QUIZ

Categories-inserting questions-creating a quiz

(updated on 16 April 2020)

Creating categories ................................................................. 3
Adding a category .................................................................... 4
Creating questions .................................................................... 5
   Multiple choice ..................................................................... 5
   True / False ......................................................................... 10
   Composition ......................................................................... 11
Creating a quiz .......................................................................... 14
   Maximum score: ................................................................... 17
Visualization of the quiz – student .................................................. 19
Visualization of the quiz – teacher.................................................................21
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):

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:

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):

Click on **Aggiungi categoria (Add category)** to confirm:

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

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**

<table>
<thead>
<tr>
<th>Categoria</th>
<th>Serbatoio 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nome della domanda</td>
<td>S1_001</td>
</tr>
</tbody>
</table>

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

![Testo della domanda](image)

**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](image)

**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.
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.

Numbering options
Leave the default setting (Nessuna) (None)

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:

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).
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):

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

Save and view the preview:
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.

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

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

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.

The following settings allow or block attachments.

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.
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:

- **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).
• 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):

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

**Maximum score:**

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

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).
Conversation 3
The customer is in

Scelgli un'alternativa:
1. a train station
2. a bus station
3. an airport
Visualisation of the quiz – student

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

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).

The student sends confirmation with ‘Invia tutto e termina’ (Send all and quit) and receives the feedback TEST INVIATO AL DOCENTE (TEST SENT TO TEACHER) (suggested setting).
Quiz-One
Riepilogo del tentativo

<table>
<thead>
<tr>
<th>Domanda</th>
<th>Stato</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Risposta salvata</td>
</tr>
<tr>
<td>2</td>
<td>Risposta salvata</td>
</tr>
</tbody>
</table>

Torna al tentativo

Invia tutto e termina

Conferma

Stai per completare questo tentativo. Una volta chiuso il tentativo non potrai più modificare le risposte.

Invia tutto e termina  Annulla
Visualisation of the quiz – Teacher

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

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

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):
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:

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

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

![Dropdown menu](image)

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

**For more information:**

**Didattica OnLine**

Divisione Centro Linguistico Test Center e Didattica Online
Direzione Didattica e Servizi agli Studenti
Università degli Studi di Trento
tel. +39 0461 283316
uff.didatticaonline@unitn.it