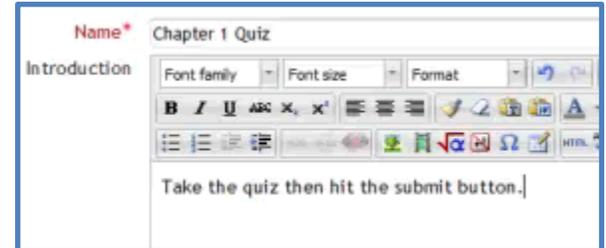


## CREATING THE QUIZ

Once the question bank is established, you can create a quiz. Below is a brief explanation of the many quiz settings. Be sure to watch the video tutorial for more thorough details.

1. Select the **Add an Activity** dropdown box. Click the **Quiz** option.

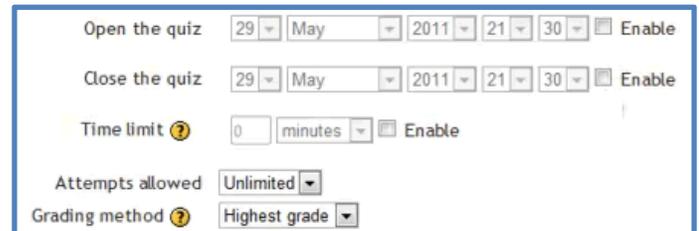
2. Enter the name of the quiz in the **Name** box and instructions for the students in the **Introduction** box.



The screenshot shows the 'Name' field containing 'Chapter 1 Quiz' and the 'Introduction' field containing the text 'Take the quiz then hit the submit button.' A rich text editor toolbar is visible above the introduction text.

3. Parameters for quiz dates, times, and number of attempts

a. Set specific dates for when the quiz will be available by checking the "Enable" boxes to the right of **Open the quiz** and **Close the quiz**. Select the dates and times the quiz may be taken.

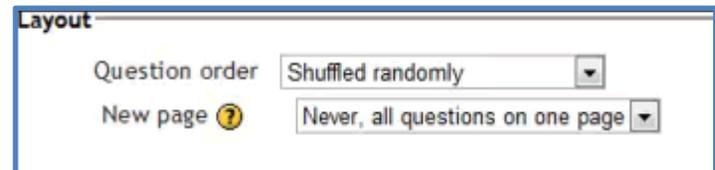


The screenshot shows the 'Parameters' section with the following settings: 'Open the quiz' (29 May 2011, 21:30, Enable), 'Close the quiz' (29 May 2011, 21:30, Enable), 'Time limit' (0 minutes, Enable), 'Attempts allowed' (Unlimited), and 'Grading method' (Highest grade).

b. Set a time limit by checking the "Enable" box next to the **Time limit** feature; set the amount of time.

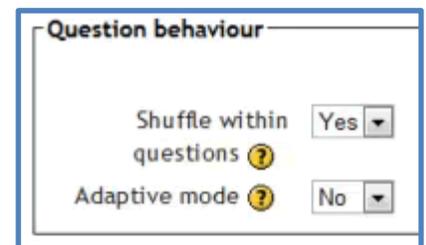
c. **Attempts Allowed** sets how many times students may take the quiz. For practice quizzes, set it to any number or unlimited. For quizzes that will be graded, set to **1**.

4. In the Layout section, the **Question Order** can be set to "Shuffled randomly" which will allow questions to display on the screen in random order for each student. The **New page** option sets how many questions display on one screen at a time.



The screenshot shows the 'Layout' section with 'Question order' set to 'Shuffled randomly' and 'New page' set to 'Never, all questions on one page'.

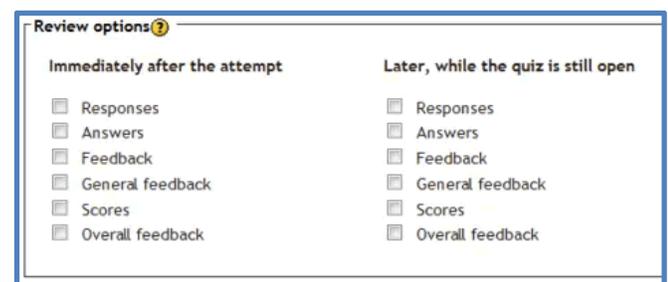
5. **Shuffle within questions** turns on or off the random order of choices within questions (ex: multiple choice or matching options). **Adaptive mode** allows students to try again if their first selection to an answer is not correct. **IMPORTANT!** For graded quizzes, be sure that adaptive mode is set to **No**.



The screenshot shows the 'Question behaviour' section with 'Shuffle within questions' set to 'Yes' and 'Adaptive mode' set to 'No'.

6. Select yes or no to **Show the user's picture** (*this is good when proctoring tests and you don't know the students*). Set **Decimal places in grades** and **Decimal places in question grades**.

7. Check or uncheck the **Immediately after the attempt** boxes. Keep in mind that if these are CHECKED, students will be able to see the correct answers immediately after the quiz is taken. Also check or uncheck the **Later, while the quiz is still open** boxes.



The screenshot shows the 'Review options' section with two columns of checkboxes. The first column is 'Immediately after the attempt' and the second is 'Later, while the quiz is still open'. Both columns have checkboxes for 'Responses', 'Answers', 'Feedback', 'General feedback', 'Scores', and 'Overall feedback'.

8. Consider putting access restrictions on your quizzes. The easiest way to this is through the **Require password** option. Enter a password in the box. Students will not gain access to the quiz until they learn the password.

9. The last option is **Overall feedback**. For this section you can enter comments based upon student scores (Ex: Well Done, Good Job, You need to study more, etc.

