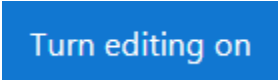


Adding a Quiz to the Course Page

Step-by-Step

1. On your course, click the **Turn editing on** button.

A blue rectangular button with the text "Turn editing on" in white.

2. In the topic where the link to the **Quiz** should appear, click on the **Add an activity or resource** link.

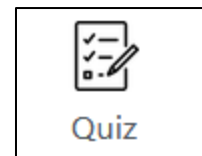
The **Add a new activity or resource** pop-up appears.

A white rectangular button with a blue border, containing a plus sign and the text "Add an activity or resource".

3. Select **Quiz** in the **Activities** tab.

The **Adding a new Quiz** page appears.

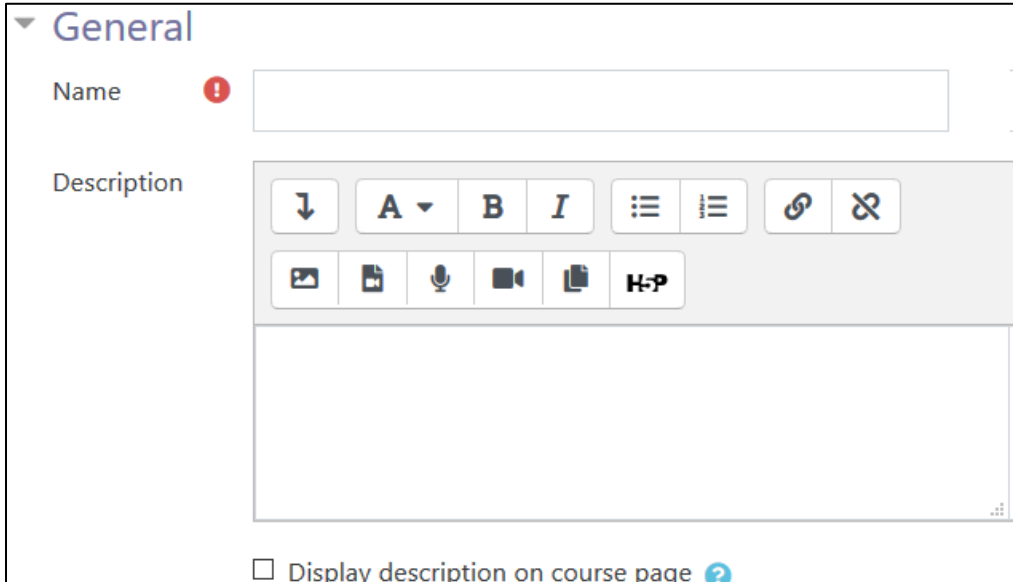
4. The **Add an activity or resource** pop up appears.



5. Select **Quiz** in the left panel under **ACTIVITIES**.

The **Add a new Quiz** window appears.

The **General** section is used to enter descriptive information about the **Quiz**.

A screenshot of the "General" section in a course management interface. It includes a "Name" field with a red warning icon, a "Description" field with a rich text editor toolbar (containing icons for bold, italic, list, link, unlink, and media), and a checkbox labeled "Display description on course page" with a question mark icon.

6. Type a descriptive name for your **Quiz** in the **Name** text box. Click the **Show editing** tools tab in the **Description** text box to display the Text editor toolbar if needed.
7. Type a description or special instructions for the students in the **Description** field.
8. Do not select **Display the description** on the **course page**. Students will see this information when they click the **Quiz** link.

Teachers can control how the **Quiz** works by changing the settings found in each of the topics located below the **General** settings. They can expand either all the topics by clicking the **Expand all** link above and to the right of the **General** section or expand only one section at a time.

9. The **Timing** section allows teachers to set an opening and closing date for the **Quiz**, or a time limit for the **Quiz** and a grace period. If none of these options are chosen, then the **Quiz** will be available to the students at any time - as long as the teacher has chosen to show the **Quiz**.

▼ **Timing**

Open the quiz	?	5	May	2020	13	42	<input checked="" type="checkbox"/> Enable
Close the quiz		5	May	2020	13	42	<input checked="" type="checkbox"/> Enable
Time limit	?	90	minutes	<input checked="" type="checkbox"/> Enable			
When time expires	?	Open attempts are submitted automatically					

10. The **Grade** section allows teachers to choose a grade book category to which the grades are assigned, set the number of allowable attempts and the grading method they wish to use, such as **First attempt**, **Average attempt**, **Last attempt** or **Highest grade**.

▼ **Grade**

Grade category	?	Uncategorised
Grade to pass	?	
Attempts allowed		Unlimited
Grading method	?	Highest grade

11. The **Layout** section allows teachers to choose the pagination of questions. The number of questions that appear on a screen can be determined in the **New page** pop-up. Teachers can also choose the navigation as **Free** or **Sequential**.

Layout

New page ? Every question

Navigation method ! ? Free

12. The **Question behaviour** section allows teachers to shuffle choices within the questions and provide feedback using the **Adaptive mode**, **Deferred feedback**, **Immediate feedback**, or **Interactive with multiple tries**, based on the student's performance.

Question behaviour

Shuffle within questions ? Yes

How questions behave ? Deferred feedback

Each attempt builds on the last ! ? No

13. The **Review options** section offers a wide variety of choices, such as whether students can review immediately after their attempts, later while the **Quiz** is still open, or after it has been closed. Teachers can use these options to set whether students can view marks, general, specific or overall feedback, or the right answer.

Review options ?

<p>During the attempt</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> The attempt ? <input checked="" type="checkbox"/> Whether correct ? <input checked="" type="checkbox"/> Marks ? <input checked="" type="checkbox"/> Specific feedback ? <input checked="" type="checkbox"/> General feedback ? <input checked="" type="checkbox"/> Right answer ? <input type="checkbox"/> Overall feedback ? 	<p>Immediately after the attempt</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> The attempt <input checked="" type="checkbox"/> Whether correct <input checked="" type="checkbox"/> Marks <input checked="" type="checkbox"/> Specific feedback <input checked="" type="checkbox"/> General feedback <input checked="" type="checkbox"/> Right answer <input checked="" type="checkbox"/> Overall feedback
<p>Later, while the quiz is still open</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> The attempt <input checked="" type="checkbox"/> Whether correct <input checked="" type="checkbox"/> Marks <input checked="" type="checkbox"/> Specific feedback <input checked="" type="checkbox"/> General feedback <input checked="" type="checkbox"/> Right answer <input checked="" type="checkbox"/> Overall feedback 	<p>After the quiz is closed</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> The attempt <input checked="" type="checkbox"/> Whether correct <input checked="" type="checkbox"/> Marks <input checked="" type="checkbox"/> Specific feedback <input checked="" type="checkbox"/> General feedback <input checked="" type="checkbox"/> Right answer <input checked="" type="checkbox"/> Overall feedback

14. The **Appearance** section allows teachers to show or hide the user's picture, as well as set the number of decimal places in grades and in questions.

▼ **Appearance**

Show the user's picture ? No image ▾

Decimal places in grades ? 2 ▾

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

Show blocks during quiz attempts ! ? No ▾

15. The **Extra Restrictions on attempts** section enables teachers to set a password. The **+ Show more...** link displays more **Extra restrictions** such as the need for a network address to ensure that students are completing the **Quiz** within a specified location. This section also allows teachers to set a delay or wait time between attempts and specific **Browser security** settings that can control how the **Quiz** is displayed to the students.
16. The **Overall feedback** section enables teachers to provide general feedback based on the score that is achieved in the **Quiz**.

▼ **Extra restrictions on attempts**

Require password ? Click to enter text ✎ 👁

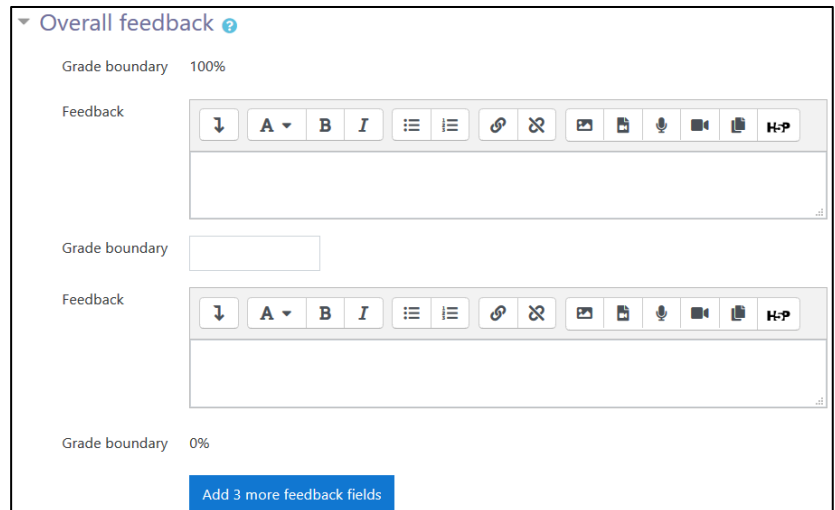
Require network address ! ?

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

Enforced delay between later attempts ! ? 0 minutes ▾ Enable

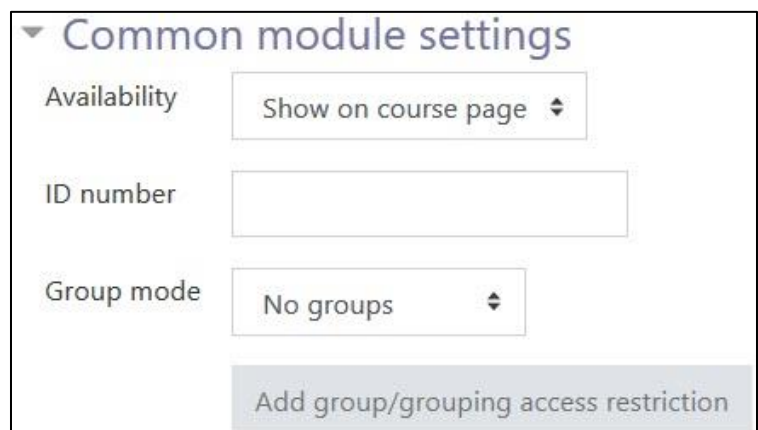
Browser security ! ? None ▾

Allow quiz to be attempted offline using the mobile app ! ? No ▾



The screenshot shows the 'Overall feedback' settings in Moodle. It features two feedback fields. The top field has a 'Grade boundary' of 100% and a 'Feedback' text area with a rich text editor toolbar. The bottom field has a 'Grade boundary' of 0% and a similar 'Feedback' text area. A blue button at the bottom right says 'Add 3 more feedback fields'.

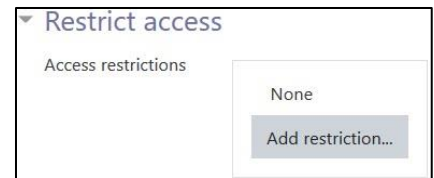
Settings in the **Common module** section are common to many Moodle activities and resources.



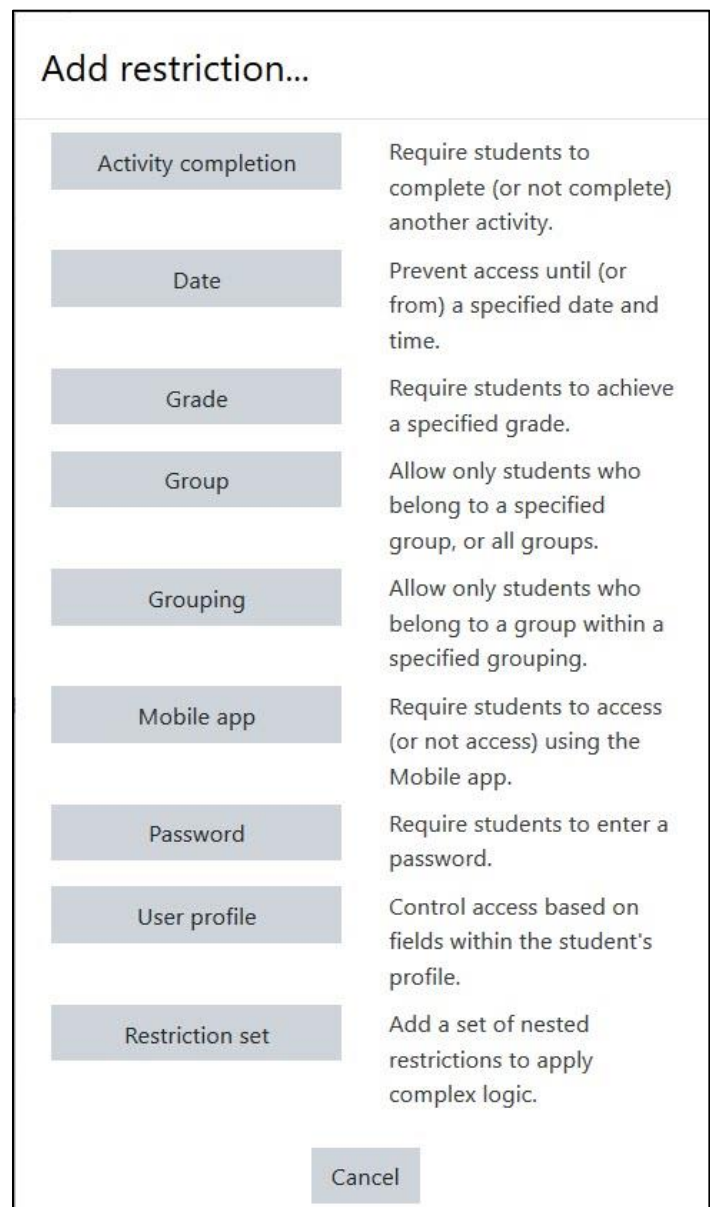
The screenshot shows the 'Common module settings' section. It includes three settings: 'Availability' set to 'Show on course page', 'ID number' with an empty text input field, and 'Group mode' set to 'No groups'. Below these is a button labeled 'Add group/grouping access restriction'.

17. The **Availability** setting is used to **Show/Hide** the activity. This is identical to using the **Show/Hide** icons when the Turn editing on function is enabled on a course home page.
18. The **ID Number** setting sets an ID number for advanced use of the grade book. (This is not used in the LINC courseware.)
19. The **Group mode** setting enables the use of groups. (More information is available in the **Groups** documentation in the Stage 3 **Course Management** section.)
20. The **Grouping** option enables the use of groupings (a collection of groups).

Settings in the **Restrict access** section can be used to limit access to the activity. (More information is available in the **Conditional Release** section of the Stage 3 **Course Management** section.)



21. Click on the **Add restriction...** button to display the **Add restriction** pop up.




22. Settings in the **Activity completion** section are used to set completion tracking, grading options and the expected completion date. (More information is available in the **Completion Tracking** documentation in the Stage 3 **Course Management** section.)

▼ **Activity completion**

Completion tracking Students can manually mark the activity as completed ▾

- Do not indicate activity completion
- Students can manually mark the activity as completed**
- Show activity as complete when conditions are met

Expect completed on 20 ▾ April ▾ 2020 ▾ 11 ▾ 38 ▾  Enable

The **Tags** sections can be used to add keywords to the assignment.

▼ **Tags**

Tags No selection

▾

23. Click on the **Save and display** button to save/update the activity or click the **Save and return to course** button.

This action does not add any questions to your **Quiz**, but **Save and display** allows you to add questions one by one or to add them from the **Question bank**.

The **Quiz** activity link appears in the topic section where you added the **Quiz**.

