Universitat de Barcelona

# Steps to create your own quiz on *Moodle*

Cooperative Audiovisual Comprehension Project



Maria del Mar Suárez Vilagran

Facultat de Formació del Professorat

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# Steps to create your own quiz on Moodle

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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.: L1 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		
Nome		
Naille	LI III 08-09 Title of your video - Student T and Stu	tent 2
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		~
Name your vid	leo as above in the title.	Here you are to
write o little ex	relevation of what you (	re going to see
white a little e2	planaton of what you a	ite going to see.
You will not n	nodify anything else on t	ihis page, will 🥃
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ciose tile quiz 🌏	22 V February V 2009 V 15 V 11	Disable
Time limit (minutes) 🤭	0 Enable	
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attempt 🤭		
Time delay between later attempts 🧿	None	
Display		
Display		
Questions per page 🍘	Unlimited 💌	
Shuffle questions 🥐	No 💌	
Shuffle within questions 👩	Yes 💙	
Attempts		
Attempts allowed 1	1 attempt	
Each attempt builds on the last	No. Y	
Adaptiva mada	No. 11	
Adaptive mode	NO M	
Grades		
Adaptive mode 🥐	No Y	
Grades		
Grading method	First attempt	
Apply penalties 🥐	Yes 🗸	
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	2	
Review options (?)		
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initiaediately after the attempt	Later, while the quiz is still open	After the quizis closed
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Overall feedback	Overall feedback	Overall feedback
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# 2. Editing your quiz

# **2.1 CREATING THE CATEGORY OF YOUR QUESTIONS:**

Press categories (right in the middle).

	You are logged in as Suarez Wisgran Maria del Ma			
CampusVirtual >> 0809LEIA1 >> Quizzes >> Li III 08-09 Title of your video - S	tudent 1 and Student 2⊨ Editing Quiz Update this			
info	Results Preview Edit			
Quiz Qu	estons Categories import Export			
Questions in this quiz	Question bank			
No questions have been added yet	Category Default for LI II 08-09 Title of your video - Student 1 and Student 2			
	Display questions from sub-categories too Also show old questions Show question text in the question list			
	Signals and navigation			
	You don't have permission to add questions here.			
	No questions have been added yet			
Viou are logged in a Source: Visgram Mark der Mar (Logen) COORLEAT Store area Mark 1 to are				
ttp://campusvirtual.ub.edu/question/category.php?cmid=266998	😜 Internet			

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.

Question Categories for 'Activ	vity module: LI III 08-09 Title of your video - Student 1 and Student 2'
Default for LI III 08-09 Title of v	our video - Student 1 and Student 2 (0) The default category for questions shared
in context 'LI III 08-09 Title of your	video - Student 1 and Student 2'.
Add category	
Parent 🕐	Default for LI III 08-09 Title of your video - Student 1 and Student 2
Name*	LI III 08-09 Title of your video - Student 1 and Student 2
Category info	
	Add category
	The care required news in this form marked a
You	are logged in as Suarez Vilagran Maria del Mar (Logout)
	0809LEIA1
	0.300249 secs
	RAM pasi: 21MB Include 38 files
	Notes 30 years 20 water 2 means 0 mays 0

d) Press the new subcategory, which appears preceded by an empty bullet point.

	Edit categories	
Question Categories for 'Activ • Default for Li III 08-09 Title of your in context 'Li III 08-09 Title of your vide • Li III 08-09 Title of your vide	ity module: LI III 08-09 Title of you our video - Student 1 and Student 2 video - Student 1 and Student 2' × ≼ o_Student 1 and Student 2 (0) × ≼ ← [det this concerv]	r video - Student 1 and Student 2' (0) The default category for questions shared
Add category		
Parent 😗	Тор	×
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	ticks: 24 user: 21 sys: 2 cuser: 0 csys: 0 Load average: 0.21 Record cache hitimiss ratio : 0/0	

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).

INTERIOR INC.	You are logged in as Suarez Vilagran Maria del Ma
CampusVirtual ≥ 0809LEIA1 ≥ Quizzes ≥ LI III 08-09 Title of y	our video - Student 1 and Student 2 > Edit categories >> Editing a category Update this
	Quiz Questions Categories Import Export
- Edit this esterant	Editing Quiz
Eur this category	
Parent 🕐	Default for LI III 08-09 Title of your video - Student 1 and Student 2
Name*	LI III 08-09 Title of your video - Student 1 and Student 2
Category info	Save changes There are required fields in this form marked*.
Yor	u are logged in as Suarez Vilagran Maria del Mar (Logout) 0809LEIA1
	0.22239 mou 0.22239 mou RAU pace 2108 Note 2014 and 210 mou Note 210
http://campusvirtual.ub.edu/mod/quiz/edit.php?cmid=266998	S Internet

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.

Qui	and Results Prevew cur Cluestons Categories Import Export
Questions in this quiz	Question bank
No questions have been added yet	Category LI III 08-09 Title of your video - Student 1 and Student 2
	Display questions from sub-categories for
	Also show old questions
	Show question text in the question list
	Create new question Choose
	Calculated d yet
	Description Essay
	Matching Embedded Answers (Cloze)
You are I	ogged in as Suarez Vitagran Maria (Multiple Choice
	0809LEIA1 Numerical
	Random Short-Answer Matching 0.201998 secs True/False
	RAM: 15.3MB RAM pask: 15.2MB
	toka: 26 user: 16 sys: 2 cuser: 0 csys: 0

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 <u>copy-pasting from a Word</u> **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.

Current Category LIII 08-09 Title of your video - Student 1 and Student 2 (2) ♥ Use This Category Save in Category LI III 08-09 Title of your video - Student 1 and Student 2 (2)	3
Question name* 00 LI III 08-09 Title of your video - Student 1 and Student 2	
Question text 🕐	
Trebuchet 🥑 7 (36 pt) 💟 Normal 🔍 Lang 💟 B Z U 😽 🐾 🖈 💆 🗠 🖓	
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Now you're going to watch a video in	
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(?	
Format (?) HTML format	
image to display None	
General feedback (?)	

### **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 . Save the changes by pressing Save changes at the bottom of the page.

- General -			
our of the second	Current Category		
	Save in Category	LTILLOS-09 Title of your video - Student 1 and Student 2 (2)	
	Question name*	00 LL III 00 00 Title of your video - Student 1 and Student 2	
	Quastion taxt (2)	to Er ill do-do Title of your video - Student T and Student ?	
	addaton tot.		
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	(? *****		
	Format 🧑	HTML format	
	Image to display	None	~

You will be sent to the page where you choose questions. Press on the question 00. Now the video will appear embedded.

		Category	
	Save in Category	Li III 08-09 Title of your video - Student 1 and Student 2 (1)	
	Question name*	00 introductory question	
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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

🙀 🕸 🙋 0809LEIA1: Editin	g a Matching Question		🏠 • 🔂 · 🖶 • 🔂 Pác	gina 👻 🌍 Herramientas 👻 ≫
		You have permission to :		
		Edit this question     Move this question     Save this as a new question		÷
- General -				
	Current Category	LI III 08-09 Title of your video - Student 1 and Student 2 (3) V Us	e This Category	
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Trebuchet ♥ 7(36 pt) ■ ■ ■ ■ 11 14 ■ You may w feedback	▼ Normal ▼ Lang ▼ B Z U S S X 型 D G 註 律 律 理 像 - ↓ ∞ ∞ ∞ ∞ ■ □ ② 服 ③ 启 ◇ 図 rite here some general
Camî: body » font ? ***** Shuffle @	
Question 1 Question	Here is question 1
Question 2 Question	Here is question 2
Answer	Here is the answer to question 2
Question	Here is question 3

If you need to create more blanks, press "3 more sets of blanks":

	Question	
		×
	Answer	
	L	
Question 5		
	Question	
		×
	Answer	
Question 6		
	Question	<u>^</u>
		2
	Answer	
	- 1	2 Mars Pate of Blanks
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	- (	Save changes Save as new question Cancel
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		You are logged in as Suarez Vilagran Maria del Mar (Logout)
		0809LEIA1
		C LUIST ANN ANN ( LUIST DAN ( See 21 JUN ANN ( See 21 JUN)
		Decision and a 25 March 4 Marc
question.php		😜 Internet

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.

SHORTANSWER=open#Yes, this is the right feedback of the first blank or ouestion-r≊open)
1:SHORTANSWER:=open#Yes, this is the right feedback of the first blank or question~*#open}
pen
es, this is the right feedback of the first blank or question
2:SHORTANSWER:=second question#Yes, second question~*#second question}
acond question
es, second question
econd question
Canada Canada
Save changes Cancel
There are required helds in this form marked .
Voi are longet in as Guara Vilavran Maria del Mar // onurt

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:

		Adding Linb	edded Allswei	(0.020)			
General							
	Category	LUIL 09.00 T	Teles of the second second	Canalana 4 and C	(), (), (), (), (), (), (), (), (), (),		
	Question name		nite of your video -	Student Tanu S	tudent 2 (3)		
		03 LI III 08-09	litle of your video	- Student 1 and s	tudent 2		
	Question text .						
Trebuck	et 💙 3 (12	at) 🔽 Normal		B7 II - S	X, x <sup>2</sup> M <sup>*</sup>	60	
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This	is the first	blank {1:N	ULTICHOIC	E:=right a	nswer#Ye	s!	
rw∽	ong answer	#Nope} in	which the r	right answe	er appears	5	
and the second second				-			
lint	he first plac	e and this	is the blank	( in which t	the right		
in t ans	he first plac	e and this s in the sec	is the blank ond place	( in which t	the right		
in t ans	wer appear:	e and this in the sec F:wrong a	is the blank ond place nswer#wha	taskinl∼=	the right		
in t ans {2:/	he first plac wer appears AULTICHOIC	e and this s in the sec E:wrong al	is the blank ond place nswer#wha	k in which t t a skin!~=	the right right		
in t ans {2:/ ans	he first plac wer appears AULTICHOIC wer#Yes!} .	e and this s in the sec E:wrong a l	is the blank cond place nswer#wha	( in which ) t a skin!~=	the right right		
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in t ans {2:/ ans	he first plac wer appear: AULTICHOIC wer#Yes!} .	e and this s in the sec E:wrong a 	is the blank cond place nswer#wha	( in which t t a skin!~=	the right right		
in t ans {2:/ ans	he first plac wer appears AULTICHOIC wer#Yes!} .	e and this s in the sec E:wrong a	is the blank cond place nswer#wha	( in which t	the right right		
in t ans {2:/ ans	he first plac wer appears AULTICHOIC wer#Yes!} .	e and this s in the sec E:wrong a	is the blank ond place nswer#wha	( in which t	the right right		
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in t ans {2:/ ans Comir is	he first plac wer appear: AULTICHOIC wer#Yes!} . My *p	e and this s in the sec E:wrong a	is the blank cond place nswer#wha	< in which t	the right		
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in t ans {2:/ ans	he first plac wer appears AULTICHOIC wer#Yes!} . ody = p I Format @ Image to display Penaty facter *	HTML format	is the blank ond place nswer#wha	k in which t	the right	Y	

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 <u>multiple answers</u>, 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.

H	
Answer	
None V	
Feedback	
Cami:	
Cami:	
Cami:	
	Answer Grade Feedback Trebuchet ♥ 1(8 pt) ♥ ♥ Lang ♥ B I U S % ★ ₩ ♡ ℃ E E E E M 11 注 III III III III III © III © III © III © III © IIII © IIII © IIII © IIII © IIII © IIII © IIIII © IIIII © IIIII © IIIIII

100

- 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.

	One or multiple answers? One answe	r only	
	Shuffle the choices? ?	, only	
	Number the choices? a., b., c.,	. 💌	
Choice 1 -			
	Answer This is answ	ver one and since it's right its grade is 100%	
	Grade 100 %	×	
	Feedback 100 % 90 %		
	80 %	V lang V B / II € 5 x <sup>2</sup> M KO CM	
		• 👍 — J ∞ ∞ ∞ 🐼 🖬 🖬 🥥 📶 🌍 🛱 💠 💆	
	60 %		
	This is the 40 %	ack to option 1 of	
		I've chosen the right	
		the consent the right	
	answer, un (16.666 %	2 IS 100%. If it was	
	partially contractions	I would get a	
	smaller per	be and if the answer	
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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.

Answer 1	
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Answer 2	
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Answer 3 —	Answer       modle         Grade       None         Feedback       Feedback         Trebuchet       © 6 (24 pt) ♥ Normal         W       E (24 pt) ♥ Normal	

As usual, save changes before leaving the page.

# 2.2.6 TRUE / FALSE

General					1
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Choose whether the statement is true or false and write the feedback to both the right and the wrong answer:

	Correct answer True	<u>^</u>
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	Of course you will!!!	
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	You should be more confident!!!	
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# 3. Finalizing your quiz

Once you've created all the answers, you have to select them all and add them to the quiz.

mpusVirtual⊳ 0809LEIA1⊳ Quizzes⊳ LI III 08-09 Title of your video - Student 1 ar	nd Student 2⊨ Editing Quiz Update this Quiz
	Info Results Preview Edit Quiz Questions Categories Import Export
Questions in this quiz	Question bank
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	Category
	Display questions from sub-categories too
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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**.



The icons on this page mean:

- **Q** : preview the question as when it is published
- edit the question. Don't forget to save the changes made before closing the window.
- $\ll$  : move to the left
- $\gg$  : move to the right
- : move to another context (upwards or downwards)
- × : delete