

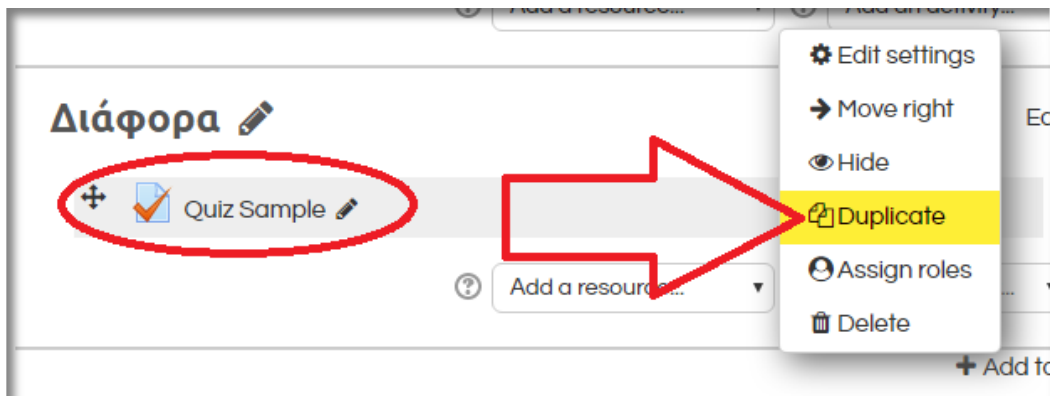
Quiz Creation

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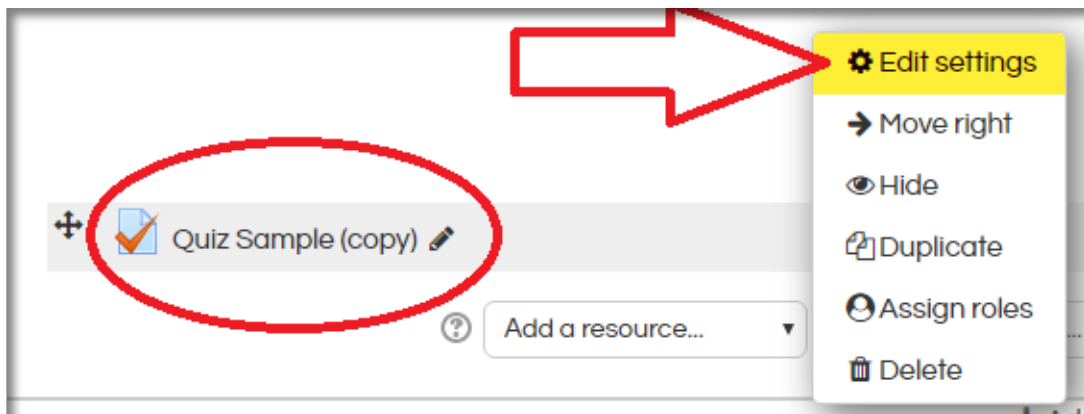
Create a new Quiz

Start by duplicating the quiz sample



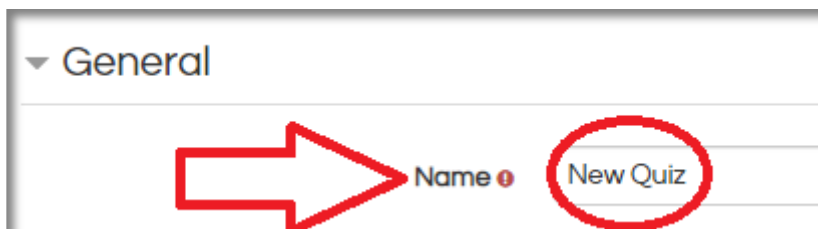
Quiz Settings

Edit the settings of the new copy



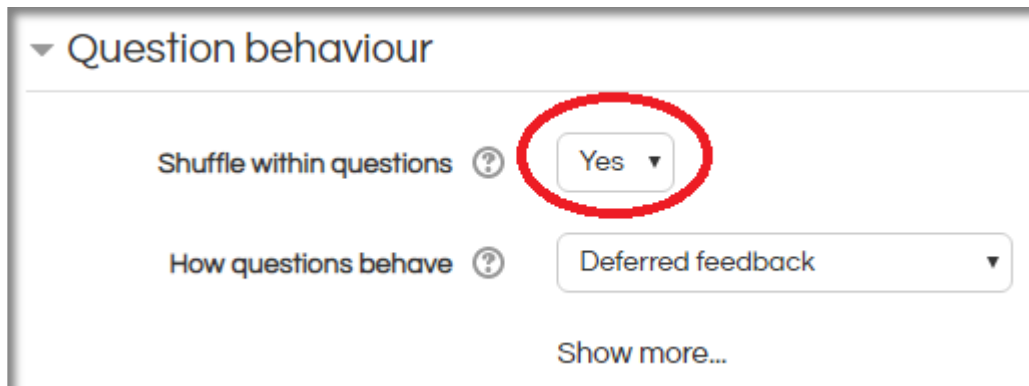
Set a quiz name

Set a name for the new quiz



Shuffling within the quiz questions

If the **shuffle within questions option is set to Yes**, then the questions will be randomly shuffled among the students. This option applies to questions that have shuffling enabled (see section: Shuffling setting).



▼ Question behaviour

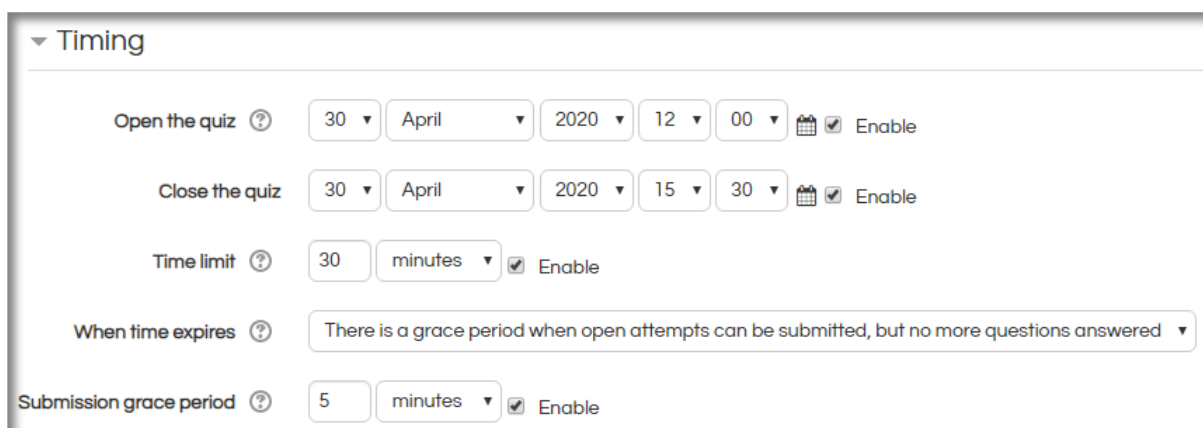
Shuffle within questions ⓘ Yes ▼

How questions behave ⓘ Deferred feedback ▼

Show more...

Timing options

Use the **timing section to set start / end date and other options**. To find out details about the options available you may use the assistance indication provided in the fields.



▼ Timing

Open the quiz ⓘ 30 ▼ April ▼ 2020 ▼ 12 ▼ 00 ▼ 📅 Enable

Close the quiz ⓘ 30 ▼ April ▼ 2020 ▼ 15 ▼ 30 ▼ 📅 Enable

Time limit ⓘ 30 minutes Enable

When time expires ⓘ There is a grace period when open attempts can be submitted, but no more questions answered ▼

Submission grace period ⓘ 5 minutes Enable

It is important:

- To specify the **open date**
- To specify the **close date**

The above dates mean that a student will be able to access the questionnaire at any given time between these two dates and complete the quiz within the time specified in the time limit field.


- In the example above the student must start the quiz after (or exactly at) 30/4 12:00 and complete the quiz within half an hour and before 15:30 the same day.
 - If the student starts at 15:15 then he only has 15 mins to complete the quiz.
- The grace period allows the student to submit the quiz even after the 30 mins have expired (for another 5 minutes). Answering will be disabled during that time, the only available option will be the submission option.

Navigation options

You may use the **sequential navigation method in the Layout section** to prevent students from navigation back to questions (please note that in this case the student **will not be able to navigate back even when questions have been left unanswered** so please keep in mind that it is important to let students know about this restriction first).

▼ Layout

New page ? Repaginate now





Navigation method * ? 

Show less...

Attempts allowed

In case **unlimited attempts are allowed** (you will find this option in the **Grading section**), then students will be able to restart the quiz (even when the sequential mode has been selected), but all answers will be lost, starting the entire quiz completely from fresh.



▼ Grade

Grade category 	Uncategorised ▼
Grade to pass 	0.00
Attempts allowed	1 ▼ 
Grading method 	Highest grade ▼

Other options

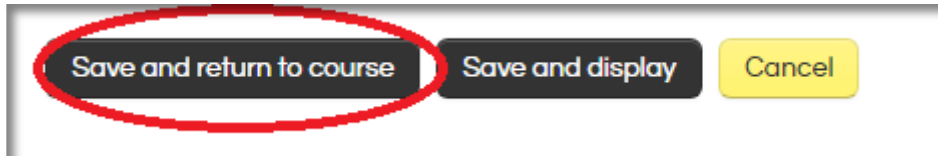
Other options are also available when the quiz settings are being edited, to find out details about the options you may use the assistance indication provided in the fields. For example

The sample quiz offers default settings for the rest of the options and it is important to understand that **instructors may modify any of the default settings to satisfy their needs and preferences**. Please review the rest of the options to check if they satisfy yours.

▶ Grade
▶ Layout
▶ Question behaviour
▶ Review options 
▶ Appearance
▶ Extra restrictions on attempts
▶ Overall feedback 
▶ Common module settings
▶ Competencies

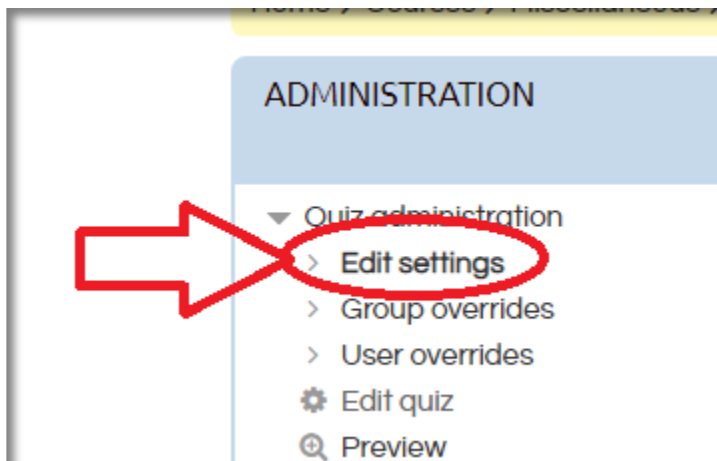
Save the quiz

After you have modified the settings according to your preferences please use the Save and return to the course button.



Edit quiz

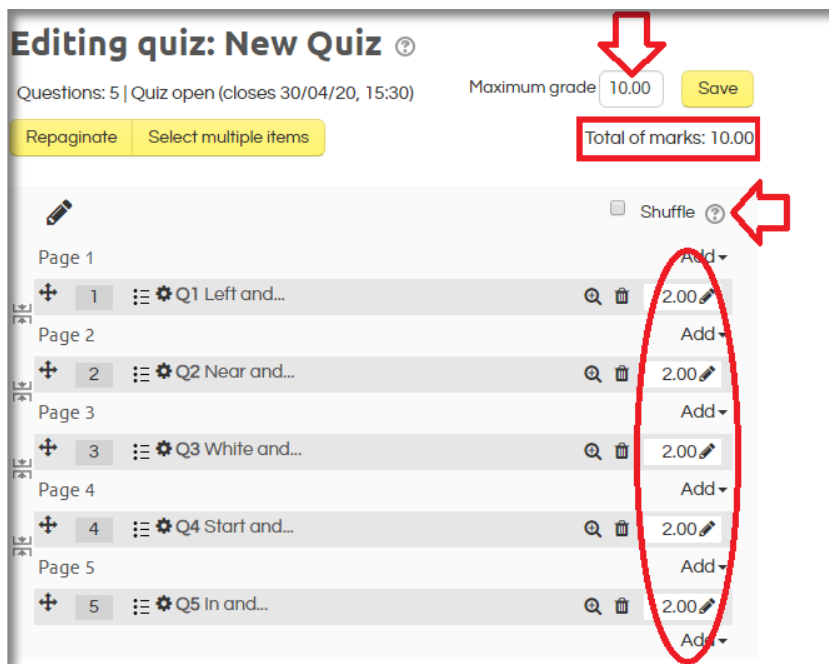
Use the **Edit Settings** option again to enter the editing mode and then find the Edit quiz option located in the left section of the screen



Quiz questions

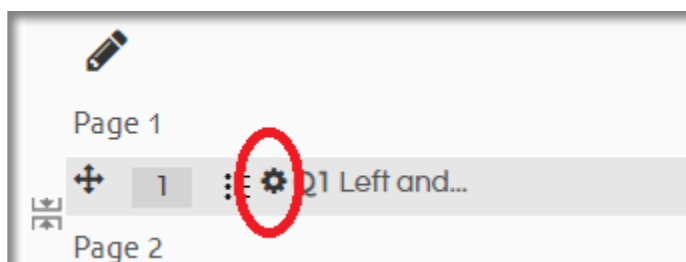
You should now be able to see the quiz questions. You may set the mark of each individual question and the maximum grade as well. Typically, the maximum grade should match the total of marks displayed below it.

If the shuffling option in this section is enabled, then every time the quiz is attempted, the order of the questions in this section will be shuffled into a different random order. As stated by the assistance indication button: *“This can make it harder for students to share answers, but it also makes it harder for students discuss a particular question with you”*. You may turn this setting on if you like.



Editing questions

You may use the gear icon to edit questions.




Shuffling setting

If choice shuffling is enabled, then the answers will be randomly shuffled among the students. Note that this setting must be combined with the random shuffling option of the questionnaire itself (section: Shuffling within the quiz questions). **Please keep in mind that this option makes choices like: “None of the above” or “All of the above” confusing to the respondent and they should be avoided.**

ID number

One or multiple answers?

Shuffle the choices? 

Number the choices?

Grading answers

According to the sample quiz correct answers receive 100% and wrong ones receive no grades. Instructors are of course allowed to make any changes that best match their needs and preferences.

Choice 1
Grade

Feedback

Choice 2
Grade

Feedback

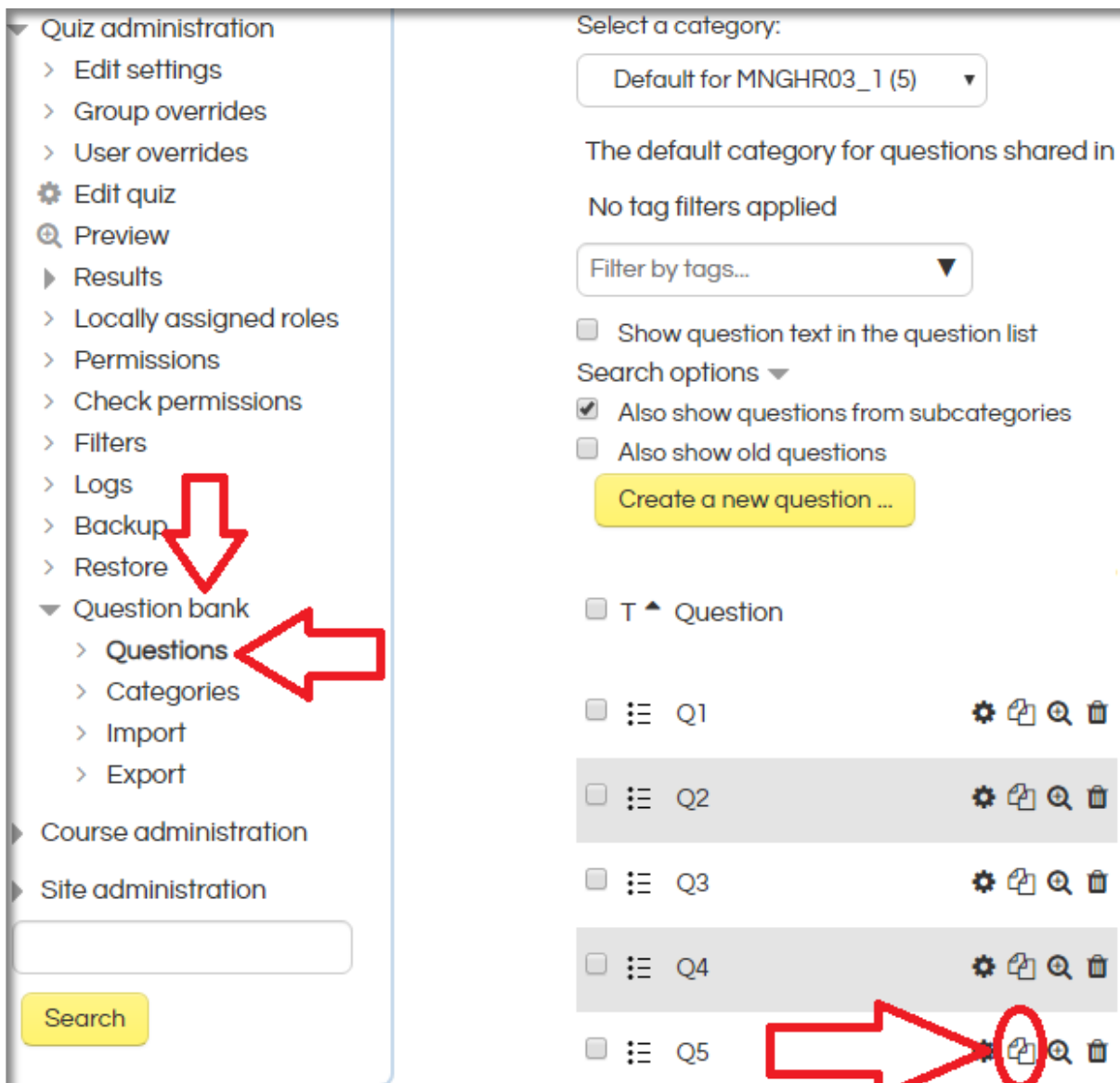
Adding questions

To add questions please use the add option located after each question.



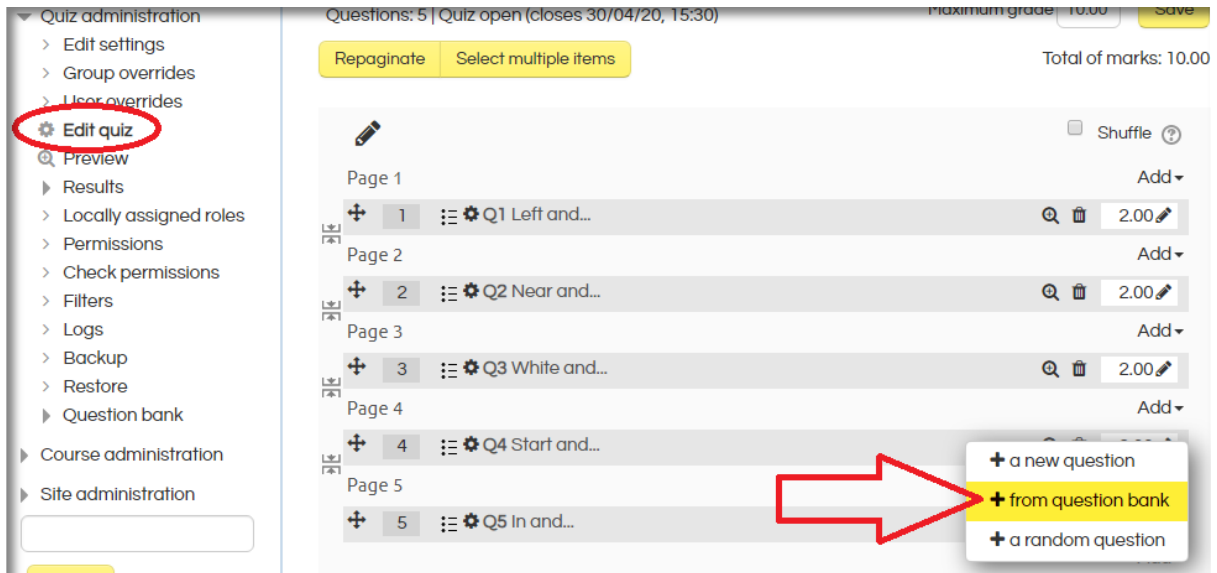
Duplicate questions

You may also add questions by duplicating them. Please navigate to the Question bank > Questions first and then select the duplication button.



Inserting questions from the question bank

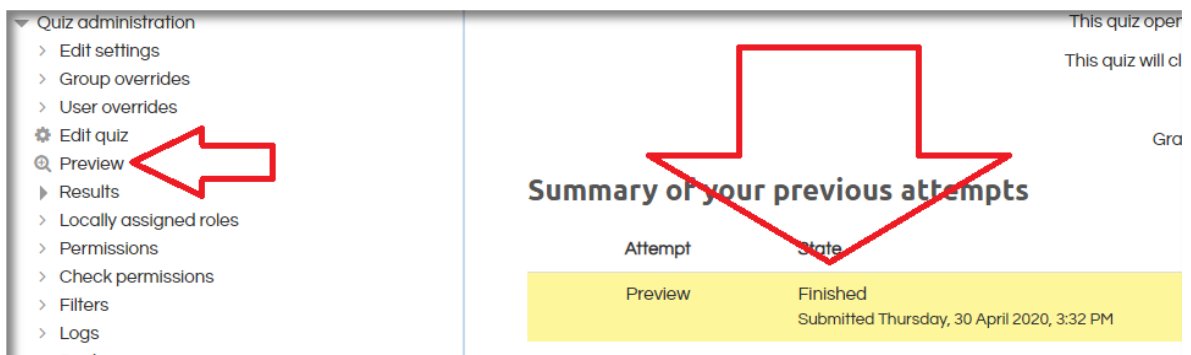
After applying the settings for the duplicated question, you may return to the edit quiz section of your quiz and add the new question from the question bank.



The screenshot shows the quiz administration interface. On the left sidebar, the 'Edit quiz' option is circled in red. The main area displays a list of questions across five pages. A red arrow points to a dropdown menu that is open, showing three options: '+ a new question', '+ from question bank' (highlighted in yellow), and '+ a random question'.

Previewing a questionnaire

After completing setting up your quiz, it is possible to preview it to check the way it will be displayed to students. Submitted previews are being displayed to the Summary of your previous attempts section.



The screenshot shows the quiz administration interface. On the left sidebar, the 'Preview' option is circled in red. The main area displays a summary table of previous attempts. A red arrow points to the table.

Attempt	State
Preview	Finished Submitted Thursday, 30 April 2020, 3:32 PM

Results

To view the results please navigate to **Results > Responses**. Submitted previews are not being displayed within the results section.

