

Students--How to take a Moodle quiz

Go to the class where you are registered as a student (Demonstration Course).
Click on the quiz—note if there are any time limits or other restrictions.
Take the quiz. Submit your answers. Check your grades in the online grade book.

How to Create a Multiple-Choice Quiz for Online (Moodle) Courses

Preliminaries

Open Word.
Go to Tools → Macros → Security → click on Medium.

Go to the S-drive.
Educational Technology folder.
Click on Moodle v08.dot and Save on your desktop.
Open Moodle v08.dot file and Enable macros.

Working with the Moodle Converter

(On your screen, this looks like a Word document, with a new Toolbar.)

1. Have at your disposal the document, “Quiz Questions for Educational Technology Day, Jan. 30, 2007.” This are available as a handout, or as a word file on the S-drive, Ed Tech folder.
2. Click on Multiple Choice on Moodle v08 toolbar.
3. Type the question stem in the blinking black section. Hit Enter.
4. Type in the answers, hitting Enter after each. Answers will show up in red with a little red dot.
5. After all answers have been typed in, click on T/F Answer in the Moodle tool bar.
6. Place the cursor next to the correct answer and click. The correct answer will now be green. To undo, hit Control Z.
7. To create new questions, repeat steps 2-6.
8. When you have completed the quiz, you need to save it as a Word document. Go to File, Save, and be sure to give it a name you will remember. For now, save it on the Desktop.
9. Once you have saved it, go back to the Moodle toolbar and click on Export (far right). This will immediately change the looks of your file (new formatting, now a text file), and you will need to save it again—use the same name and again, save it on the desktop.
10. You can now close the quiz and Moodle screen. This quiz is ready to be imported into your Moodle online course.

Importing a Quiz into Your Online (Moodle) Course

1. Log into your online moodle course. (You are the instructor for this course.)
2. In right hand corner, click “**Turn editing on.**”
3. Go the Week where you want this quiz to appear.
4. Click on “**Add an activity.**” Scroll to Quiz. The screen will say “Adding a new Quiz to Week ...”
5. In the yellow box, give your quiz a name (important so that you can remember and find it later in the semester).
6. In the large box below, you can add information or provide directions for the quiz. I enter something along the following lines: This quiz will test your recall (or knowledge or understanding) of _____. The quiz will be available on February ____ at 9 a.m. and will close on February _____ at 3 p.m. You will have three minutes in which to complete the quiz. You may take the quiz twice. The higher grade will be recorded.
7. Now you need to set the parameters for the quiz.
 - the date(s) for the quiz
 - the times for the quiz (open and close)
 - the time limit (not much time needed for most quizzes, particularly if they can retake it)
 - shuffle questions—click yes
 - shuffle answers—click yes

I generally don’t allow them to see the answers or feedback until the quiz is closed, especially if they can take it numerous times, but depends on your teaching goals here. (less possibility of their sharing answers between them)
8. Click **Save** at bottom of screen to keep these parameters. If you like, you can later change these by going to **Update this quiz.**
9. You are now at a screen that says **Editing Quiz.**
10. Click on **Edit Categories** on right side of screen.
11. You are now at a screen that says **Edit Categories** (so simple, right?)
12. In the **Add Category** section, in the **Category** box, provide a name –a unit name, a topic name (Austen, for example).
13. In the **Category info** box, provide information that will help you distinguish between your materials. For example, Emma chapters 1-5. Click **Add** on the right. This will move this quiz into the **Edit categories** section of the screen, beneath the default category. Click **Continue** at the bottom of the screen.
14. You are now back to the Editing Quiz screen. Go to the **Category** box with the drop down menu, and click on the category you created.

15. Click on the blue Import questions from file.
16. This brings you to the **Import Questions from file** screen. In the drop down box, make sure you see GIFT format. Go to BROWSE. Find your file (**the text file, not the Word file**) on the desktop (or in a folder, if you put it there) and double-click
17. Your questions will now appear on the screen. See Figure 1.
18. From here you can preview, edit, or delete each question by clicking on the relevant icon under Action.
19. Now you can add questions to your quiz. Enter the number of questions you wish to add in the **Add _____random questions** section. This will move the number of questions to the left side of the screen.
20. Be sure to enter the **Maximum Grade**, and then **SAVE**.
21. You may now Preview your quiz and edit as you like.
22. Once you have completed step 20, your quiz is saved, and you can go back to the course website by clicking on your course name at the top left of the screen.
23. This quiz has been automatically entered into the online grade book. As students take the online quizzes, their grades are entered in the grade book for review.

To Create Quizzes Using Moodle Interface (not importing questions)

1. Log into your online moodle course. (You are the instructor for this course.)
2. In right hand corner, click “**Turn editing on.**”
3. Go the Week where you want this quiz to appear.
4. Click on “**Add an activity.**” Scroll to Quiz. The screen will say “Adding a new Quiz to Week ...”
5. In the yellow box, give your quiz a name (important so that you can remember and find it later in the semester).
6. In the large box below, you can add information or provide directions for the quiz. I enter something along the following lines: This quiz will test your recall (or knowledge or understanding) of _____. The quiz will be available on February ____ at 9 a.m. and will close on February _____ at 3 p.m. You will have three minutes in which to complete the quiz. You may take the quiz twice. The higher grade will be recorded.
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I generally don’t allow them to see the answers or feedback until the quiz is closed, especially if they can take it numerous times, but depends on your teaching goals here. (less possibility of their sharing answers between them)
8. Click **Save** at bottom of screen to keep these parameters. If you like, you can later change these by going to **Update this quiz.**
9. You are now at a screen that says **Editing Quiz.**
10. Click on **Edit Categories** on right side of screen.
11. You are now at a screen that says **Edit Categories** (so simple, right?)
12. In the **Add Category** section, in the **Category** box, provide a name –a unit name, a topic name (Austen, for example).
13. In the **Category info** box, provide information that will help you distinguish between your materials. For example, Emma chapters 1-5. Click **Add** on the right. This will move this quiz into the **Edit categories** section of the screen, beneath the default category. Click **Continue** at the bottom of the screen.

14. You are now back to the Editing Quiz screen. Go to the **Category** box with the drop down menu, and click on the category you created.
15. Next to **Create new question** is a Choose box with a drop-down menu. Choose **multiple choice**.
16. Now you are at a screen that says **Editing a question**. Give your question a name. For example, Usual credit load (something that will distinguish one question from another).
17. Type the question stem in the large box. You will note that you have lots of options here; you can add a picture, a chart, create a web link, etc.
18. Type possible answer choices in the **Choice** boxes. For a wrong answer, keep the grade at NONE. For a correct answer, provide a 100%. When you are finished, click on Continue at bottom of screen.
19. You are now back to the Editing Quiz page. Your new question shows up under the **Question name** heading. You can preview, edit, or delete this particular question. See Figure 1.
20. To add additional questions, repeat steps 15-18.
21. When all your questions have been created, now you can add questions to your quiz. Enter the number of questions you wish to add in the **Add _____random questions** section. This will move the number of questions to the left side of the screen.
22. Be sure to enter the **Maximum Grade**, and then **SAVE**.
23. You may now Preview your quiz and edit as you like.
24. Once you have completed step 22, your quiz is saved, and you can go back to the course website by clicking on your course name at the top left of the screen.
25. This quiz has been automatically entered into the online grade book. As students take the online quizzes, their grades are entered in the grade book for review.