

Go the home page of the eLearning system. Click on your course.

## A) Creating a Question Bank

- 1) In the administration panel, click on Question Bank (see Figure 1).

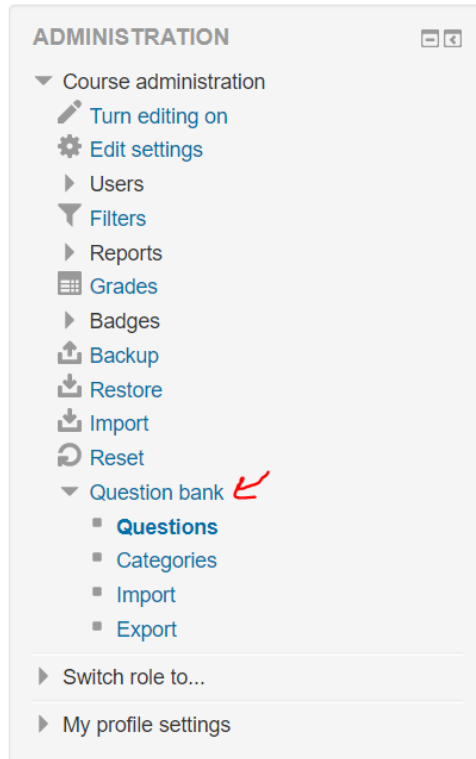


Figure 1

- 2) Under Question Bank, click on Categories. It is recommended to create you're a proper category (e.g., Quiz 1) to store all the new questions under that category.
- 3) Under Question Bank, click on Questions. Make sure to choose the proper category and click on the "Create a new question" button (see Figure 2).

## Question bank

Select a category:

Quiz 1 (101) ▼

Show question text in the question list

[Search options](#) ▶

Create a new question ...

Figure 2

- 4) Choose the type of questions. Examples of the types of questions include multiple-choice and True/False questions. In the following steps, we will show creating a multiple-choice question (see Figure 3).

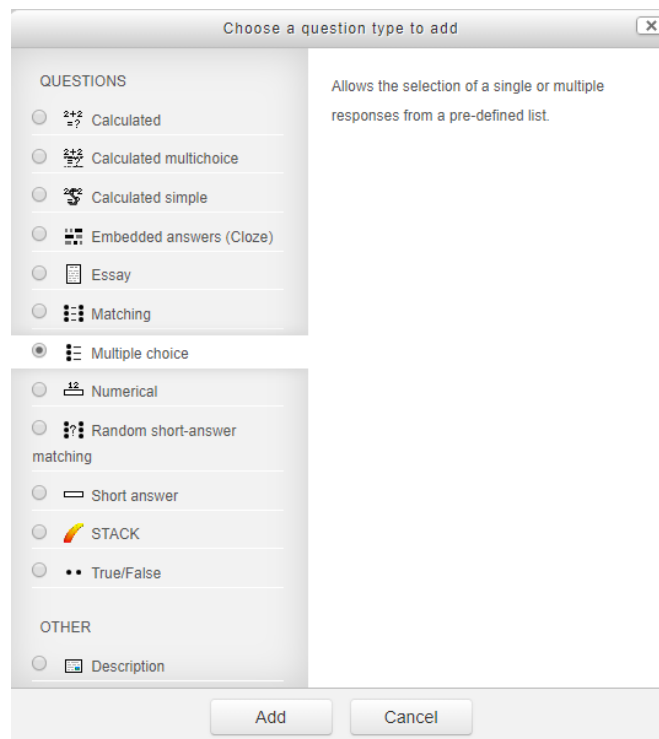


Figure 3

- 5) In the adding question form, provide a unique question name (e.g., Quiz1- Q1) (see Figure 4). Regarding the answers, make sure to choose "100%" as a value for the grade field of the correct choice and choose "None" as value for the grade field for the remaining choices (see Figure 5).

## Adding a Multiple choice question

[Expand all](#)

### General

Category

Question name\*

Question text\*

Which loop is most suitable to first perform an operation and then test a condition?

Default mark\*

Figure 4

### Answers

Choice 1	<input type="text" value="for loop"/>
Grade	<input type="text" value="None"/>
Feedback	<input type="text"/>
Choice 2	<input type="text" value="while loop"/>
Grade	<input type="text" value="None"/>
Feedback	<input type="text"/>
Choice 3	<input type="text" value="do-while loop"/>
Grade	<input type="text" value="100%"/>
Feedback	<input type="text"/>
Choice 4	<input type="text" value="none of the mentioned"/>
Grade	<input type="text" value="None"/>
Feedback	<input type="text"/>

Figure 5

## B) Exporting and Importing Questions.

After adding your set of questions for one of your sections, you can export the questions using the “Moodle XML format” for a specific category. To do this, you need to click on Question Bank → Export in the administration panel (see Figure 6).

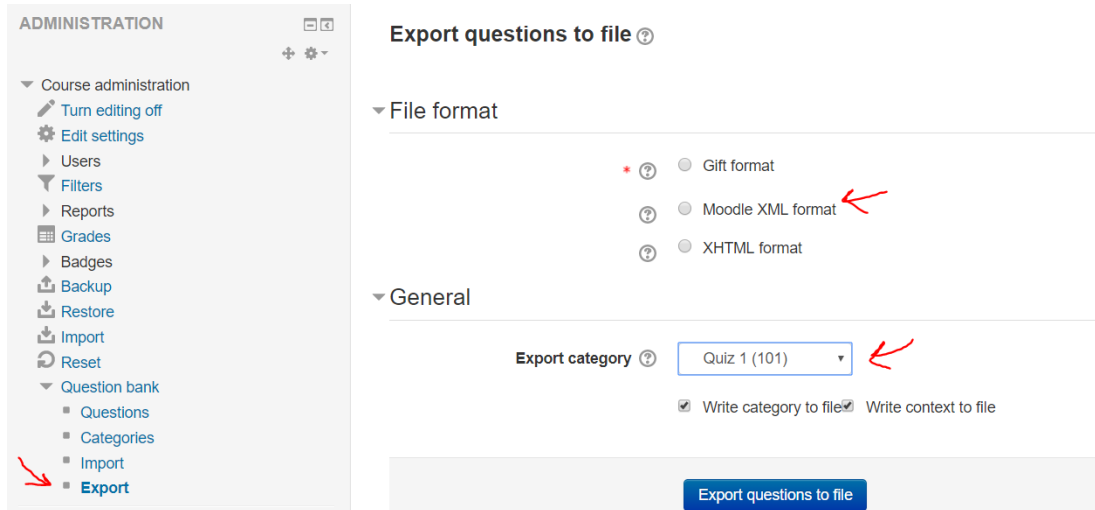


Figure 6

To import the questions using the exported file into the question bank of another section, click on Question Bank → Import in the administration panel. Choose the file format as “Moodle XML format” and choose the category which you want to import the question into (Please note that you may need to create a category before importing.). In the general sub-section, make sure to uncheck “Get category from file” (see Figure 7). Then upload the file.

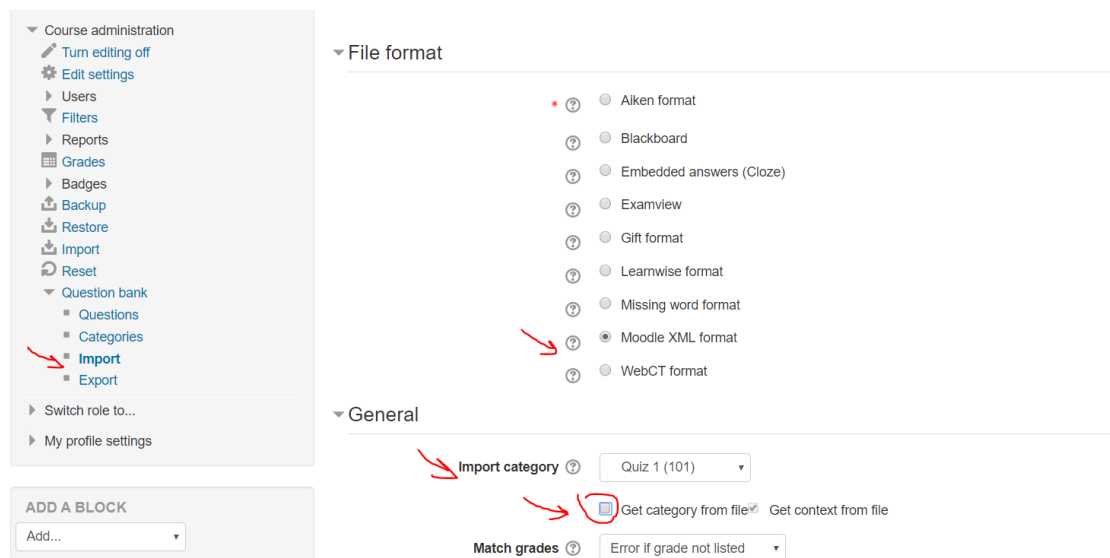


Figure 7

### C) Creating a quiz

- 1) In the administration panel, click on Turn Editing on (see Figure 8).

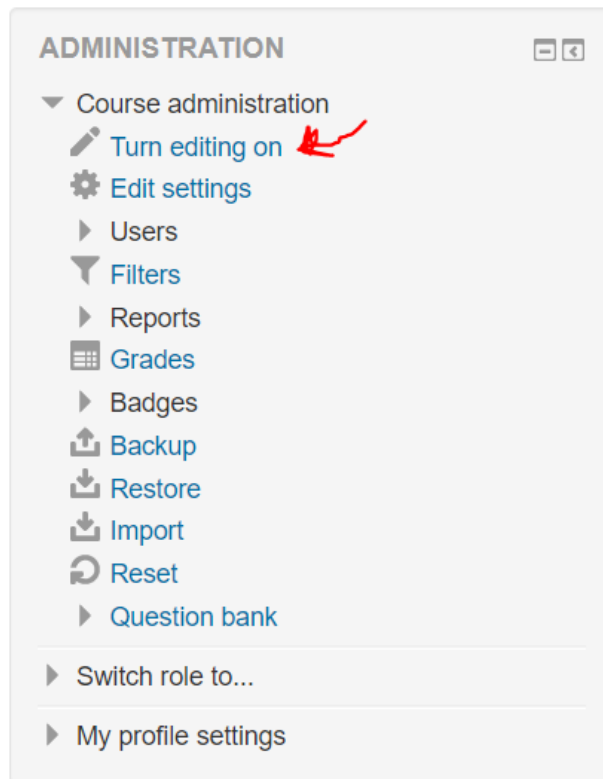


Figure 8

- 2) Scroll down on the home page of the course page until reaching to the week in which you want to add the Quiz. If the week of interest does not exist, click on the plus icon (see Figure 9).

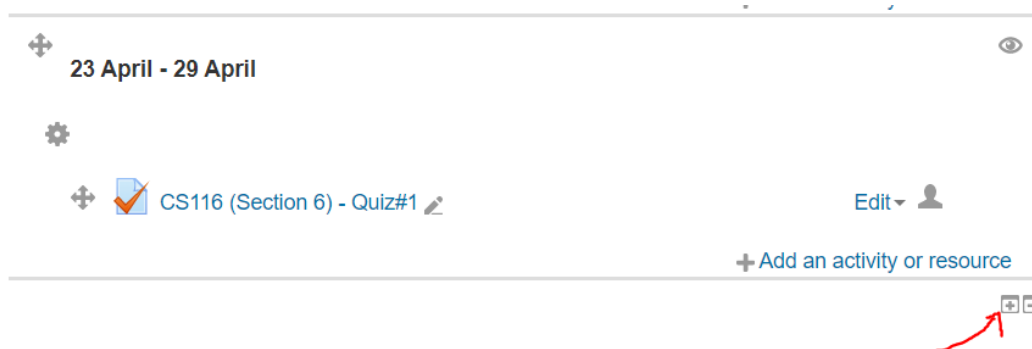


Figure 9

- 3) Click on "add an activity or resource" link. In the pop-up form, choose Quiz (see Figure 10).



## ▼ Timing

**Open the quiz** ⓘ 1 ▾ May ▾ 2020 ▾ 00 ▾ 00 ▾ 📅  Enable

**Close the quiz** ⓘ 2 ▾ May ▾ 2020 ▾ 23 ▾ 59 ▾ 📅  Enable

**Time limit** ⓘ 20 minutes  Enable

**When time expires** ⓘ Attempts must be submitted before time expires, or they are not counted ▾

**Submission grace period** ⓘ 1 days  Enable

Figure 12

- 6) To constraint, the number of attempts is 1. You should modify the corresponding field in the grade sub-section, as shown in Figure 13.

## ▼ Grade

**Grade category** ⓘ Uncategorized ▾

**Attempts allowed** ⓘ 1 ▾

**Grading method** ⓘ Highest grade ▾

Figure 13

- 7) To enable displaying the questions randomly, you should adjust the selected option for the “Question Order” field in the Layout sub-section, as shown in Figure 14.

## ▼ Layout

**Question order** ⓘ Shuffled randomly ▾

**New page** ⓘ Every question ▾


**Navigation method\*** ⓘ Free ▾

[Show less...](#)


Figure 14

- 8) In Question behavior sub-section, make sure that the selected option for the “Shuffle within Questions” is Yes, and the selected option for the “How questions behave” is Yes, as shown in Figure 15.

▼ Question behaviour

Shuffle within questions  Yes ▾


How questions behave  Deferred feedback ▾

Each attempt builds on the last\*  No ▾

[Show less...](#)

Figure 15

9) In the “Review Options” subsection, make sure to disable all options except Marks under the “After Quiz is Closed” column, as shown in Figure 16. Regarding the options under the “During the attempt” column, they are disabled by default because the behavior of the question is Deferred Feedback as selected in the previous subsection. Regarding the options under the “Immediately after the attempt” and “Later, while the quiz is still open” columns, you should start unticking each option from the bottom to the top (i.e., unticking the “The attempt” option at the end).

▼ Review options 








During the attempt	Immediately after the attempt	Later, while the quiz is still open	After the quiz is closed
<input checked="" type="checkbox"/> The attempt 	<input type="checkbox"/> The attempt	<input type="checkbox"/> The attempt	<input type="checkbox"/> The attempt
<input checked="" type="checkbox"/> Whether correct 	<input type="checkbox"/> Whether correct	<input type="checkbox"/> Whether correct	<input type="checkbox"/> Whether correct
<input checked="" type="checkbox"/> Marks 	<input type="checkbox"/> Marks	<input type="checkbox"/> Marks	<input checked="" type="checkbox"/> Marks 
<input checked="" type="checkbox"/> Specific feedback 	<input type="checkbox"/> Specific feedback	<input type="checkbox"/> Specific feedback	<input type="checkbox"/> Specific feedback
<input checked="" type="checkbox"/> General feedback 	<input type="checkbox"/> General feedback	<input type="checkbox"/> General feedback	<input type="checkbox"/> General feedback
<input checked="" type="checkbox"/> Right answer 	<input type="checkbox"/> Right answer	<input type="checkbox"/> Right answer	<input type="checkbox"/> Right answer
<input type="checkbox"/> Overall feedback 	<input type="checkbox"/> Overall feedback	<input type="checkbox"/> Overall feedback	<input type="checkbox"/> Overall feedback

Figure 16

10) You don't need to modify the options for the other sub-sections. Then, you can click on the “Save and return to course” button.

11) Click on the quiz link (See Figure 17) and then click on the Edit Quiz button (See Figure 18).



Figure 17



Attempts allowed: 1

The quiz will not be available until Friday, 1 May 2020, 12:00 AM

This quiz will close at Saturday, 2 May 2020, 11:59 PM

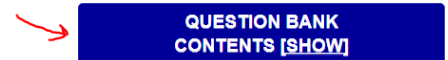
Time limit: 20 mins

No questions have been added yet

Edit quiz

Figure 18

In the Editing Quiz form, click on the “show” button (see Figure 19).



### Editing quiz: CS116 - Quiz2

[? The basic ideas of quiz-making](#)

Total of marks: 0.00 | Questions: 0 | Quiz closed (opens 1/05/20, 00:00)

Maximum grade:

Save

Shuffle questions has been set, so some actions relating to pages are not available. To change the shuffle option, [Update this Quiz](#).



Figure 19

Make sure to choose the correct category of the questions (see Figure 20).

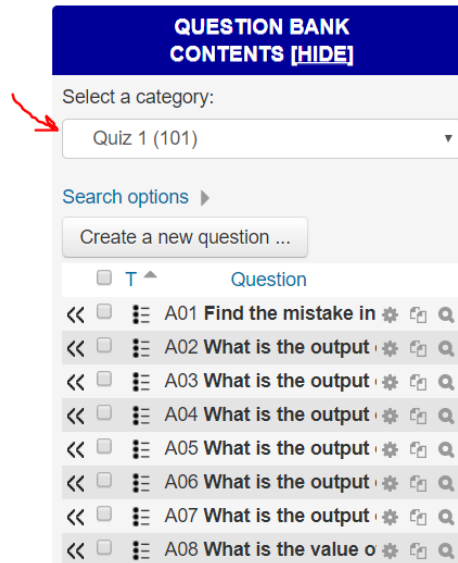


Figure 20

At the end of the Question Bank Contents panel, choose the number of questions (e.g., 10 questions) that should be selected randomly from the question bank (see Figure 21). Then click on the “Add to Quiz” button.

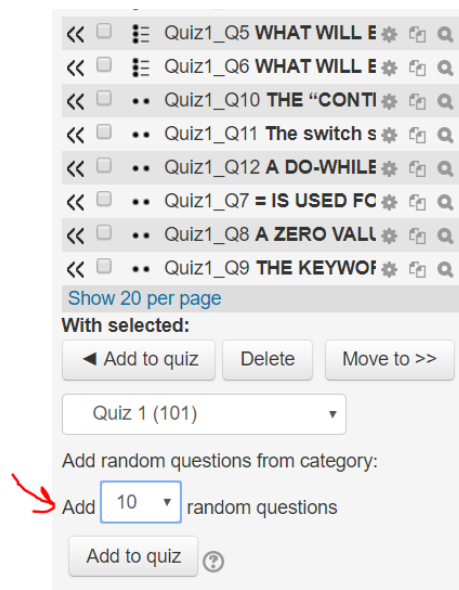


Figure 21

Click on the Save button on the “Editing Quiz” form. You are done!