Step 1

Click **'Question bank'** in the **"Administration"** block under the **"Navigation"** block in your course.

Step 2

Press the **'Create a new question…'** button. Choose **'Multiple choice'** for example and click **'Add'**.

Step 3

Enter the **"Question name"** and the **"Question text"**, this is what exactly students going to see.

If it is a multiple answer, choose **'Multiple answers allowed'**.

You can shuffle the choice and randomly display to student.
Also set the number of your choice.

Step 4

Type the answer of choices such as choice 1, 2, 3 and 4.

Step 5

Click '***Blanks for 3 more choices***' to add more blank choices.

Step 6

Set the Grade to ***100%*** for the right choice.

Step 7

Click '***Save changes and continue editing***' then click ***'preview'*** to review the question you created.
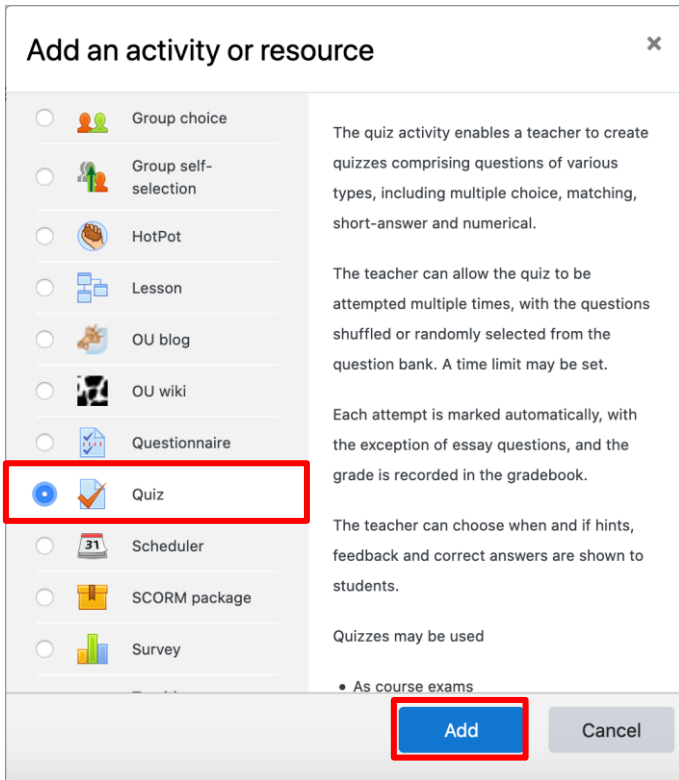
After editing, click **'Save changes'**.

Step 8

The first question has been made. Then, continue to create new questions by clicking '***Create a new question***'.
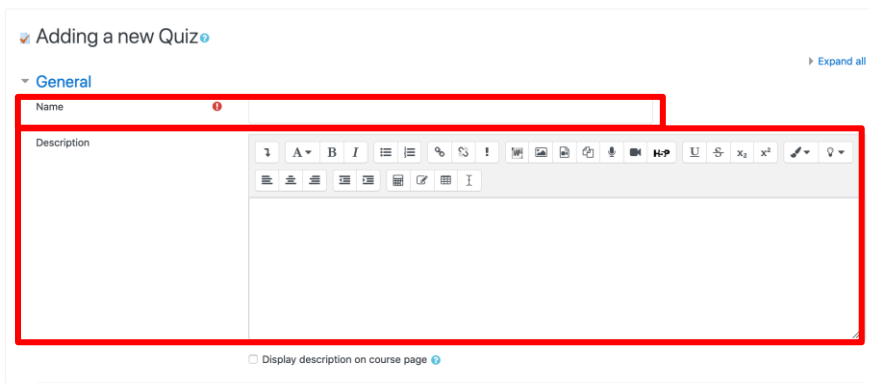
Then, back to the home page.

Step 9

Click **'turn editing on'** then click the '***Add an activity or resource***'. Choose **'Quiz'**, then click '***Add'***.
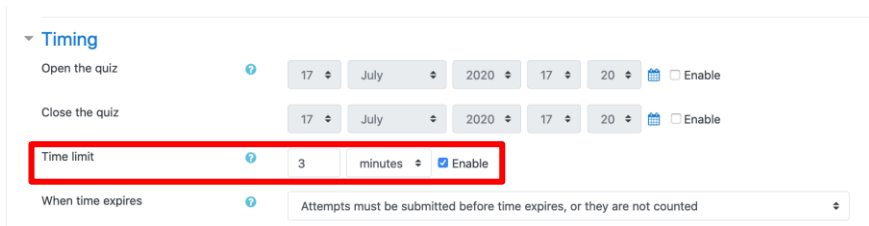

Step 10a

Enter the Name and Description.

Step 10b

You may set the time to open and close the quiz and the time limit.

Question behaviour

Shuffle within questions   ❷   Yes ⇕

How questions behave   ❷   Deferred feedback ⇕

Each attempt builds on the last   ! ❷   No ⇕

Show less...

Step 11

Select **'Yes'** under "***Shuffle within questions***" if the order of the question does not a matter.

Grade

Grade category   ❷   Uncategorised ⇕

Grade to pass   ❷

Attempts allowed   Unlimited ⇕

Grading method   ❷   Highest grade ⇕

Step 12

Choose **'1'** under the "***Attempts allowed***" tag if you let students to retake the quiz once.

▸ Restrict access

▸ Tags

▸ Competencies

Save and return to course   Save and display   Cancel

There are required fields in this form marked ❶ .

Step 13

Click '***Save changes and return to course***' when you finished.

Step 14

In order to add questions to the quiz, click on the quiz you have created.

Step 15

Click '**Edit quiz**'.

Step 16

Click on '**Add**' on the right side and select '**from question bank**'.
Select the questions you would like to add to the quiz. Press **'Add selected questions to the quiz'** afterwards. Then click '**Save**'.

4.201909 (CRN: 25) / General / Quiz / Edit quiz

Editing quiz: Quiz

Questions: 1 | This quiz is open

Maximum grade 10.00 | Save

Total of marks: 1.00

Repaginate | Select multiple items

☐ Shuffle

Page 1

Add ▾

1 testing abc....

1.00

Add ▾

Step 17

Click the breadcrumb '***Quiz'*** button at the top to get back to previous page.

Quiz

Time limit: 3 mins

Grading method: Highest grade

Preview quiz now

Step 18

Finally, press the '***Preview quiz now***' to start.