A HowTo UMT-LMS

Step by Step Guide to Add a Quiz and its Questions



Learning Management System Office of Technology Support

1- Log in to your UMT-LMS account. And click into your UMT-LMS course. If you have **Teacher** rights for the course, you will be seeing a green button titled Turn Editing On and also the same link button in Course administration. Click on either buttons.

ne Courses OTS - resting Fail 2015 Course Creators - Baten 1 - 9/9/15 Introto LAIS - reacher - Sec A	and Technology
NTRO TO LMS - TEACHER - SEC A	
	 Dashboard University of Management and Technolog Current course
News forum	> Courses
	Course administration
15 February - 21 February	€bditsettings ▶ Users Filters
	Reports Trades ABackup
22 February - 28 February	A Restore
	→ Reset > Question bank

2- After Clicking on "Turn Editing On", button goes Red and you will see some extra options of "Edit" and "Add an activity or resource". Click on "Add and activity or resource".

Course Creators - Baten 1 - 9/9/15 Intro to LIMS - Leacher - Sec A

ACHER - SEC A	C TURN EDITING OFF
	Edit 🗸 💄
	+ Add an activity or resource
	G
	2
	+ Add an activity or resource

Faii 2015

3- Click on your Quiz button under ACTIVITIES block. Click on Add button.

	Add	an activity or resource	×
ember	ACTIVITIES O Carlo Assignment O Carlo Chat	The quiz activity enables a teacher to create quizzes comprising questions of various types, including multiple choice, matching, short- answer and numerical. The teacher can allow the quiz to be attempted multiple times with the spectrage chuffled or	
	 Choice End and a constraint of the second secon	randomly selected from the questions shurled of randomly selected from the question bank. A time limit may be set. Each attempt is marked automatically, with the exception of essay questions, and the grade is recorded in the gradebook.	it - ity or re:
vember ovember	 Glossary Glossary Eesson Questionnaire Quiz 	The teacher can choose when and if hints, feedback and correct answers are shown to students. Quizzes may be used	
	Scorm package Survey Image: Survey Image: Survey Image: Survey Image: Survey Image: Survey	 As course exams As mini tests for reading assignments or at the end of a topic As exam practice using questions from past exams To deliver immediate feedback about 	ity or re:
	C Workshop RESOURCES D Ele	performance • For self-assessment () More help	ity or re:
	A	dd Cancel	

- 4- In the Adding а new Quiz page, type in Quiz name. Now there comes quiz timing part. For "Open the quiz" option, first enable the check box aand set the **Date** and **Time** to whenever you wish the quiz to be available to students/participants. For "Close the quiz" option, after enabling it you have to set the Date and Time to whenever the needs to be closed for students' quiz attempts on account. "Time Limit" option is for the time limiting the whole quiz for students. As soon as "Time blimit" completes, student won't be able to edit the quiz.
 - c- "When time expires" handles the response type when time expires. Let the option "Open attempts are submitted automatically" stay the way it is.

Description Description IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII	Name*	Quiz #1
ription on course page (?) Open the quiz (?) 10 \vee March \vee 2016 \vee 00 \vee 00 \vee \blacksquare Enable Close the quiz (?) 10 \vee March \vee 2016 \vee 23 \vee 55 \vee \blacksquare \vee Enable Time limit (?) 15 minutes \vee \vee Enable	Description	
ription on course page ⑦ Open the quiz ⑦ 10 × March × 2016 × 00 × 00 × ✓ Enable Close the quiz 11 × March × 2016 × 23 × 55 × ✓ Enable Time limit ⑦ 15 minutes × ✓ Enable	Distription	
ription on course page ⑦		
ription on course page ⑦		
ription on course page ⑦		
ription on course page ⑦		
ription on course page ⑦		
ription on course page ⑦		
Open the quiz ① 10 ∨ March ∨ 2016 ∨ 00 ∨ 00 ∨ m ∨ Enable Close the quiz 11 ∨ March ∨ 2016 ∨ 23 ∨ 55 ∨ m ∨ Enable Time limit ①		
Open the quiz 10 March 2016 00 00 Enable Close the quiz 11 March 2016 23 55 Image: Close the quiz Enable Time limit 15 minutes Image: Close the quiz		
Open the quiz 10 March 2016 00 00 Image: Close the quiz 11 March 2016 23 55 Image: Close the quiz Image: Close the qui	Display description on course page 💮	
Open the quiz 10 March 2016 00 00 Enable Close the quiz 11 March 2016 23 55 Image: Close the quiz Enable Time limit 15 minutes Image: Close the quiz	Display description on course page 🕐	
Close the quiz 11 March 2016 23 55 Enable Time limit 15 minutes \checkmark Enable	Display description on course page 🕐	
Time limit (?) 15 minutes V 🛛 Enable	Display description on course page ③ Yiming Open the quiz ③	□ 10 ∨ March ∨ 2016 ∨ 00 ∨ 00 ∨ ⊠ Enable
Time limit ⑦ 15 minutes \checkmark \square Enable	Display description on course page ⑦ Timing Open the quiz ⑦ Close the quiz	□ 10 ∨ March ∨ 2016 ∨ 00 ∨ 00 ∨ ∨ Enable 11 ∨ March ∨ 2016 ∨ 23 ∨ 55 ∨ ∨ Enable
	Display description on course page ③ Timing Open the quiz ③ Close the quiz	□ 10 × March × 2016 × 00 × 00 × m ≥ Enable 11 × March × 2016 × 23 × 55 × m ≥ Enable
When time expires	Display description on course page (?) Timing Open the quiz (?) Close the quiz Time limit (?)	$\begin{tabular}{ c c c c c } \hline & & & & \\ \hline & & & & \\ \hline & & & & \\ \hline & & & &$
Close the quiz 11 March 2016 23 55 Image: Close the quiz Enable Time limit 15 minutes Image: Close the quiz Image:	Display description on course page 📀 Timing	
Time limit (?) 15 minutes VI Enable	isplay description on course page ? iming Open the quiz ? Close the quiz	□ 10 ∨ March ∨ 2016 ∨ 00 ∨ 00 ∨ ∨ Enable 11 ∨ March ∨ 2016 ∨ 23 ∨ 55 ∨ ∰∨ Enable
	Display description on course page ③ `iming Open the quiz ③ Close the quiz	□ 10 × March × 2016 × 00 × 00 × m ≥ Enable 11 × March × 2016 × 23 × 55 × m ≥ Enable
When time expires Open attempts are submitted automatically	Display description on course page ⑦ Timing Open the quiz ⑦ Close the quiz Time limit ⑦	$\begin{tabular}{ c c c c c } \hline & & & & \\ \hline & & & & \\ \hline & & & & \\ \hline & & & &$
	Display description on course page ⑦ Timing Open the quiz ⑦	□ 10 ∨ March ∨ 2016 ∨ 00 ∨ 00 ∨ ⊠ Enable
	Display description on course page (?) Timing Open the quiz (?) Close the quiz Time limit (?) When time expires (?)	□ 10 × March × 2016 × 00 × 00 × m ∨ Enable 11 × March × 2016 × 23 × 55 × m ∨ Enable 15 minutes × ∨ Enable Open attempts are submitted automatically

5- In the **Layout** section, "**New page**" facilitates you with an option with a new page on every question or whatever number of questions you want to show per page. "**Navigation method**" is set to "**Free**" as default which allows student to navigate though out the quiz and to attempt the questions.

	New page ?	Every question	\sim	
Naviga	tion method* 🧿	Free 🗸		

6- In the Question behavior section, you will have an option to "**Shuffle within questions**". This will make quiz trickier. Another option is "**How question behave**" in which "Deferred feedback" refers as if you may wish the students to enter an answer to each question and then submit the entire quiz, before anything is graded or they get any feedback.

Shuffle within questions ⑦	Yes 🗸
How questions behave	Deferred feedback

7- In the **Review options** section, these options control what information students can see when they review a quiz attempt or look at the quiz reports.

During the attempt	Immediately after the attempt	Later, while the quiz is still open	After the quiz is close
The attempt 🧑	☑ The attempt	☑ The attempt	☑ The attempt
Whether correct 🕜	Whether correct	☑ Whether correct	Whether correct
Marks 🕐	Marks	Marks	Marks
Specific feedback 🕐	Specific feedback	Specific feedback	Specific feedback
General feedback 🍘	General feedback	General feedback	General feedback
Right answer 🕜	Right answer	Right answer	Right answer
Overall feedback 🧑	Overall feedback	Overall feedback	Overall feedback

8- In **Extra restrictions on attempts** section, you can restrict the quiz through password and other options as well. Usually a password protected quiz is well enough.

Require password* ??	••••	•••••			Unmask	
Require network address* ⑦						
Enforced delay between 1st and 2nd attempts*	0	minutes		Enable		
(?) nforced delay between later attempts *	0	minutes	<u>~</u> 0	Enable		
٢						
Browser security* (?)	None	9				~

9- Click on **Save and display** button to advance the next window.



10- Following window will open. As no questions has been added yet to the quiz, so click on **Edit quiz** button to advance the adding questions window.

					▼		
Quiz #1							
			This	quiz opened at Thurse	day, 10 March 2016,	12:00 AM	
			Thi	s quiz will close at Fri	day, 11 March 2016,	11:55 PM	
			To att	empt this quiz you ne	ed to know the quiz	password	
				Time lin	nit: 15 mins		
				Grading meth	od: Highest grade		
				No questions hav	re been added yet		
					lit quiz		
				Back to	the course		
11- In	the	editing	quiz	page,	click	on	Add,
INTRO TO Editing quiz Questions: 0 Quiz oper Repaginate	D LMS - A z: Quiz #1 a (closes 11/03/16, 23:55	BDULLAH -	SEC A	•		Maximi	um grade: 10.00 Save Total of marks: 0.00
Z							Shuffle ()
then o	n " a new qu	estion" option.					
Edition	i z: Ouiz #1			•			4
coloring qui	L. UUIZ #1	(3)					
Questions al Quis	an folgent triot /the					Nr 1	n m to 10.00 Save

+ a random question

	•	
QUESTIONS 2*** Calculated *** Calculated multichoice *** Calculated simple Embedded answers (Cloze) Essay	Allows the selection of a single or multiple responses from a pre-defined list.	10.00 Sa otal of marks: Shuffle (Add
 Multiple choice L² Numerical ?? Random short-answer matching 		
 Short answer •• True/False 		
OTHER		

12- For example, we select "Multiple choice" option to create a question.

13- Type in the **Question name** in the question box. Then type the **Question text** that is to be asked from the student. Set the **Default mark** of the question. **One or multiple answers** (for multiple choice questions) can also be set. You can also "**Shuffle the choices**" by enabling its option.

Question name*	Q-1
Question text*	
	Which of the following cities is capital of Australia?
Default mark*	1
General feedback 🕐	
or multiple answers?	One answer only
uffle the choices? ⑦	
Number the choices?	a., b., c., 🗸

14- In the **Answers** section. Fill in the choices. As shown in the picture, Choice 1 is written as "**Sydney**" and its Grade is set to "**None**" which represents "*zero*" weightage. Choice 2 is "**Canberra**" which

me

\$1

is the right answer so its Grade is set to 100. You can also mark negative weightage through Grade button.

 Answers 	
Choice I	
	Sydney
Grade	None
Feedback	
Choice 2	
	Canberra
Grade	100%
Feedback	
Choice 3	
	Melbourne
Grade	None
Feedback	

15- "Blanks for 3 more choices" can add you more multiple choices. Click on "Save changes". You can add further questions to your quiz.

	Blanks for 3 more choices
Combined feedback	
▶ Multiple tries	
▶ Tags	
	Save changes and continue editing
	Save changes Cancel