BINDURA UNIVERSITY OF SCIENCE EDUCATION



CENTRE FOR EDUCATIONAL TECHNOLOGY INNOVATION AND DESIGN

SETTING UP A QUIZ

Here

Email us at <u>mybusehelp@buse.ac.zw</u> or Phone: +263782708532 or visit F13 or F15 FSE Complex)

Step 1: Enable Editing

In the course, turn on editing by clicking on "Turn editing on" (typically found in the top-right corner).



Step 2: Add a Quiz Activity

Scroll to the section of the course where you want to add the quiz.

Click on "Add an activity or resource" and select "Quiz" from the list of activities.



Step 3: Configure Quiz Settings

General Settings:

- Name: Enter a descriptive name for the quiz.
- Description: Add any relevant information or instructions for students.
- Enable Display description on course page if you want this information to appear.

Timing (optional):

- Open the quiz: Set a start date and time for when the quiz will be available.
- Close the quiz: Set an end date and time for when the quiz will close.
- Time limit: Set a time limit (e.g., 30 minutes). When the time expires, the quiz will submit automatically if the option is enabled.
- When time expires: Choose what happens if students do not complete the quiz within the time limit (e.g., submit automatically).

Grade:

- Grade category: Choose a gradebook category if applicable.
- Attempts allowed: Set the number of attempts students are allowed.
- Grading method: If multiple attempts are allowed, choose a grading method (e.g., highest grade, average grade).

Layout:

New page: Decide how many questions to display per page.

Navigation method: Choose between "Free" (students can navigate freely) and "Sequential" (students must proceed in order).

Question behavior:

- Shuffle within questions: Enable this to randomize the order of answers within a question.
- How questions behave: Choose whether students get immediate feedback or if it's deferred until after the quiz submission.

Review options:

Control when and what students can review (e.g., scores, feedback, correct answers). Adjust these settings based on whether you want students to see answers immediately or only after all attempts are closed.

Extra restrictions on attempts:

- Require password: You can set a password to access the quiz.
- Require network address: Restrict quiz access to specific IP addresses.
- Enforced delay between attempts: Add a delay if multiple attempts are allowed.
- Overall feedback: Provide feedback based on the grade achieved.
- Activity completion (optional): Enable this if you want to track completion.

When done, click Save and display.

Step 4: Add Questions to the Quiz

After saving the quiz, you'll be directed to the Edit Quiz page.

Click Add to include questions. You have several options:

- Add a new question: Create a question from scratch.
- From question bank: Select questions you've previously created.
- A random question: Add random questions from a category in the question bank.



Step 5: Choose Question Types and Create Questions



Step 6: Configure Each Question

For each question type, fill out the details, such as:

- **Question name** (for internal reference).
- **Question text** (the actual question).
- **Default mark** (points for the question).
- General feedback (optional feedback for students).

Set correct answers and provide feedback for both correct and incorrect responses. Save each question and repeat the process until you have all desired questions in the quiz.

Step 7: Preview and Adjust the Quiz

- Click Preview quiz now to test the quiz from a student's perspective.
- Review the layout, question order, and timing to ensure the quiz works as intended.

Step 8: Make the Quiz Available to Students

Once you're satisfied with the quiz, check that the **Open the quiz** date (under timing) is correct.

When ready, students will be able to access the quiz according to your settings.

Step 9: Review Quiz Results

After students complete the quiz, navigate to **Administration > Quiz administration > Results** to view quiz attempts, grades, and analytics.

If manual grading is required (e.g., for essay questions), grade these manually through the **Manual grading** section.

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