User Guide for Lecturers

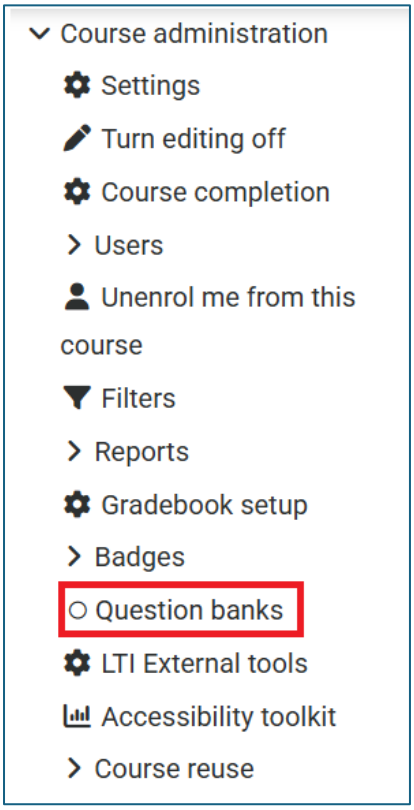
Creating a Quiz in uLearn

Version 1.0 | Oct 2026

Prepared by: CODL, UTeM

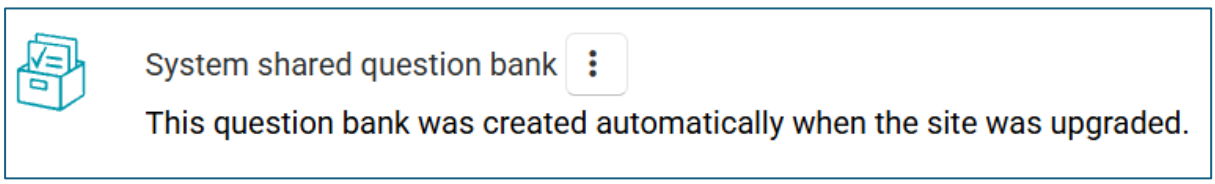
1.0 Creating Question Bank

1.1 Go to the Question Banks



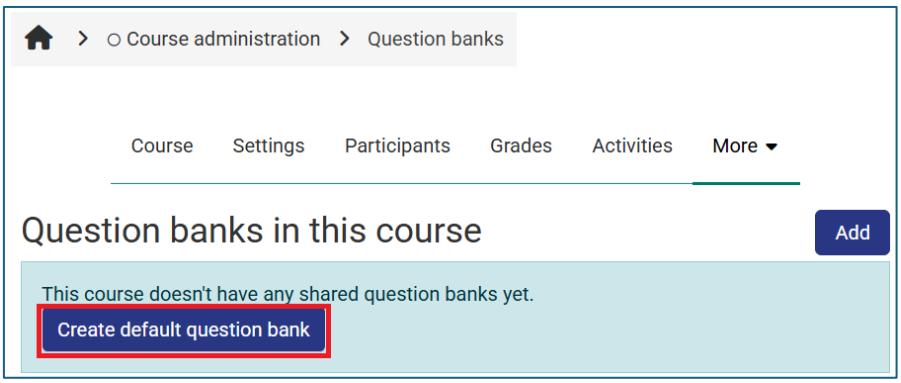
Note: If you backup and restore the whole course, including the question bank, into your new course, then you will see a "System shared question bank" in your Question Bank, where all the questions are stored in this bank. You may jump to Step 4.0.

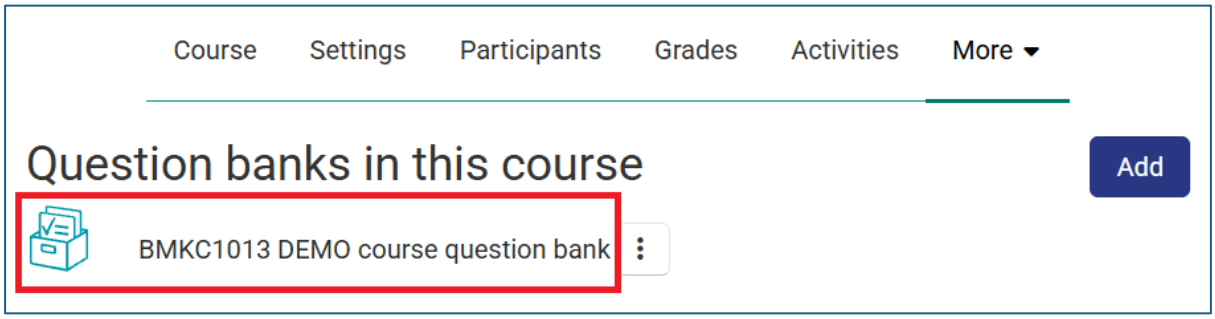
At Step 4.10, select this System shared question bank if you want to use the question that you restored.



Caution: If you are restoring a question bank from an old course, organize the questions into categories, particularly if you intend to include random questions in a quiz. We advise recreating the quiz by following **Step 4.0**.

1.2 If your question bank is empty, click the “Create default question bank”, then you will see the screen in the next figure.





You are recommended to create categories for the questions as follows:

Category of Quiz 1 with subcategories of Question 1, Question 2 etc.

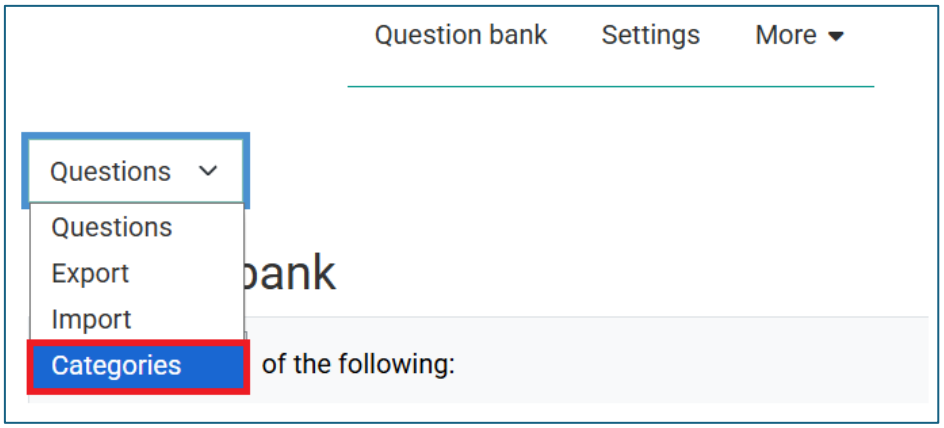
Category of Midterm with subcategories of Question 1, Question 2 etc.

This will be convenient when you want to insert random questions by level or question group.

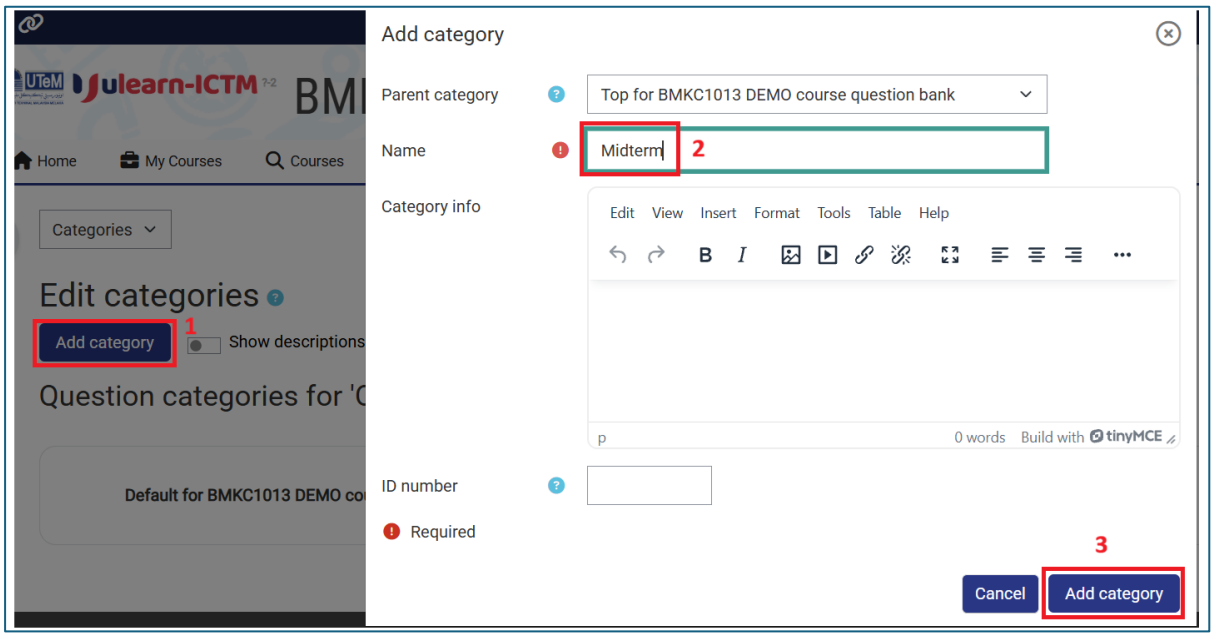
2.0 Create Categories in Question Bank

2.1 To create categories in the course default question bank, open the question bank by clicking the file icon as shown in the last Figure.

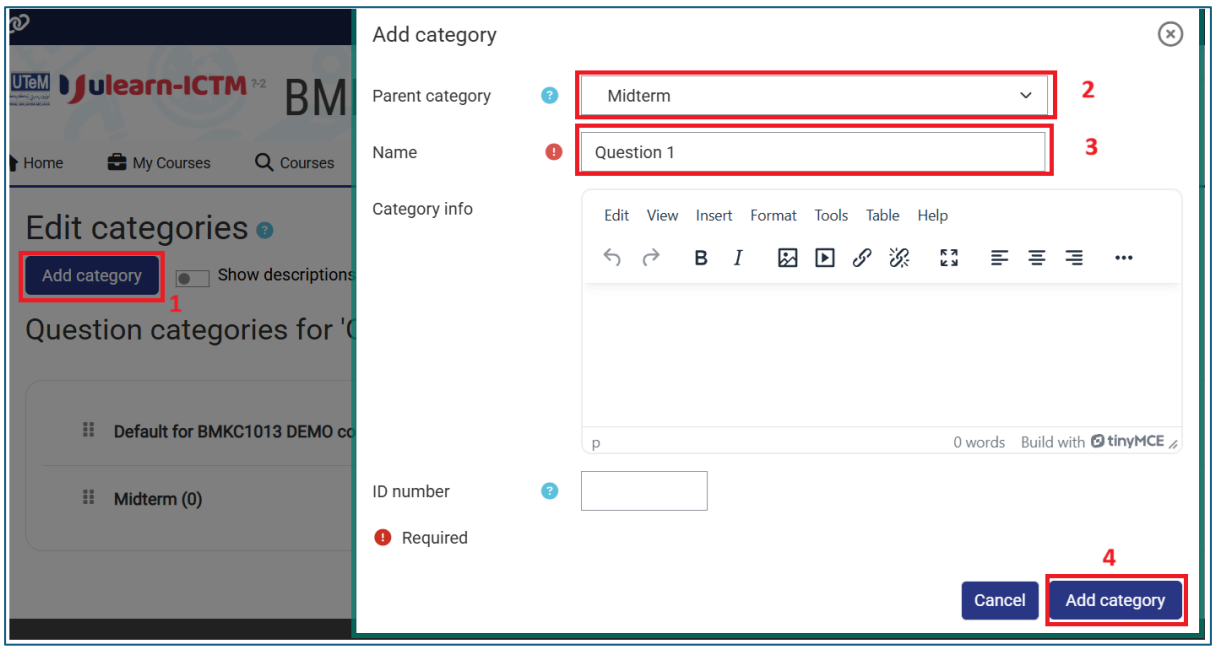
2.2 Choose Categories from the drop-down list.



2.3 Click Add category, enter the name of the category, and click Add category.



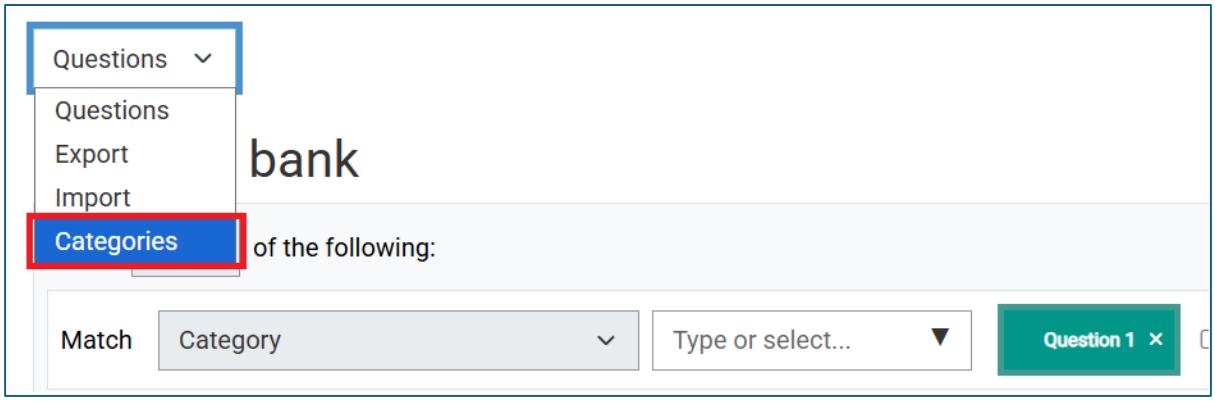
2.4 To create a subcategory under the Midterm parent category, click Add category, select Midterm as the parent category, enter the name of the subcategory, then click Add category.



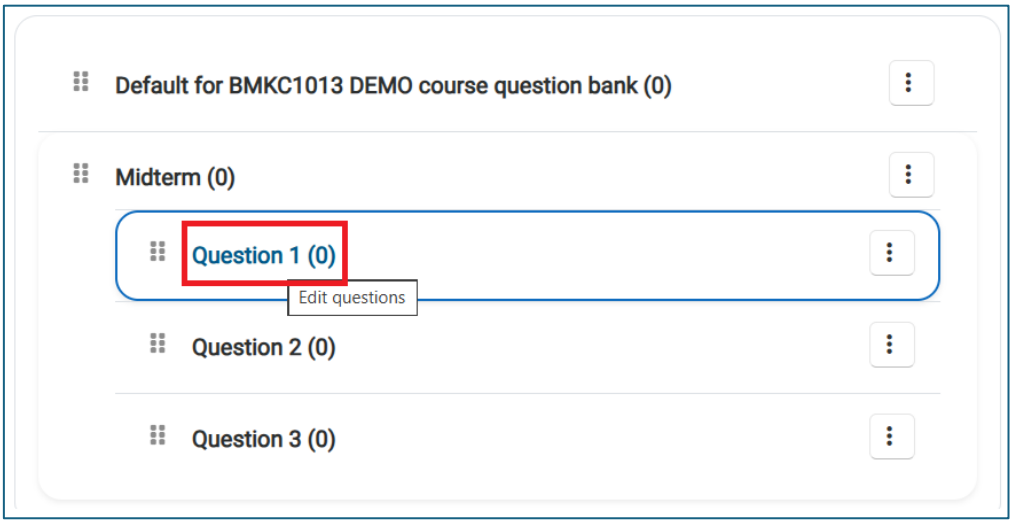
2.5 Repeat the same steps (2.2-2.4) for other subcategories.

3.0 Import Questions for Question Bank

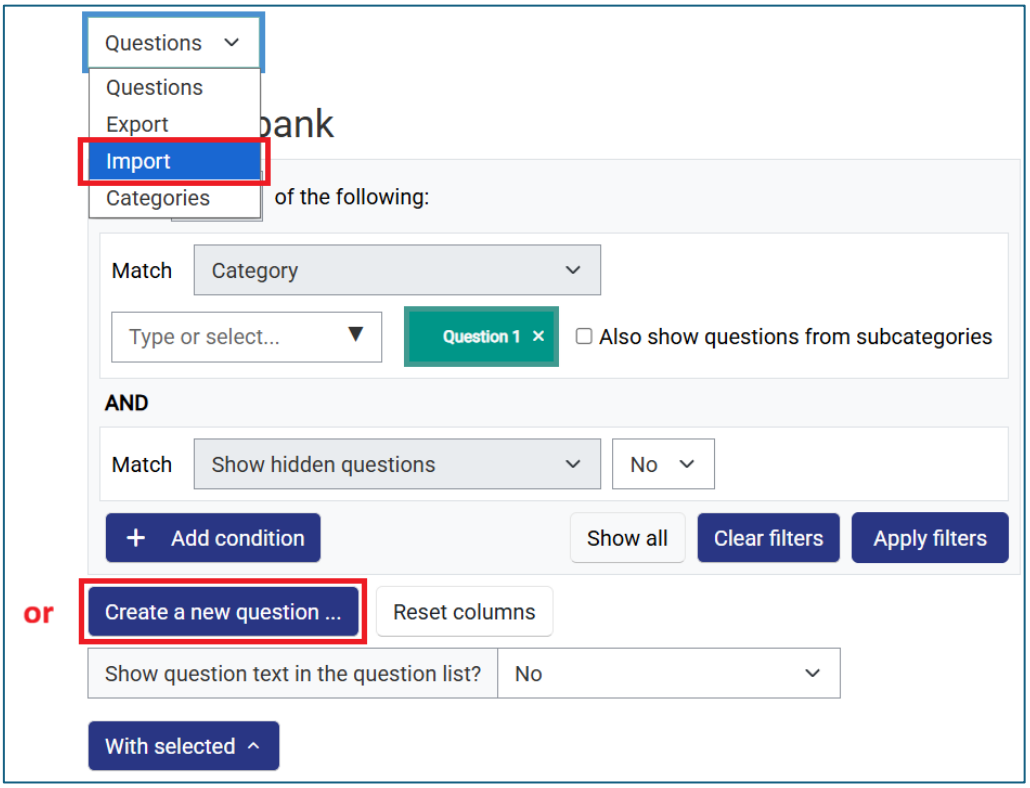
3.1 To insert or import questions into a subcategory, choose Categories from drop-down list.



3.2 click into the desired subcategory.

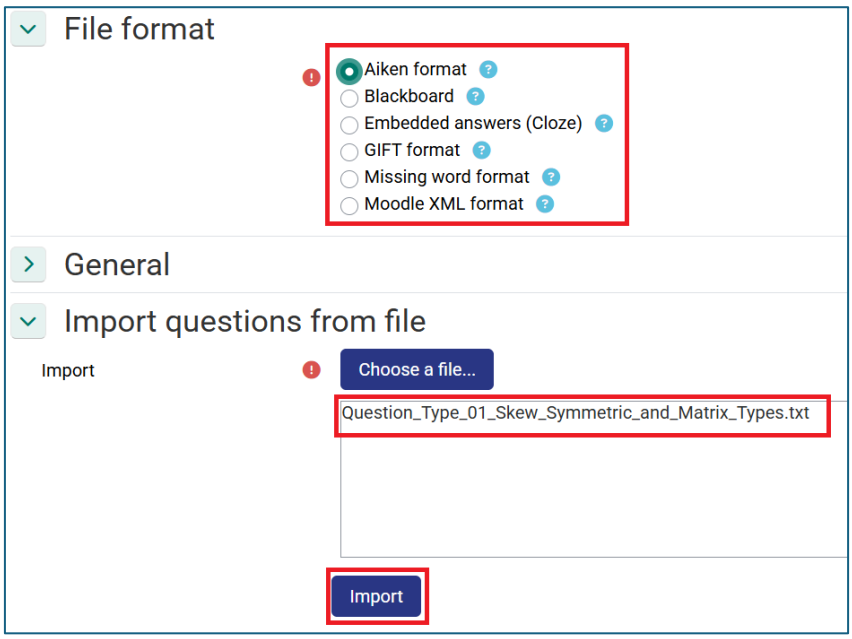


3.3 To import questions into the subcategory, select Import from the drop-down list.

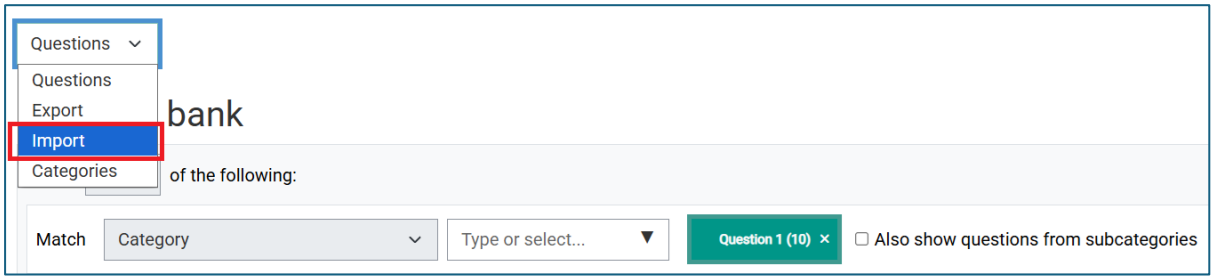


Note: If you want to create questions one by one or manually, click Create a new question. Select the type of question and proceed to create the question.

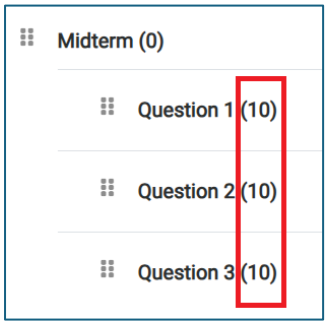
3.4 Select the file format accordingly. Upload the questions file and click Import, followed by the Continue button. You will then see the list of questions in this subcategory.



3.5 Repeat the steps (3.1-3.4) for the rest of the subcategories.

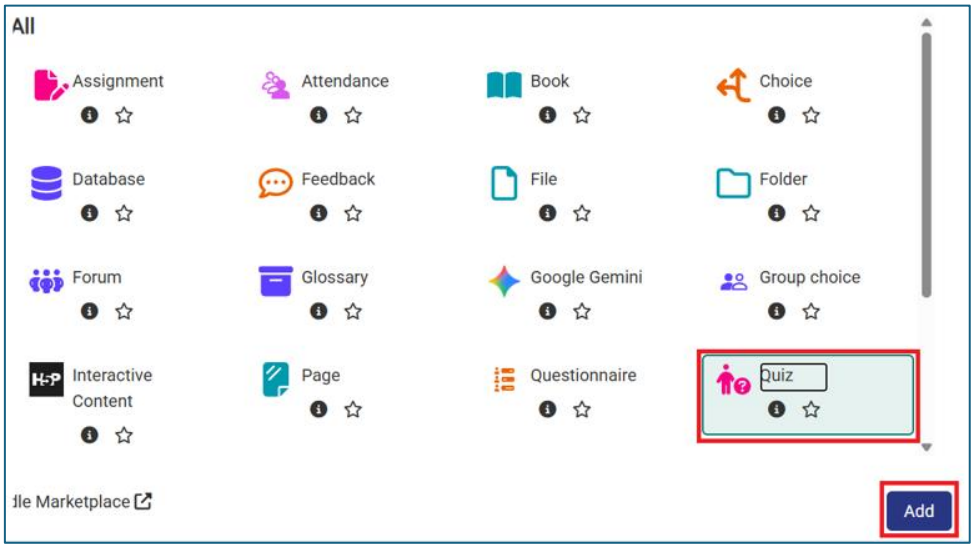


3.6 After uploading all the questions, go to Categories from the drop-down list. You should be able to see parentheses that carry the total number of questions for each of the subcategories as follows:

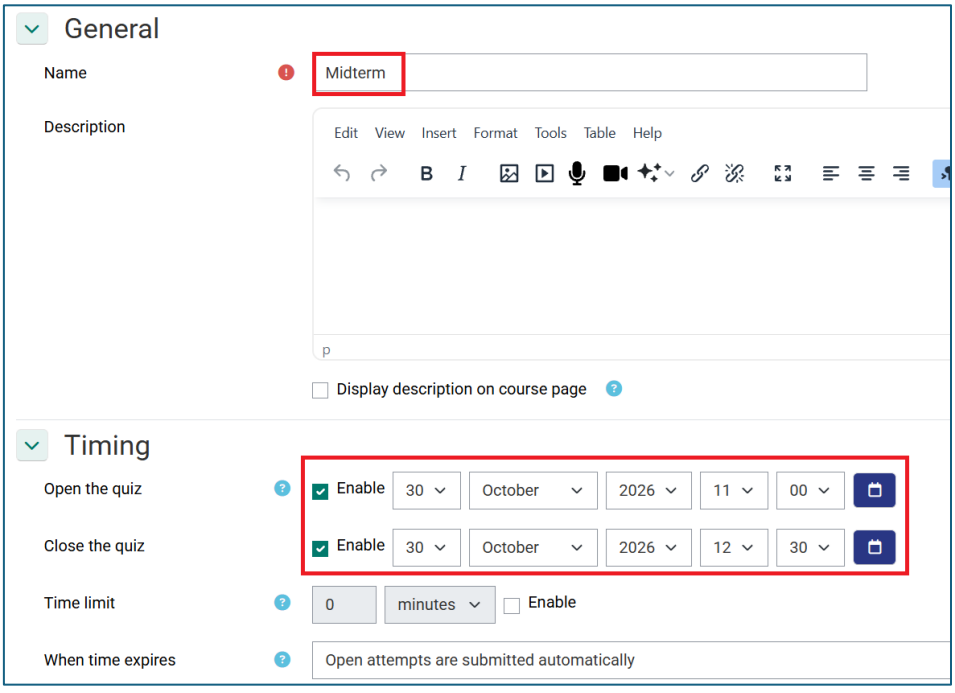


4.0 Creating a Quiz

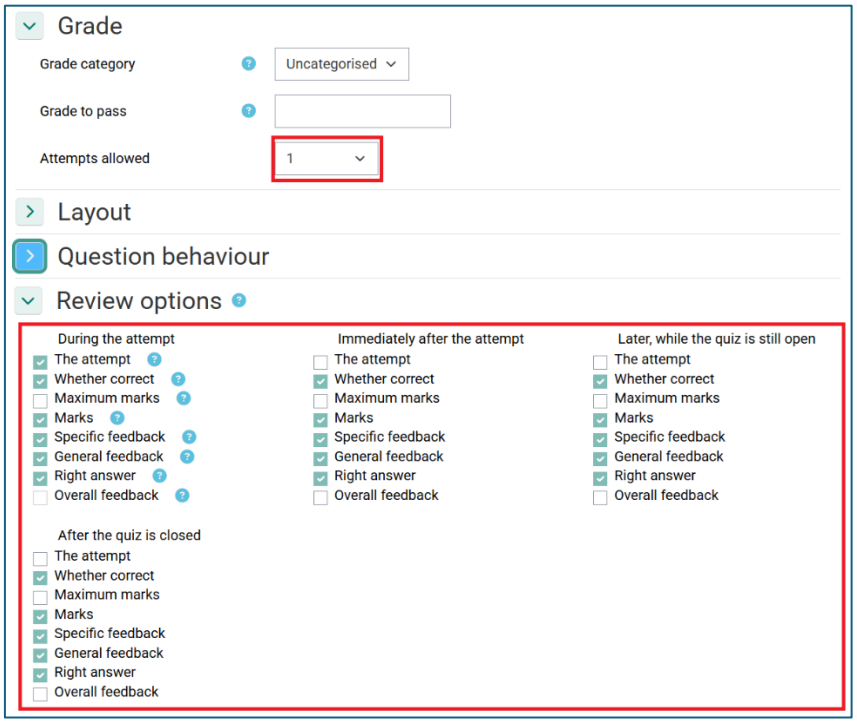
4.1 Go to the main page of the course page, under the Assessment tab (or any desired location), and add a Quiz activity as follows:



4.2 Enter a name and set up the time accordingly. If you want to give flexible access time to students within a time frame, e.g., students are given 30 minutes from 11 am to 12.30 pm to complete the test, then enable the time limit with 30 minutes. Students who attempt the test after 12 pm will have less than 30 minutes to complete their test, while students who start attempt at 11 am will be given 30 minutes to complete their test, etc.



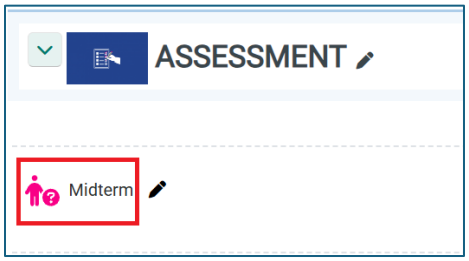
4.3 Change the Attempt allowed to ONE (1). Untick all the boxes under review options.



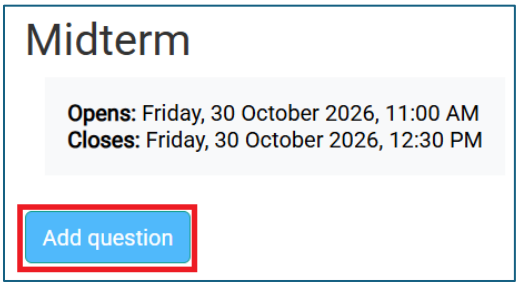
4.4 You may insert Restrict access for Group if you have different sets of questions for different sections. Hide the eye icon if you do not want a group of students to have access to other sets of questions that are not assigned to them.

4.5 Click Save and return to the course.

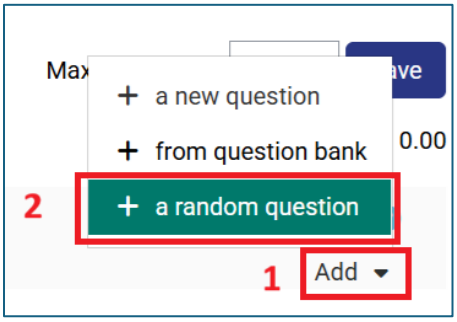
4.6 Click into the Midterm on the main page of the course.



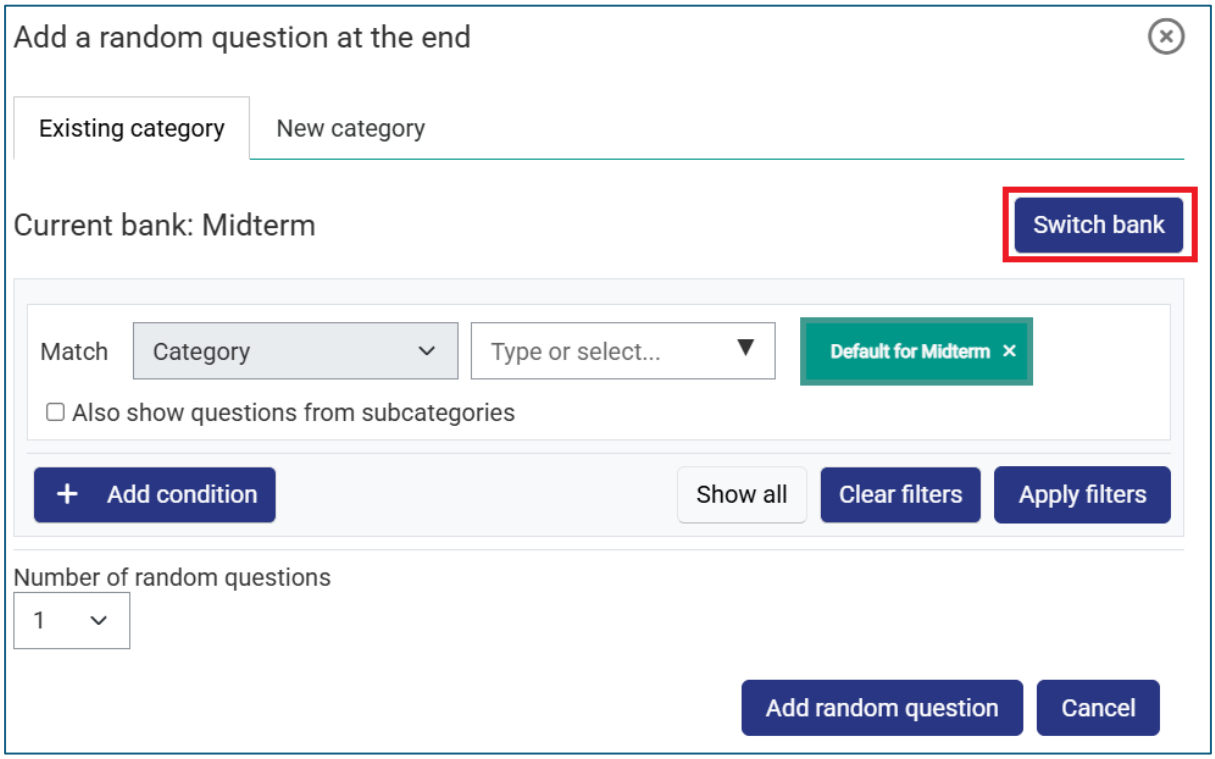
4.7 Click Add question.



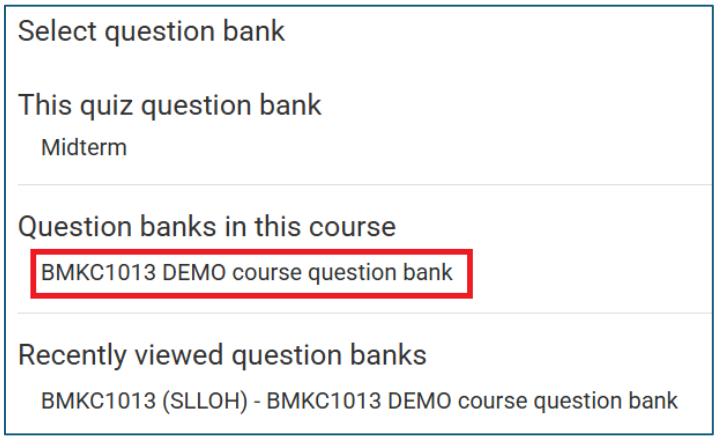
4.8 To insert a random question from the course default question bank, click Add and select + a random question.



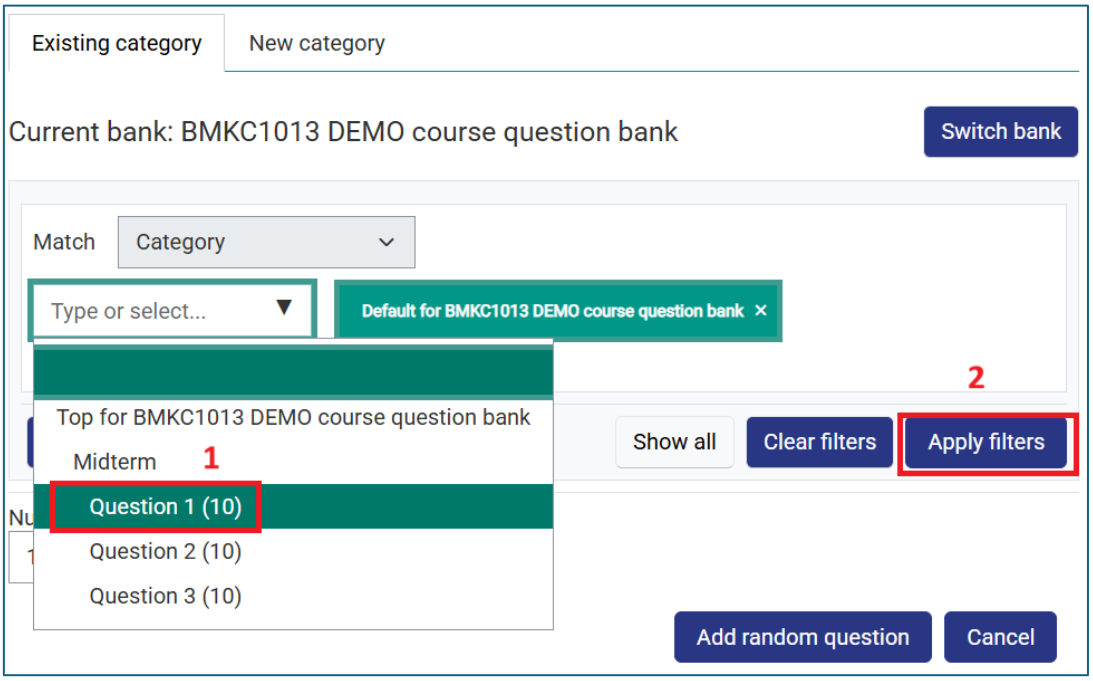
4.9 Select Switch bank.



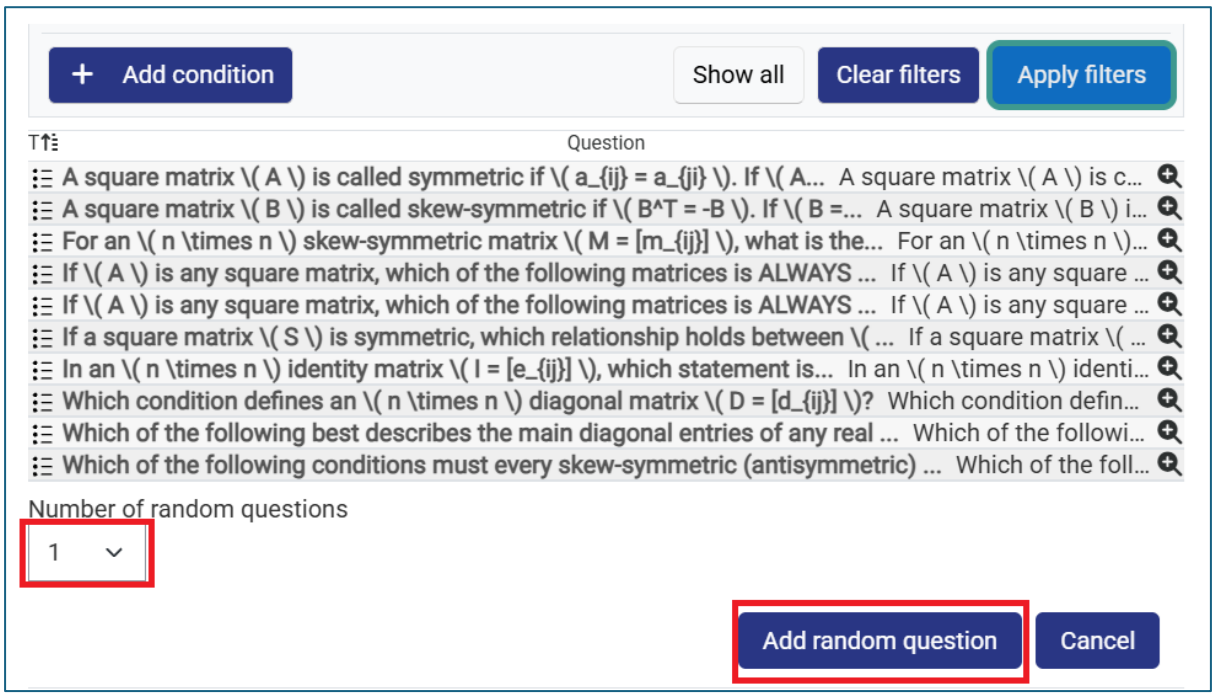
4.10 Select the course default question bank:



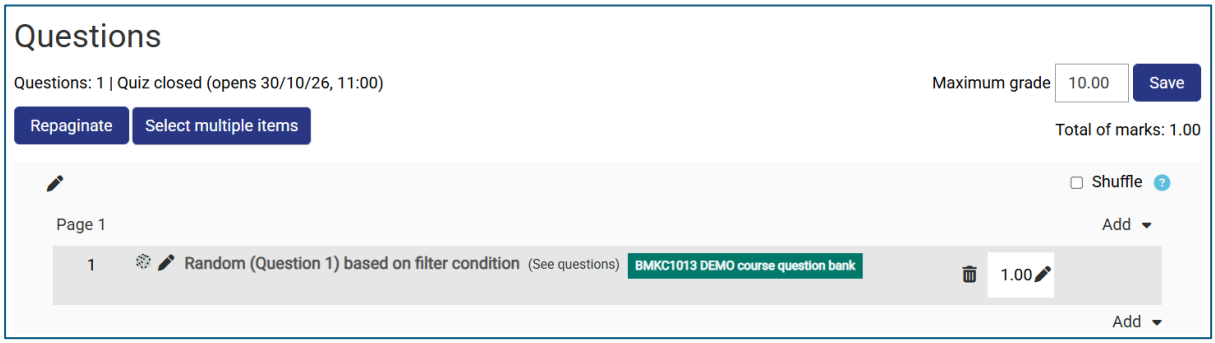
4.11 From the drop-down list, select a desired subcategory, then click Apply filters



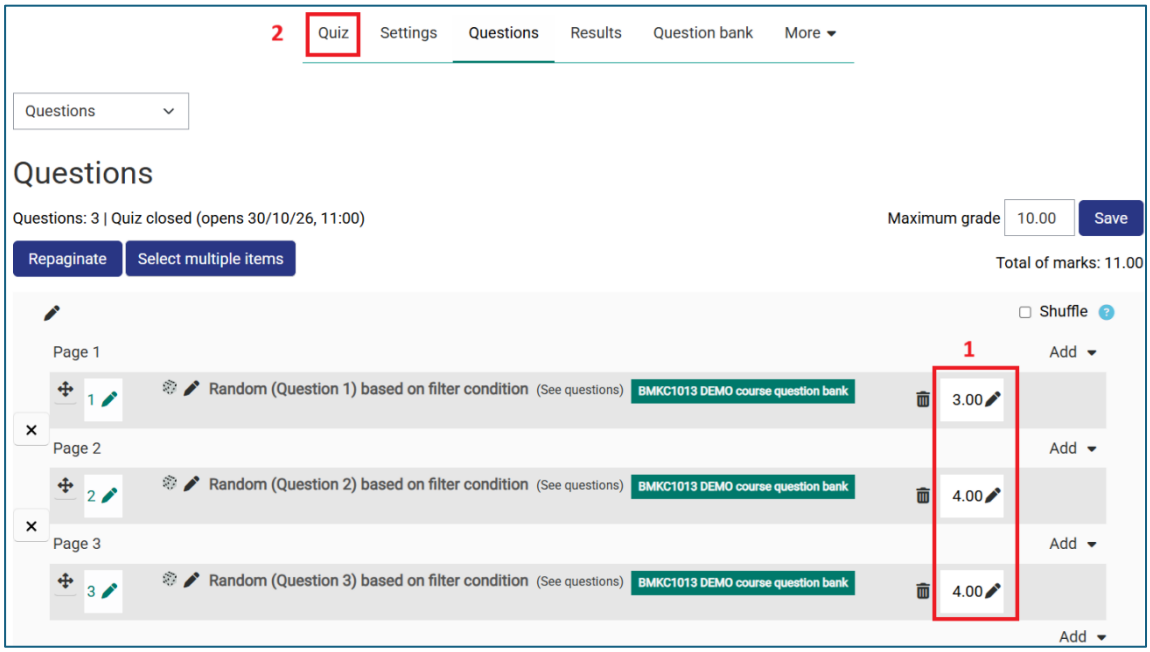
4.12 After clicking Apply filters, you should see the list of questions under that subcategory. Choose the desired number of random question(s) from this subcategory, then click Add random question.



4.13 The figure below shows that you have inserted a random question successfully. Repeat the steps (4.8-4.12) for the rest of the questions.



4.14 Set the marks for each question accordingly. Then click Quiz to do a preview.



4.15 Click the Preview quiz to preview the quiz.

