Universitat de Barcelona

Steps to create your own quiz on *Moodle*

Cooperative Audiovisual Comprehension Project

Espai Comú d'Aprenentatge de Llengües

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Steps to create your own quiz on Moodle

This guide has been created for those students who have been assigned a local teacher role in a Moodle quiz so that they can create the quiz and build it themselves onto Moodle for their classmates to answer it. The instructions regarding embedding videos are specially for those students participating in the Cooperative Audiovisual Comprehension Project (ECAL).

N.B.: Moodle may have been updated after this guide was written; therefore, some screenshots may present small differences with what you can actually see on screen.

1. Setting the parameters of your quiz

Enter your quiz and press **'Update this quiz'** (top right)
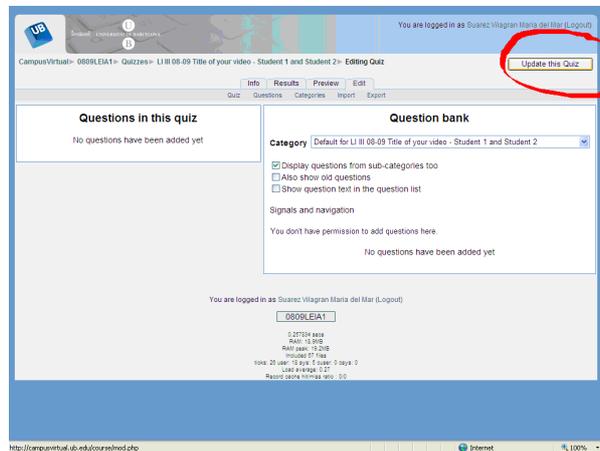
a) **General section**: Write the name of your quiz following **this pattern**:

   Course short name Course year Title of your video – Student 1 and Student 2

Example: Ll III 08-09 What's Virgin Mean – John Doe & Jane Doe

N.B.: Ll III 08-09 will always stay the same; "Title of your video" is to be changed and Student 1 Name & Surname and Student 2 Name & Surname means the name and surname of the creators of the quiz (although your teacher will probably have written them already).

b) **Timing and display: don't modify anything**.

c) **Attempts:** make sure it is set to **1 attempt** and that **"adaptive mode"** is set to **"No".**

d) **Grades**: grading method should be set to **1 attempt.**

e) **Review options**: **uncheck** the first three checkboxes on the left.

f) **Security**: show "quiz" in a secure window **'yes'.**

g) **Common module settings and overall feedback**: don't modify anything.

h) Once you've modified everything you've been told to, **press "Save and display"**. You will be taken to another page. If you press "Save and return to course", you will have to click on the quiz again to enter it. Oh, well…

General

Name: LI III 08-09 Title of your video - Student 1 and Student 2

Introduction ?

Trebuchet | 1 (8 pt) | | Lang | **B** *I* U S | x₂ x² | 🔗 | ↶ ↷

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Name your video as above in the title. Here you are to write a little explanation of what you are going to see. You will not modify anything else on this page, will

Cami:

? ▭

Timing

Open the quiz ? 22 February 2009 15 10 ☑ Disable

Close the quiz ? 22 February 2009 15 10 ☑ Disable

Time limit (minutes) ? 0 ☐ Enable

Time delay between first and second attempt ? None

Time delay between later attempts ? None

Display

Questions per page ? Unlimited

Shuffle questions ? No

Shuffle within questions ? Yes

Attempts

Attempts allowed ? 1 attempt

Each attempt builds on the last ? No

Adaptive mode ? No

Grades

Adaptive mode ? No

Grades

Grading method ? First attempt

Apply penalties ? Yes

Decimal digits in grades ? 2

Review options ?

Immediately after the attempt	Later, while the quiz is still open	After the quiz is closed
☐ Responses	☑ Responses	☑ Responses
☐ Answers	☑ Answers	☑ Answers
☐ Feedback	☑ Feedback	☑ Feedback
☑ General feedback	☑ General feedback	☑ General feedback
☑ Scores	☑ Scores	☑ Scores
☑ Overall feedback	☑ Overall feedback	☑ Overall feedback

Security

Show quiz in a "secure" window ? Yes

Require password ? ☐ Unmask

Require network address ?

Common module settings

Show Advanced

Group mode ? Separate groups

Visible Show

ID number ?

Grade category Uncategorised

Internet
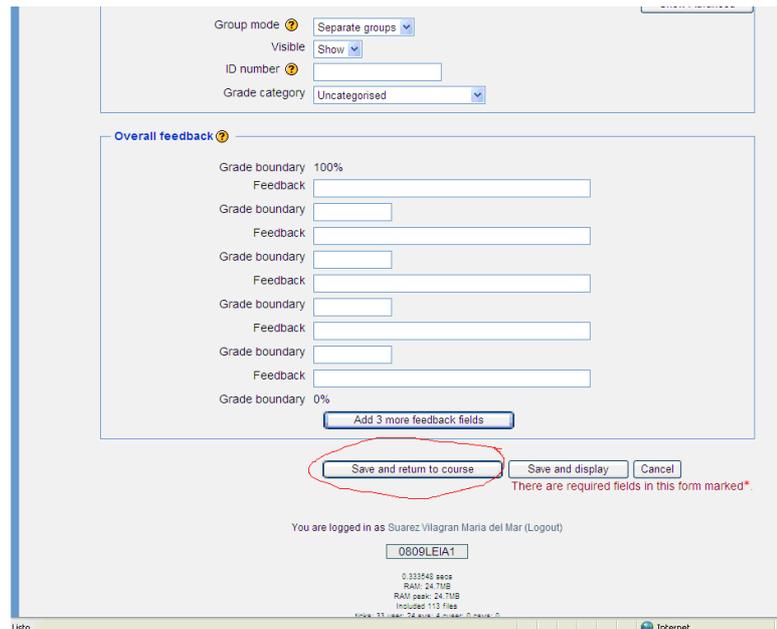
2. Editing your quiz

2.1 CREATING THE CATEGORY OF YOUR QUESTIONS:

Press categories (right in the middle).
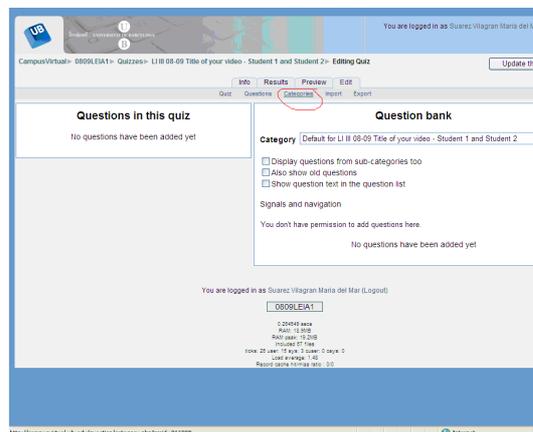
You'll be taken to the page "Editing categories".

a)   In **Parent**, **select** the Default for Ll III 08-09 Title of your video – Student 1 and Student 2. (the title of your video and Student 1 and Student 2 will be different, of course).

b)   In **Name**, write again the name of your quiz **following this pattern**: Ll III 08-09 Title of your video – Student 1 and Student 2.

c)   Press "Add category". You will be taken to the same page but a subcategory will have appeared above.
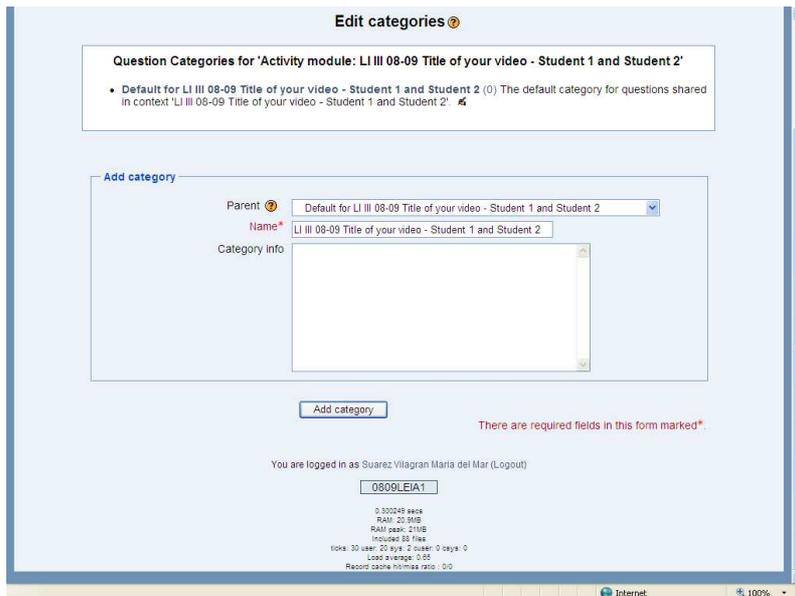
d) Press the new subcategory, which appears preceded by an empty bullet point.
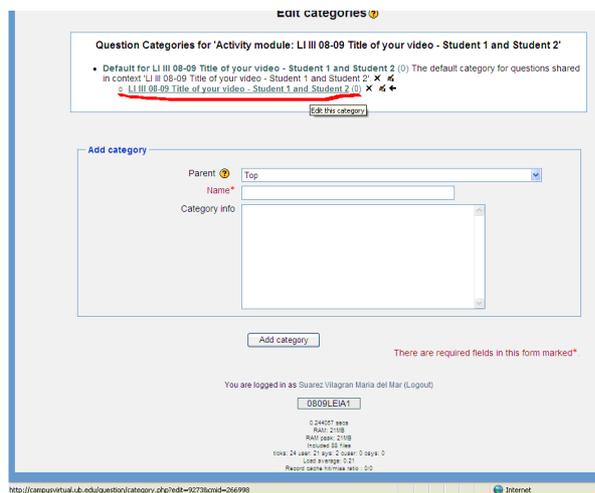
You will be taken to another page that looks the same as one you will have seen before. On this page, press on "Quiz" (first option of the second row).
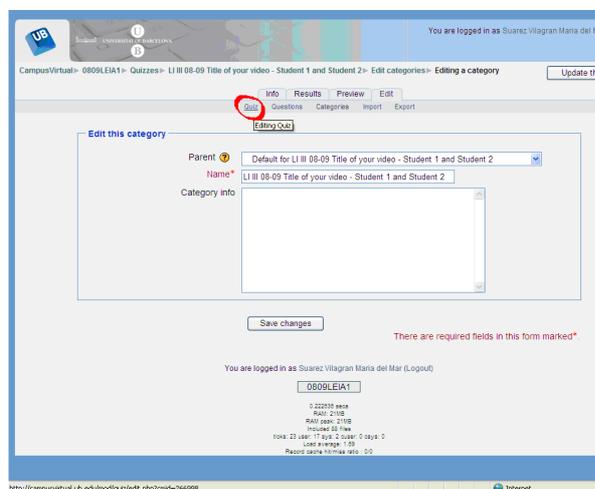
Now you will be taken to the first page you had seen but below the default category, the new category you have just created will have appeared. Select it.
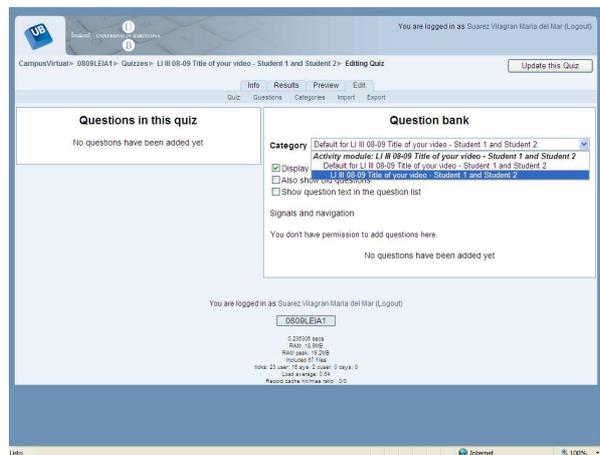
A new dropdown menu will have appeared labeled "Create new question" from which you will choose the types of questions you want to use. Remember to **label your question starting with numbers**:

00 Ll III 08-09 Title of your video – Student 1 and Student 2

01 Ll III 08-09 Title of your video – Student 1 and Student 2

02 Ll III 08-09 Title of your video – Student 1 and Student 2   (…)

Do not write these numbers when you edit each question. This is just a matter of organization of questions, not of editing the questions as such.
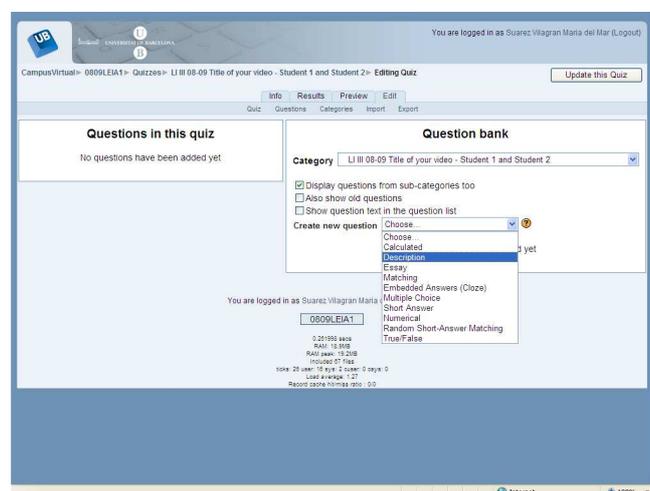
The first question for everybody will be a Description that will introduce the listening through a pre-listening activity motivating the listener to keep on doing the activity. The description is not an activity in itself, but just an introduction in which you may embed the video for a first view. **If you're copy-pasting from a Word Document, remember to select the whole text (Control + A) and clean the text by pressing the symbol with a W for Microsoft Word in the edition bar.** If you are copy-pasting from a Wordpad (.txt), this step is not necessary. You may give format to your questions, answers and feedback by using this bar, but it's not necessary.
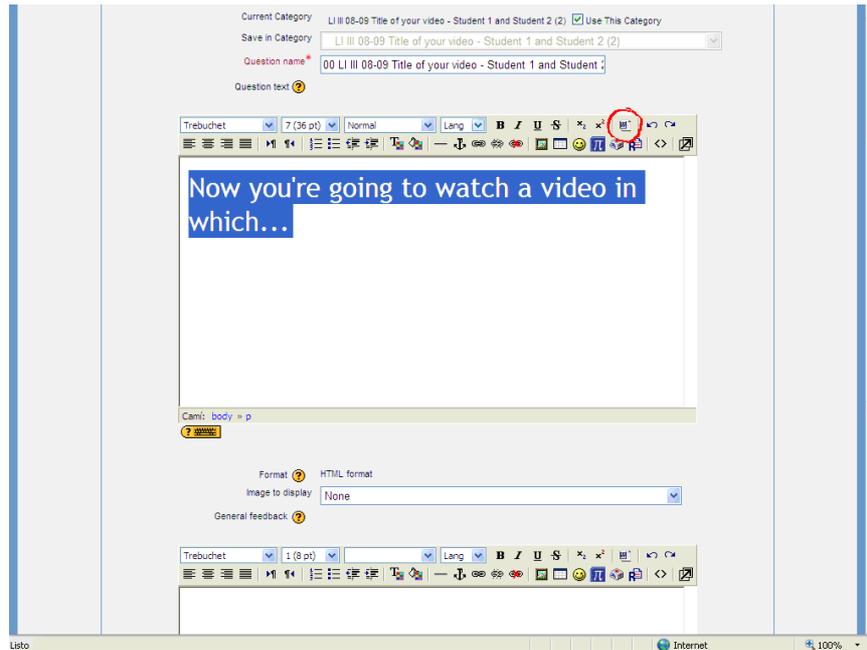
2.1.1 EMBEDDING VIDEOS

To embed your videos, in this or in any other question, follow these steps.

1. Select with your mouse the embed code from the webpage, copy it by press Control + C).
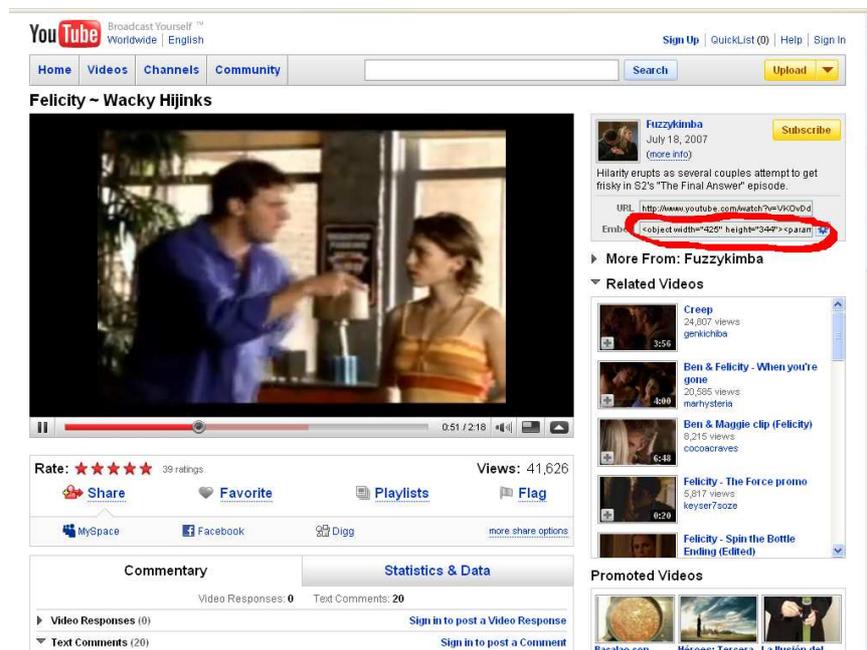
2. Press < > in the edition bar on the right, second row of Moodle and paste the embed code by pressing Control + V after the </p>. **Save the changes** by pressing Save changes at the bottom of the page.
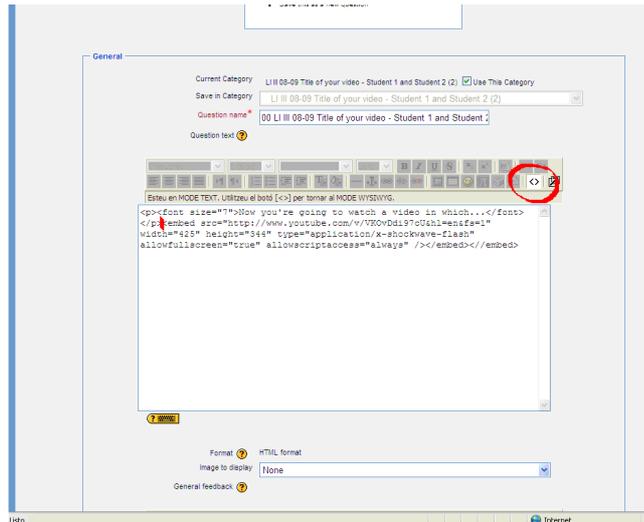
You will be sent to the page where you choose questions. Press on the question 00. Now the video will appear embedded.
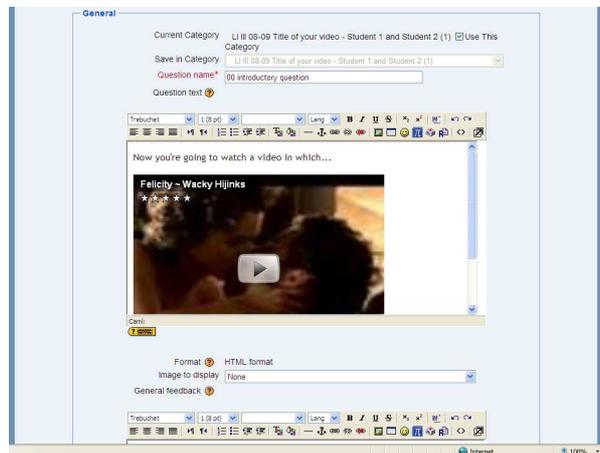
Again, before leaving this page, make sure to **Save changes** once again, just in case. If you need to embed the video once again, follow the same steps.

If the **embed code is disabled**, as in the snapshot below, let your teacher know and s/he'll try and download the video him/herself and upload it onto the file section in Moodle. You can also download it yourselves using, for example, keepvideo.com or Youtube downloader, save it on a pendrive and give it to your teacher for him/her to upload it onto the Files area of the virtual environment.
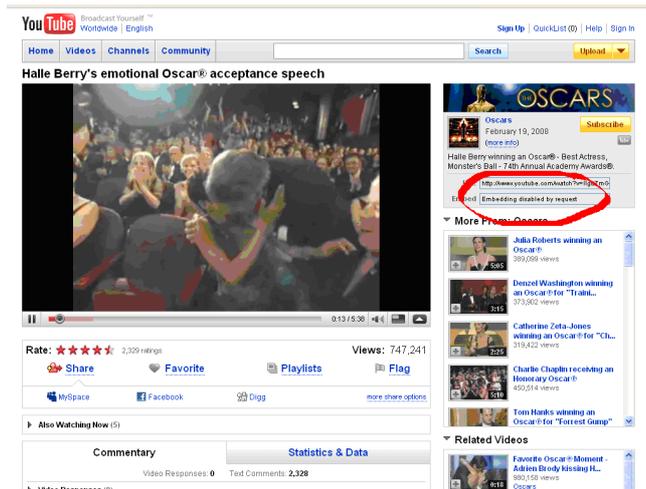
2.2 CREATING THE QUESTIONS

Don't forget to write the number before the questions as explained above (01, 02, 03 + Title of your video – Student 1 and Student 2).

2.2.1. ESSAY QUESTION
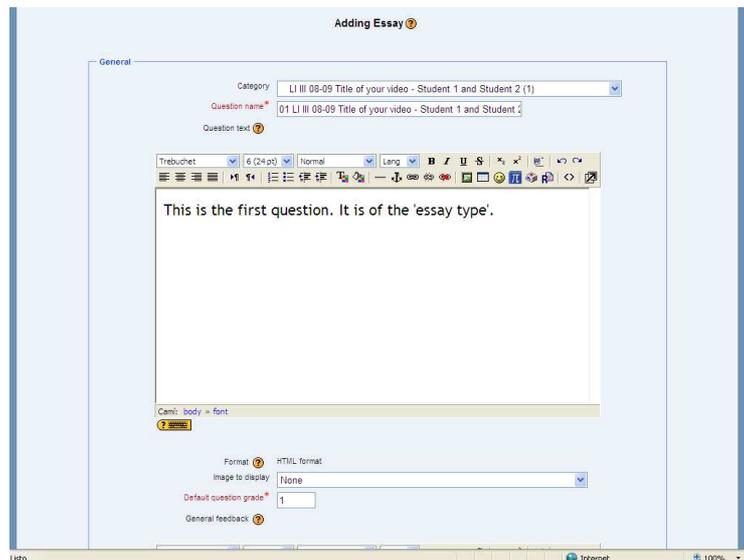
Write the feedback to the question in the third box and press "Save changes". Remember that the feedback of the answer to a question is as important as the question itself.
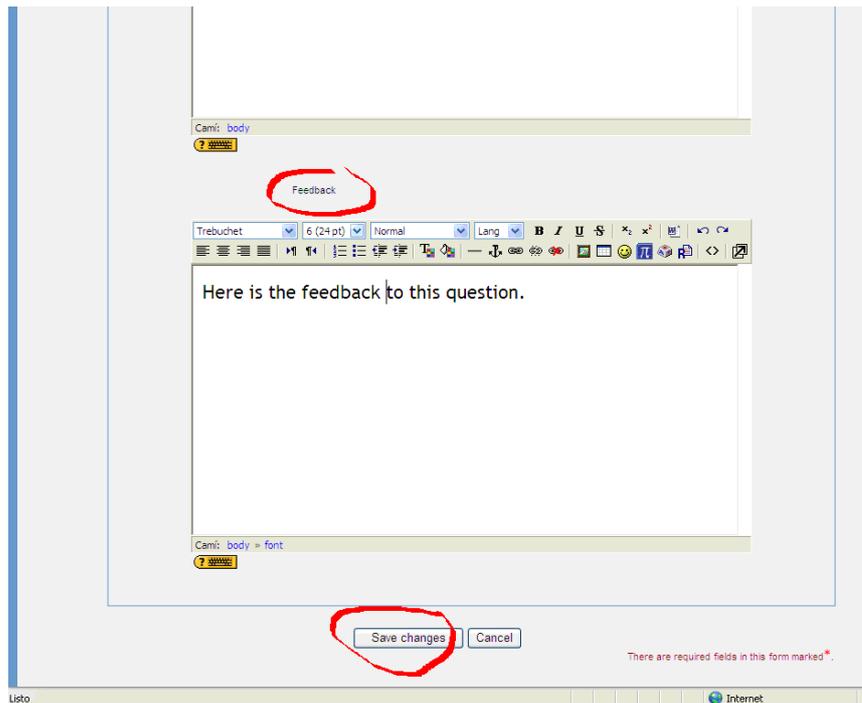
2.2.2 MATCHING QUESTION
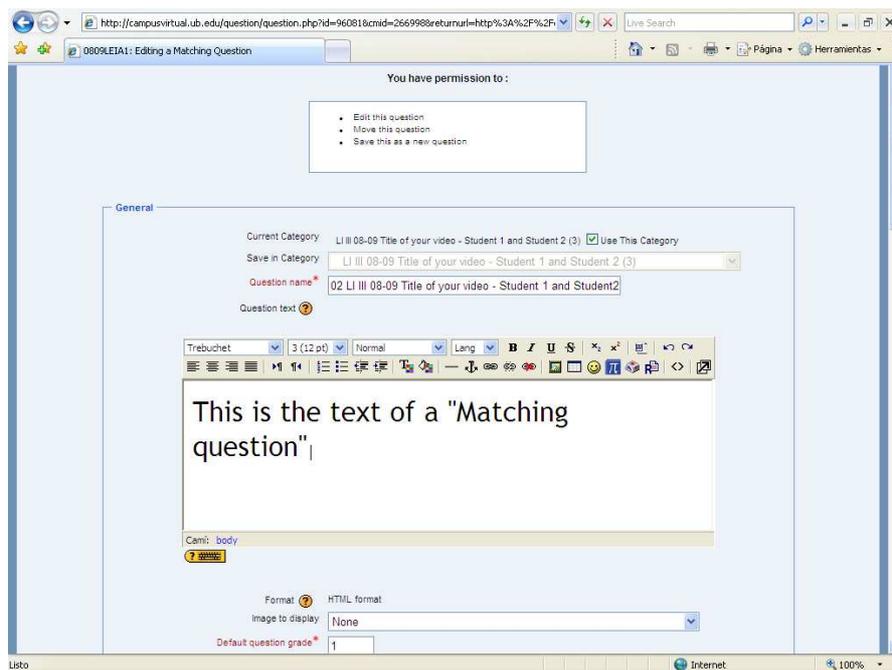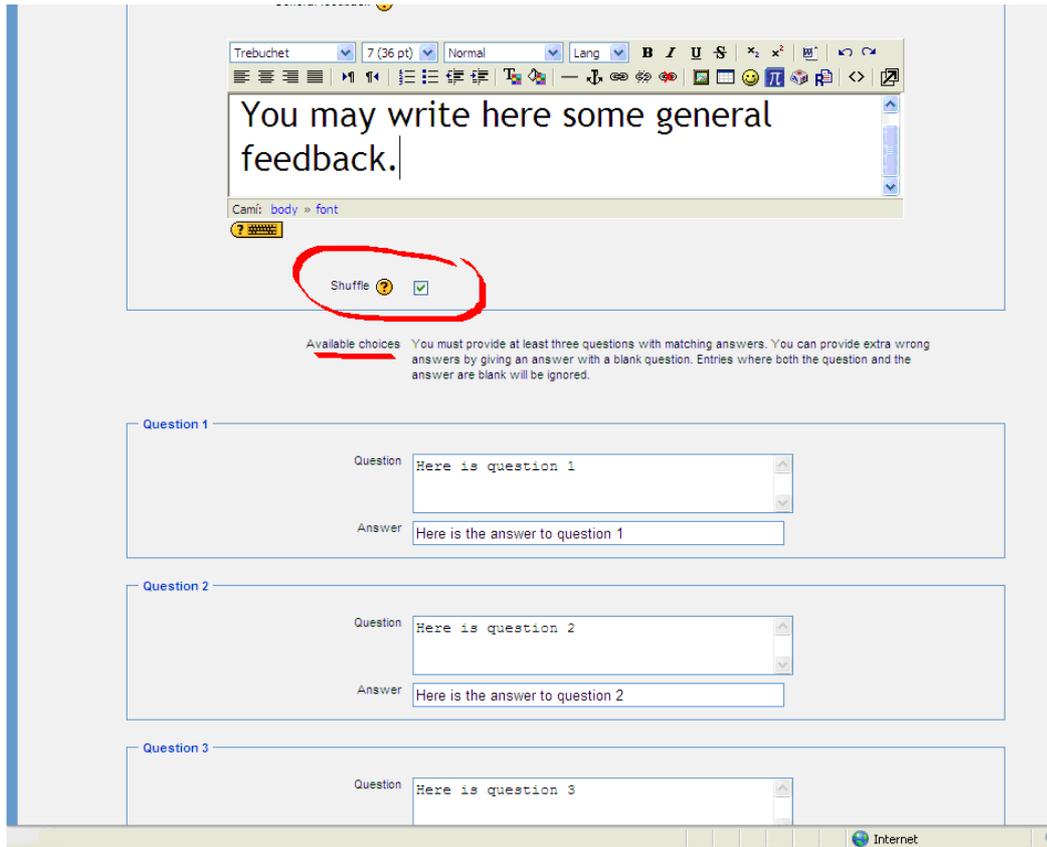
If you need to create more blanks, press "3 more sets of blanks":
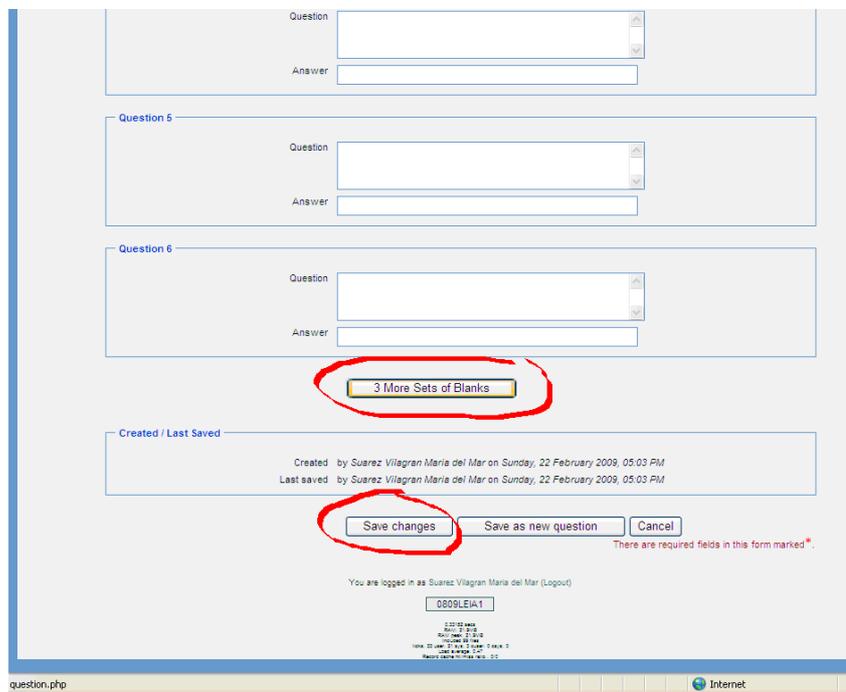
Once you're done, save changes.

2.2.3 CLOZE

Here you will need a code to write your answers. Be careful with it, as it is case sensitive. Write the text and wherever you need to put a blank to be filled in, follow the instructions. There are two types: open clozes and multiple-choice clozes.

For the **open cloze (embedded)**, we take as example Amy Winehouse's *Stronger than Me*.

You should be stronger than me

You been here 7 years longer than me

Don't you know you {1:SHORTANSWER:=supposed#Yes, supposed~*#supposed}to be the man,

Not pal in {2:SHORTANSWER:=comparison#Yes, comparison~*#comparison}to who you think I am.

{1:SHORTANSWER:=supposed#Yes, supposed~*#supposed}

The code for the blank is the following:

- Open {

- Write the number of the blank. 1 number is the number of blank. For blank 2, write 2; for blank 3, write 3 and so on. As you can see, it is **followed by a colon**, the word in capital letters SHORTANSWER and another **colon with no spaces** in between.

- The right answer appears preceded by =

- Write the answer without leaving any blank space.

- Write the feedback to the right answer preceding it with a #

- Write ~* for any wrong answer. ~ stands for any other option, * stands for any word.

- # precedes the feedback to any wrong answer (suggestion: fill it in with the right answer).
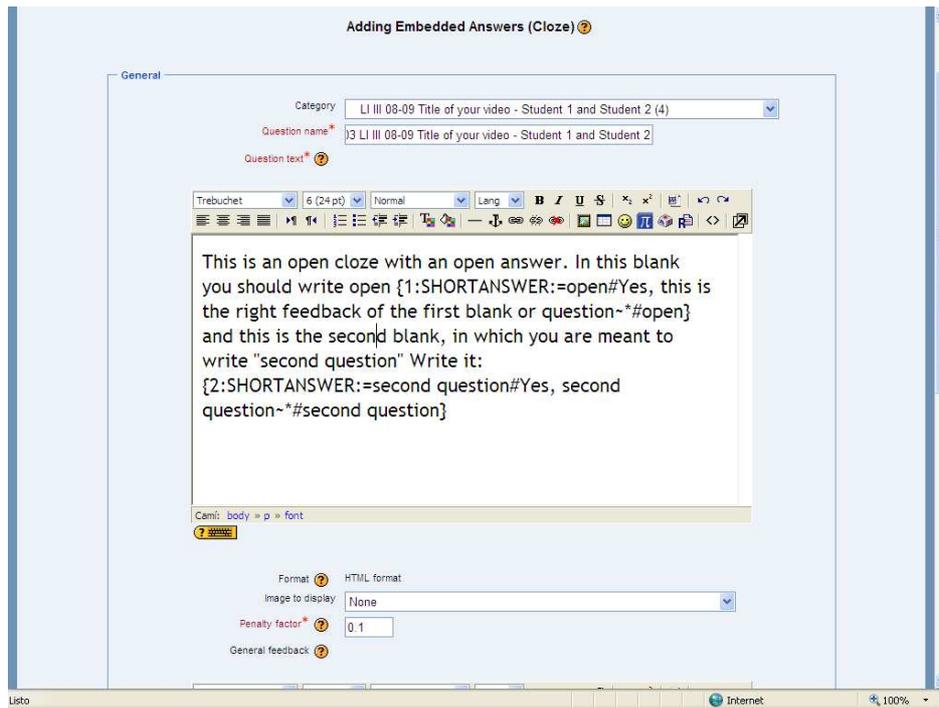
Press decode and verify the subquestion text to check if everything is in order.
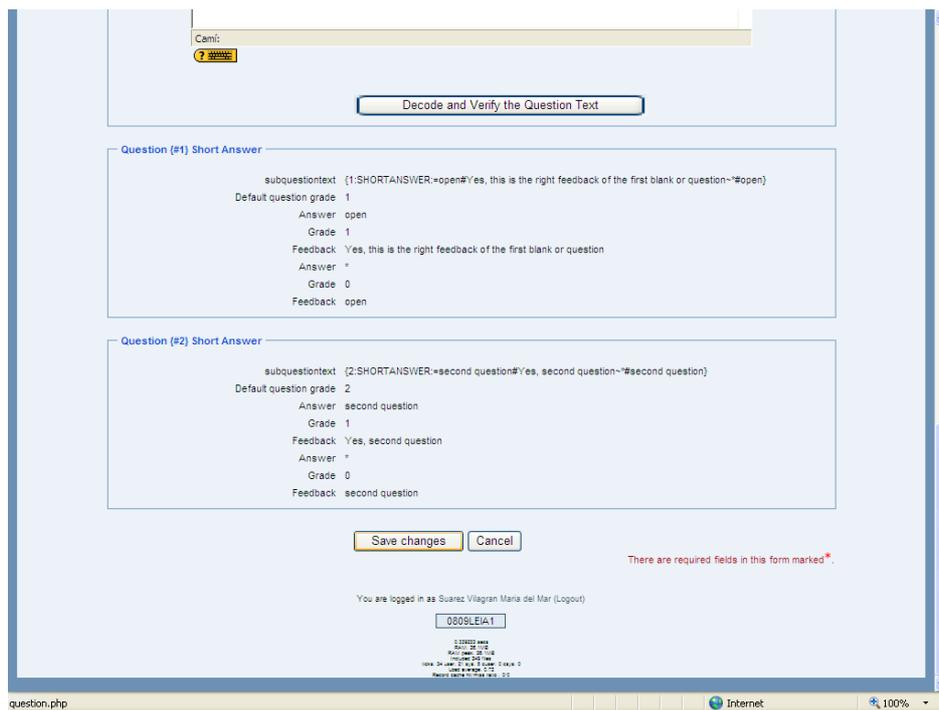
If everything is in order, save changes.

Another type of cloze is the one with multiple choices (where a dropdown menu appears from which to choose the answer).

Example from Radiohead – Creep.
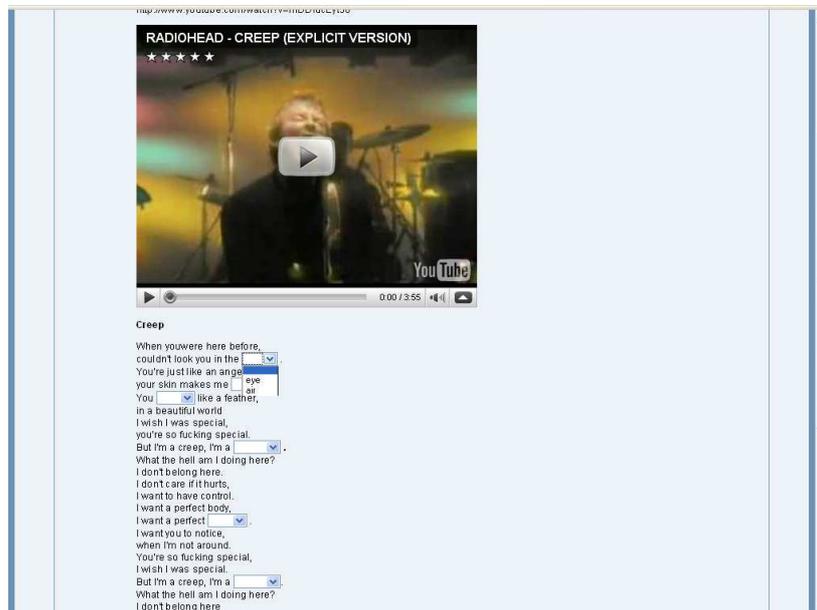
When you were here before,

couldn't look you in the {1:MULTICHOICE:=eye#Yes!~air#Nope} .

You're just like an angel,

your skin makes me {2:MULTICHOICE:dye#what a skin!~=cry#Yes!} .

You {3:MULTICHOICE:=float#Yes!~flow#Nope!} like a feather,

in a beautiful world

Let's analyze it:

{1:MULTICHOICE:=eye#Yes!~air#Nope}

The options appear between { }

1 number is the number of blank. For blank 2, write 2; for blank 3, write 3 and so on.

The number is followed by a colon with NO spaces in between and the word in capital letters

MULTICHOICE: followed by a colon, as you can see. **The answers may contain spaces, but not the codes that precede or follow them**.

The **right answer** is preceded by =

The **feedback to the right answer** is preceded by #

The **subsequent options** are preceded by ~

Again, the feedback to the answer is followed by #

The full stop that finishes the line appears separated from the options by a blank space.

In order that all right answers don't appear in the first place but in different order, vary the order of appearance of right and wrong answers. In the example below, the right answer appears in the second place. {2:MULTICHOICE:dye#what a skin!~=cry#Yes!}

In your example, you have:
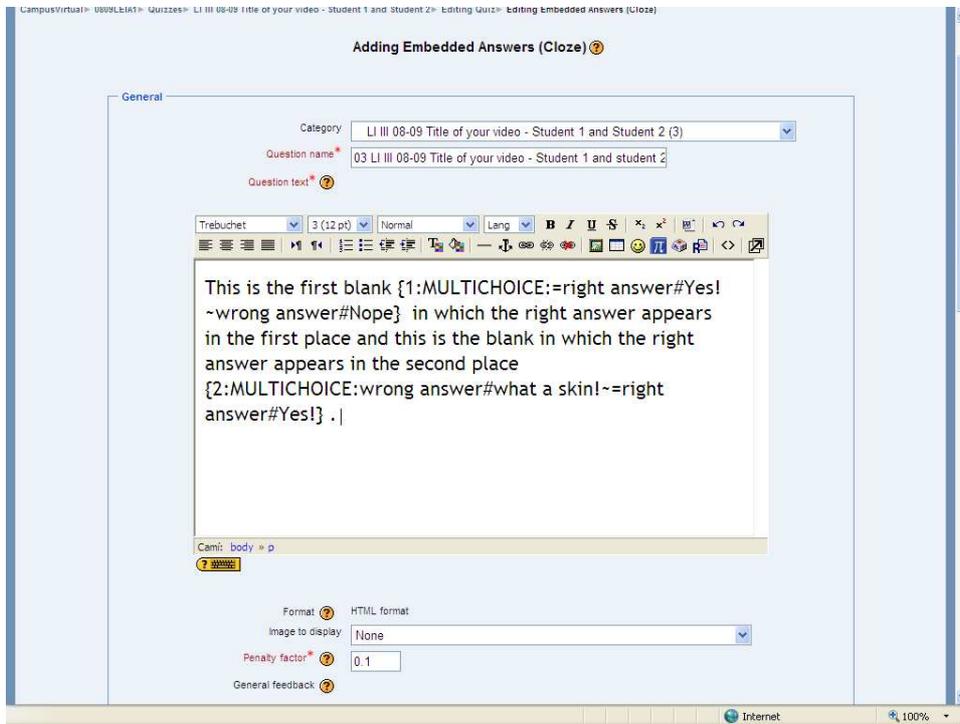
To check if you've created the questions correctly, you may check them by pressing "Decode and verify the question. The right answers will obtain grade 1, whereas the wrong ones will get 0 credits.
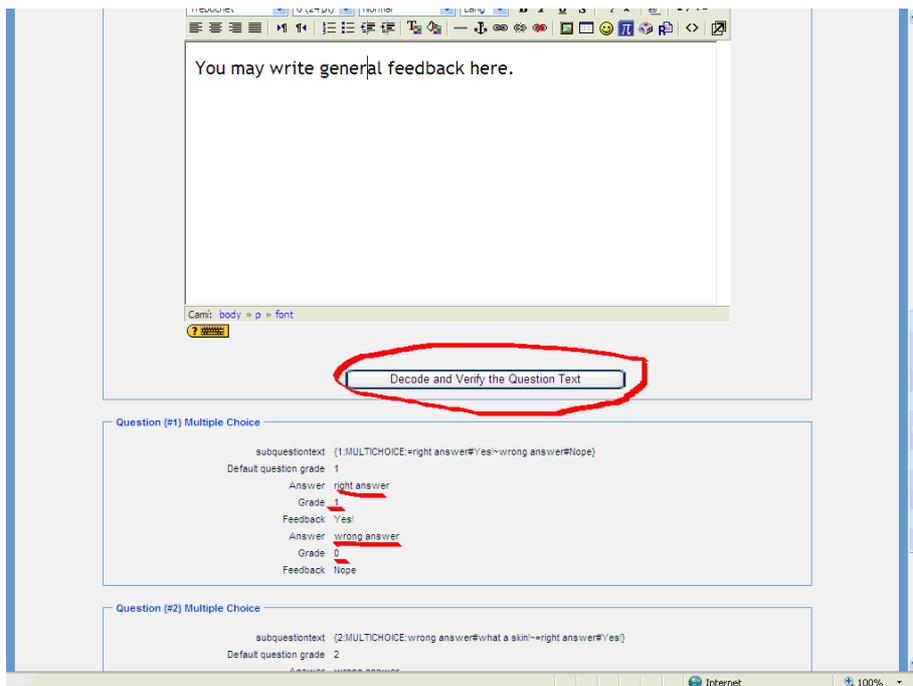
2.2.4 MULTIPLE CHOICE

There are two types: the ones that admit only one answer and the ones that admit several answers.
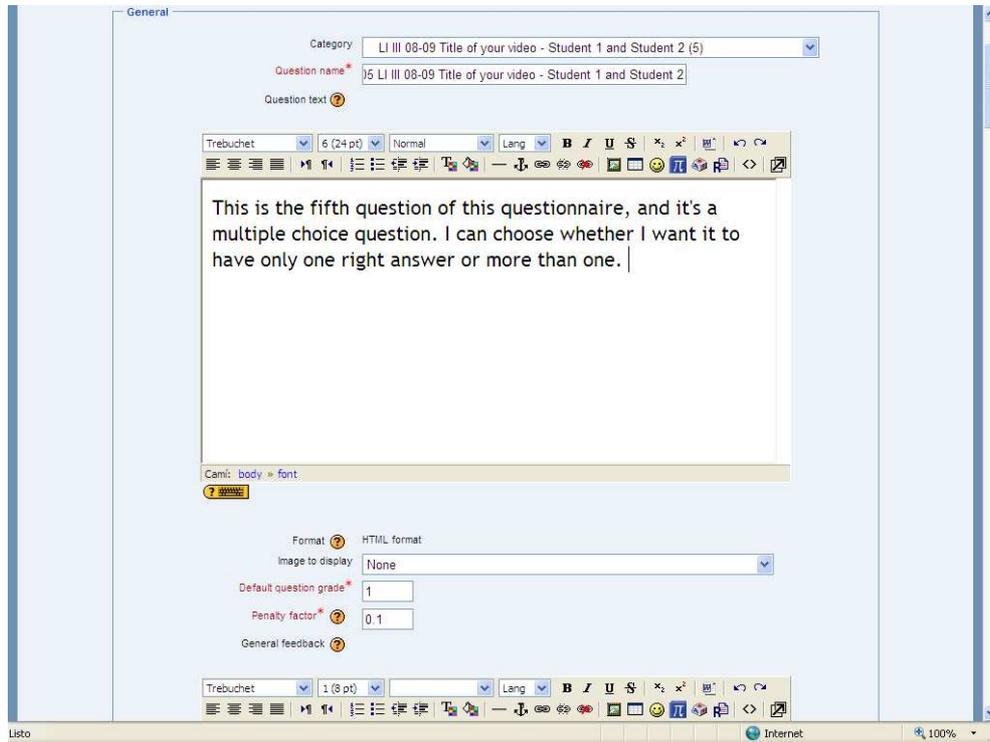
Choose the one that you prefer from the run-down menu. If you choose the one with **multiple answers**, then the punctuation will be divided (the maximum adding up to necessarily 100%). If you want, you can penalize the wrong answers by setting a negative grade.
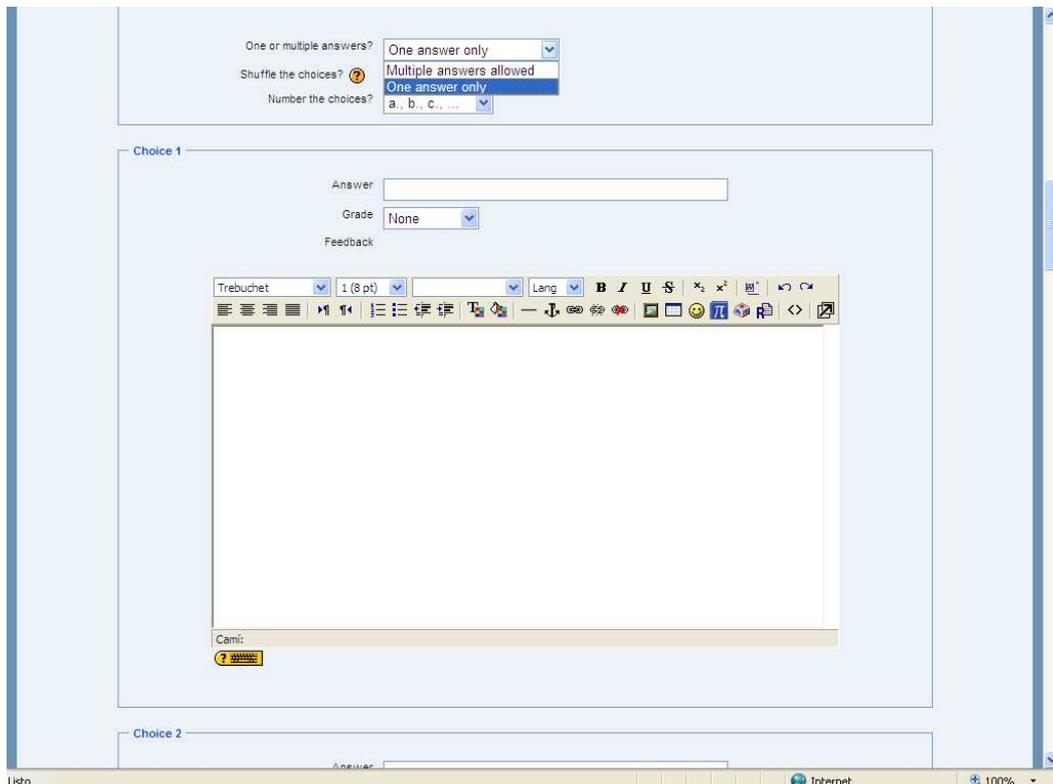
- The **default option** is for the quiz to **shuffle the questions** at random. Always leave that box checked unless you use questions the answer to which involves the other options, that is, the ones in which one answer is "both a and b are true" or "neither a nor b are true".

- **Don't write numbers** in front of the different options. You choose how to choose the options (a, b, c; numbers, A, B, C) from the dropdown menu.

- In this type of question, you may consider that some answers are correct (100%), partially correct (less percentage) or wrong (None). You have to decide that by choosing the percentage from the run-down menu in each choice. **Each option will have its own feedback**. Alternatively, you may write feedback for any correct, partially correct or wrong response. You can also add as many blanks as needed.
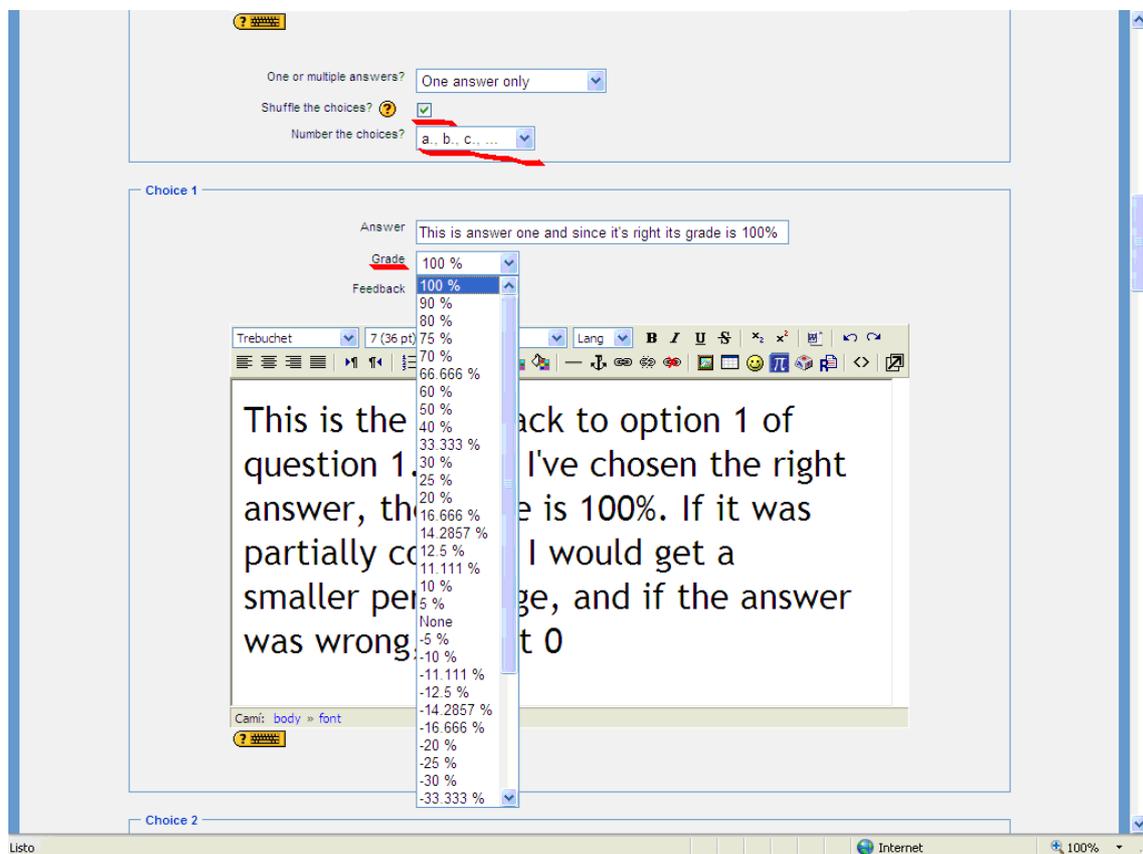
As usual, save changes before leaving the page.

2.2.5 SHORT ANSWER
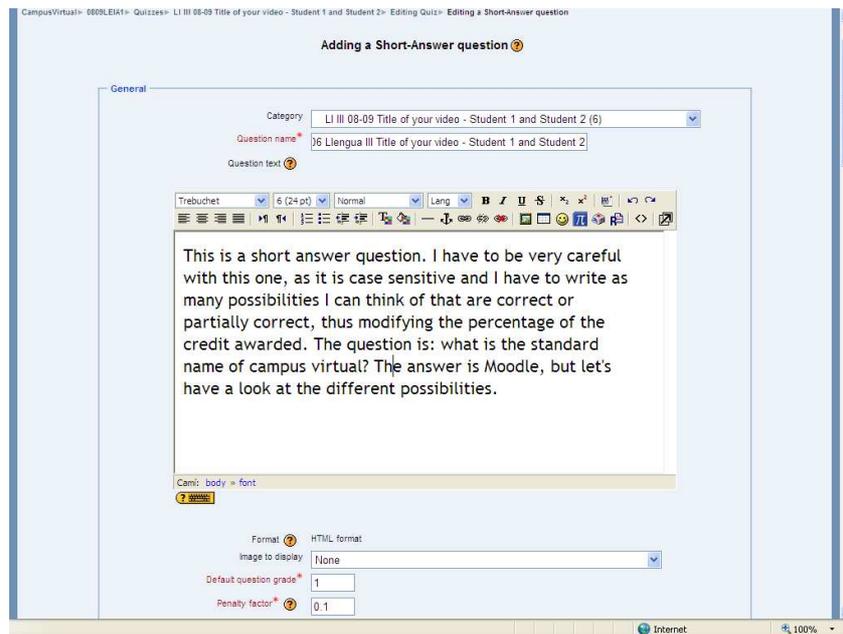
You must provide at least one possible answer. Answers left blank will not be used. **'*' can be used as a "wildcard" to match any characters**. **The first matching answer will be used to determine the score and feedback**.
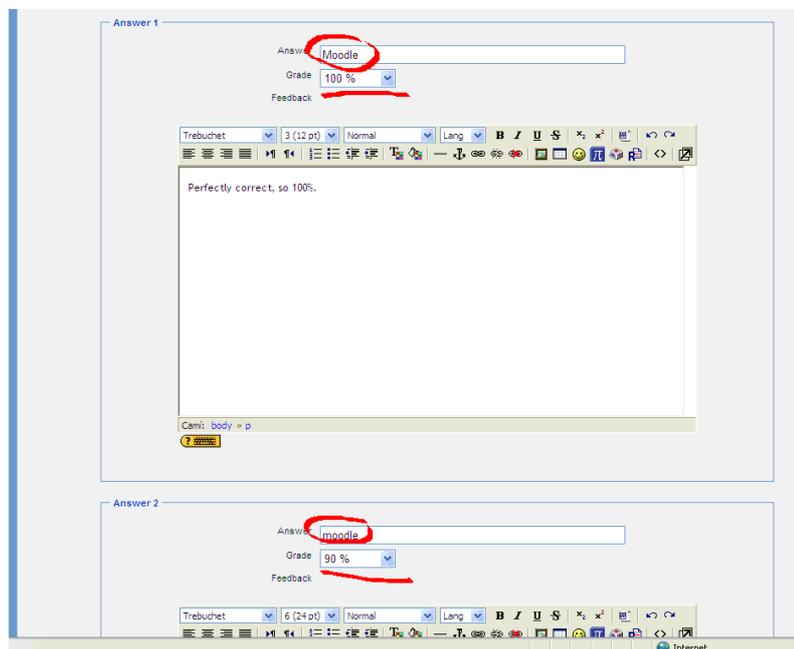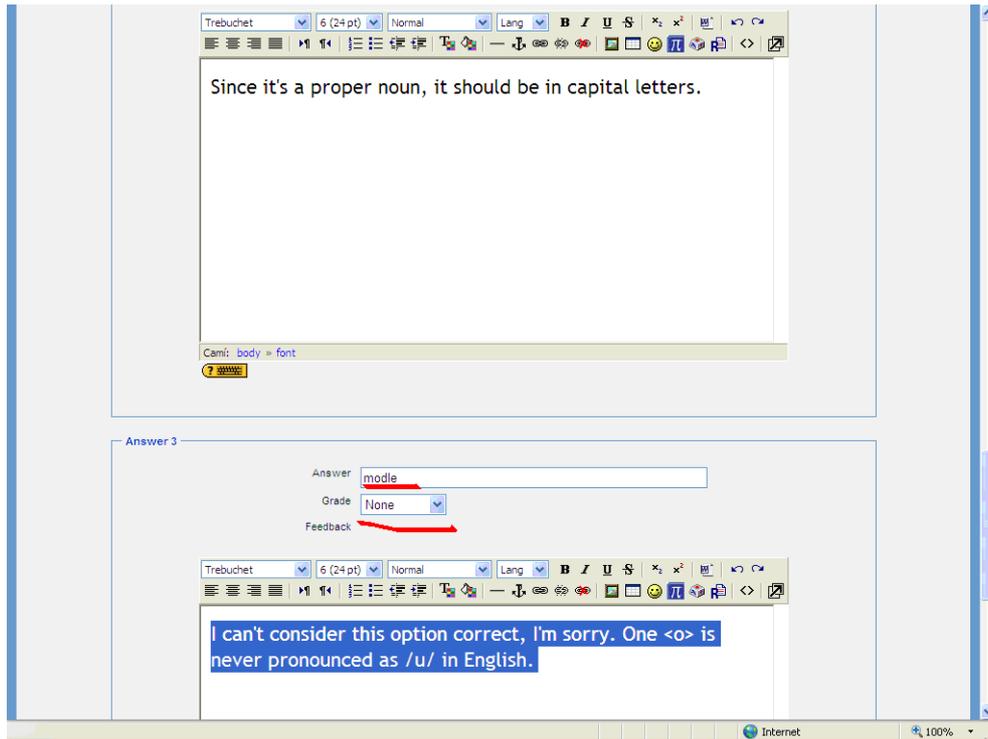
As usual, save changes before leaving the page.

2.2.6 TRUE / FALSE
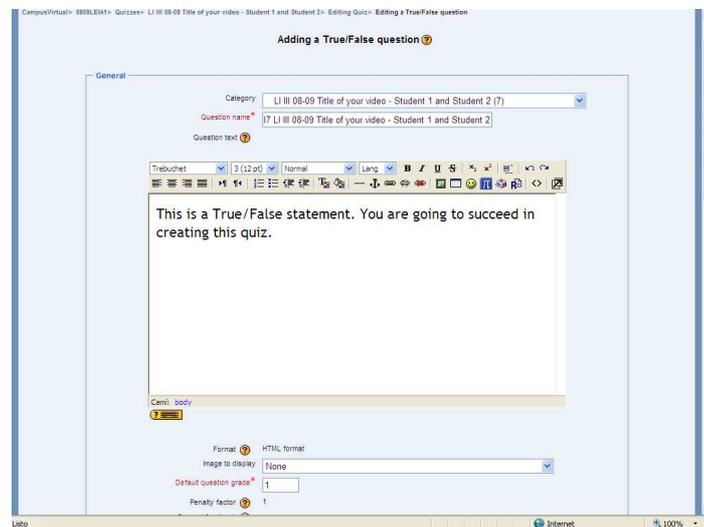
Choose whether the statement is true or false and write the feedback to both the right and the wrong answer:
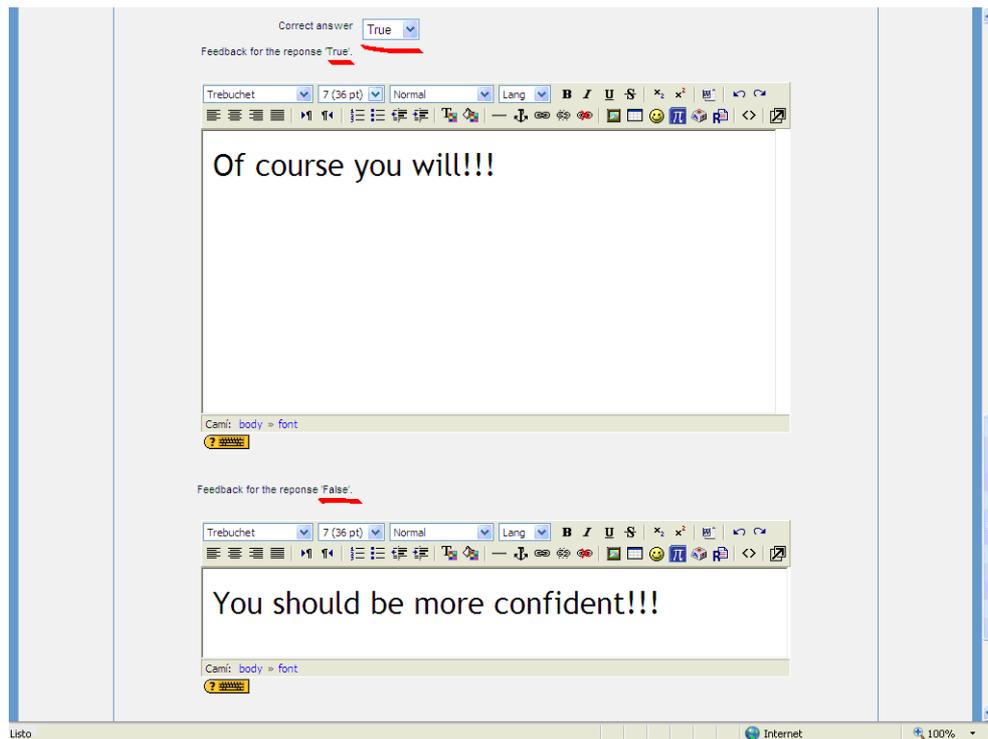
3. Finalizing your quiz

Once you've created all the answers, you have to select them all and add them to the quiz.
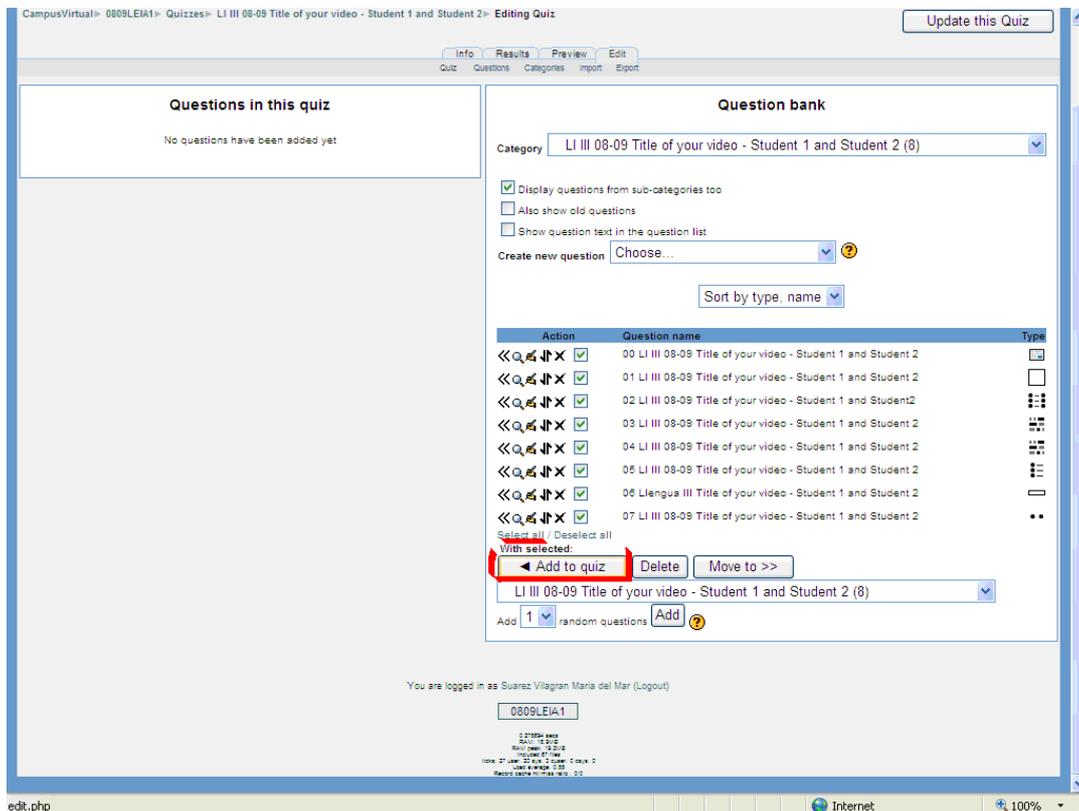
Now you will decide if all the questions are worth the same amount of points. If you consider a question should be awarded a higher credit than the other, just change the number bearing in mind the proportion. **By default each question is worth 1 point**. If you give it 2 points, this means that it is worth double the other questions, if you give it 3 points, this means it is worth three times as much as the rest, and so on. By default, **cloze questions** are worth more points. It is suggested you give them **1 point per blank** to fill. What is important is to <u>set the maximum grade to **100**</u> (the default is 10) so that grades in your gradebook are not altered. **Important:** once you are done with this step here, **<u>SAVE CHANGES</u>**.
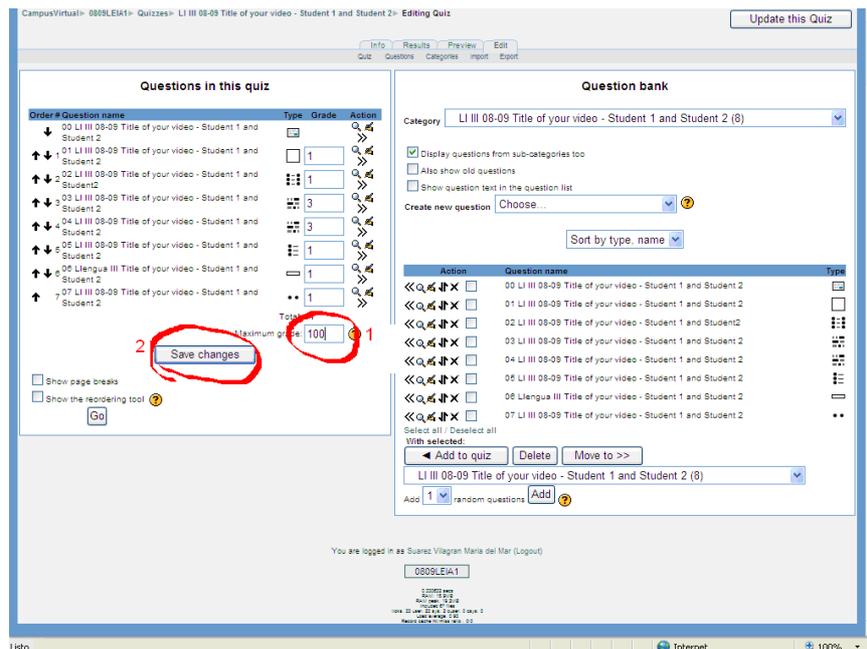
If you want to set a page break between the introductory question (question 00) and the rest (mind that you will have to repeat the embed of the video in question 01) or between any other questions, check the checkbox show page break and move the page break after question 00 using the arrow. Yet again**, SAVE CHANGES**.

Update this Quiz

Info   Results   Preview   Edit
Quiz   Questions   Categories   Import   Export

Questions in this quiz

Order #	Question name	Type	Grade	Action
	00 LI III 08-09 Title of your video - Student 1 and Student 2			
	Page break			
1	01 LI III 08-09 Title of your video - Student 1 and Student 2		1	
2	02 LI III 08-09 Title of your video - Student 1 and Student2		1	
3	03 LI III 08-09 Title of your video - Student 1 and Student 2		3	
4	04 LI III 08-09 Title of your video - Student 1 and Student 2		3	
5	05 LI III 08-09 Title of your video - Student 1 and Student 2		1	
6	06 Llengua III Title of your video - Student 1 and Student 2		1	
7	07 LI III 08-09 Title of your video - Student 1 and Student 2		1	
	Page break			

1

Maximum grade: 100

Save changes   3

e breaks
Repaginate with Unlimited questions per page
Show the reordering tool
Go

Question bank

Category LI III 08-09 Title of your video - Student 1 and Student 2 (8)

☑ Display questions from sub-categories too
☐ Also show old questions
☐ Show question text in the question list
Create new question Choose...

Sort by type, name

Action	Question name	Type
	00 LI III 08-09 Title of your video - Student 1 and Student 2	
	01 LI III 08-09 Title of your video - Student 1 and Student 2	
	02 LI III 08-09 Title of your video - Student 1 and Student2	
	03 LI III 08-09 Title of your video - Student 1 and Student 2	
	04 LI III 08-09 Title of your video - Student 1 and Student 2	
	05 LI III 08-09 Title of your video - Student 1 and Student 2	
	06 Llengua III Title of your video - Student 1 and Student 2	
	07 LI III 08-09 Title of your video - Student 1 and Student 2	

Select all / Deselect all
With selected:
◄ Add to quiz   Delete   Move to >>
LI III 08-09 Title of your video - Student 1 and Student 2 (8)
Add 1 random questions Add

You are logged in as Suarez Vilagran Maria del Mar (Logout)

0809LEIA1

Listo   Internet   100%

The icons on this page mean:

: preview the question as when it is published

: edit the question. Don't forget to save the changes made before closing the window.

: move to the left

: move to the right

: move to another context (upwards or downwards)

: delete