

## 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**]