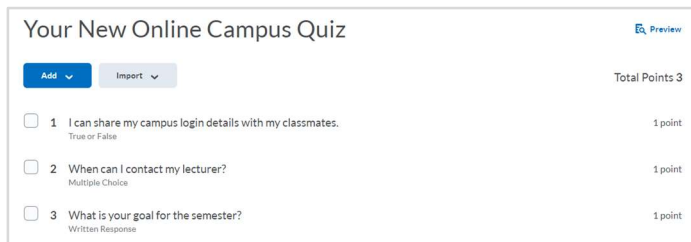


# Quizzes

Last updated: 15 June 2023

## What is the Quizzes Tool?

The Quizzes tool enables you to create and manage online tests and quizzes. There are multiple setup options to control the start time, time limit, number of attempts, security, and more. To create a new quiz, access the Quizzes tool through the navbar by **Activities > Quizzes** and click the **New Quiz** button. Alternatively, select **Quizzes** under the Assessment section on the **Course Admin** page.



Your New Online Campus Quiz Preview

Add Import

Total Points: 3

<input type="checkbox"/>	1 I can share my campus login details with my classmates. <small>True or False</small>	1 point
<input type="checkbox"/>	2 When can I contact my lecturer? <small>Multiple Choice</small>	1 point
<input type="checkbox"/>	3 What is your goal for the semester? <small>Written Response</small>	1 point

## Why use the Quizzes Tool?

Use Quizzes in your course to:

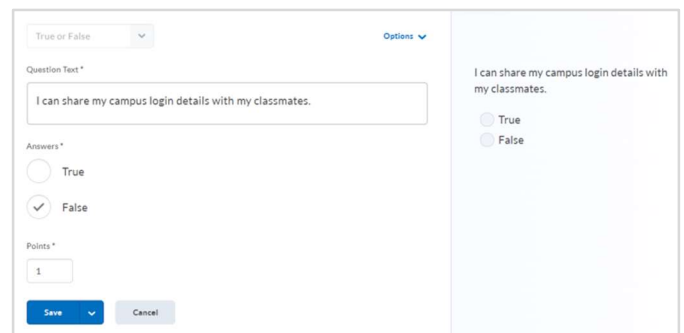
- Perform ongoing assessment of student understanding.
- Create formative and summative assessments.
- Provide a variety of question types and multi-media to target a range of learning styles.
- Evaluate quiz data to measure instruction effectiveness.

## Question Types

For quizzes, you can create the following question types:

- True or False (T/F)
- Multiple Choice (M/C)
- Multi-Select (M-S)
- Written Response (WR)
- Short Answer (SA)
- Multi-Short Answer (MSA)
- Fill in the Blanks (FIB)
- Matching (MAT)
- Ordering (ORD)
- Arithmetic (2+2)
- Significant Figures (x10)

Some quiz questions can be graded automatically such as true or false, multiple choice, multi-select, matching and ordering. Any long response questions, like written response, must be evaluated manually. Short answer, multi-short answer, fill in the blanks, arithmetic and significant figures can allow for auto-grading if based on a pre-defined set of acceptable values.



True or False Options

Question Text \*

I can share my campus login details with my classmates.

Answers \*

True

False

Points \*

1

Save Cancel

I can share my campus login details with my classmates.

True

False

Questions can either be created inside a specific quiz or authored in the **Question Library** (accessible through the Quizzes tool) and then added to any particular assessment (other Quizzes, Self-Assessments, and Surveys). Question Libraries can also be imported from other sites using the Import function in Course Admin. Best practice is to

create questions in the Question Library and then add them to the assessment to ensure reusability.

## Creating a New Quiz

When creating a quiz using the new experience interface, there are some key settings to be aware of to ensure the smooth running of your quiz:

**(Quiz) Name:** Provide a descriptive and meaningful quiz name, including unique enumeration, if possible, that will make it easy to find and identify.

**Grade Out Of:** You can decide if you want to award points for this quiz and if points should be sent to Grade Book. You can edit or link the quiz to an existing grade item, or if no grade item exists, you can create it directly from this tool.

**Due Date:** This is the date and time after which any submissions allowed will be marked as LATE. You cannot specify a consequential action for a LATE submission, but this can be set under the Timing options.

**Description:** The information entered here will be visible to the student on the Quiz Summary page, before they start the quiz, and also from the “Quiz Information” link while taking a quiz. If your quiz requires student access to an attachment, you may add this in the description as a QuickLink.

## Questions

**Add Existing:** Here you can add or edit existing questions by uploading a CSV file or browsing the Question Library.

**Create New:** Use this option to create a new question, section, or question pool. Sections allow you to chunk a quiz into smaller parts,

while Question Pools provide the option to randomly select a designated number of questions from a pre-determined set providing each student will a semi-unique set of questions.

**Move To:** This allows you to move selected questions to the top, bottom or to a designated section of a quiz. You can also use the drag handles to manually move and reorder questions.

**More Actions:** Allows you to delete, toggle bonus (additional points in excess of the quiz points), toggle mandatory (question all students will receive, regardless of question pools in effect) and manually set points for selected questions.

**Preview:** Allows you to take a quiz, bypassing any restrictions you may have in place for the student.

**Status:** Make sure to change your quiz visibility status so students can see the quiz they need to access on the start date.

## Availability Dates & Conditions

**Dates and Release Conditions:** Limit your quiz availability by Start and End dates or make a quiz available only once certain.

**Special Access:** This option allows you to select students to have special access to the quiz by providing specific date ranges, timing options and attempt limits for selected students or restricting the quiz to certain individuals.

**Password and IP Restrictions:** This option allows you to grant access only to students who can enter the correct password or restrict access to students within a designated IP range.

## Timing & Display

**Timing:** If you set a time limit for your quiz, you can choose for the quiz start to be Asynchronous or Synchronous. In an **Asynchronous quiz**, the timer will only begin when the student starts the quiz (within the designated exam window set by the start and end dates). In a **Synchronous quiz**, the timer will begin **automatically** at the start date and time, meaning students who begin the quiz after the designated start date and time will only receive the remaining time on the timer to complete the quiz.

When the time limit expires, you can choose the required action (auto-submit / flag as exceeded time limit /do nothing) from the options provided.

**Paging:** You can decide the number of questions to be displayed per page or add page breaks after each section.

**Shuffle Quiz:** You can choose to shuffle questions and sections within the quiz, but this does not cascade to sub-sections.

**Display:** Hints can be created question-by-question, but you can control whether they're seen at a quiz level. This is handy when importing questions that may have hints attached to them.

Disable Right Click/Pager/Alerts is a security feature that prevents students from copying quiz questions using right click. You can also disable messaging tools within the Learning Environment.

**Header and Footer:** The quiz Header and Footer is an area where you can add optional information which will be visible to students at the top and bottom of the quiz, respectively, throughout the quiz.

## Attempts & Completion

**Attempts:** You can choose to allow unlimited or a certain number of attempts and decide how the grade for those attempts will be calculated.

**Category:** The use of categories is not mandatory but provides a useful way to keep your quizzes organised or ordered on the Quiz List page.

**Notification Email:** To receive notifications when a quiz is attempted, you can enter an email address or multiple email addresses separated by a comma.

## Evaluation & Feedback

**Auto-publish Attempt Results:** When this setting is turned on, students can see their score as soon as they submit their attempt. The score displayed is only what the system can auto-grade (i.e. Written Response questions will not be marked).

**Synchronize to Grade Book on Publish:** With this feature turned on, the student's grade will be automatically published to the grade book once it has been evaluated. This requires the quiz to be connected to the grade book.

**When Published, Display to Learners:** Control what information the student sees after publishing the quiz attempt. Choose if students should see the attempt grade, no questions, incorrect questions or all questions, with or without correct answers.

**Customise Quiz Results Displays:** You can create multiple views with staggered release dates which allows you to release information slowly over time. For example, you could set one view to appear immediately with only the

student's score. A second view could be set for a week later (once everyone has completed the quiz) to show which questions were correct and/or incorrect. A third view with the class statistics could be set for the end of term. If the quiz has multiple attempts, you can choose the score needed on an attempt to release the submission view. You can also add a custom message which will be displayed to students on the quiz submission view page.

## Manually Grading

Although most quiz question types can be graded automatically, there are some question types (for example, Written Response questions) which require manual grading. To manually grade quiz questions, locate the quiz in question from the Quiz list, click the dropdown arrow next to it to find the **Grade** option.

Under the **Questions** tab, you can use "Hide learners' names" to grade individual responses without seeing the student's name (for example, to mark a Written Response question). You can also **Update All Attempts** to change the grading for a particular question.

## Reports

Multiple reports can be set up for one quiz. For example, if you wanted one report with certain information to go to lecturers, and another more comprehensive report to go to administrators, you could set up both. Make sure to release the report to specific role(s) when creating. To create reports, click the dropdown arrow beside the quiz in question and select **Setup Reports**.

Once a report is set up, it can be accessed by using the same dropdown and selecting **View Reports**. At that time, you can specify all reports

or include a specific date range for attempts. Reports can be generated in HTML or CSV format.

## Effective Quiz Practices

1. Build all of your questions in the Question Library in order to share or reuse questions or generate random sections and question pools.
2. Make use of the "copy" feature by building a standard quiz template or shell example. This will save you time in creating new quizzes!
3. Use categories to group and organize your quizzes for quick and easy location on the Quiz List page.
4. Always check start, end, due dates and times carefully, especially for synchronous quizzes.
5. Add quiz dates to the calendar to keep students informed of upcoming deadlines.
6. If creating an enforced time quiz, use the auto-submit feature to ensure all quiz answers are automatically submitted when the timer expires.
7. Keep your quiz visibility "hidden" while you are still editing your quiz and remember to change to "visible" when you are ready for students to take your quiz.
8. Use the Bulk Edit feature to quickly edit a quiz name, category, visibility and attempts for multiple quizzes at once.