2016

ULEARN 1.0 MANUAL FOR QUIZ CREATION

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TABLE OF CONTENT

1 CREATE A QUIZ 1

2 ADD QUESTIONS TO A QUIZ 6

3 TO RETRIEVE QUESTIONS FROM A QUESTION BANK 12

3.1 ADD A QUESTION TO A QUESTION BANK 12

3.2 ADD AND EDIT QUESTION BANK CATEGORIES 12

3.3 CREATE QUESTIONS USING WORD DOCUMENT 14

3.4 IMPORT QUESTIONS 14

3.5 EXPORT QUESTIONS 15

4 ADD RANDOM QUESTION TO A QUIZ 15

5 REACTIVATE A QUIZ 17

6 GRANT AN EXTENSION FOR A QUIZ 17

7 VIEW QUIZ REPORTS 19

7.1 GRADES 20

7.2 RESPONSES 20

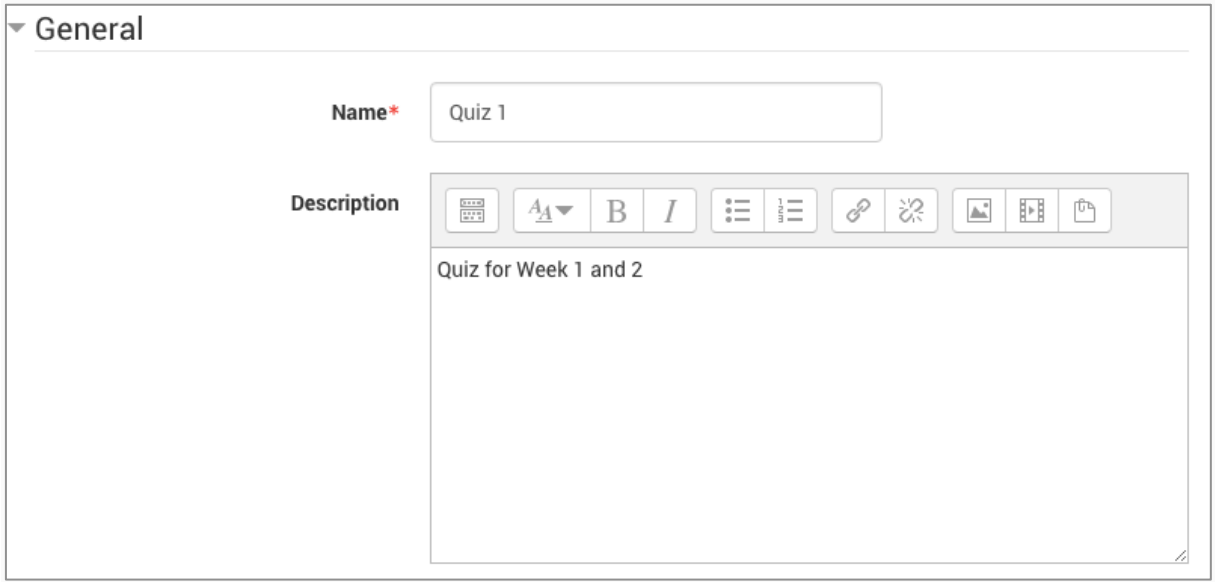
7.3 STATISTICS 20

7.4 MANUAL GRADING 21

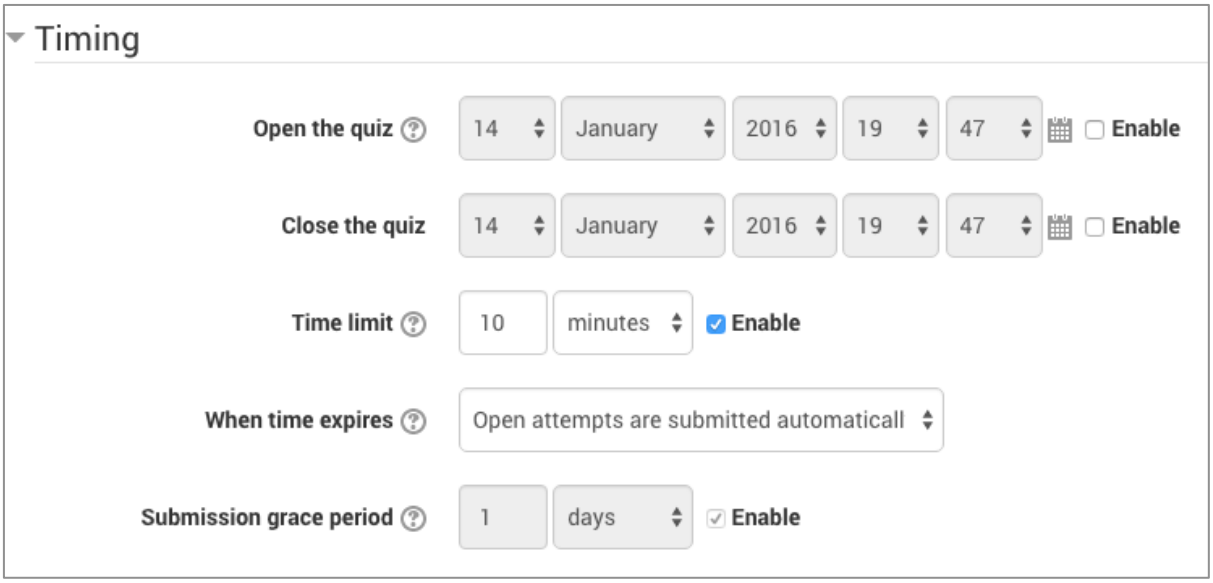
1 Create a quiz

To create a quiz, first create the quiz activity, then add questions to the activity, either creating them as you go or using existing questions in the course question bank.

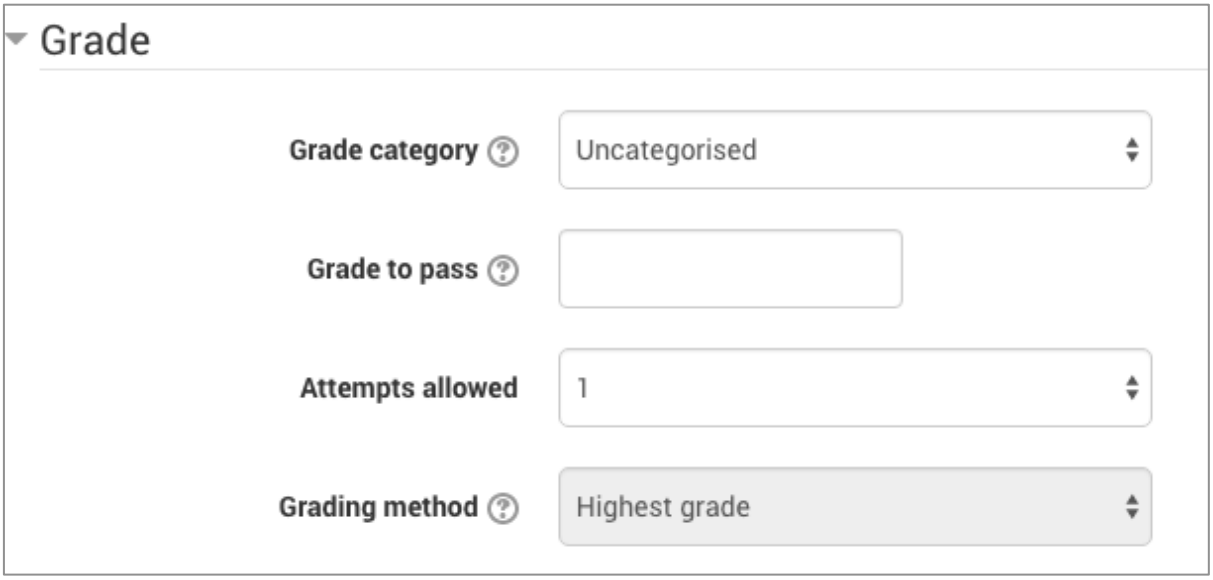
1. On the a course home page, in the relevant section, click Add an activity, select Quiz from the drop-down list and click Add.
2. On the Adding a new Quiz page, click Expand all at the upper right of the page.
3. In the General section, enter a Name, and an introductory Description if necessary.



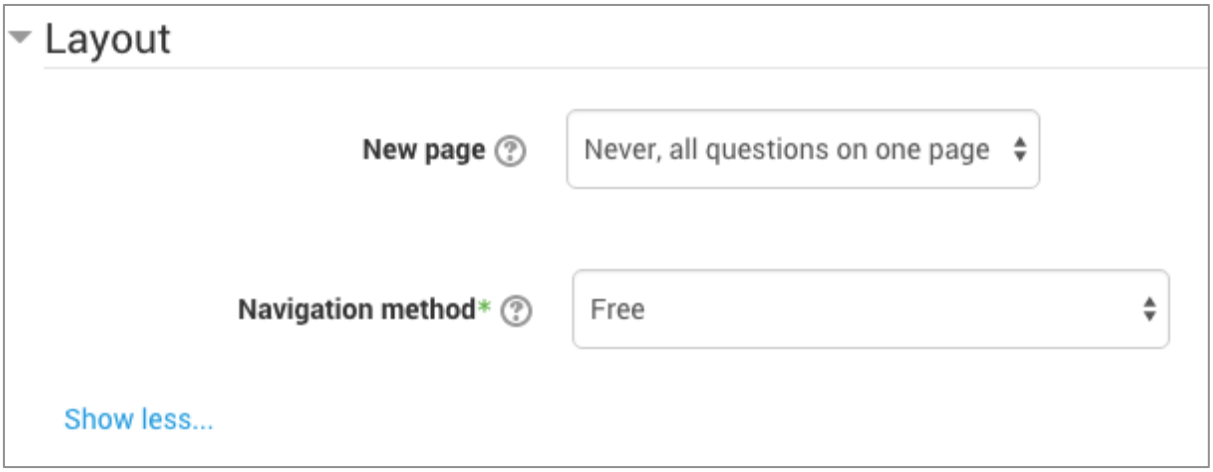
4. In the Timing section:
    a. Enable and select dates to Open the quiz and Close the quiz.
    b. Enable and set a Time limit, if using.
    c. Select the appropriate option for When time expires.
    d. If you are allowing a grace period, Enable and nominate a Submission grace period.



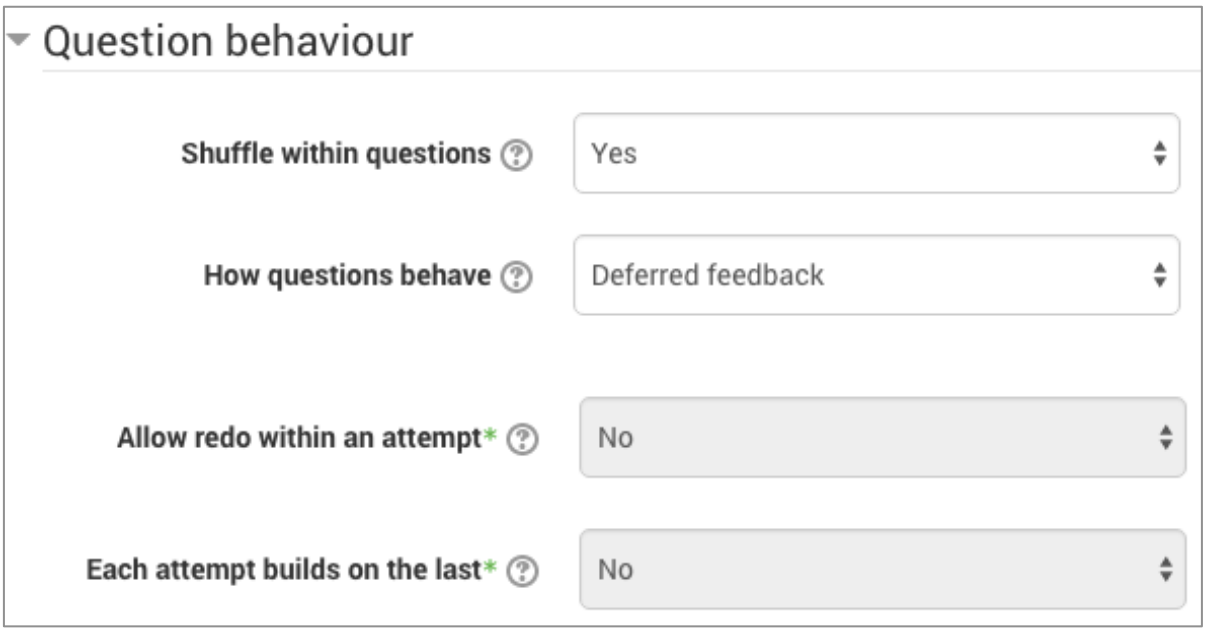
5. In the Grade section:
    a. Select the Grade category within the Gradebook where you want this quiz to belong. If there is no category created in Gradebook the grade will be save in Uncategorised category.
    b. Set the number of Attempts allowed, and, if multiple attempts are allowed, which Grading method should use.



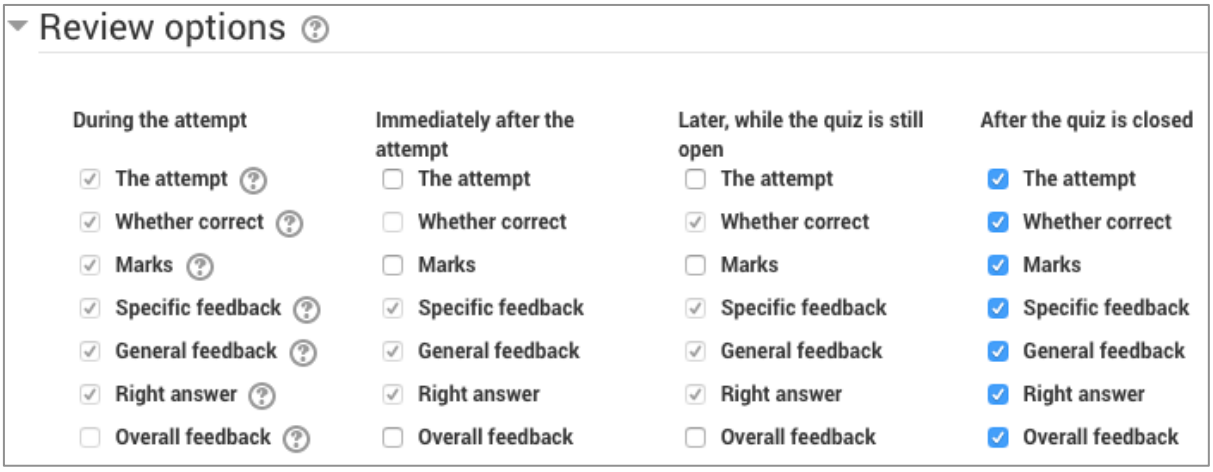
6. In the Layout section:
    a. Select whether you want the all questions in one page or New page for every few questions.
    b. Select Sequential for Navigation method, if you want to force students to answer questions sequentially.



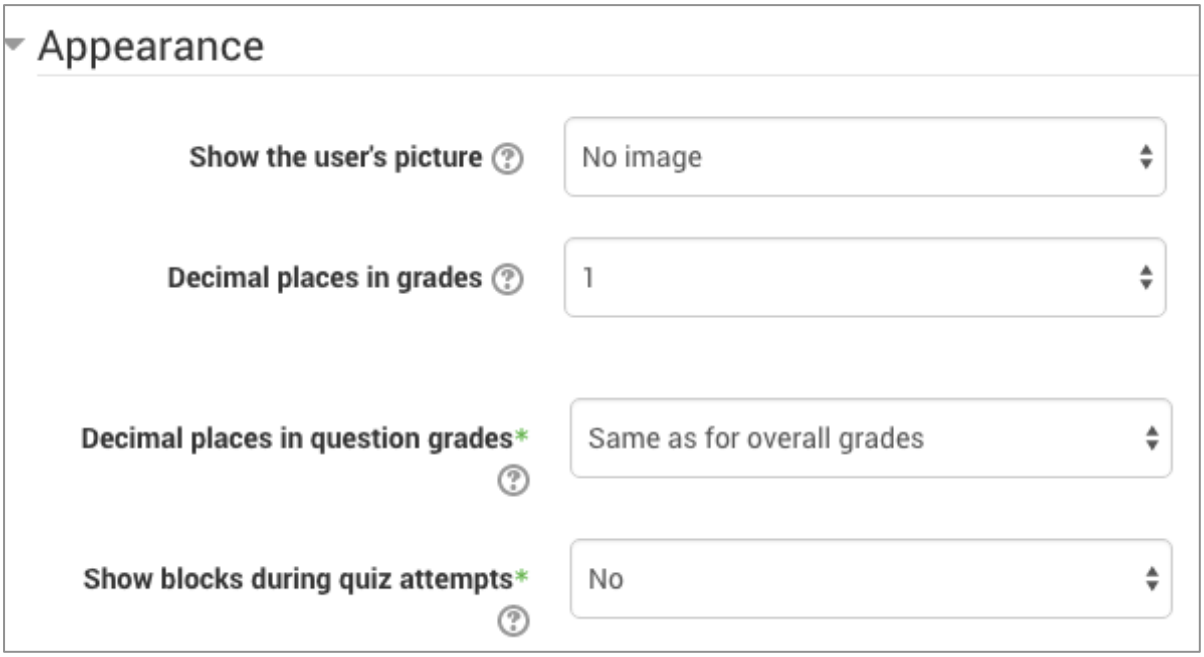
7. In the Question behaviour section:
    a. At Shuffle within questions, select whether you want multiple choice or matched question options randomised.
    b. Select how questions behave. Deferred feedback (students must submit entire quiz before they see any grade or feedback) and Interactive with multiple tries (students submit each questions and get immediate feedback as they progress through the quiz) are the most common choices.
    c. If you allowed multiple attempts, select Each attempt builds on the last, if you want each new quiz attempt to contain the results of the previous attempt. This allows students several attempts to complete a quiz.



8. Under Review options, select what you want the student to be able to see when they view their attempt or report at various stages.

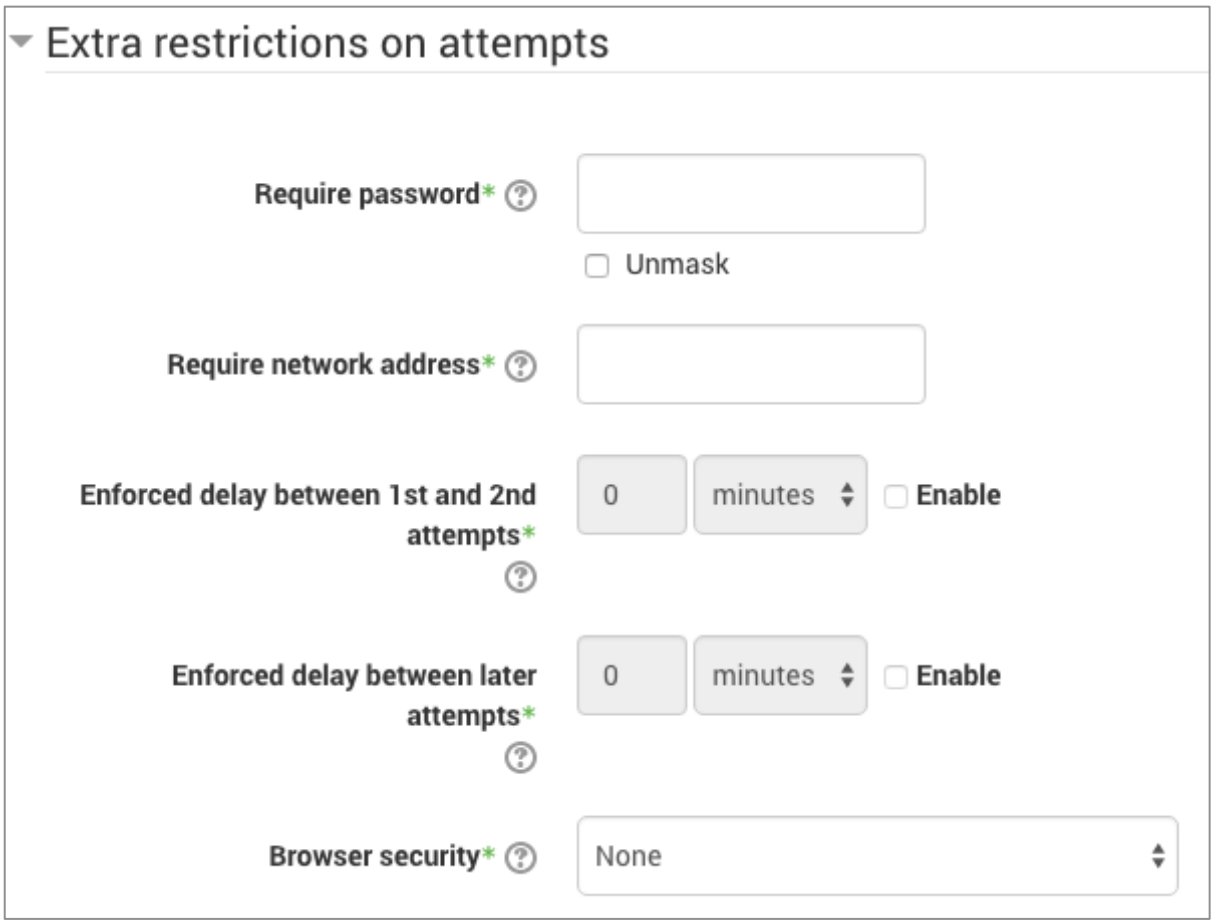


9. In the Appearance section, make choices about how you want the quiz to display:
    a. Do you want to Show the user's picture during the attempt, and on the review screen, to make it easier to check that they are logged in as themselves in an invigilated exam?
    b. How many Decimal places in grades do you want to display to the students for this quiz?
    c. How many Decimal places in grades do you want to display to the students for individual questions in this quiz?
    d. Click Show more and select whether you want the normal blocks to display during the student's quiz attempt.

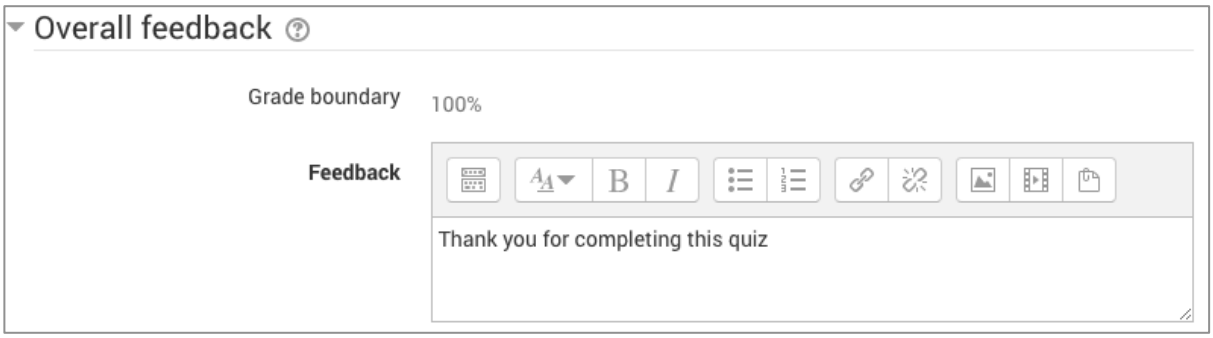


10. Under Extra restrictions on attempts:
    a. Do you want to Require password for students to access this quiz?
    b. The Require network address setting is for proctored quizzes, to ensure that only students in a certain room can gain access to the quiz. Obtain the IP addresses for all rooms in which the quiz will be taken, and enter them in this field, separated by commas.
    c. Enable and select whether you want to set up the 2 levels of Enforced delay.

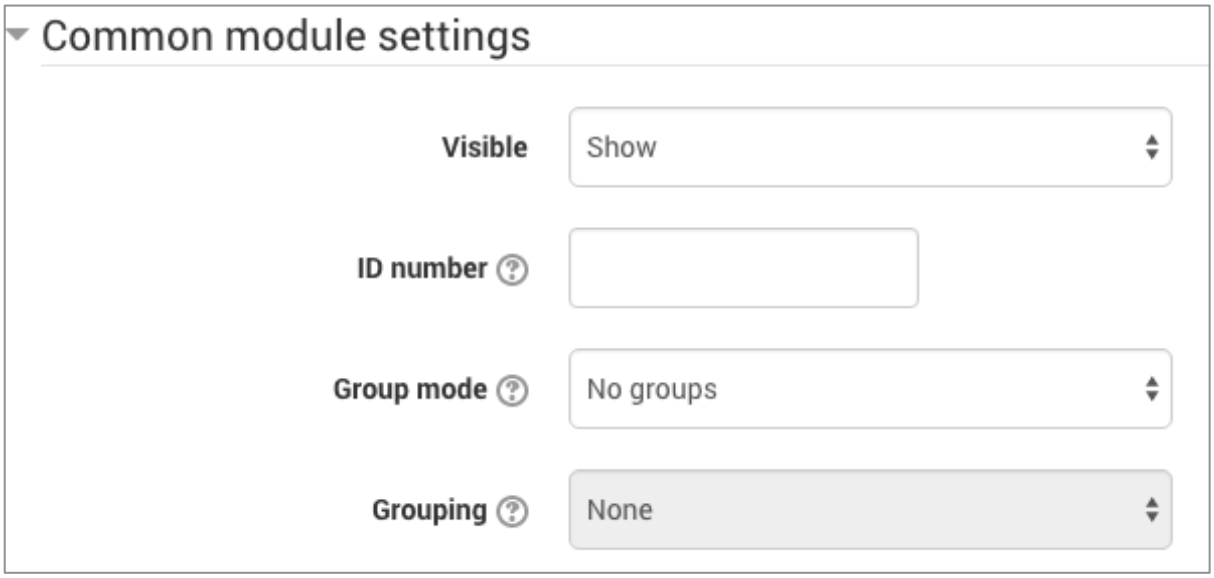
d. Click Show more and select whether you want to set up Browser security and restrict students' view and activity further (read the relevant help text).



11. Overall feedback: Enter the Feedback text the students will automatically see, depending on which range of scores they fall within, as defined by the grades or percentages in the Grade boundary fields.



12. Complete any other necessary page sections, then click Save and display to access the page for adding questions to the quiz.



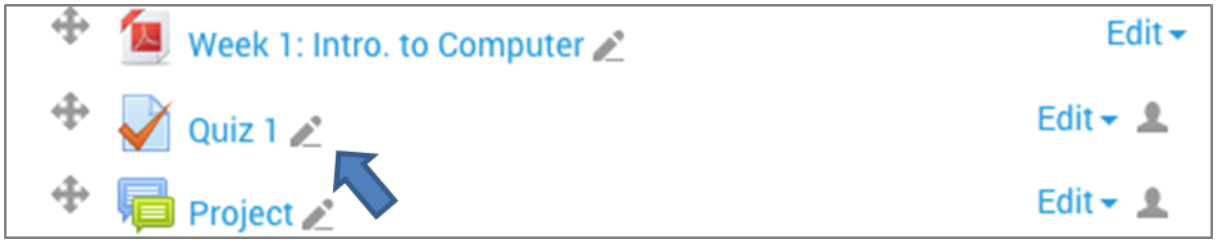
2 Add questions to a quiz

Questions can be added to a quiz in 3 ways:

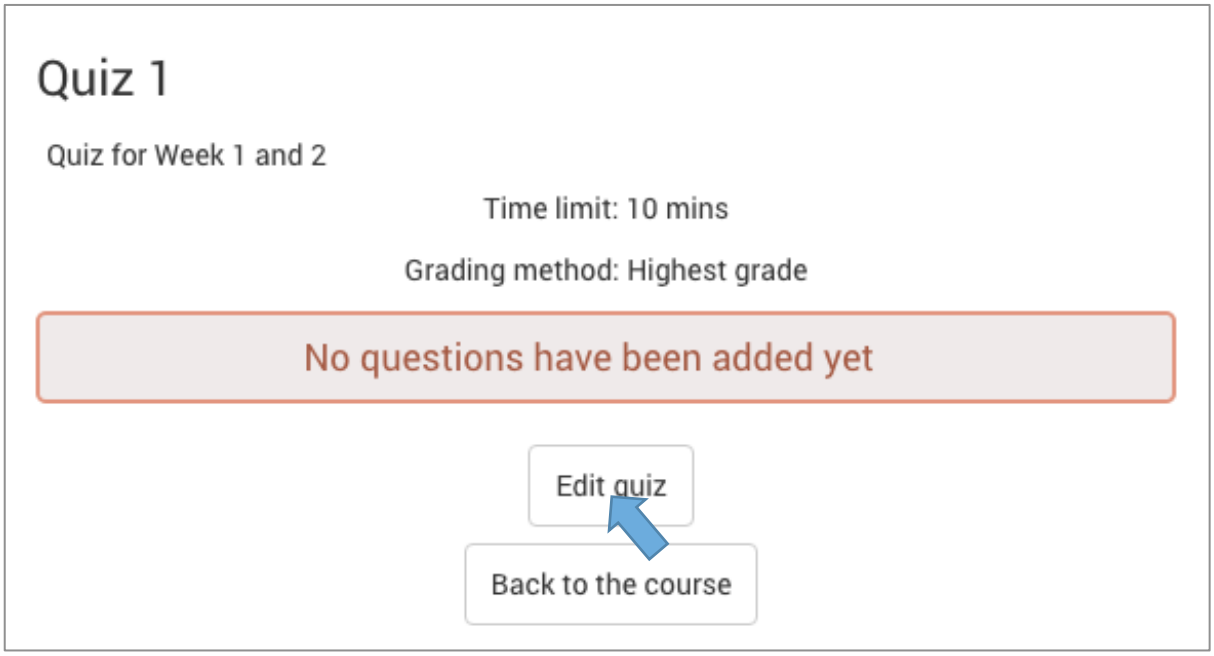
- create them one at a time within the quiz
- retrieve them from a question bank
- import them from a file on a network or computer, or from other uploaded course files

To create questions one at a time within a quiz:

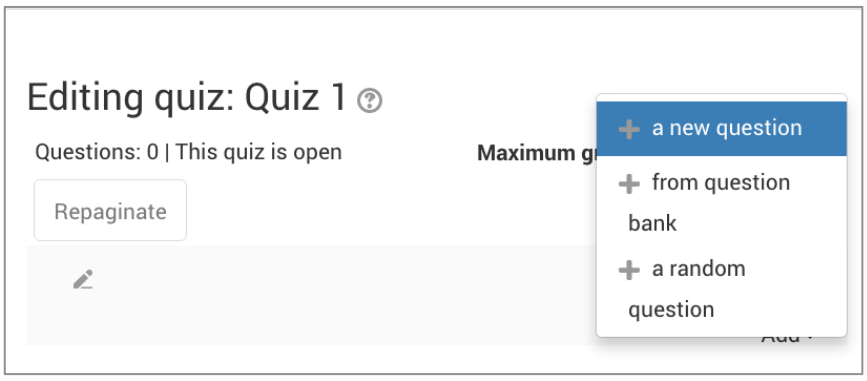
1. On the course home page, with editing turned on, click **the link for the quiz**.



2. On the quiz's home page select **Edit** quiz.

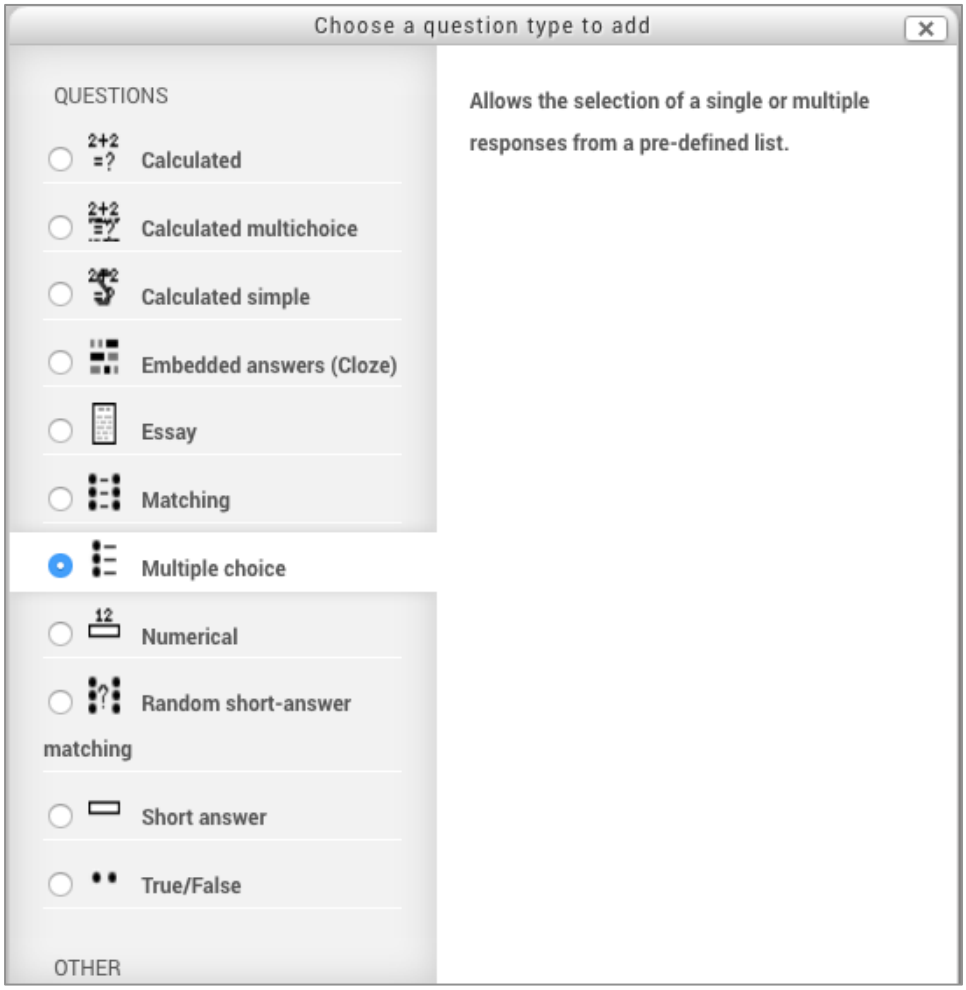


3. On the Editing quiz page, click **Add → a new question**

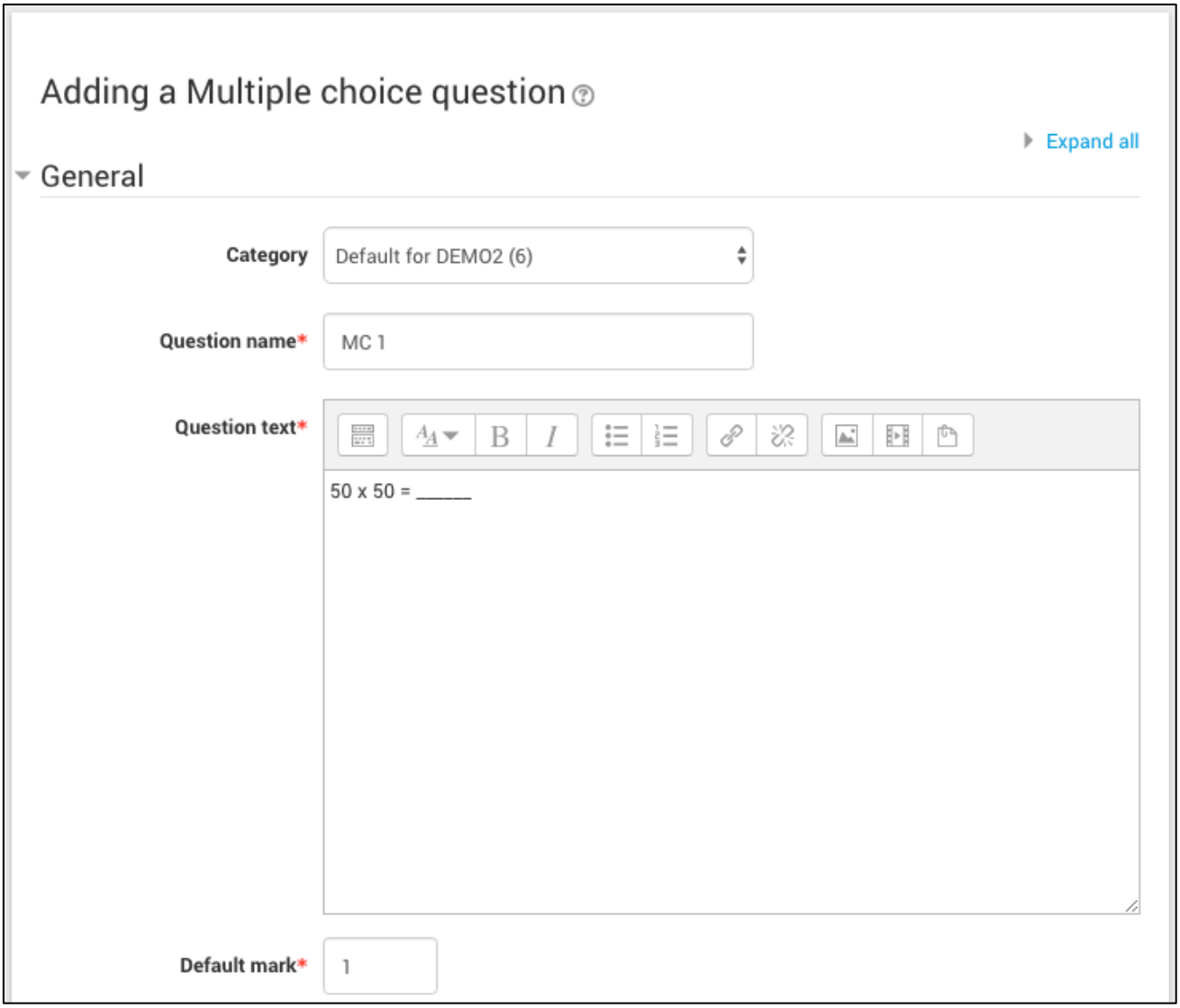


a. Alternatively the question can be added from question bank (refer to Section**: To retrieve questions from a question bank**)
b. Or, add random questions from the chosen category to the quiz (refer to Section: **Add Random Question to a Quiz**).

4. In the Choose a question type to add window, select the question type and click Add.
5. On the Adding a [question type] question page, select a question Category, enter a Question name and some Question text, then complete the remainder of the fields as required, clicking Help button for assistance if necessary.

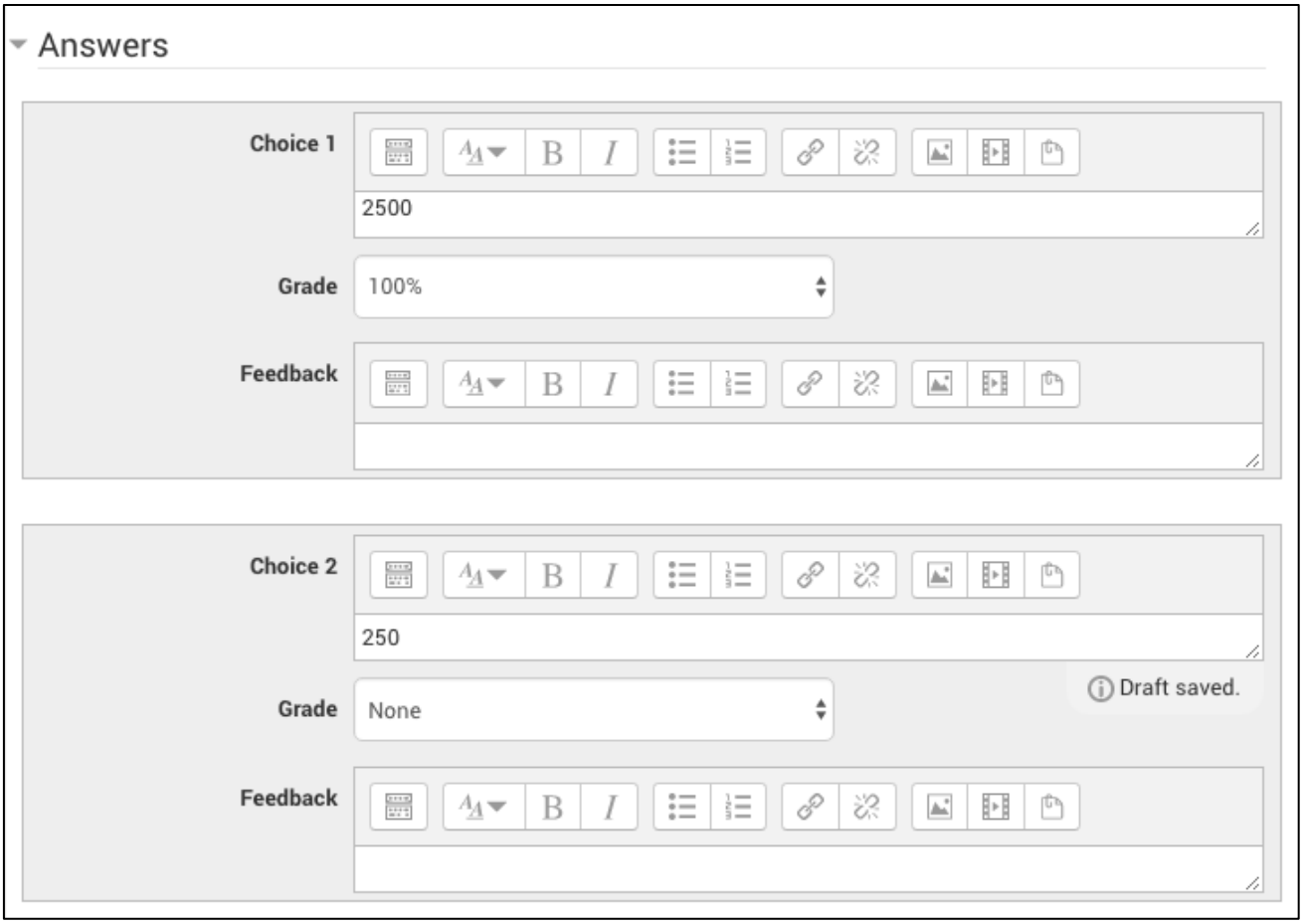


Multiple choice question with multiple answers allowed: When you set up the answers for a question of this type, not only must the questions' combined Grade amounts add up to 100%, but you must also assign a negative Grade for the incorrect answers. If you don't, a student who selects incorrect answers as well as all the correct answers will be marked as if they answered the question correctly.

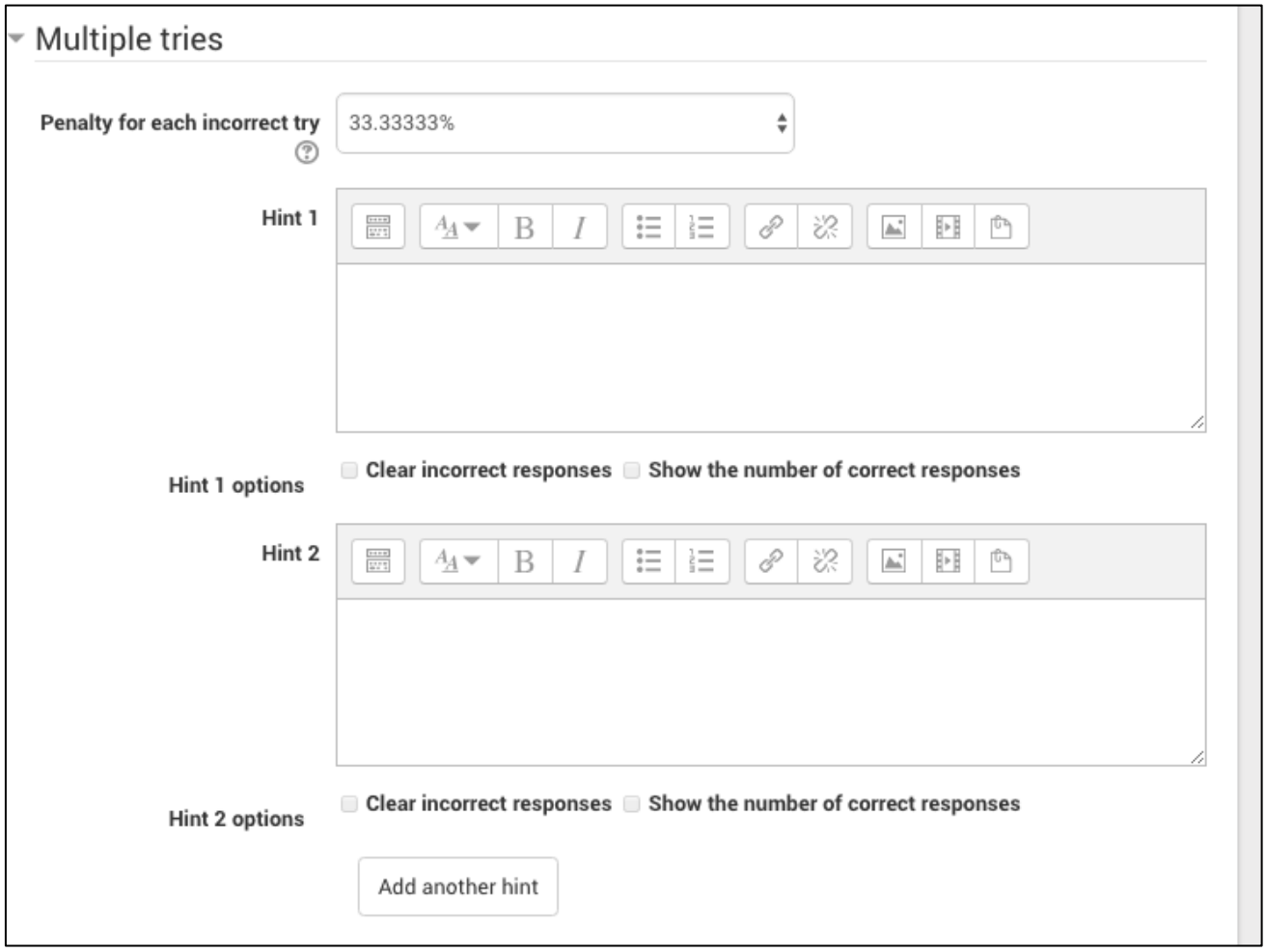


a. Enter suitable name for question name and the question in the question text box

b. General feedback is not compulsory, however you may enter the text to be displayed for the question



c. Enter the answer and grade as 100% for correct answer and None or negative value for wrong answer.



d. If student is allowed for multiple tries, then the penalty for each try can be set here.
e. Once finisih click Save button

6. If the question is complex and you want to check how it will display to the student, scroll to the bottom of the page and click Save changes and continue editing. Then:
    a. Click Preview, and the question will display in the Preview question window.
    b. If necessary, adjust the Attempt options and click Start again with these options to see how the revised question behaves.
    c. If necessary, change Display options and click Update display options to check the display.
    d. Close the window when you are happy with the way the question behaves.
7. Click Save changes. The question displays on the Editing quiz page. Click the arrows Move quiz question arrows to change its position within the quiz.

3 To retrieve questions from a question bank

1. On the Quiz Administration block, at Question Bank section, choose **Questions**.

2. In the Question bank page, select a category list.
3. Select the check box(es) of the question(s) to be added to the text.
4. Click the double arrow next to the check box to add a single question, or click Add to quiz to add multiple questions to the quiz. The questions are added.
5. You can also add random questions from the chosen category to the quiz.

3.1 Add a question to a question bank

To add questions to the bank:

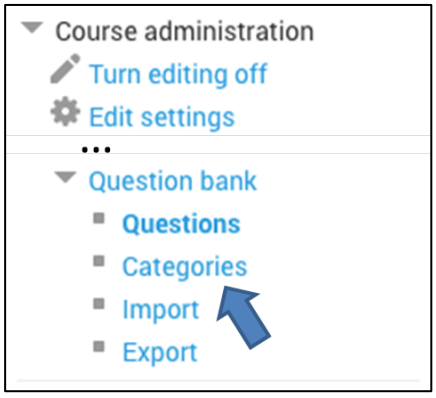
1. On the course home page, in the Settings block, select **Course administration > Question bank** > **Questions**.
2. On the Question bank page, from the drop-down list Select a category you want to add a question to. You can also select whether and how questions already created for that category display.
3. Click Create a new question.
4. In the Choose a question type window, select the question type and click Add.
5. On the Adding a [question type] question page, complete the question, answer and feedback fields as required, clicking the Help button Help button for assistance if necessary.
6. If the question is complex and you want to check how it will display to the student, scroll to the bottom of the page and click Save changes and continue editing. Then:
    a. Click Preview, and the question will display in the Preview question window.
    b. If necessary, adjust the Attempt options and click Start again with these options to see how the revised question behaves.
    c. If necessary, change Display options and click Update display options to check the display.
    d. Close the window when you are happy with the way the question behaves.
7. Click Save changes. The new question displays, highlighted, on the category page.

3.2 Add and edit question bank categories

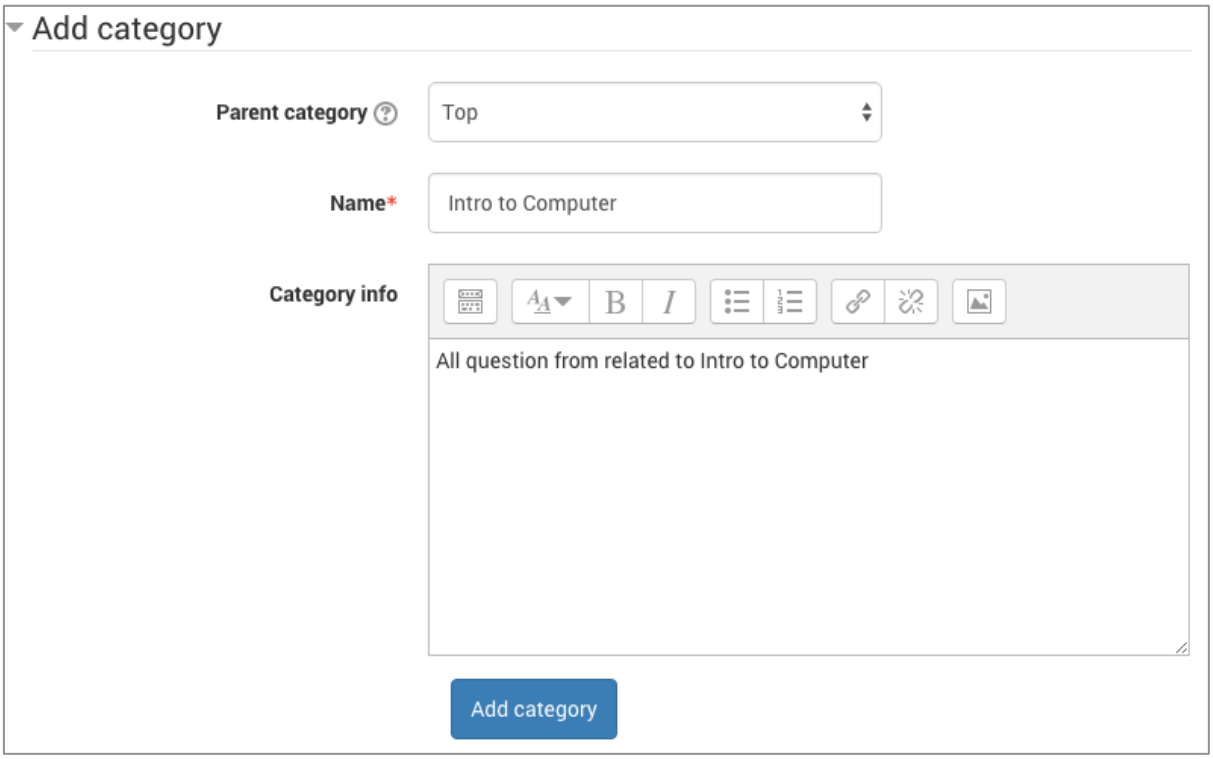
To start with, each course's question bank contains a single, 'Default' category. Create more, to make it easier to find questions, and to enable you to use random questions and matching questions more easily.

Within the course question bank, you can create hierarchies of parent categories and subcategories.

1. On the course home page, in the Settings block, select Course administration > Question bank > Categories.



2. On the **Add** categories page:
    a. Select an appropriate Parent category from the drop-down list. Select **Top** to make this new category a top-level category.
    b. Enter a Name for your new category.
    c. Enter any Category info that will be useful for users compiling quizzes.
    d. Click Add category. The new category displays in the list at the top of the page.



3. To edit the new category, click the **Edit** this category icon Edit this category icon below the category's name.
4. On the Editing a category page, change the Parent category, Name and Category as desired, and click **Save** changes.

3.3 Create questions using Word document

1. Question can be created using provided Word template. The following is sample for True/False and Multiple Choices questions.

Question 01 (TF)

25 x 2 = 50			*TF*
		Default mark:	1
	Answers	**Feedback**	**Grade**
	True		*100*
	False		*0*
	General feedback:		
	Tags:		
Set grade '100' to the correct answer.			

Question 02 (MC)

25 – 2 =			*MC*
		Default mark:	1
		Shuffle the choices?	Yes
		Number the choices?	A
		Penalty for each incorrect try:	33.3
#	**Answers**	**Feedback**	**Grade**
A.	23		*100*
B.	20		*0*
C.	25		*0*
D.	21		*0*
E.			*0*
	General feedback:		
	For any correct response:	Your answer is correct.	
	For any incorrect response:	Your answer is incorrect.	
	Hint 1:		
	Show the number of correct responses (Hint 1):	No	
	Clear incorrect responses (Hint 1):	No	
	Tags:		
Allows the selection of a single or multiple responses from a pre-defined list. (MC/MA)			

2. Make sure no empty space between questions (table).
3. Word document must be saved as .docx format

3.4 Import questions

1. On the course home page, in the Settings block, select Course administration > Question bank > Import.
2. On the Import questions from file page:

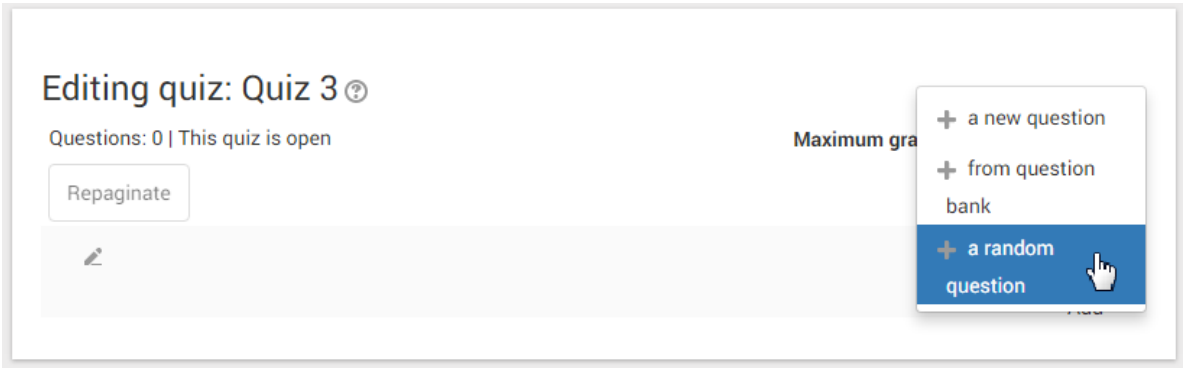
a. Select the File format. E.g. choose Microsoft Word 2010 table format (wordtable) for .docx file
b. Complete the General fields as desired.
c. Choose a file to import.
d. Click Import.

3.5 Export questions

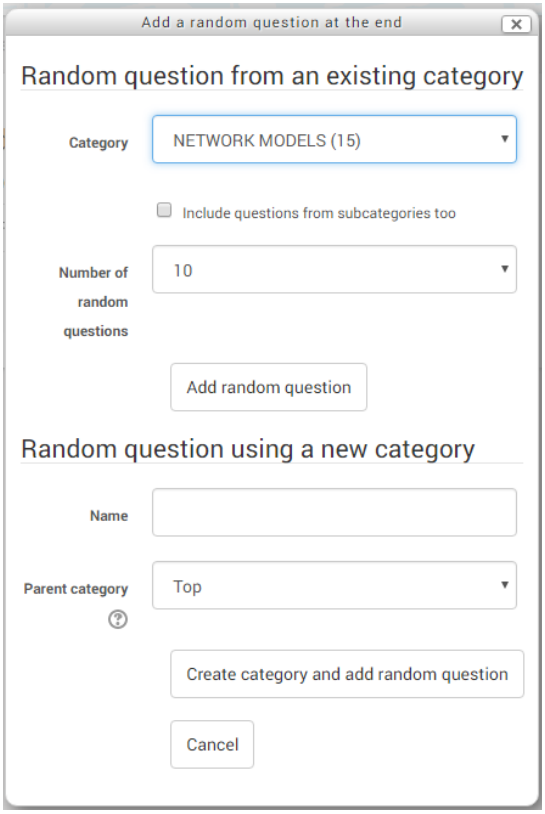
1. On the course home page, in the Settings block, select Course administration > Question bank > Export.
2. On the Export questions to file page:
   a. Select the File format. E.g. choose Moodle XML for an XML file format (*for time being Microsoft Word 2010 table format not available for export*)
   b. Choose categories of question to export.
   c. Click Export questions to file.

4 Add Random Question to a Quiz

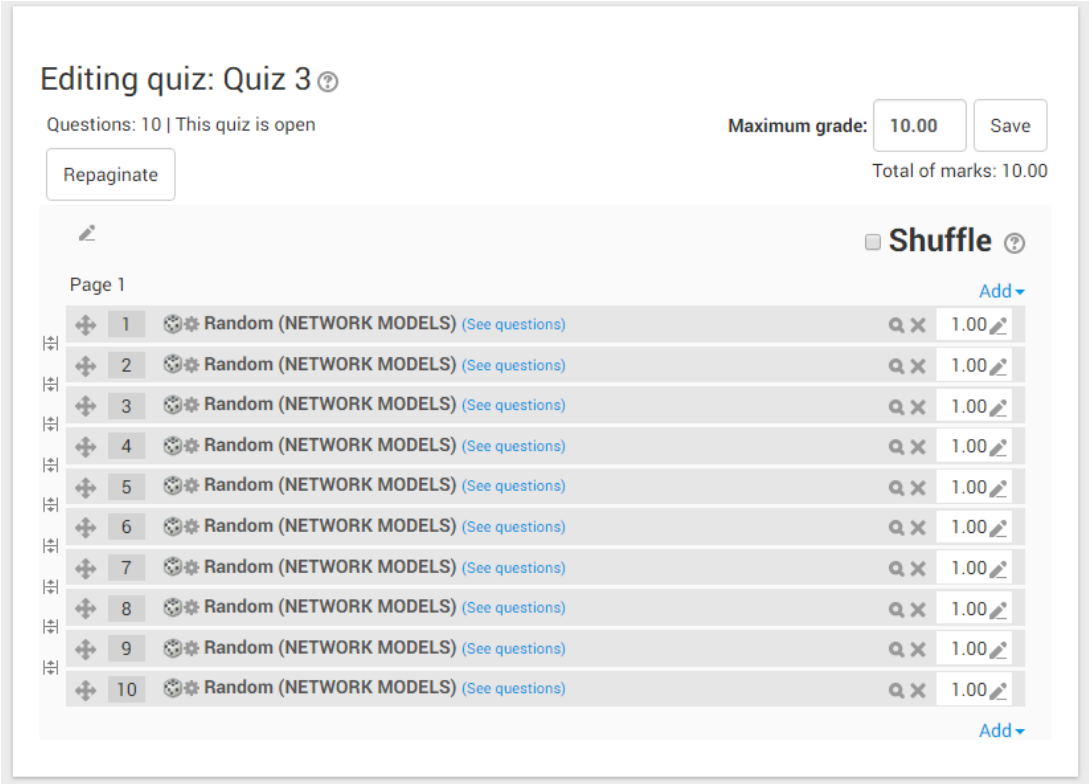
1. To add random questions to a quiz, in the Editing quiz page choose **Add → a random question**



2. At the Add a random question window in the area of **Random question from an existing category,** choose a category from which the random question will come from.
3. Enter number of question to be appeared in the quiz and click **Add random question.**
4. To create a new category and add random question from existing category, enter the name of new category in **Random question using new category** area. Choose parent category, click **Create new category and add random question**.



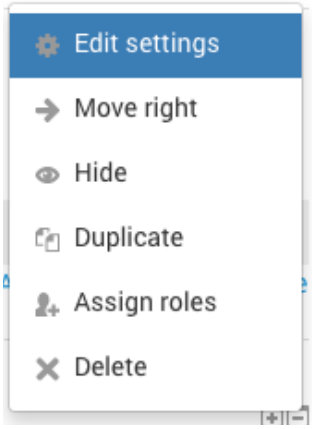
5. The list of random question for the quiz.



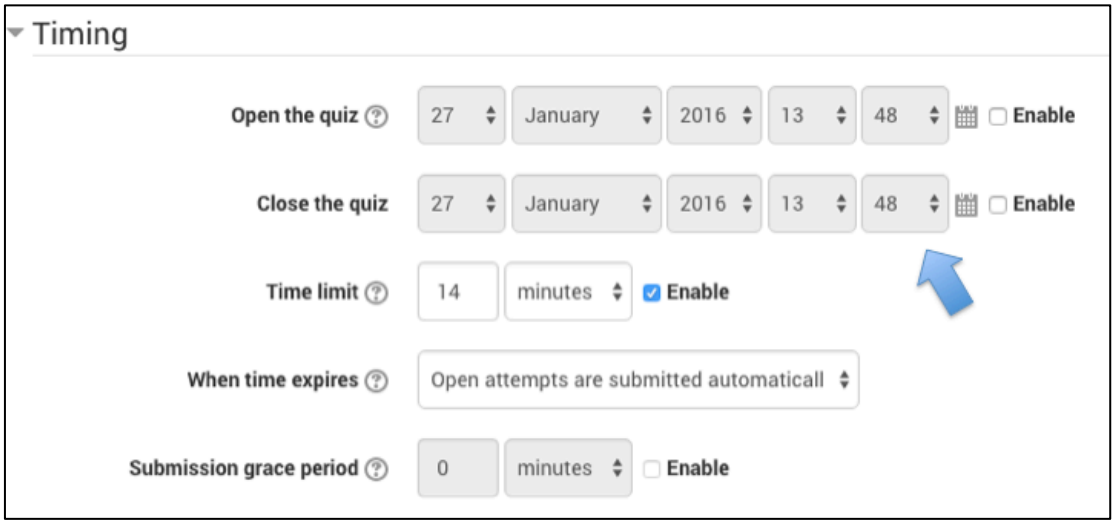
5 Reactivate a quiz

To reactivate a quiz that has passed its close date:

1. On the course home page, with editing turned on Turn editing on, click the Edit link for the quiz.
2. Click the Edit Settings icon next to the quiz.



3. On the Updating quiz page, click open the Timing section and change the date in the Close the quiz fields to the new, extended close date.

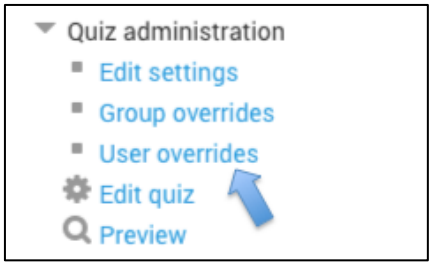


4. Save your changes.

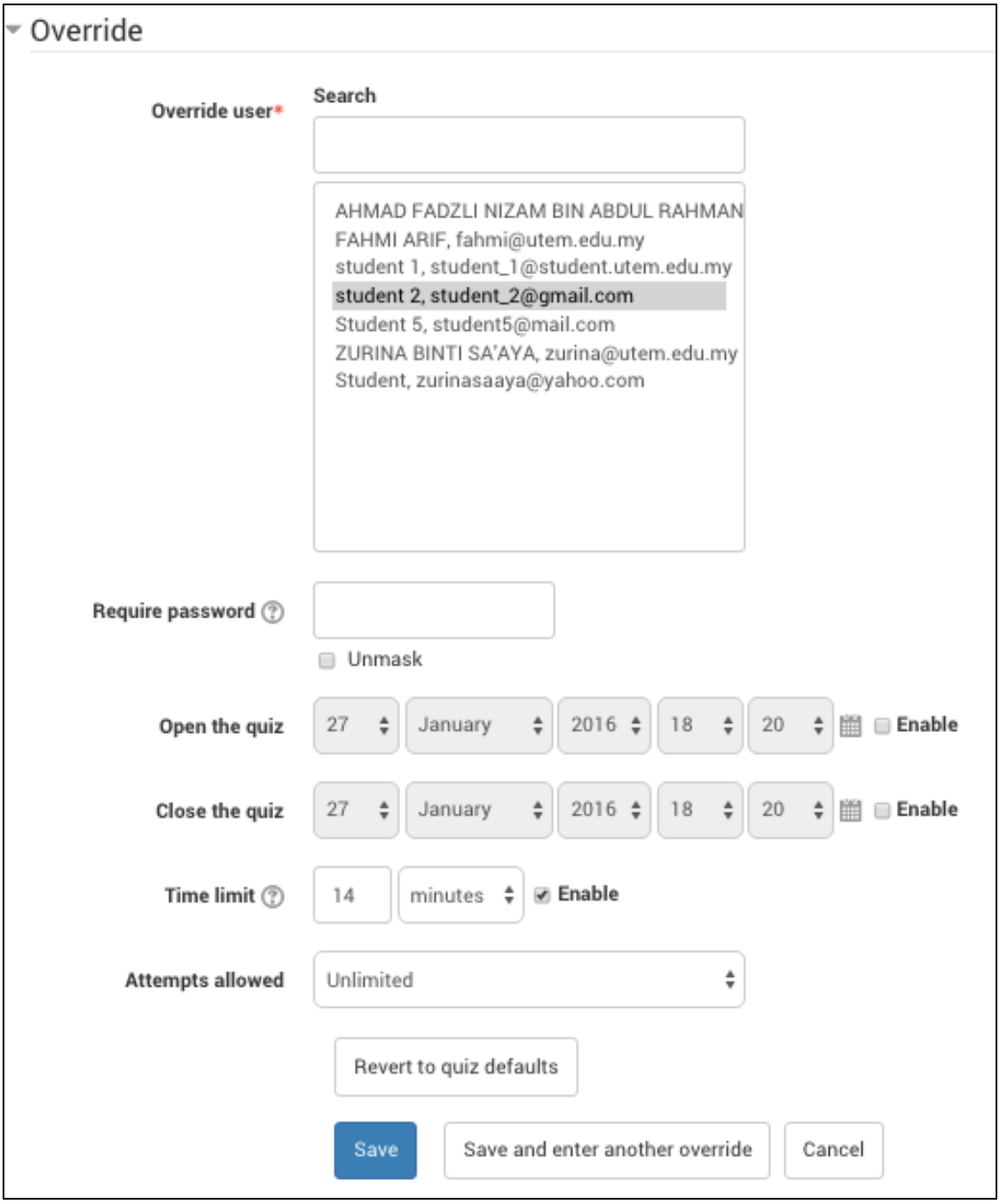
6 Grant an extension for a quiz

To extend an individual's submission times or grant them special access to a quiz:

1. On the course home page, with editing turned on Turn editing on, click the Edit link for the quiz.
2. Click the Edit Settings icon next to the quiz.
3. On the Updating quiz page, in the Settings block, under Quiz administration, click User overrides.



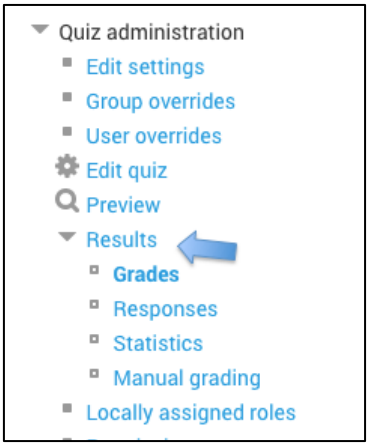
4. On the resulting page, click Add user override.
5. On the Edit override page, Search for the individual student, then make the appropriate changes. You can:
    a. require this student to use a password to enter the quiz
    b. specify different Open or Close dates or times (in the event of extenuating circumstances or special needs)
    c. allow this student a different number of quiz attempts.
6. Click Save. The overrides overview page displays, showing all current overrides and their details. Add another user override or return to the Editing quiz page.



7 View quiz reports

To access reports relating to a quiz:

1. On the course home page, click the quiz's link.
2. In the Settings block, click Quiz administration > Results.
3. Select from the list of the 4 types of reports available: Grades, Responses, Statistics or Manual Grading.



7.1 Grades

The Grades report tells you about student quiz attempts, displaying the overall grade, and a summary of each correct/incorrect answer. It also reports on the State (student progress through a quiz), the time the quiz was started/completed and the total time the student took to complete it. You can re-grade quiz attempts by selecting Re-grade selected attempts. A bar graph summarises the grade range and frequency.

7.2 Responses

The Responses report is visually similar to the Grades report, but it shows the responses students gave to quiz questions, not the marks they earned. You can view the question text/correct answer to compare students' responses.

7.3 Statistics

The Statistics report provides statistical ("psychometric") analysis of the quiz and the questions it contains. The report is divided into 3 sections:

- a summary of the whole quiz
- an analysis showing all questions in table format, and
- a bar graph of the percentage of correct answers (the "Facility index") and the "discriminative efficiency index".

The summary section contains the following data items:

- Quiz name
- Course name
- Open/Close dates (only if selected in Quiz settings)
- Number of complete graded first attempts
- Total number of complete graded attempts
- Average grade of first attempts
- Average grade of all attempts
- Median grade (for all attempts)
- Standard deviation (for all attempts)
- Score distribution skewness (for all attempts) - a measure of the asymmetry relative to Gaussian distribution
- Score distribution kurtosis (for all attempts) - a measure of the shape of probability distribution
- Coefficient of internal consistency (for all attempts) - a measure of whether each quiz question is testing the same concept. The higher the number the greater the consistency.
- Standard error (for all attempts)

The quiz structure analysis shows the following:

- Quiz number
- Question name
- Attempts
- Facility index describes - percentage of students who answered the question correctly
- Standard deviation - the variation of scores for the question
- Random guess score - the score a student would get for randomly guessing
- Discrimination index - the correlation between the score for a question relative to the student's score for the whole quiz. If a person does well in a question, they should do well in the quiz. The higher the number the better the correlation.
- Discriminative efficiency - the Discrimination index as a fraction of the maximum possible marks for the question. For a question with a very high average score (a high Facility index) it is very hard for a student to achieve a high Discrimination index on that question.

Below this section is a bar graph illustrating the Facility index and the Discriminative efficiency.

Details about the data items are available on the Moodle Docs Quiz statistics report page.

7.4 Manual Grading

The Manual Grading report enables instructors to manually grade written submissions within a quiz. It contains the following information:

- Question number
- Question name
- Items to grade
- Items already graded
- Total submissions
-

To grade submissions in the To Grade column select Grade. All the quiz responses to be graded will display. Read each submission, provide comments and a final mark and repeat the process until all submissions are graded. The comments and marks are exported to the Gradebook when you select Save and go to next page after marking each submission.