



## QUIZ

### Categories-inserting questions-creating a quiz

(updated on 16 April 2020)



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## Creating categories

After configuring the general structure of the quiz, you need to create the questions, subdividing them in 'categories' or repositories. This type of structure allows you to organize the questions practically and write the quiz using a number of questions from each category.

It is also possible to have a single category, and for each test use the same type of question; it is up to the teacher.

In the Administrator menu on the left side of the page, click on Deposito delle domande (Question repository) > Categorie (Categories):

- AMMINISTRAZIONE
- ▼ Amministrazione del corso
  - ⚙️ Impostazioni
  - 📝 Attiva modifica
  - ▶ Utenti
  - ⚠️ Filtri
  - ▶ Report
  - ⚙️ Impostazione registro valutatore
  - ⬇️ Backup
  - ⬇️ Ripristino
  - ⬇️ Importa
  - ⟳ Reset
- ▼ Deposito delle domande
  - Domande
  - Categorie
  - Importa

**ATTENTION:** the first time you create questions a virtual tour of the guidelines presented here will start. We would recommend watching it.



The Default page opens, showing the main course category::

Categorie di domande per 'Co

- **Default per quiz (0)**  
La categoria default per le domande cond

Within this macro category, **we would suggest creating as many categories as there are question repositories that you want to use.**

#### Adding a category

Scroll down the page to **Aggiungi categoria (Add Category)**. Insert the name of the subcategory (or question repository):

#### Aggiungi categoria

Categoria genitore ? Default per quiz

Nome ! Serbatoio 1

**Aggiungi categoria**

Click on Aggiungi categoria (Add category) to confirm:

Now click the title of the category created; it is now possible to add questions.

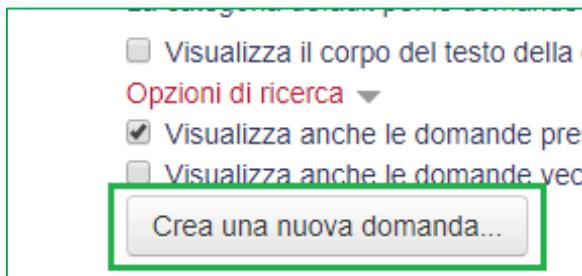
Categorie di domande per 'Co

- **Default per quiz (0)**  
La categoria default per le domande cond
- **Serbatoio 1 (0)**



## Creating questions

Click on ‘Crea una nuova domanda’ (Create a new question).



Moodle offers many question types; we would suggest using MULTIPLE CHOICE (with one or more correct options), TRUE / FALSE, SHORT ANSWER, COMPOSITION.

A screenshot of a Moodle dialog box titled 'Scegli un tipo di domanda da aggiungere'. On the left, a vertical list of question types is shown with radio buttons next to them:

- Risposta multipla
- Vero/Falso
- Risposta breve
- Numerica
- Calcolata
- Componimento
- Corrispondenza
- Corrispondenze con domande a risposta breve casuale
- Risposte inglobate (Cloze)
- Calcolata semplice
- Drag-and-Drop Matching

To the right of the list is a descriptive text: 'Scegli un tipo di domanda per vederne la descrizione.'

### Multiple Choice

From the list of question types select ‘Risposta multipla’ (multiple choice) and fill in the required fields.



#### Name

Insert a number and a code that will tell you which category the question belongs to and its position. For example S1\_001, or Serbatoio (Repository) 1-question number 1:

#### Generale

Categoria

Serbatoio 1

Nome della domanda

S1\_001

#### Question text

Type in or copy and paste from another file the question text.

Testo della domanda

Qual è il fiume che passa per Trento?

#### Default scoring

Assign the score you want to give for a correct answer, or when there is more than one correct option, the total score.

Punteggio di default

2

#### One or more options

In this field you can select the number of correct options; the default is one correct option:

**ATTENTION:** if you have multiple correct options, in the question text, we would recommend putting in the number of options to select so the student knows how to answer the question. It is not possible stop an option from being selected.

Una o più alternative

Una sola alternativa

Più alternative

Una sola alternativa



### Options in random order

If the quiz 'box' is configured to present the options in random order, this will be the default setting for all questions. You can deselect this option when, for example, one of the options is "None of the above". In this way the answer can be placed last; all the options, however, will have a fixed order.

Alternative in ordine casuale

### Numbering options

Leave the default setting (Nessuna) (None)

Numerazione delle alternative

### Answers

Now insert the options that correspond with 'Option 1', 'Option 2' etc. You can add more options by clicking on 'Spazi per altre 3 alternative' (Space for 3 more options).

With longer, copied and pasted texts, you can improve the screen view by widening the text field with the mouse using the bottom right corner:

The screenshot shows two text boxes labeled 'Alternativa 1' and 'Alternativa 2'. Both boxes contain rich text editors with toolbars at the top. The first box contains the text 'Adige' and the second box contains the text 'Tevere'. A large purple arrow points from the bottom right corner of the 'Alternativa 1' box towards the bottom right corner of the entire image frame, indicating where the user can click to expand the text area.

### Scoring

Remember to select the score from the drop-down menu for each option. **Moodle uses percentages so a 100% score is given to the correct option (when there is only one correct option), or the score is divided according to the number of correct options (two correct options are given 50% each, three correct options are given 33% and so on).**



A screenshot of a dropdown menu titled 'Nessuno' (None) which lists percentages from 100% down to 10%. A green arrow points from the text 'key=Xemb18Ynn' to the top of the dropdown menu. The menu items are: Nessuno, 100%, 90%, 83,33333%, 80%, 75%, 70%, 66,66667%, 60%, 50%, 40%, 33,33333%, 30%, 25%, 20%, 16,66667%, 14,28571%, 12,5%, 11,11111%, and 10%.

Valore
Nessuno
100%
90%
83,33333%
80%
75%
70%
66,66667%
60%
50%
40%
33,33333%
30%
25%
20%
16,66667%
14,28571%
12,5%
11,11111%
10%

Likewise, incorrect options can be given a score of 0 (=Nessuno) or a negative score, which is still calculated as a percentage.

**ATTENTION:** assigning scores is an option by option, so if you want to give a negative score you need to remember to select it from the drop-down menu.

In this example, the incorrect option has been given 0 (=Nessuno):

A screenshot of a question editor interface. The question text is 'Alternativa 2'. On the right, there are buttons for 'Paragrafo' and 'Tevere'. Below the text area, the word 'Percorso: p' is shown. At the bottom left is the word 'Valutazione', and at the bottom right is a dropdown menu set to 'Nessuno'.

When you have inserted all the options click on **Salva modifiche** (Save changes).

You can see a preview of the question by clicking on the magnifying glass icon:



Both used & unused ▾

Crea una nuova domanda...

T ▪ Domanda

S1\_001

▼

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If there are corrections to make and you need to make further changes click on the settings icon:

Crea una nuova domanda...

T ▪ Domanda

S1\_001

▼

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<p>Domanda 1</p> <p>Risposta non ancora data</p> <p>Punteggio max.: 2,00</p>	<p>Qual è il fiume che passa per Trento?</p> <p>Scegli un'alternativa:</p> <ul style="list-style-type: none"><li><input type="radio"/> Arno</li><li><input type="radio"/> Adige</li><li><input type="radio"/> Tevere</li></ul>
--	--



## True/False

Click on Crea una nuova domanda (Create a new question) and select True-False.

Number the question as previously suggested then insert in the text and the score.

### Correct answer

The FALSE option appears as the pre-selected correct answer. Change it if necessary from the drop-down menu.

Risposta corretta

Feedback per la risposta 'Vero'.

False

Falso

Vero

Save and view the preview:

Domanda 1

Risposta non ancora data

Punteggio max.: 1,00

La seguente affermazione è...

Scegli una risposta:

Vero

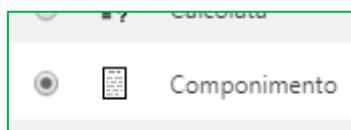
Falso



## Composition

The composition question type allows the students to produce a much more articulated response, which must be corrected by the teacher as it cannot be corrected automatically,

Click on Aggiungi una domanda (Add a question) and select 'Componimento' (Composition):



Insert the question number and the task.

Nome della domanda	!	07
Testo della domanda	!	<p>Spiega in modo esaustivo la seguente definizione... </p> <p>[Richiesta di inserimento]</p>

You can also assign a score to the composition; the teacher will give the score after correction:

Punteggio di default	!	10
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### Options for the answer

We would suggest you select testo semplice (simple text) for the format of the answer:

Formato risposta	Editor HTML
Inserimento testo	Editor HTML con file picker
del riquadro di input	Testo semplice
	Testo semplice con carattere a spazi
	Senza testo online



In this way the students will see a simple text box that they can type the answer in, without being able to use formatting options (editor Html), which could potentially create problems and also waste time.

Whether inputting text is compulsory or optional depends on the type of composition that the students are required to do. In fact, the students can upload any type of file. In that case, it might not be necessary to input any further text in the text box.

Inserimento testo	L'inserimento di testo è obbligatorio
Dimensione del riquadro di input	L'inserimento di testo è obbligatorio L'inserimento di testo è facoltativo

You can create a text box with a defined size that you decide on beforehand, but this will NOT limit the text that the students can input.

Dimensione del riquadro di input	15 linee
Consenti allegati	5 linee
Allegati richiesti	10 linee
Tipi di file accettati	15 linee
	20 linee
	25 linee
	30 linee
	35 linee
	40 linee

The following settings allow or block attachments.

Consenti allegati	No
Allegati richiesti	No
Tipi di file accettati	1
	2
	3
	Nessun limite

Once the question is saved, you can view a preview. In the example, the student is asked to insert text and to attach a file.



Spiega in modo esaustivo la seguente definizione...

Dimensione massima dei file: Nessun limite, numero

File



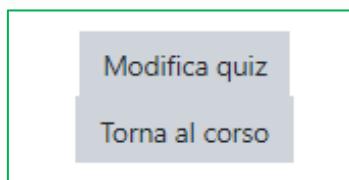
At the end of the exam, thanks to a specially developed plug-in, the teacher will be able to print a PDF report of the open questions. If the quiz is mixed, or it has both open and closed questions, the report will include both types of response. It will eventually be possible to make corrections on the original PDF file.



## Creating the quiz

Once the questions have been added, you create the quiz; you can use all the questions, or make a random or precise selection.

To enter the quiz click on 'Modifica quiz' (Modify quiz):



From the drop-down menu 'Aggiungi' (Add) select one of the options:

The screenshot shows the 'Modifica quiz' interface for a test titled 'Test di prova'. It includes fields for 'Voto massimo' (5,00) and 'Salva'. Below these are buttons for 'Rimpagina' and 'Selezione più elementi'. On the right, it shows 'Totale punti: 5,00'. The main area displays three questions: 'S1\_001 Come si chiama il fiume di Trento?', '03 trhtrhb', and 'trascina immagine gdfs'. To the right of the questions is a 'Ordinamento casuale' checkbox. A dropdown menu labeled 'Aggiungi' is open, listing three options: 'una domanda', 'dal deposito domande', and 'una domanda casuale'. The 'Aggiungi' menu has a purple border around it.

- una domanda (one question): you can create a question in real time (we would advise against this because it's better to create all the questions before, categorising them)
- dal deposito domande (from the question repository): this is to select a number of specific questions from a particular category; in this way the test will be made up of these precise questions. In the example, questions S1\_001 and S1\_002 will be selected from the category Serbatoio 1 (Repository 1).



The screenshot shows a list of questions under the heading 'Domanda'. Two questions are selected: 'S1\_001' and 'S1\_002'. A green box highlights the 'Aggiungi al quiz le domande selezionate' button at the bottom.

Scegli una categoria:

Serbatoio 1 (3)

No tag filters applied

Filtra per tag...

Opzioni di ricerca ▾

Visualizza anche le domande presenti nelle sotto

Visualizza anche le domande vecchie

Both used & unused ▾

T Domanda

+ S\_003 jfdvcnaòdfkfojkeròovlnkadfm

+  S1\_001 fhbjknasdkgfjeòrkvnask (selezionato)

+  S1\_002 iefjnhdòfkvmefilmkqe

Aggiungi al quiz le domande selezionate

- una domanda casuale (a random question): this is to randomly select a set number of questions from the various categories created > this will allow you to create tests with the same number of different questions.  
In the example, two random questions will be selected from Serbatoio 1 (Repository 1):

Categoria esistente Nuova categoria

Categoria Serbatoio 1 (3)

Includi anche le domande vecchie

Tag Qualsiasi tag

Cerca

Numero di domande casuali 2

Questions matching this filter: 3

You can see the difference between the two possibilities: in green I have two questions selected specifically, so the same for each student, in red the system



has randomly chosen two questions, so two different questions for every student.

Pagina 1

1	A1_002 dfvhjlsiguheòiwrnvbgknb
2	A_001 hcbsdk.c bdfjkdn <
3	Casuale (Serbatoio 1) <a href="#">Visualizza domande</a>
4	Casuale (Serbatoio 1) <a href="#">Visualizza domande</a>



The questions can be ordered differently for each student. Click the box 'Ordinamento casuale' (Random order):

**Modifica quiz: Esame di - giorno - ora - turno**

Domande: 4 | Quiz aperto (chiude il 9/04/2020 14:46)

Voto massimo 30,00 Salva

Rimpagina Seleziona più elementi

Totale punti: 4

Ordinamento casuale Aggiungi

Pagina 1

1	A1_002 dfvhjlsiguheòiwrnvgknb	1,00
2	A_001 hcbsdk c bdfikdn <	1,00

Maximum score:

**ATTENTION:** by default, the system is set up to give a maximum score of 30.

**Modifica quiz: Esame di - giorno - ora - turno**

Domande: 4 | Quiz aperto (chiude il 9/04/2020 14:46)

Voto massimo 30,00 Salva

Rimpagina Seleziona più elementi

Totale punti: 4,00

Regardless of the sum total points attributed to single questions, (in the example this total is 4), **Moodle will convert the score out of 30**. You will need to set the pass mark at 18 (the 'Sufficienza' (Pass) option in the settings in the quiz box).

It is also possible to calculate scores with different cut-offs.

Once you have finished setting up the quiz, you can view a preview to see how it will appear on screen. Click on the title of the quiz and then click on 'Anteprima quiz' (Quiz preview).

Anteprima quiz



# UNIVERSITÀ DI TRENTO

Direzione  
Didattica e Servizi agli Studenti

Domanda 1

Risposta non  
ancora data

Punteggio max.:  
1,00

▼ Contrassegna  
domanda

⚙ Modifica  
domanda

## Conversation 3

The customer is in

Scegli un'alternativa:

- 1. a train station
- 2. a bus station
- 3. an airport

Navigazione □

1 2

Termina il tentat

Avvia una nuo

Pagina successiva



## Visualisation of the quiz – student

The student accesses the quiz from the homepage, clicking on the title.

### Quiz-One

Metodo di valutazione: Voto più alto

Tenta il quiz adesso

Now by clicking on 'Tenta il quiz' (Try quiz) the students can start answering.

After answering the questions, the students click on Termina tentativo (End quiz).

Domanda 2  
Risposta non ancora data  
Punteggio max.: 1,00  
Contrassegna domanda

**Conversation 2**  
The customer rents the car for  
Scegli un'alternativa:  
 1. 1 week  
 2. 2 weeks  
 3. 3 weeks

Pagina precedente

Termina il tentativo...

The student sends confirmation with 'Invia tutto e termina' (Send all and quit) and receives the feedback TEST INVIAZO AL DOCENTE (TEST SENT TO TEACHER) (suggested setting).



# UNIVERSITÀ DI TRENTO

**Direzione  
Didattica e Servizi agli Studenti**

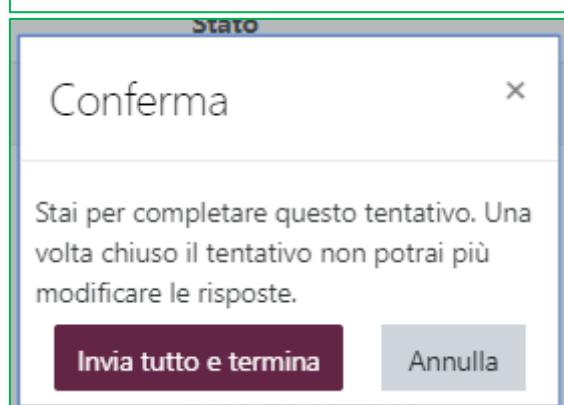
## Quiz-One

Riepilogo del tentativo

Domanda	Stato
1	Risposta salvata
2	Risposta salvata

[Torna al tentativo](#)

[Invia tutto e termina](#)





## Visualisation of the quiz – Teacher

The teacher access the quiz by clicking 'Tentativi: numero' (Number of attempts).

Tentativi permessi: 1  
Limite di tempo: 30 min.

Tentativi: 2

**Riepilogo dei tuoi tentativi precedenti**

**Stato**

A summary page appears, containing a list of the students and their relative tests.

Scarica tabella dati				
	Nome / Cognome	Matricola	Indirizzo e-mail	
<input type="checkbox"/>	<b>Studente Test Rivedi tentativo</b> <b>Andrea Test 2</b> Rivedi tentativo	PER123456	studente.test@unitn.it	
<input type="checkbox"/>	<b>Studente Test Rivedi tentativo</b> <b>Andrea Test 2</b> Rivedi tentativo	CPER0019874	silvia.silva@unitn.it	

### Results in excel

You can extrapolate the results in an excel file.

From the drop down menu select the format of the summary file and then click 'Scarica' (Download):

Scarica tabella dati come

Valori separati da virgola (.csv)  
Valori separati da virgola ( csv)  
**Microsoft Excel (.xlsx)**  
Tabella HTML  
Javascript Object Notation (.json)  
OpenDocument (.ods)

**Reimpaginare**

**Scarica**

	Nome / Cognome	Matricola	Indirizzo e-mail	Stato	Inizio	Fine
<input type="checkbox"/>	<b>Studente Test Rivedi tentativo</b> <b>Andrea Test 2</b> Rivedi tentativo	PER123456	studente.test@unitn.it		8 apr 2020	Completato



**Report for open questions:**

For open questions, a plug-in has been developed which allows you to print a PDF of the responses (if the quiz contains both closed and open questions, the PDF will also include the closed questions).

To print the reports, from the results of the quiz page, select 'Stampa risposte componimento' (Print compositions) in the menu Amministrazione>Gestione Quiz (Administration>Quiz management) on the left:

- ▼ Gestione Quiz
  - Impostazioni
  - Personalizzazioni di gruppo
  - Personalizzazioni individuali
  - ⚙ Modifica quiz
  - 🔍 Anteprima
  - ▼ Risultati
    - Valutazioni
    - Risposte dettagliate
    - Statistiche
    - Live Report
    - Valutazione manuale
    - Scarica le consegne
    - Archive
    - Stampa risposte Componimento
  - CRM Grades

Then click on 'Stampa' (Print) to generate the PDF which can then be saved.

Esempio d'

Stampa

Esempio di quiz d'esame

Maria Valeria Ceraolo

Iniziato martedì, 7 aprile 2020, 09:46

Iniziato martedì, 7 aprile 2020, 09:46

Terminato martedì, 7 aprile 2020, 09:48

Tempo impiegato 2 min. 9 secondi

Domanda 1 Completo

In che anno fu scoperto il continente americano?

Scegli un'alternativa:

1512

1124

1492

Stampa 7 fogli

Destinazione

PDFCreator

Salva come PDF

Salva in Google Drive

Visualizza altre...

Pagine 1

Copie 1



### Results with a different cut off from 18/30

It is possible to re-calculate the scores changing the cut-off mark and receive an updated report.

On the quiz results page, in the menu Amministrazione>Gestione Quiz (Administration>Quiz management), select 'Valutazioni con soglia flessibile' (Evaluation with variable cut off):

▼ Risultati

- Valutazioni
- Risposte dettagliate
- Statistiche
- Valutazione manuale
- Scarica le consegne
- Valutazioni con soglia flessibile

You can set a different pass mark, for example (17)

Cosa includere nel report

Tentativi di	utenti iscritti
Stato dei tentativi	<input checked="" type="checkbox"/> In svolgimento
Punteggio massimo	30
Punteggio valutazione sufficiente	17

Downloading the results file again, you will get updated scores with the new pass mark.



### Downloading submitted work (zip file attachments)

If the students have to attach a file, the teacher can download all the files by clicking '**Scarica le consegne**' (Download submitted work), which can be found in the settings menu in the quiz.

On the quiz results page, in the menu Amministrazione>Gestione Quiz (Administration>Quiz management), select 'Scarica le consegne' (Download submitted work):

- ▼ Risultati
  - Valutazioni
  - Risposte dettagliate
  - Statistiche
  - Valutazione manuale
  - Scarica le consegne**
  - Valutazioni con soglia flessibile

For more information:

#### Didattica OnLine

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