

Quiz Basics

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Note: The Moodle Quiz tool is used for creating both exams and quizzes. Recommended question types include multiple-choice and true/false, which are auto-graded, and essay questions, which are manually graded. Other question types are available, but are not recommended unless you have extensive Moodle experience.

To create a quiz/exam in Moodle, first set up a quiz activity, then edit the quiz to add questions.

Set Up Quiz

1. Scroll to bottom of Week.
2. Click on **Create learning activity**.
3. Select **Quiz**.
4. Enter quiz **Name**. (See [Naming Conventions](#) for recommendations.)
5. Enter a **Description**. This is optional. (See [Basic Editing](#), which covers how to use the editor.)
6. Set **Quiz options**. (See below. For in-depth instructions on options, see [Moodle Quizzes for Instructors](#).)
7. Click on **Save and display**.

Set Timing Options [<back to top>](#)

Set time limit or open/close date.

1. Click on **Timing**.
2. **Open date:** elect **Enable**. Set date and time. Students will be able to see there is a quiz, but will not be able to access it until the time/date you set.

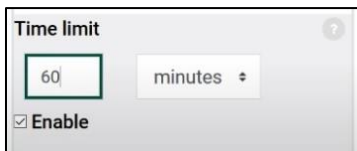
The screenshot shows the 'Open the quiz' configuration panel. It features several dropdown menus and input fields. The 'Day' dropdown is set to '12', the 'Month' dropdown is set to 'June', and the 'Year' dropdown is set to '2020'. Below these, there are input fields for 'Hours' (set to '12') and 'Minutes' (set to '40'). A blue callout box labeled '24-Hour' points to the 'Hours' field. At the bottom of the panel, there is a calendar icon and a checked 'Enable' checkbox.

Note: Rather than using 0:00 to set a due time of midnight, we suggest using 23:55 p.m.

3. **Close date:** Select **Enable**. Set date and time.

Due to possible technical issues, we recommend you allow a window of several hours in which students can take the quiz. As an example, use an open time of 1pm and a close time of 9pm.

4. **Time limit:** Select **Enable**. Enter number of minutes. We recommend setting this for longer than you might normally allow for an in-class quiz to allow for technical issues the student might experience.

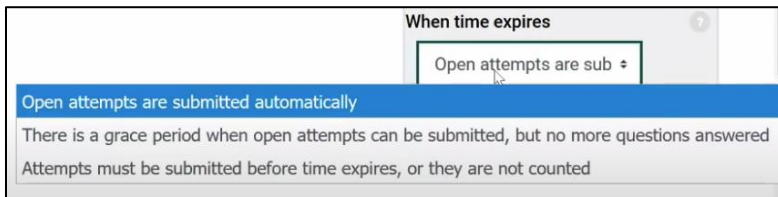


Time limit

60 minutes

Enable

5. Do not change the **When time expires** default setting.



When time expires

Open attempts are sub

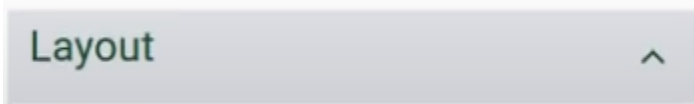
Open attempts are submitted automatically

There is a grace period when open attempts can be submitted, but no more questions answered

Attempts must be submitted before time expires, or they are not counted

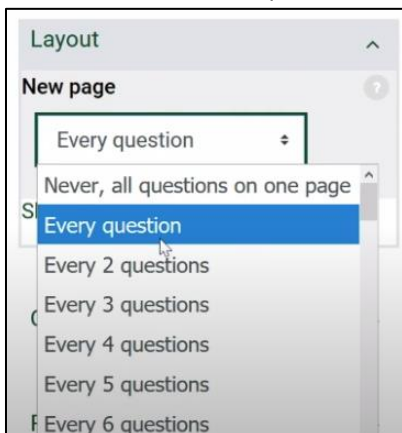
Layout [<back to top>](#)

1. Click on Layout to set the number of questions you want students to see at a time.



Layout

2. Select the number of questions to appear on a page. The default is one question per page.



Layout

New page

Every question

Never, all questions on one page

Every question

Every 2 questions

Every 3 questions

Every 4 questions

Every 5 questions

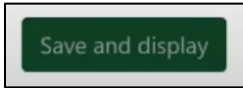
Every 6 questions

Grading [<back to top>](#)

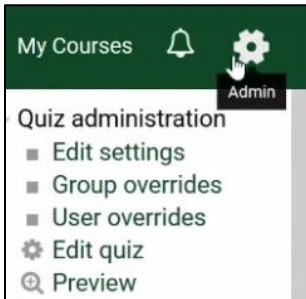
*Note that the grade for a quiz is not set on the **Edit settings** page.*

Access the **Edit quiz** page to set grade and add questions.

1. From the **Edit settings** page, where you set up the quiz, click on **Save and display**.



2. Click on the gear icon, then select **Edit quiz**.



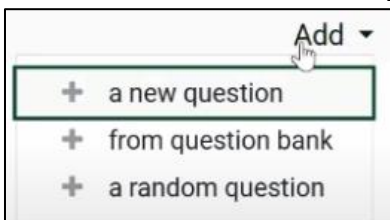
Set Quiz Grade

1. In the **Maximum grade** field, enter the total number of points for the quiz.
The default value for each question is 1.00. If left at 1.00, Moodle will evenly distribute the Maximum grade for each question. As an example, if the maximum grade is 10 and there are four questions in the quiz, each question will be worth 2.25 points.
2. Select **Save** to finish.

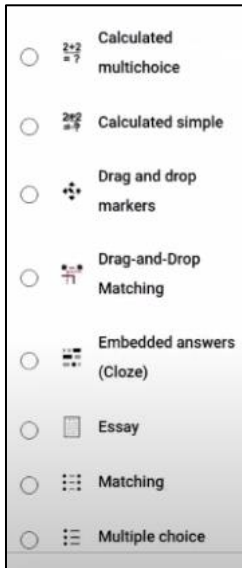


Add New Questions [<back to top>](#)

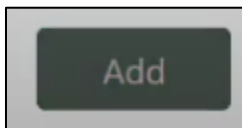
1. Click **Add**, then select **a new question**.



2. Select question type. If you have limited Moodle experience, we recommend multiple choice, true/false, or essay.



3. Select **Add**.



Enter True/False Question

1. Enter **Question name** and **Question text**. The **Question name** is not visible to students. This is visible to you when you are selecting and organizing the quiz questions.
2. Select **Correct answer**.
3. If desired, enter feedback, which students will see based on their response.
4. Click on **Save changes**.
5. Click **Save**. The new question now appears in the list of quiz questions.

Enter Multiple-Choice Question

1. Enter **Question name** and **Question text**. The name is not visible to students. This is visible to you when you are selecting and organizing the quiz questions.

A rectangular input field with a light gray border and a white background. The text 'Question name' is written in the top left corner of the field.

2. Select **One or multiple answers**. Use **Multiple answers allowed** for questions requiring multiple selections, e.g., “select all that apply”.

3. If **Shuffle the choices** is checked, the responses for a question will appear randomly for each student. If one of the responses is something like “all of the above”, be sure to deselect this option.
4. For each **Choice**, enter the response and the **Grade** for that response. If multiple responses are correct, ensure the total grade for all the responses adds up to at least 100%. Feedback for each response is optional.
Note: You must enter at least two choices.

5. Select **Save changes**. The new question now appears in the list of quiz questions.

