

Administration

▼ Course administration

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Step 1

Click **'Question bank'** in the **"Administration"** block under the **"Navigation"** block in your course.

Question bank

Select a category:

The default category for questions shared in context 'BUS-1103-4.201909 (CRN: 25)'.

No tag filters applied

Filter by tags... ▼

Show question text in the question list

Search options ▼

Also show questions from subcategories

Also show old questions

Create a new question ...

Step 2

Press the **'Create a new question...'** button. Choose **'Multiple choice'** for example and click **'Add'**.

Choose a question type to add

QUESTIONS

- 🧮 Calculated
- 🧮 Calculated multichoice
- 🧮 Calculated simple
- 📄 Drag and drop into text
- 📄 Drag and drop markers
- 📄 Drag and drop onto image
- 📄 Embedded answers (Cloze)
- 📄 Essay
- 📄 Matching
- 📄 **Multiple choice**

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

Add

Cancel

Adding a Multiple choice question

General

Category: Default for BUS-1103-4.201909 (CRN: 25)

Question name

Question text

General feedback

ID number

One or multiple answers? Multiple answers allowed

Shuffle the choices?

Number the choices? a, b, c, ...

Step 3

Enter the “**Question name**” and the “**Question text**”, this is what exactly students going to see.

If it is a multiple answer, choose ‘**Multiple answers allowed**’.

You can shuffle the choice and randomly display to student.

Also set the number of your choice.

Answers

Choice 1

Grade: None

Feedback

Choice 2

Grade: None

Feedback

Step 4

Type the answer of choices such as choice 1, 2, 3 and 4.

Step 5

Click '**Blanks for 3 more choices**' to add more blank choices.

Step 6

Set the Grade to **100%** for the right choice.

- ▶ Combined feedback
- ▶ Multiple tries
- ▶ Tags
- ▶ Created / last saved

Step 7

Click '**Save changes and continue editing**' then click '**preview**' to review the question you created.

After editing, click '**Save changes**'.

There are required fields in this form marked .

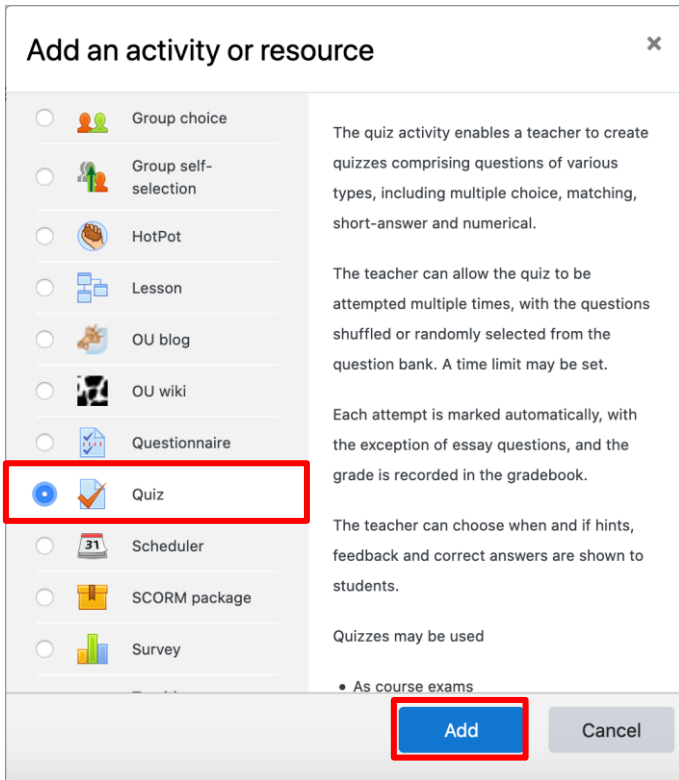
Step 8

The first question has been made. Then, continue to create new questions by clicking '**Create a new question**'.

Then, back to the home page.

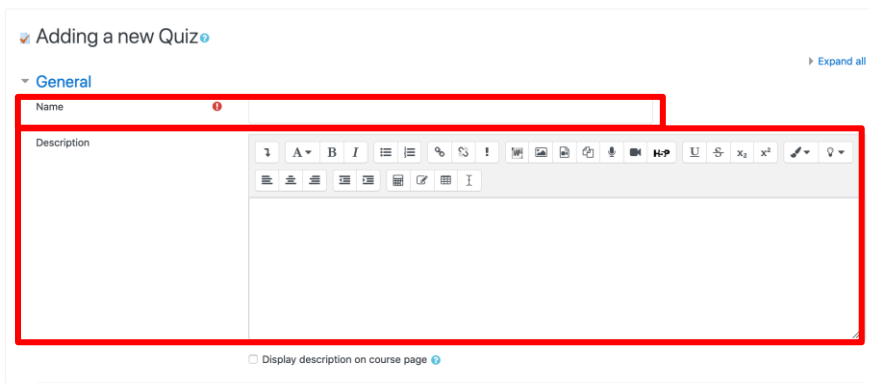
Step 9

Click **'turn editing on'** then click the **'Add an activity or resource'**.
Choose **'Quiz'**, then click **'Add'**.



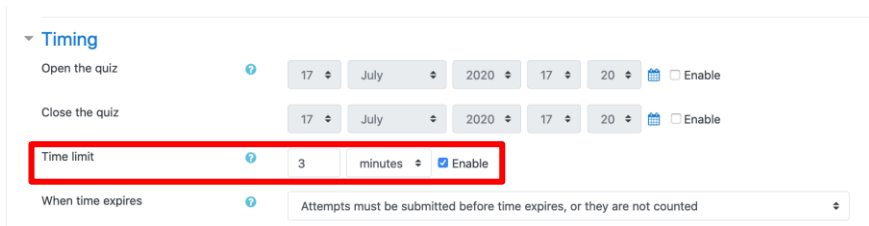
Step 10a

Enter the Name and Description.






Step 10b

You may set the time to open and close the quiz and the time limit.



Question behaviour

Shuffle within questions		Yes ▾
How questions behave		Deferred feedback ▾
Each attempt builds on the last		No ▾

[Show less...](#)

Step 11

Select **'Yes'** under **"Shuffle within questions"** if the order of the question does not matter.

Grade

Grade category		Uncategorised ▾
Grade to pass		<input type="text"/>
Attempts allowed		Unlimited ▾
Grading method		Highest grade ▾

Step 12


Choose **'1'** under the **"Attempts allowed"** tag if you let students to retake the quiz once.

Restrict access

Tags

Competencies

[Save and return to course](#) [Save and display](#) [Cancel](#)

There are required fields in this form marked .

Step 13

Click **'Save changes and return to course'** when you finished.



A screenshot of the Moodle course activity list. At the top, it shows the date range '7 June - 13 June' with an 'Edit' link. Below this, there are two activity entries. The first is 'testing' with an 'Edit' link. The second is 'Quiz test' with an 'Edit' link. The 'Quiz test' entry is highlighted with a red box. Below the activity list, there is a '+ Add an activity or resource' button.

Step 14

In order to add questions to the quiz, click on the quiz you have created.

Quiz test

Good luck!

Time limit: 5 mins
Grading method: Highest grade

No questions have been added yet

Edit quiz
Back to the course

Step 15

Click '**Edit quiz**'.

Editing quiz: Quiz

Questions: 0 | This quiz is open

Maximum grade: 10.00
Total of marks: 0.00

Repaginate Select multiple items

Shuffle
Add

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

Add from the question bank at the end

Select a category: Default for BUS-1103-4.201909 (CRN: 25) (1)

The default category for questions shared in context 'BUS-1103-4.201909 (CRN: 25)'.

No tag filters applied

Filter by tags...

Search options

Also show questions from subcategories

Also show old questions

Question

+ testing abc....

Add selected questions to the quiz

Step 16

Click on '**Add**' on the right side and select '**from question bank**'.

Select the questions you would like to add to the quiz. Press '**Add selected questions to the quiz**' afterwards. Then click '**Save**'.

4.201909 (CRN: 25) / General [Quiz](#) [Edit quiz](#)

Editing quiz: Quiz

Questions: 1 | This quiz is open

Maximum grade: 10.00 [Save](#)

Total of marks: 1.00

[Repaginate](#) [Select multiple items](#)

Shuffle [Add](#)

Page 1

1 [testing abc...](#) [Add](#)

1.00 [Add](#)

Quiz

Time limit: 3 mins

Grading method: Highest grade

[Preview quiz now](#)

Step 17

Click the breadcrumb '**Quiz**' button at the top to get back to previous page.

Step 18

Finally, press the '**Preview quiz now**' to start.