

INSTITUTION VERSION
OF
Moodle Online Assessment /
Quiz Administration

Administration of the Moodle 3.3 Quiz

Preparing for ONLINE ASSESSMENT!

updated 2017

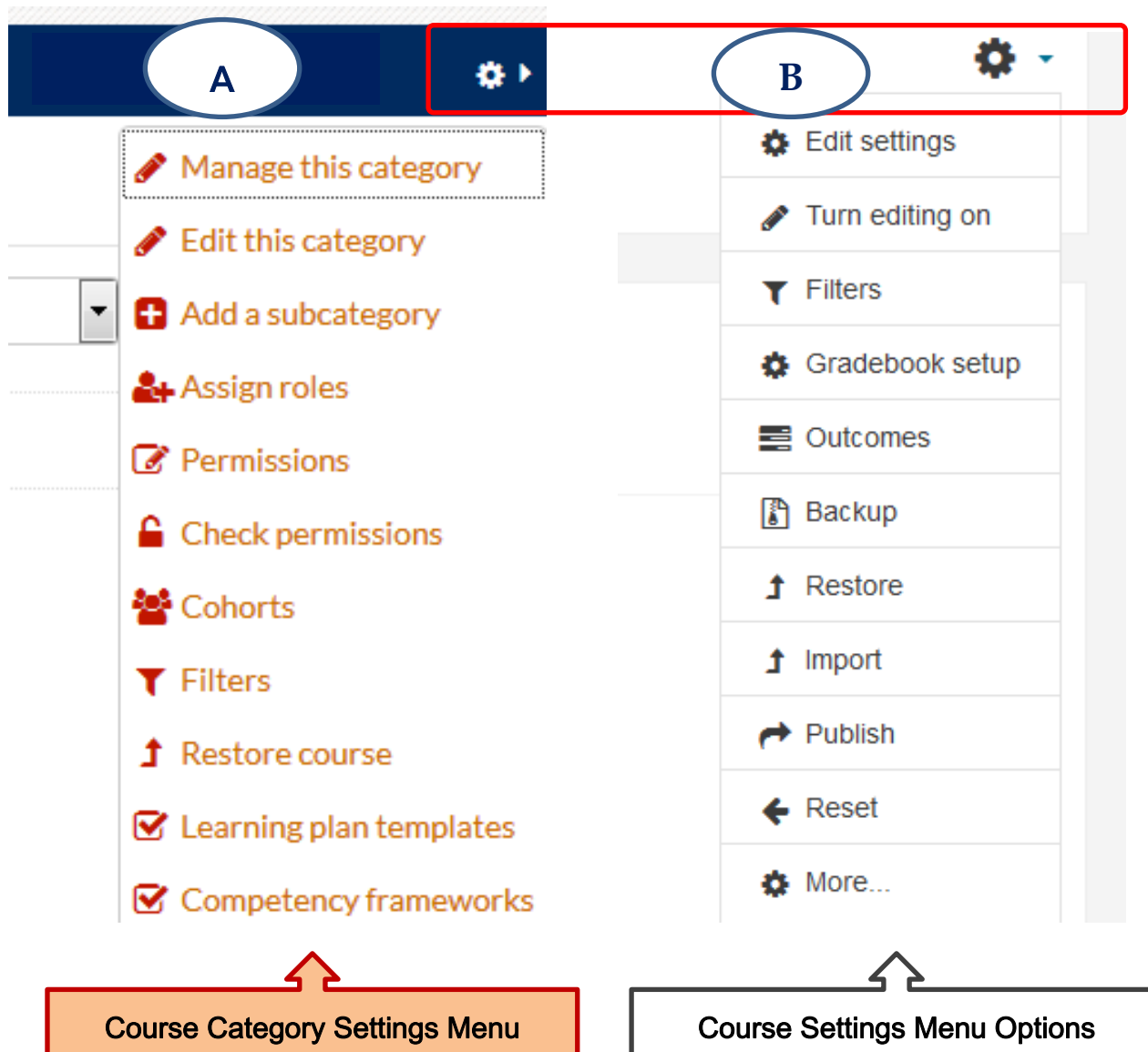
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Understanding the GUI (look) of Moodle 3.3

Initial Step: Go to the Moodle site to add the assessment; **example** - <http://etmu.heart-nta.org>

Each MOODLE site is made up of Blocks and Links which allows the users to get certain jobs done. In the new Moodle 3.1 and above, go to the **gear icon** to edit settings for the page.



Click on the arrow beside the **gear icon**, to get additional options in the drop-down menu that appears.

The options for the A above represent the menu for Course Category Settings, and B represent options for Course settings.

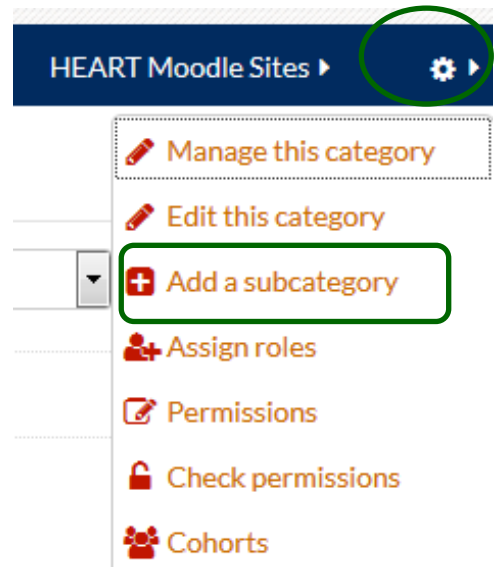
Please note that the location of the **gear icon** may differ slightly due to the type of **theme** being used for Moodle.

Theme* - The template that determines the appearance and layout of the site.

Create Site Categories and Programmes/ Courses

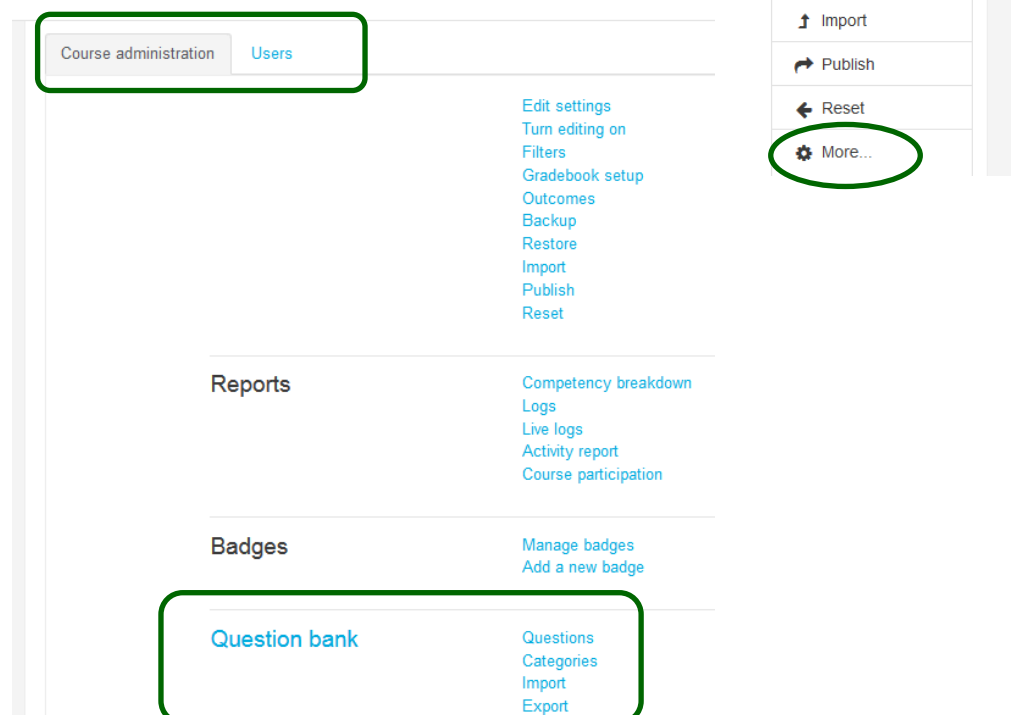
This can only be done by Administrators, Managers or Course Creators

1. Click on the **Assessment Only Category/ Link** on the front page of your institution's Moodle Site
2. Select the **gear icon** for **Course Category Settings** (OPTIONAL go to bullet 4)
3. Click **Add a subcategory** and create a category for the industry in which the programme will fall (another subcategory can also be created for the sector as well) (OPTIONAL, go to bullet 4)
4. Create a NVQ Programme by clicking on the **Add a new course** button
5. Complete the settings for the course
6. Click **Save Changes**, then continue to Course



Create Categories for Questions –Units and Taxonomies

1. Select the programme / course, if you are not yet in the course or if it has not yet been selected
2. While in the programme go to the **Course settings gear icon**, and click arrow
3. Click **More** at the bottom of **drop-down list**
4. Under the **Course Administration** tab
5. Go to the **Question Bank** section
6. Select **Categories**



7. Create a **category for each unit UNDER the course category**. The course category will appear in Parent Category field (See example below)
8. Add name of unit in Name field
9. Click **Add category** button

▼ Add category

Parent category ?

Name !

Category info

Paragraph **B** *I* [List icons] [Link icon] [Image icon] [Video icon]

Unit with questions for Develop advanced 2D character rigging

Path: p

Add category

10. Create categories within the unit, as subcategories, for the six Taxonomies where the questions will fall (see example below)
 - i. Knowledge
 - ii. Comprehension
 - iii. Analysis
 - iv. Application
 - v. Evaluation
 - vi. Synthesis
11. Click **Add category** button
12. Repeat until all taxonomies have been created for each unit

▼ Add category

Parent category ?

Name !

Category info

Paragraph **B** *I* [List icons] [Link icon] [Image icon] [Video icon]

Questions for the Knowledge Taxonomy

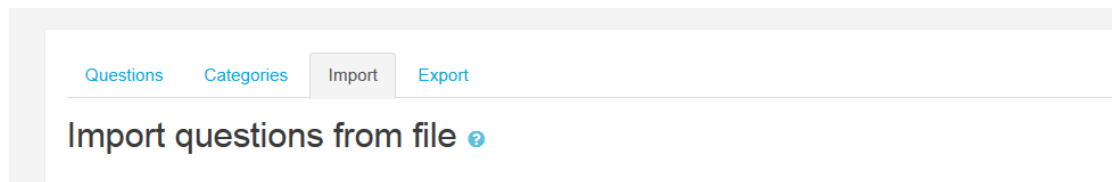
Path: p

Add category

Add / Upload Questions to Question Bank based on Categories

To do this section, you should have created the notepad .txt file with questions (see last page of this document for instructions)

1. Click **Import** tab, within the **Question Bank section**



2. Check the **file format** for the **Aiken Format** option
3. Under **General**, beside Import Category field, select arrow to get the category to add questions to (see options selected below)
4. Import the NOTEPAD (.txt) file
 - a. *Use choose file and find the file where it was saved*
 - b. *Drag and drop file in import area*
5. Click the **Import Button**

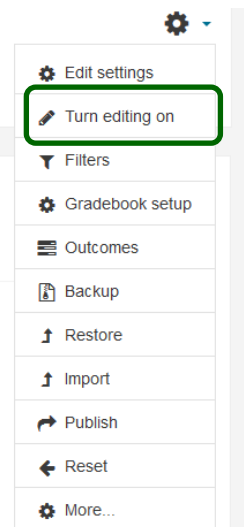
 A screenshot of the 'Import questions from file' form in Moodle. The form is divided into several sections. The 'File format' section has a list of radio buttons, with 'Aiken format' selected and circled in green. The 'General' section has a dropdown for 'Import category' set to 'Default for NAT', and checkboxes for 'Get category from file' and 'Get context from file' both checked. Below this are dropdowns for 'Match grades' (set to 'Error if grade not listed') and 'Stop on error' (set to 'Yes'). The 'Import questions from file' section has a 'Choose a file...' button and a large dashed box for dragging and dropping files, with a blue arrow pointing down and the text 'You can drag and drop files here to add them.' Below this is an 'Import' button, also circled in green.

NOTE:

1. If questions are uploaded well, it will let you know how many questions have been uploaded
2. Go to **Questions tab** to see the questions added under each category

Create an Assessment Link in programme/course

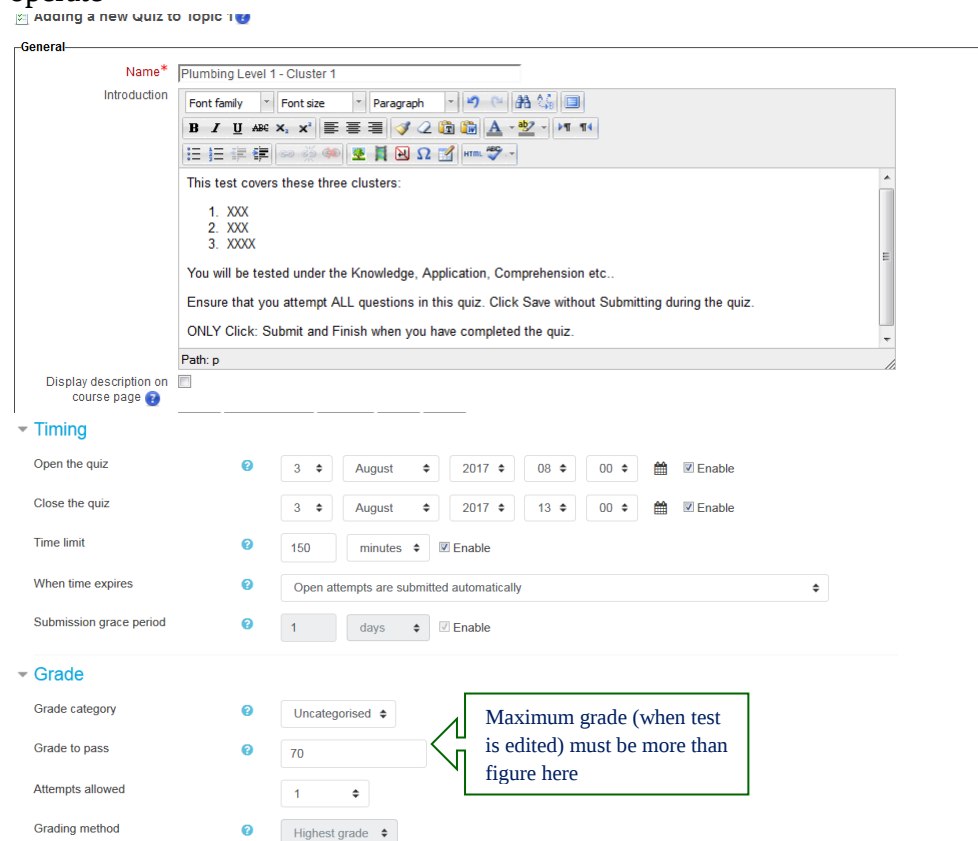
1. Go to the **Programme/course** that the assessment will be done
2. Go to the **Course Settings icon** and select **Turn Editing On**



3. Name the topic or week appropriately by clicking on pencil icon (see image below for example)
4. Select **Add an Activity or resource**
5. Look for and choose **Quiz** from the list and the click **Add**



6. Fill in the areas as seen below, this will determine how the quiz/ assessment will operate



Layout

New page ? Never, all questions on one page ▾

Navigation method ! ? Free ▾

[Show less...](#)

Question behaviour

Shuffle within questions ? Yes ▾

How questions behave ? Deferred feedback ▾

Allow redo within an attempt ! ? No ▾

Each attempt builds on the last ! ? No ▾

Review options ?

During the attempt	Immediately after the attempt
☒ The attempt	☐ The attempt
☒ Whether correct	☒ Whether correct
☒ Marks	☒ Marks
☒ Specific feedback	☒ Specific feedback
☒ General feedback	☒ General feedback
☒ Right answer	☒ Right answer
☐ Overall feedback	☐ Overall feedback
Later, while the quiz is still open	After the quiz is closed
☐ The attempt	☒ The attempt
☒ Whether correct	☒ Whether correct
☒ Marks	☒ Marks
☒ Specific feedback	☒ Specific feedback
☒ General feedback	☒ General feedback
☒ Right answer	☒ Right answer
☒ Overall feedback	☒ Overall feedback

Display

Show the user's picture ? No ▾

Decimal places in grades ? 0 ▾

Decimal places in question grades ? Same as for overall grades ▾

Show blocks during quiz attempts ? No ▾

[Hide advanced](#)

Extra restrictions on attempts

Require password ? Good To Do! ☒ Unmask

Require network address ?

Enforced delay between 1st and 2nd attempts ? 0 minutes ▾ ☐ Enable

Enforced delay between later attempts ? 0 minutes ▾ ☐ Enable

Browser security ? None ▾

[Hide advanced](#)

Overall feedback ?

Grade boundary 100%

Feedback

Font family ▾ Font size ▾ Paragraph ▾

B ***I*** **U** **ABC** **X₁** **X₂** **X₃** **X₄** **X₅** **X₆** **X₇** **X₈** **X₉** **X₁₀** **X₁₁** **X₁₂** **X₁₃** **X₁₄** **X₁₅** **X₁₆** **X₁₇** **X₁₈** **X₁₉** **X₂₀** **X₂₁** **X₂₂** **X₂₃** **X₂₄** **X₂₅** **X₂₆** **X₂₇** **X₂₈** **X₂₉** **X₃₀** **X₃₁** **X₃₂** **X₃₃** **X₃₄** **X₃₅** **X₃₆** **X₃₇** **X₃₈** **X₃₉** **X₄₀** **X₄₁** **X₄₂** **X₄₃** **X₄₄** **X₄₅** **X₄₆** **X₄₇** **X₄₈** **X₄₉** **X₅₀** **X₅₁** **X₅₂** **X₅₃** **X₅₄** **X₅₅** **X₅₆** **X₅₇** **X₅₈** **X₅₉** **X₆₀** **X₆₁** **X₆₂** **X₆₃** **X₆₄** **X₆₅** **X₆₆** **X₆₇** **X₆₈** **X₆₉** **X₇₀** **X₇₁** **X₇₂** **X₇₃** **X₇₄** **X₇₅** **X₇₆** **X₇₇** **X₇₈** **X₇₉** **X₈₀** **X₈₁** **X₈₂** **X₈₃** **X₈₄** **X₈₅** **X₈₆** **X₈₇** **X₈₈** **X₈₉** **X₉₀** **X₉₁** **X₉₂** **X₉₃** **X₉₄** **X₉₅** **X₉₆** **X₉₇** **X₉₈** **X₉₉** **X₁₀₀** **X₁₀₁** **X₁₀₂** **X₁₀₃** **X₁₀₄** **X₁₀₅** **X₁₀₆** **X₁₀₇** **X₁₀₈** **X₁₀₉** **X₁₁₀** **X₁₁₁** **X₁₁₂** **X₁₁₃** **X₁₁₄** **X₁₁₅** **X₁₁₆** **X₁₁₇** **X₁₁₈** **X₁₁₉** **X₁₂₀** 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7. Select The Response based on **Grade Boundary**, whether it will be you have attained a tentative Range 5-1 which will need verification.
8. Select **Grouping** if needed
9. **Save and display or Return to course**
10. Your **Assessment Link is now created and ready for Questions to be added** from the Question Bank

Add Questions to Assessment / Quiz Link

6. After creating the assessment link above, the link will show this:

Write an introduction for the quiz. A user will see the introduction immediately after clicking on the quiz name. They will see this description before they click on the "Attempt quiz" link and thus before the quiz timer is started (if used). This is a good place to include any special instructions for taking the quiz like the number of attempts allowed, time limit or scoring rules etc.

7. If **no questions have been added yet** THEN click the **Edit Quiz button** (see above) to add questions

8. Click the arrow beside **Add** to add questions from **Question Bank** or create **new question or add questions randomly**
9. You will now be able to select questions from various categories.
 - a. Example according to picture below, I can select the main category (programme) and choose questions from the programme, unit or the taxonomy.

10. You can chose which questions to **add to the quiz** by **checking the box** beside the relevant question and you can preview the question in full by **selecting the magnifying glass with +**. This can help you to determine how that question should behave.

i. Click on the **magnifying glass with +** to see what the settings look like

11. Once all questions have been selected, the page will now appear as seen here:



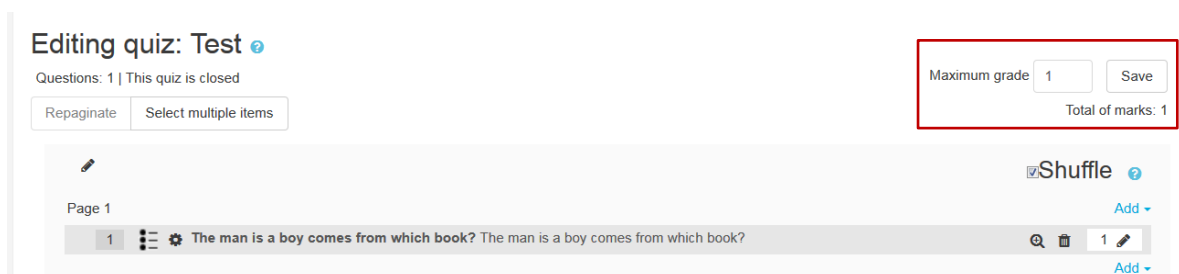
12. You can **Add** more questions by Units and Taxonomies

- You can edit each question to add images for questions
- You can edit each question to adjust the settings (**example, some questions should not be shuffled or they will affect the answers**)
- You can also add new questions to the bank!

13. Questions each have a score; some questions may be worth more than 1...

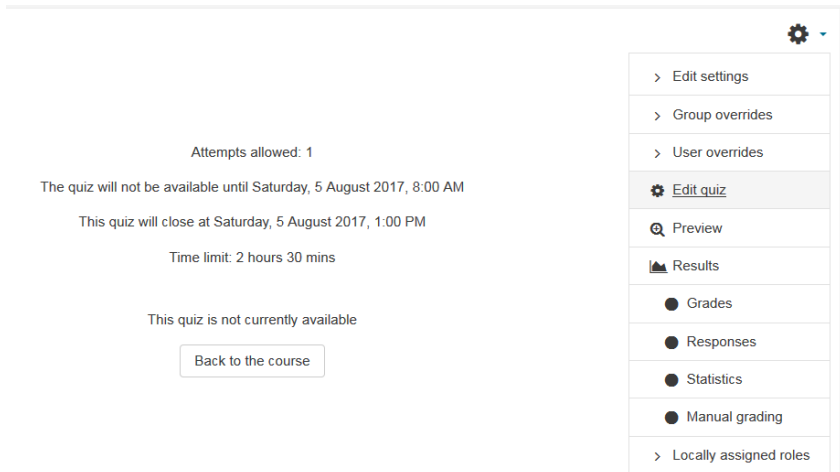
14. **Maximum Grade must match with total marks given for all questions**

- Example:** For the 4 questions above, there is 1 mark each so Maximum they can get is 4 marks!



Add More Questions after you think you have finished

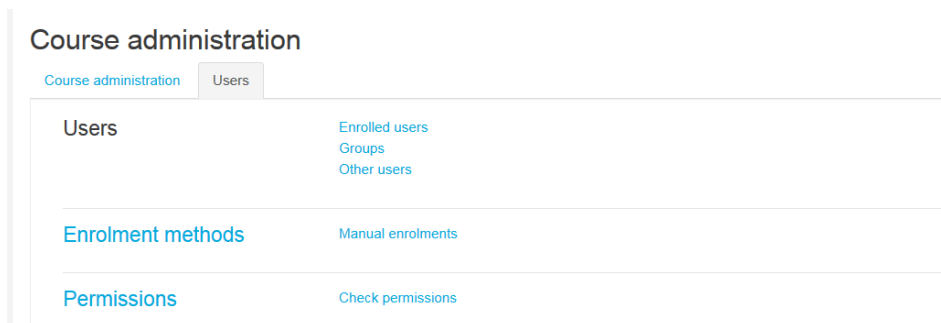
1. Go back to the Assessment Link that was created
2. Click gear icon, for edit settings, you can:
 - a. **Edit settings of quiz:** to change how you expect quiz to operate such as Change dates, time, password etc
 - b. Select **Edit Quiz** to:
 - i. Add more questions, based on categories
 - c. **Select Preview** to look at how the quiz works



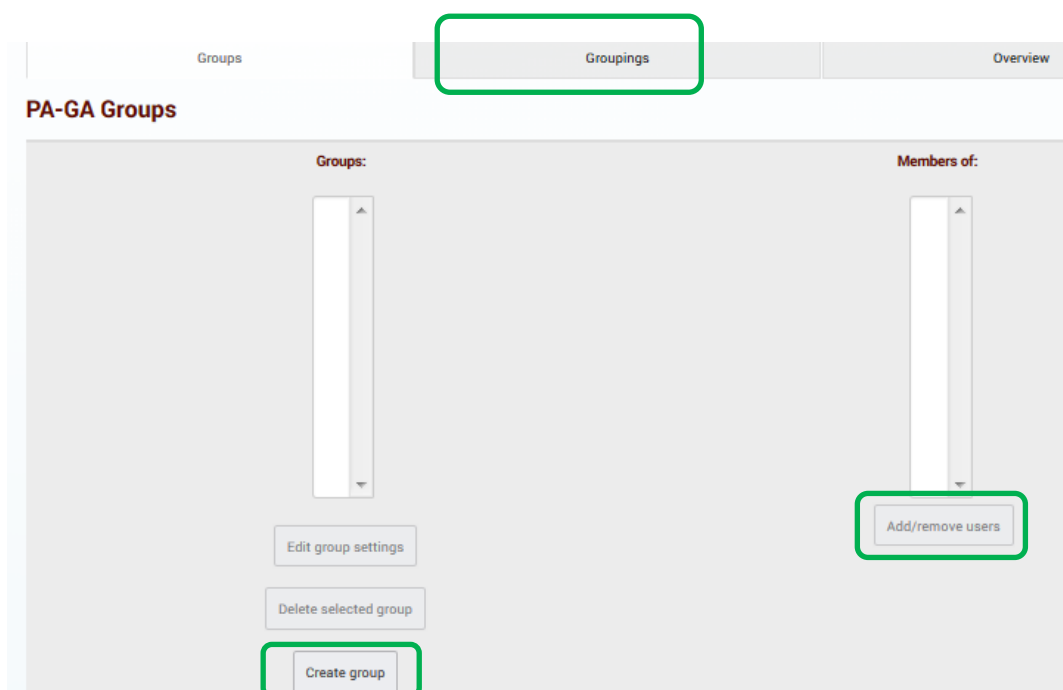
Assign Groups / groupings to Quiz

Create Groups and add users

1. Select **gear icon on course page for Course Settings**
2. Then select **More**



3. Then select **Users tab**
4. Go to **Groups**



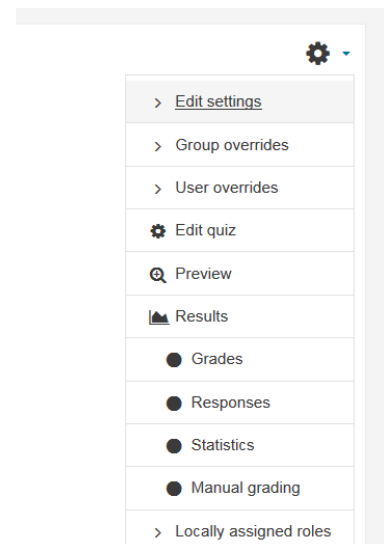
5. Select the **Create Group** button, to create the group (example, Tourguidemorning)
6. Select newly created group, THEN Click Add/Remove users, to add new users to the group which was created
 - a. NOTE: If there are no users added to the course you will have no one to add to the groups

Create Grouping and put groups in Grouping

1. Go to **Groupings Tab**, create Grouping (which is similar to a class)
2. Put group in Grouping
3. Grouping can now be assigned to the Quiz

Assign Groupings to Quiz

1. Go to **Assessment/Quiz link** on Course page
2. Click gear icon to go to **Editing Settings**
3. Go to bottom of page that appears and click **Common Module Setting**
4. Select the **grouping** to assign to the quiz
5. Check **Only this grouping will see**
6. **Save changes**

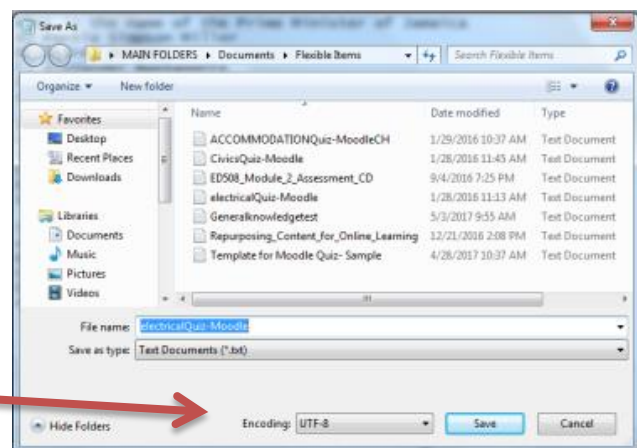


Retrieve Grades and Export Assessment Results

1. **Go to the Course** in which Assessment is in
2. Select the **Assessment/Quiz link** on Course page
3. Click gear icon to go to **Editing Settings**
4. Go to **Results**
5. Then select **Grades**
 1. **You can also go to Responses OR**
 2. **Manual grading** to grade an essay or a short answer etc
6. Click on the specified assessment in Grades list, to view **Results**
7. **Download in Excel Format**

SETTINGS FOR MOODLE NOTEPAD QUIZ TEMPLATE:

1. Use the Moodle Notepad Quiz Template; design your Multiple Choice or TRUE & FALSE questions.
2. Follow the example seen in the template
3. Do not use numbers for the questions
4. Do not press enter for the question. ** If it is long just continue typing until it wraps itself.
5. Add additional until you cover the 10 questions.
6. **Save as Name of Quiz.**
With Encoding UTF-08



THANKS FOR YOUR TIME!!