier to locate. Questions listed under various categories can be drawn from and added to different quizzes.

**Creating a Category for Quiz Questions**
Click the **Categories** tab.
Type a brief descriptive name for the **Category** of the questions and a more detailed descriptor for **Category info**.
Click on the **Add category** button.
Click on the new category name to begin creating questions.
Creating Questions

In the Questions tab, click Create a new question and choose the type of question you wish to add.

Creating Multiple Choice Questions

1. Select the category to which the question will belong.

2. Type a description for the question in the Question name text box. This will help you identify the question at a later point, if needed (students will not see this name).

3. In Question text, type the actual question.
   
   **Note:** The Penalty Factor, when set to 1, means participants must answer correctly the first time to get points. A Penalty Factor of 0 means the participant can try multiple times and still get full points.

4. Each Choice box represents a possible answer to the question; if the answer is correct then set the Grade to 100%. For the other incorrect options, leave Grade as None.

5. Provide feedback, if desired.

6. Click the Save Changes button.
   
   **Note:** After the quiz has been submitted, the student will then be able to see the questions that were answered correctly or incorrectly.

Creating True/False Questions

1. Select the category to which the question will belong.

2. Type a description for the question in the Question name text box. This will help you identify the question at a later point, if needed (students will not see this name).

3. From the Correct answer drop down box, select if the Question text statement is True or False.
4. Provide feedback, if desired.

5. Click the **Save Changes** button.

**Other Quiz Questions Types:**
- **Essay:** The student will be able to respond to a question that requires an essay to be written. These questions must be graded manually.
- **Matching:** The student must "match" the correct answers with each question.
- **Short answer:** Students answer this question by typing a word or phrase. You will need to provide a list of acceptable answers.
- **Numerical:** Short answer question that accepts a numerical value instead of a word.
- **Calculated:** A mathematical equation with placeholders for values that will be pulled randomly from a dataset when a student takes a quiz.
Creating the Quiz Body
Choose Quiz from the Add an activity drop down menu.

1. Fill in the quiz name and write an introduction. Any guidelines for taking the quiz should be included in the introduction area.

2. Under the Timing area, unclick the Disable boxes to specify times when the quiz will be available to participants and/or set the time limit (specified in number of minutes; e.g. 30) that participants will have to complete the quiz.

   Note: The Timing feature does not make the quiz invisible to participants. Participants who access the quiz before the open date will be able to see the introduction page, but not the quiz itself.

3. Shuffle questions will randomly order the quiz questions when displayed to students. Shuffle within questions will randomly order each question’s answers when displayed to students.

4. Set the number of attempts allowed. Each attempt builds on the last: If this option is set to Yes, the student’s responses from the last attempt will be visible the next time the quiz is accessed.

5. If you allow multiple attempts, you can choose which score is recorded. The choices are highest grade, average grade, first grade, or last grade.

6. Select options for students to review the quiz. Students may review controls whether or not students will be able to review their past attempt of a quiz.

7. Full screen pop-up will open the quiz in a new window without the forward and back buttons, address bar, and other navigational features. This will prevent students from navigating to other sites during the quiz. Note: The secure window option only prevents students from copying and pasting questions/answers and printing out the quiz. It is not 100% effective in ensuring that students do not open another web browser or other type of file. It is good practice to always select this option.
Adding Questions to the Quiz Body
Once you’ve created questions, you need to add them to the quiz.

1. From your Joule course, click on the quiz to which you want to add questions.

2. Choose the category from which you wish to select questions. To see all questions loaded, choose Default.

3. Check the box next to each question you want to select for inclusion in the quiz. Clicking Select All is a shortcut for checking all of the questions.

4. Click the Add to quiz button (or the blue arrows) to add the selected questions to the quiz. The questions will then be added to Questions in this quiz on the left hand side.

5. You can change the order of the questions by clicking on the arrow buttons in the Order column on the left side of the questions.

6. Enter the points that each question is worth in the Grade text box. The maximum grade is the total of all the grade values of each question in the quiz.

7. Check the Show page breaks box to set how many questions are displayed on a page. You can set how many questions per page at the Repaginate option.

8. Click Save Changes.
Importing Questions

1. First, create a Quiz Body and Category to import your questions into.

2. Click on the name of the Quiz and in the Quiz Edit area, click on the Import option.

3. Choose the file format you are importing.

4. Choose the category in which to place the questions.

5. Upload the file to the Joule server, or

6. Upload questions from a file you have already saved to the course files area.