How Do I Build a Quiz Part 3—Settings

Settings

Login to Moodle and navigate to your course.
Under the Administration block, select “Turn Editing on.”

Navigate to the topic where you would like to place your quiz.
Click on the “Add an activity or resource” link.

The Add an activity or resource chooser will open.
Select “Quiz.”
Click the “Add” button.

Notice on the right side of the screen, Moodle gives an explanation of what a Quiz is and how it may be used.
Additional help is also available by just clicking on the More help link.
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Adding a new Quiz to Topic 2

General

- Name
- Description

Timing

- Open the quiz: 20 March 2017 15 48
- Close the quiz: 20 March 2017 15 48
- Time limit: 0 minutes
- When time expires: Open attempts are submitted automatically

Name the Quiz.
A description of the quiz is optional. This is a good place to explain what will be covered in the quiz as well as the time limit and total points.

Timing, if enabled, students can only start their attempt after the open time and they must complete their attempts before the close time.

Time limit—if enabled, the time limit is stated on the initial quiz page and a countdown timer is displayed in the quiz navigation block.

When Time Expires—this setting controls what happens if the student fails to submit their quiz attempt before time expires. If the student is actively working on the quiz at the time, then the countdown timer will always automatically submit the attempt for them, but if they have logged out, then this setting controls what happens. We recommend "open attempts are submitted automatically."
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Grade

- **Grade category**—if you created categories in the gradebook, they would be available in the drop down menu.
- **Grade to pass**—this setting determines the minimum grade required to pass. The value is used in activity and course completion, and in the gradebook, where pass grades are highlighted in green and fail grades in red.
- **Attempts allowed**—you can choose to allow students to take the quiz multiple times.
- **Grading method**—when multiple attempts are allowed, the following methods are available for calculating the final quiz grade:
  - highest grade of all attempts
  - average (mean) grade of all attempts
  - first attempt (all other attempts are ignored)
  - last attempt (all other attempts are ignored)

Layout

- **Question order**—do you want the questions to appear in the quiz like they do on the page or do you want the questions to be shuffled?
- **New page**—how many questions do you want to appear on each page. We recommend no more than 5 for multiple choice or true false and 1 question per page for essay.
- **Navigation method**—when sequential navigation is enabled a student must progress through the quiz in order and may not return to previous pages nor skip ahead. Free navigation lets the student to return to a previous page or skip ahead.
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Question behavior

Shuffle within questions—if enabled, the parts making up each question will be randomly shuffled each time a student attempts the quiz, provided the option is also enabled in the question settings. This setting only applies to the questions that have multiple parts such as multiple choice or matching.

How questions behave—students can interact with the questions in the quiz in various different ways. For example, you may wish the students to enter an answer to each question and then submit the entire quiz, before anything is graded or they get any feedback. That would be “deferred feedback” mode. This is the most commonly used mode of behavior.

Adaptive mode can be used if you would like to give the student the opportunity to be allowed multiple responses to a question even within the same attempt of the quiz.

Each attempt builds on the last—if adaptive mode is used and this setting is enabled, each

Review options

These options control what information students can see when they review a quiz attempt or look at the quiz reports.

During the attempt—settings are only relevant for some behaviors such as adaptive mode.

Immediately after the attempt—settings apply for the first two minutes after “Submit all and finish” is clicked.

Later, while the quiz is still open—settings apply after this, and before the quiz close date.

After the quiz is closed—settings apply after the quiz close date has passed. If the quiz does not have a close date, this state is never reached.
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Appearance

Show the user’s picture—if enabled, the student’s name and picture will be shown on-screen during the attempt, and on the review screen, making it easier to check that the student is logged in as themselves in a proctored exam.

Decimal places in grades—this setting specifies the number of digits shown after the decimal point when displaying grades.

Decimal places in question grades—this setting specifies the number of digits shown after the decimal point when displaying the grades for individual questions.

Show blocks during quiz attempts—if set to yes then normal blocks will be shown during quiz attempts.

Extra restrictions on attempts

Require password—if a password is specified, a student must enter it in order to attempt the quiz. Click the pencil icon to type in password.

Require network address—leave blank.

Enforced delay between 1st and 2nd attempts if enabled, a student must wait for the specified time to elapse before begin able to attempt the quiz a second time.

Enforced delay between later attempts—if enabled, a student must wait for the specified time to elapse before attempting the quiz a third time and any subsequent times.

Browser security—Full screen pop-up with some JavaScript security” is available here. Respondus Lockdown Browser is also available to use.

Allow quiz to be attempted offline using the mobile app—if enabled, a mobile app user can download the quiz and attempt it offline. It is not possible for a quiz to be attempted offline if it has a time limit, or requires a network address, or uses any question behavior other than deferred feedback.
Overall feedback—text shown after a quiz has been attempted.

More feedback fields can be added in increments of 3 if needed.
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Restrict Access

This is used to restrict access to the assignment based upon activity completion, date, grade, the group or grouping the students in or even user profile fields. The Restrict set button allows for more complex criteria requiring nested conditions.

Do not use this function to set the availability of the assignment.

Instructors can choose one or more restrictions.

Click on the “Add Restriction” button.

Restrictions available include Date, Grade, User Profile, and Restriction set. Select the appropriate restriction.

Restrictions available. Set the restrictions needed.

Save and display to add questions.