

Moodle: Create and grade Quizzes

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Despite the name, the **Quiz** activity can be used to design any kind of online [formative or summative assessment](#) [□], from a tutorial with instant feedback to an exam in which feedback is withheld until the close of the exam period. Many question types can be auto-graded; others, like essays require manual grading, and an instructor can always overwrite scores when needed.

Before you start, you may need the following:

- an **Instructor of Record** or **Other Editing Teacher** role in a Bryn Mawr Moodle course.

Create a Quiz

1. On your Moodle course page, toggle **Edit mode** on.
2. Within a topic, click **+Add an activity or resource**, select **Quiz**, and click **Add**.
3. Give your **Quiz** a name and a description so your students can identify it.
4. Your next step requires a choice:
 - If you want to adjust the Quiz settings, go to the next section of this article.
 - If you are happy with the default Quiz **settings** or not ready to change them, click **Save and Display** and jump to Add Quiz questions.

Customize Quiz settings

Quiz **settings** control when the quiz is available for students to take, how long they have, how questions behave and are graded, and when feedback is provided.


Warning: You will lose the ability to adjust some settings once students begin attempting the Quiz.


Open your quiz and click the **Settings** tab.

Below are the most commonly adjusted settings. For details on other settings, see [Moodle's Quiz Settings documentation](#) [□]:

- Enable **Open the quiz** (under Timing) to set the date and time **when students can start** attempting the quiz. They will still see the Quiz (unless you hide it), but they won't be able to see the questions or start answering them before this date/time.
- Enable **Close the quiz** (under Timing) to set a **deadline for students to start a new quiz attempt**. After this point students won't be able to start taking the Quiz.
- Enable **Time limit** (under Timing) to set a computer-enforced limit on the amount of time a student has to complete the quiz. The value set for **When the time expires** determines what happens if that time limit expires while a student is still working.

▼ Timing

Open the quiz ? 25 ▾ May ▾ 2023 ▾ 09 ▾ 21 ▾  Enable

Close the quiz 25 ▾ May ▾ 2023 ▾ 09 ▾ 21 ▾  Enable

Time limit ? 0 minutes ▾ Enable

When time expires ? Open attempts are submitted automatically ▾

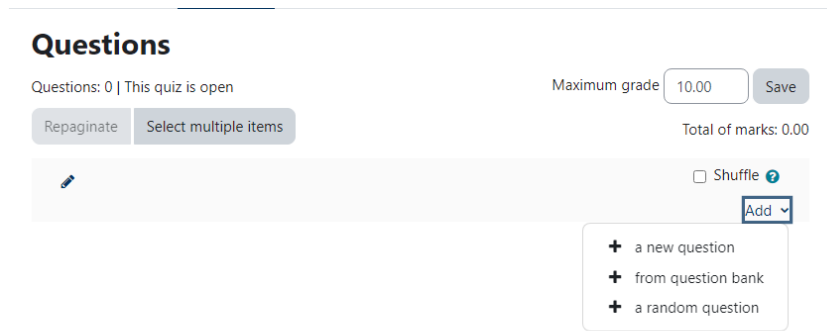
Note: You can override these settings for specific students if needed; see [Moodle: Extensions and overrides for activities](#)

- Change the number of **Attempts allowed** (under Grades) to enable students to attempt **the entire quiz** multiple times with the final grade determined by the **Grading method** setting.
- Adjust **Question behaviors** and **Review options** settings to create formative assessments in which students can re-attempt questions within a quiz after getting feedback on their initial answers.

Add questions

See [Moodle: Use Question Bank](#) for details on how to create and edit questions.

1. Open your Quiz and click the **Questions** tab.
2. Click **Add** and select one of the following:
 - **+ a new question** to create a new question from scratch.
 - **+ from question bank** to choose a question from your [Question Bank](#)
 - **+ a random question** to have Moodle randomly choose a question from a specified category in your [Question bank](#).



3. Repeat steps 2 as many times as needed to create additional questions; you can also adjust the order of questions and control how many are presented on a page.
4. Adjust the **Maximum grade** value and click **Save** if needed.
 - o Scores reported for the **Quiz** in the **Gradebook** will be between 0 and this **Maximum grade**.
 - o **If the Maximum grade is different than sum of points awarded for each question, Moodle will convert a student's points earned out of the total points possible score to a proportion of this maximum grade automatically.**

View and grade results

Most question types are auto-graded. Attempts on these questions will be scored and scores and feedback provided to the student according to the **Review options** you've chosen under **Quiz settings**.

You can view the Quiz results and grade/re-grade questions at any point:




1. Click on the Quiz to open it.
2. Click **Results** tab.



3. Use the drop-down menu at the top of the results page to toggle between different types of reports:
 - o **Grades** -- View scores on individual questions. To **override a score**, click on it, then click **Make comment or override points**.
 - o **Responses** -- View students responses to each question.
 - o **Statistics** -- View overall and per-question statistics (See [Quiz Statistics Report](#) for definitions and uses.)
 - o **Manual grading** -- View a list of questions that need to be manually graded, with links to grade and update grades.
4. You can filter the report using the **What to include in the report** settings (for example, to show only results from finished or unsubmitted attempts).

All reports except Manual grading can be downloaded as Excel files or other formats.

Videos & further reading on creating a quiz

- **Video:** [Quiz: Automatic grading](#) 
- **MoodleDocs:** [Quiz Activity](#) 
- **MoodleDocs:** [Question Types](#) 

Questions?

If you have any additional questions or problems, don't hesitate to reach out to the **Help Desk!**

Phone: 610-526-7440 | [Library and Help Desk hours](#) 

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Location: Canaday Library 1st floor
