







## Quick Guide for ... Creating a Quiz in Moodle

1. Enter your Course in Moodle.
2. Click on a **Turn editing on** button. (See **Administration** pane on left.)
3. In the desired topic area, click the drop-down arrow following **Add an activity...** and select **Quiz**.
4. An **Adding a new Quiz to topic #** window should appear.
  - a) Fill in a **Name:** for your quiz, such as Sample Quiz
  - b) The **Introduction:** section is for some brief instructions to the students.
  - c) You do not have to do anything with the rest of the items on the page, but if interested click on the question mark in the yellow circle  for additional information. Also, at the bottom of this page, and many other pages in Moodle, there is a link to  **Moodle Docs on for this page** which will take you to additional online help.
  - d) Click on the **Save and display** button at the bottom of the window.
5. An **Editing Quiz** window should appear.
  - a) Find the **Create new question:** area on the left and click on the drop-down arrow.
  - b) Select a question type that sounds familiar to you, such as **True/False** or **Multiple Choice**.
6. An **Editing a .... question** window should appear.
  - a) Try to follow through the on-screen instructions to create your question. (Remember to use the  buttons and/or  **Moodle Docs on for this page** link for help.)
  - b) When finished, click on the **Save changes** button at the end of the window.
7. Create several additional questions as explained in steps 5 and 6 above.
8. Now that you have several questions created, click on the **Select all** button in the lower right area of the screen and then click on the **<<Add to quiz** button.
9. Your selected questions will copy over to the left side of the screen.
  - a) If you make any modification, click on the **Save changes** button.
  - b) To try your quiz out, click on the **Preview** tab in the upper middle area of the window.
    - 1) As you take your quiz, you will need to click on the **Submit all and finish** button at the end of the quiz to see the graded results.
    - 2) You may click on **Start again** to take the quiz again or click on the **Edit** tab to return to the quiz editing window.
10. If you want to see how students would see your practice course and quiz, return back to your course home page, click on the drop-down arrowhead button at the end of the **Switch role to...** text box (upper right area of screen) and select **Student** in order to change the view to a how a student would see your course. You can then access and complete your quiz just like a student would have to do.

### Help:

Remember to use the  buttons found next to various items in Moodle and/or the  **Moodle Docs on for this page** link found at the bottom of many pages in Moodle for online help.

Additional information on working with **Quiz** can be found at <http://docs.moodle.org/en/mod/quiz/mod>

For personal assistance, please contact Jim Grunwald at <mailto:grunwajr@mlc-wels.edu>.