

**University of Technology, Jamaica**  
**Office of Distance Learning (ODL)**  
**Academic Affairs Division**

*Facilitating Technology-Mediated Educational Opportunities for Diverse Learners*

## 1.0. Learning Activity: Setting up the Quiz Activity in a Module

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### Step 1:

On your module page, *turn editing on* and after determining the section/topic under which you wish to administer the quiz, click on the button: + *Add an Activity or Resource*

### Step 2:

Select *Quiz* from the list of activities

### Step 3:

Scroll to the bottom of the page and click *Add*

### Step 4:

Configure settings for the quiz; input the pertinent details:

- a. Quiz name
- b. Date and time of quiz
- c. Duration/time limit
- d. Layout options
- e. Set question behaviour (it is recommended that you enable shuffling for all questions)
- f. Configure other options

The screenshot shows the 'General' configuration tab for a quiz. It includes a 'Name' field with the text 'Test Quiz'. Below it is a 'Description' field with a rich text editor toolbar containing icons for bold, italic, list, link, unlink, image, video, and file. There is a checkbox for 'Display description on course page' which is currently unchecked. At the bottom, there are expandable sections for 'Timing', 'Grade', 'Layout', and 'Question behaviour'.

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**Step 5:**

Save and return to course **or** save and display

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## 2.0. Learning Activity: Editing the Quiz/Adding Questions

Now that you have set up the activity in the module, it is time to add the questions.

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**Step 1:**

On the module home page, click on the name of the quiz

**Step 2:**

Change maximum grade to 100 → Save

**Step 3:**

Click *Edit Quiz* to add questions (see Administration Block → Quiz Administration → Edit Quiz)

**\*Questions can be added to the quiz in the following ways:**

- Adding individual questions → Click *add a new question* (See section 3.0)
- Question bank (adding questions in bulk) → Click *add from question bank* (See section 4.0)
- Random questions (See section 5.0)

**Step 4:**

After adding the questions to the quiz, review the quiz → administration block → preview

**OR**

click on the quiz name in the breadcrumb trail → preview quiz now

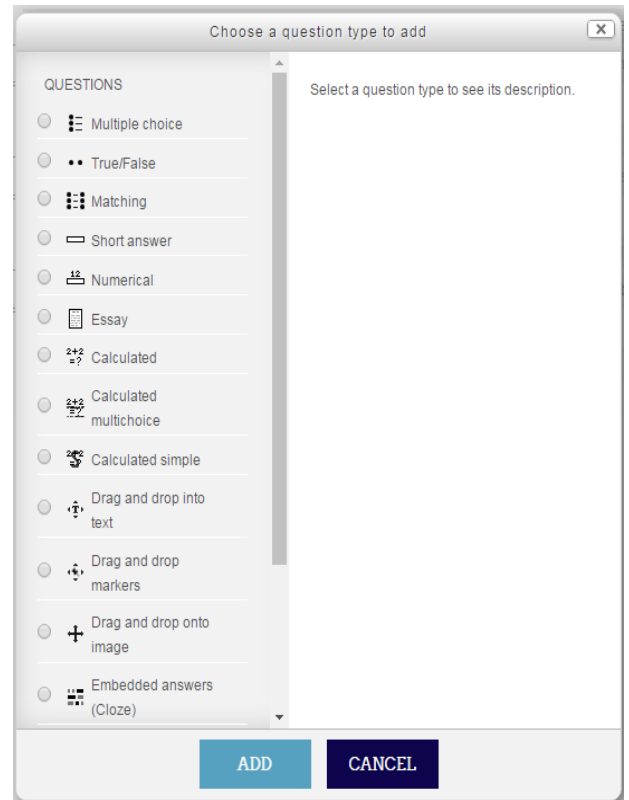
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The image shows a screenshot of the Moodle quiz administration interface. On the left is a sidebar menu titled "Administration" with a sub-section "Quiz administration" containing options like "Edit settings", "Group overrides", "User overrides", "Edit quiz", "Preview", "Results", "Locally assigned roles", "Permissions", "Check permissions", "Filters", "Logs", "Backup", "Restore", and "Question bank". A red arrow points from the "Edit quiz" option in the sidebar to the "EDIT QUIZ" button in the main content area. The main content area shows "Quiz 1" with a "Grading method: Highest grade" dropdown, a message box stating "No questions have been added yet", and two buttons: "EDIT QUIZ" and "BACK TO THE COURSE". Another red arrow points from the "EDIT QUIZ" button back to the sidebar menu.

### 3.0. Learning Activity: Adding Different Question Types to a Quiz

Moodle 3.1. has the following question type templates. To add/create a new question, select your choice from the list and click *add*:

- I. **Multiple choice question** : allows the selection of a single or multiple responses from a pre-defined list
- II. **True/false**: A simple form of multiple choice question with just the two choices 'True' and 'False'.
- III. **Matching**: The answer to each of a number of sub-question must be selected from a list of possibilities.
- IV. **Short answer**: Allows a response of one or a few words that is graded by comparing against various model answers, which may contain wildcards
- V. **Numerical**: Allows a numerical response, possibly with units, that is graded by comparing against various model answers, possibly with tolerances
- VI. **Essay**: Allows a response of a few sentences or paragraphs. This must then be graded manually.
- VII. **Calculated** (multi-choice/simple): Calculated questions are like numerical questions but with the numbers used selected randomly from a set when the quiz is taken.
- VIII. **Drag and drop into text**: Missing words in the question text are filled in using drag and drop.
- IX. **Drag and drop markers**: Markers are dragged and dropped onto a background image.
- X. **Drag and drop onto image**: Images or text labels are dragged and dropped into drop zones on a background image.
- XI. **Embedded answers (cloze)**: Questions of this type are very flexible, but can only be created by entering text containing special codes that create embedded multiple-choice, short answers and numerical questions
- XII. **Random short-answer matching**: Like a Matching question, but created randomly from the short answer questions in a particular category.
- XIII. **Select missing words**: Missing words in the question text are filled in using dropdown menus.



## 4.0. Learning Activity: Building a Question Bank

The Question Bank is a feature that allows a teacher to create a database of questions.

Questions can be individually added to the Bank or imported using different formats. Included are proprietary quiz software formats, text files and Moodle formats.

### 4.1. Using the Gift Format

The **GIFT format** uses a text editor to write multiple-choice, true-false, short answer, matching, missing word and numerical questions in a simple format that can be imported to Moodle.

#### Step 1:

Open the **Notepad** application to save questions in the appropriate format [UTF-8]

Go to: Start → Programs → Accessories → Notepad

#### Step 2:

If you already have questions in a Word Document, copy and paste the questions to Notepad - - If not, type your questions in Notepad

#### Step 3:

Format the questions as illustrated in the table:

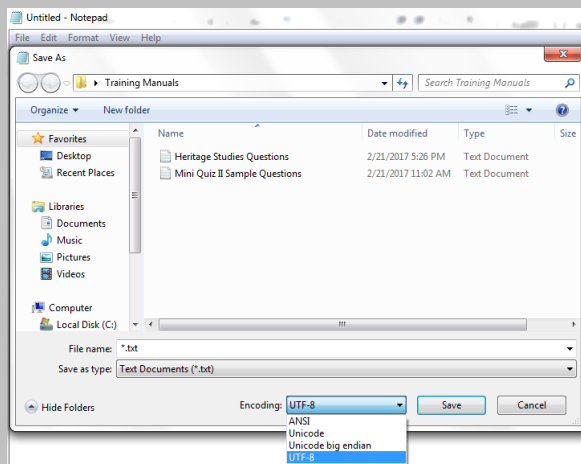
Question Type	Example Format*
Multiple Choice	Who's buried in Nanny's tomb? {~Norman ~Samuel ~Paul =no one}
True/False	Paul Bogle was our first Prime Minister {F}
Essay	Discuss the importance of National Heroes. { }
Matching	Match each of these individuals to the month in which they were born: { =Nanny -> January =Paul -> June =Samuel -> May =George -> September =Norman -> February }
Missing word	Although he was the youngest {=Andrew ~Percival ~Michael} was the shortest serving prime minister of Jamaica.
Number	In what year did Jamaica become an independent nation? {#1962}
Short Answer	In which parish was Usain Bolt born? {=Trelawny}

Table 1 – Configuring the question types of a quiz

\*The questions should NOT be numbered → Use the curly bracket { } to distinguish questions from answers → Correct answers are preceded by an equal = sign → Incorrect responses are preceded by a tilde ~ → A blank line should separate the questions; hit the Enter key at the end of the answer line.

**Step 4:**

After you have completed formatting the questions Save the file. Go to File → Save As → Enter File name → Save as \*.txt file → Select UTF-8 in the Encoding dropdown menu



### 4.1.1. Importing questions to the Question Bank

**Step 1:**

On your module page, go to the Administration block → Question bank

**Step 2:**

Select the appropriate format (Gift/Aiken, etc.)

**Step 3:**

Open the General tab and select from the Import Category dropdown menu, the category to which you wish to import the questions. For example, Cake1

**Step 4:**

Upload the file by dragging and dropping or by clicking Choose a file → Import → Continue

**Step 5:**

Questions have been successfully added to the Question bank and you can now add them to a Quiz (see section 2.0)

**Step 6:**

Preview Quiz

## 4.2. Using the Aiken Format

The Aiken Format only allows for the creation of multiple choice or true/false questions.

### Step 1:

Open the **Notepad** application to save questions in the appropriate format [UTF-8]

Go to: Start → Programs → Accessories → Notepad

### Step 2:

If you already have questions in a Word Document, copy and paste the questions to Notepad - - If not, type your questions in Notepad

### Step 3:

Format the questions as illustrated in the table:

Question Type	Example Format
Multiple Choice	Where was Bob Marley born? A) Nine Miles, St. Ann B) Trench Town, Kingston C) Spanish Town D) Hope Road, St. Andrew E) Discovery Bay, St. Ann ANSWER: A
True/False	Bob Marley was born in Nine Miles, St. Ann A) True B) False ANSWER: A

Table 2 - Configuring Multiple Choice & True/False Questions

- Hit the Enter key **AFTER** typing each question, the answers/choices and the correct answer
- Use the ABC numbering system for each possible answer; the letters should be followed by a full stop '.' or a bracket ')' and then a space. Example [A. Nine miles, St. Ann **OR** A) Nine Miles, St. Ann]
- After presenting all possible answers, the correct answer should be identified in the line that immediately follows. You can do so by introducing the correct answer with the word ANSWER (ALL CAPITAL LETTERS), followed by a colon, a space and then the capitalized letter corresponding to the correct answer. Example. (ANSWER: A).
- A blank line should separate the questions. To do this, hit the Enter key at the end of the Answer line to start a new question.

### Step 4:

After you have completed formatting the questions, save the file.

Go to File → Save As → Enter File name → Save as \*.txt file → Select UTF-8 in the Encoding dropdown menu

### Step 5:

See section 4.1.1

## 5.0. Learning Activity: Creating a Randomized Quiz Using the Gift Format

Creating and administering a randomized quiz in UTechOnline requires that you create multiple sets of questions. For example, if you want to administer a quiz with 20 questions, you could create three (3) different set of quiz items from which questions will be randomly selected to make up a quiz.

NB: Quiz items must be created prior to starting these steps.

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### Step 1:

Click on the quiz created

### Step 2:

Go to the Administration block → Quiz Administration → Question Bank → Categories, scroll down to Add Category

### Step 3:

Change parent category using the dropdown arrow to select the “default for...” name of the quiz that you created

### Step 4:

Enter the name of the category in the Name field: for example, Cake1 → Click Add Category

### Step 5:

Repeat steps **3 and 4** until all the categories are named.

The parent category should remain the same for each category added.

### Step 6:

Go to Quiz Administration → Question Bank → Import → Select Gift format

### Step 7:

Open the General tab and select from the Import Category dropdown menu, the category to which you wish to import the questions. For example, Cake1

### Step 8:

Upload the file by dragging and dropping or by clicking Choose a file → Import → Continue

### Step 9:

Repeat Import and steps following until all sets of questions are uploaded in the respective categories.

### Step 10: It is time to randomly add questions to the quiz

Click Quiz Administration → Edit quiz → Add → select a random question

### Step 11:

From the *Add Random Question from Existing Category*, select the question category from which the questions should be randomly selected → select number of questions to be randomly drawn

### Step 12:

Click Add Random Question. Continue until all the sets of questions (from the different categories) are added to the quiz.

### Step 13:

After adding the questions to the quiz, review the quiz → administration block → preview

### OR

Click on the quiz name in the breadcrumb trail → preview quiz now

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