**How to create a Quiz**

Go to your course and click **Turn editing on**. Scroll to the section you want to add the quiz and click on **Add an activity or a resource** and from the drop down menu choose **Quiz** and click on **Add** button.

Fill in the required fields.

- Name it and write the description in the description box

Configure the timing elements of the quiz
Open the quiz - if enabled, indicates the time of the quiz available for the students

Close the quiz – determines the end time of the quiz

Time limit - if enabled countdown timer is displayed in the quiz navigation block

When time expires - controls the submissions of the students who did not manage to finish in time. It has three options, the

1. Open attempts are submitted automatically- this option automatically submits the answers even if the student did not manage to click submit button.

2. There is a grace period when open attempts can be submitted, but no more questions answered – if you want to choose this option then first you need to specify a period of time during which students can submit their quiz but will no longer be able to answer the questions.

3. Attempts must be submitted before time expires, or they are no longer counted – if students failed to click submit button the questions will not be counted

Configure the Grading

- Grade

  Grade category - Uncategorised
  Attempts allowed - Unlimited
  Grading method - Highest grade

Configure the Grading

- Grade category – if you have set up already categories then choose the category you want your quiz to be and then start to fill in the grading options

- Attempts allowed – students may have multiple attempts to solve quiz

- Grading method – when multiple attempts are allowed there are different ways you can use for calculating the quiz grade: Highest grade of all attempts, Average (mean) grade of all attempts, First attempt (all other attempts are ignored) and Last attempt (all other attempts are ignored)
- **Question order** - you can choose between two options how the questions will be ordered in the quiz. It has Shuffled randomly and As shown on the edit screen. In the Shuffled randomly option questions in the quiz will be randomly shuffled each time a student starts a new attempt at the quiz.
- **New page** – you can choose between the questions to be displayed per page or many questions in one page
- **Navigation method** – to add this option you need to click on Show more button and then you can choose between Free and Sequential options. Sequential option will force the student to progress through the questions in order without being able to go back and forth through the questions or to skip them. While the Free option will allow the student to go through the same questions multiple times.

**Configuring the Question behavior**

- **Shuffle within questions** – if chosen yes it will work only with multiple choice or matching question types.
- **How questions behave** – has several options but the most common used ones are:
  - **Adaptive mode and Adaptive mode (no penalties)** – students can have multiple attempts for each question and instructors can add hints for each question
  - **Deferred feedback** – students should submit entire quiz and then they can see their grade and general feedback
  - **Immediate feedback** – students can submit their response immediately during the quiz and be graded. However they can submit only one response and cannot change them.
Deferred feedback or Immediate feedback with Certainty-based marking (CBM) – students not only answer the question but they also indicate the level of certainty, that is how sure they are they got the questions right. Grading is adjusted according to the choice of certainty.

Interactive with multiple tries – students can submit each question and get immediate feedback and if they do not get it right immediately, have another try for fewer marks.

- Each attempt builds on the last – to choose this option click on show more button - if multiple attempts are allowed and this setting is set to Yes, then each new attempt contains the results of the previous attempt. This allows the student on the new attempt to concentrate on just those questions that were answered incorrectly on the previous attempt. If this option is chosen then each attempt by a particular student uses the same questions in the same order, independent of randomization settings. To show a fresh quiz on every attempt, select No for this setting.

Configuring the Review options

This section controls what information is available to students after they finish the quiz.

- **During the attempt** settings - are only relevant for some behaviors, like Immediate feedback, Immediate feedback with CBM and Interactive with multiple tries, which may display feedback during the attempt.
- **Immediately after the attempt** settings - apply for the first two minutes after Submit all and finish is clicked.
- **Later, while the quiz is still open** settings - apply after this, and before the quiz close date.
- **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

**Configure the Overall feedback**
Students can review the overall feedback after finishing the quiz. You can set grade boundaries with the text message ex., Grade boundary 100% Feedback “Well done”, Grade boundary 40% Feedback “Please revise the handouts again”.

To add comments in the Feedback column click on **Show editing tools**.

Leave all other options the way they are and click on **Save and display** button to create the quiz.

**How to Add Questions to the Quiz**

- Turn **Editing on**. Scroll to the newly created Quiz and click on **Edit Quiz** button

You have several options for editing the quiz, including adding questions manually, adding items from a question bank, or previewing the quiz. All these options are in the Quiz Administration block.
• However, before proceeding to adding the questions put the maximum grade for your quiz, click Save button.

Editing quiz: Quiz 7  🌐 The basic ideas of quiz-making
Total of marks: 6.00 | Questions: 6 | This quiz is open
Maximum grade: 10.00  Save

• After saving the Quiz score if you need to add questions manually then click on Add questions button.

• Choose the question type you would like to add

Choose a question type to add
Select a question type to see its description.
• Each question has slightly different fields to that can be filled out, but all questions require a name. In case of multiple choice, you need to indicate the Question name and Question text. You can use the question name to ask question or give the question a name and put the question text in the question text box. Each question requires a default mark, which is the point value for each question.

Adding a Multiple choice question

• After finishing click on Save changes button and continue adding the questions to your quiz.

• After adding questions you can use the Order and Paging tab to reorder the questions, by clicking on the arrows or changing the numbers in front of each question. To reorder the questions, change the numbers then click the Reorder questions button