Quiz

Quiz activity allows you to create a quiz with various question types (e.g. multiple choice, matching, true/false question) to assess students' performance and learning progress. Each attempt, except essay questions, is marked automatically.

A) Create a Quiz activity

1) In course main page, press **[Turn editing on]** at top right corner
2) Press **[+ Add an activity or resource]** under a course section
3) Press the **"Quiz"** box
4) Enter the Quiz name
5) Press **"Timing"** and **"Grade"** categories, then select the appropriate options:
● **Open & Close the quiz** - control when students can work on the Quiz activity
● **Time limit** of the Quiz activity
● **Attempts allowed** for the Quiz activity
● **Grading method** - control how to calculate the final grade if multiple attempts are allowed
   ➢ *Highest grade* of all attempts
   ➢ *Average (mean) grade* of all attempts
   ➢ *First attempt*'s grade, ignoring the ones of all other attempts
   ➢ *Last attempt*'s grade, ignoring the ones of all other attempts
6) Press **"Layout"** and **"Question behaviour"** category, then select the appropriate options:
● **New page** - control how many question(s) is/are shown on each page of the Quiz activity
● **Navigation method** - whether students need to work on the Quiz activity in sequence without going back to a previous question or skipping to a later one
● **Shuffle within questions** - whether to shuffle the parts in the question(s) with multiple parts (e.g. multiple choice, matching) each time the students work on the Quiz activity
7) Press **"Review options"** category, then check the appropriate checkbox(es) to control what information students can see during different time periods of a Quiz activity
● **Time period**
   ➢ *Immediately after the attempt*: students can see the specified information within 2 minutes after working on the Quiz activity (i.e. pressing [Submit all and finish])
   ➢ *Later while the quiz is still open*: students can see the specified information after 2 minutes but before the Quiz close date and time
   ➢ *After the quiz is closed*: students can see the specified information after the Quiz close date and time

8) If necessary, press **"Overall feedback"** category, then enter the grade boundaries and their corresponding feedbacks shown to students after working on the Quiz activity

9) If necessary, modify its Common module, Restrict access and Activity completion settings

10) Press **[Save and return to course]**

Note:

1) If "Time limit" option (in step 5) is enabled and modified, students will see a countdown timer in Quiz navigation block when working on the Quiz activity. After time expires, attempts for students who were actively working on the Quiz questions will be automatically submitted.

2) "When time expires" option (in step 5) control what will happen *only* for those students who started their timed Quiz attempt, leave such attempt and then later time expires.

3) In Edit quiz page, you can manually move the page breaks inserted according to the "New page" option (in step 6).

4) Checking any information checkbox(es) in "Review options" category (in step 7) will also reveal the Quiz content to the students during the specified time period(s).

5) In "Overall feedback" category (in step 8), you can press [Add 3 more feedback fields] to add 3 more fields of grade boundary and feedback.

B) Add questions in a Quiz activity

1) In course main page, press the name of the Quiz activity

2) In Quiz page, press ⚙ ▾ **[Actions menu]** at top right corner, then press **[⚙ Edit quiz]**

3) In Edit quiz page, press **[Add ▾]**, then press **[✚ a new question]**

4) Select the appropriate question type from the pop-up list, then **[Add]**

5) Follow the question form to enter the question name, question text, default mark, possible answers and feedbacks, and select/modify the appropriate options

6) Press **[Save changes]**

7) Repeat steps 3)-6) to add more questions in the Quiz activity

8) If necessary, in Edit quiz page, select/modify the appropriate options:

● **Maximum grade** of this Quiz activity (enter the new value in the field, then press **[Save]**)

● **Shuffle** the question order in a Quiz section for every student attempt (check the checkbox to enable this function)

9) If necessary, press ✎ **[Edit heading]** above "Page X" to enter a section's heading

10) If necessary, in the row of each question added, you can press ✛ **[Move]**, ⚙ **[Edit question]**, 🔍 **[Preview question]**, 🗑 **[Delete]** and ✎ **[Edit maximum mark]** respectively to move/edit/preview/delete/edit maximum mark of the question

11) If necessary, between the row of two questions added, you can press ↕ **[Add page break]** or ⤒ **[Remove page break]** to add/remove the page break

Note:

1) If student(s) have worked on the Quiz activity, you cannot add or delete the questions inside.

2) To add a new section heading, in Edit quiz page, press [Add ▾] and [✚ a new section heading], then press ✎ [Edit heading] above "Page X" and enter the new heading.

3) To preview all questions in a Quiz activity, in Quiz page, you can press ⚙ ▾ [Actions menu] at top right corner, then press [🔍 Preview].

4) To repaginate the questions, in Edit quiz page, you can also press [Repaginate], select how many questions should be shown on each page, then press [Go].

C) View students' attempts on a Quiz activity

1) In course main page, press the name of the Quiz activity

2) In Quiz page, press **[Attempts: X]** (where X is the number of students who have worked on the Quiz activity)

3) The summary of the students' Quiz attempts is shown in the table under **"What to include in the report"** and **"Display options"** category

4) To review each student's Quiz attempt, you can press **[Review attempt]** under a student's name in the table

5) If necessary, select the table data's file format (CSV, MS Excel, HTML, PDF) from **"Download table data as"** pull-down menu, then press **[Download]**