

# A HowTo UMT-LMS

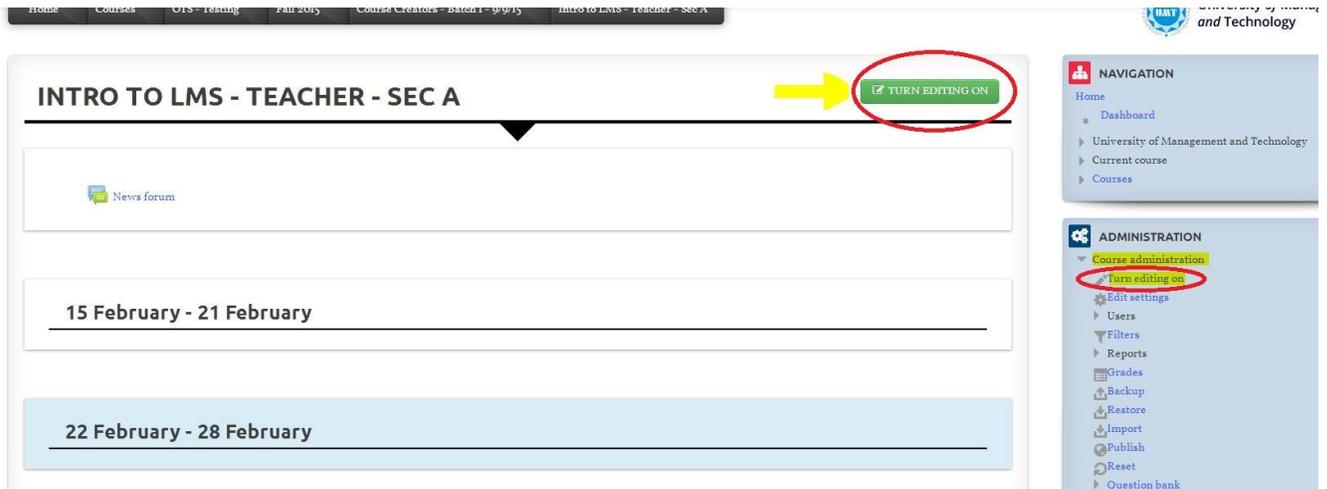
## Step by Step Guide to Add a Quiz and its Questions

The screenshot displays the Moodle LMS interface for the University of Management and Technology (UMT). The top navigation bar includes 'Home', 'University of Management and Technology', and 'Test Account for Teachers'. The main dashboard area features a 'NAVIGATION' sidebar with links to Home, Dashboard, University of Management and Technology, and My courses. A 'CALENDAR' widget shows the month of October 2015. The central content area is titled 'UNIVERSITY OF MANAGEMENT AND TECHNOLOGY' and includes a search bar for courses, a row of icons for My Home, Calendar, Badges, and Courses, and a large image of a busy classroom. At the bottom, a status bar indicates the user is logged in as 'Test Account for Teachers' and provides a 'Log out' link. The Moodle logo is also visible in the footer area.

# UMT LMS

## Step by Step Guide to Add a Quiz and its Questions

- 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.



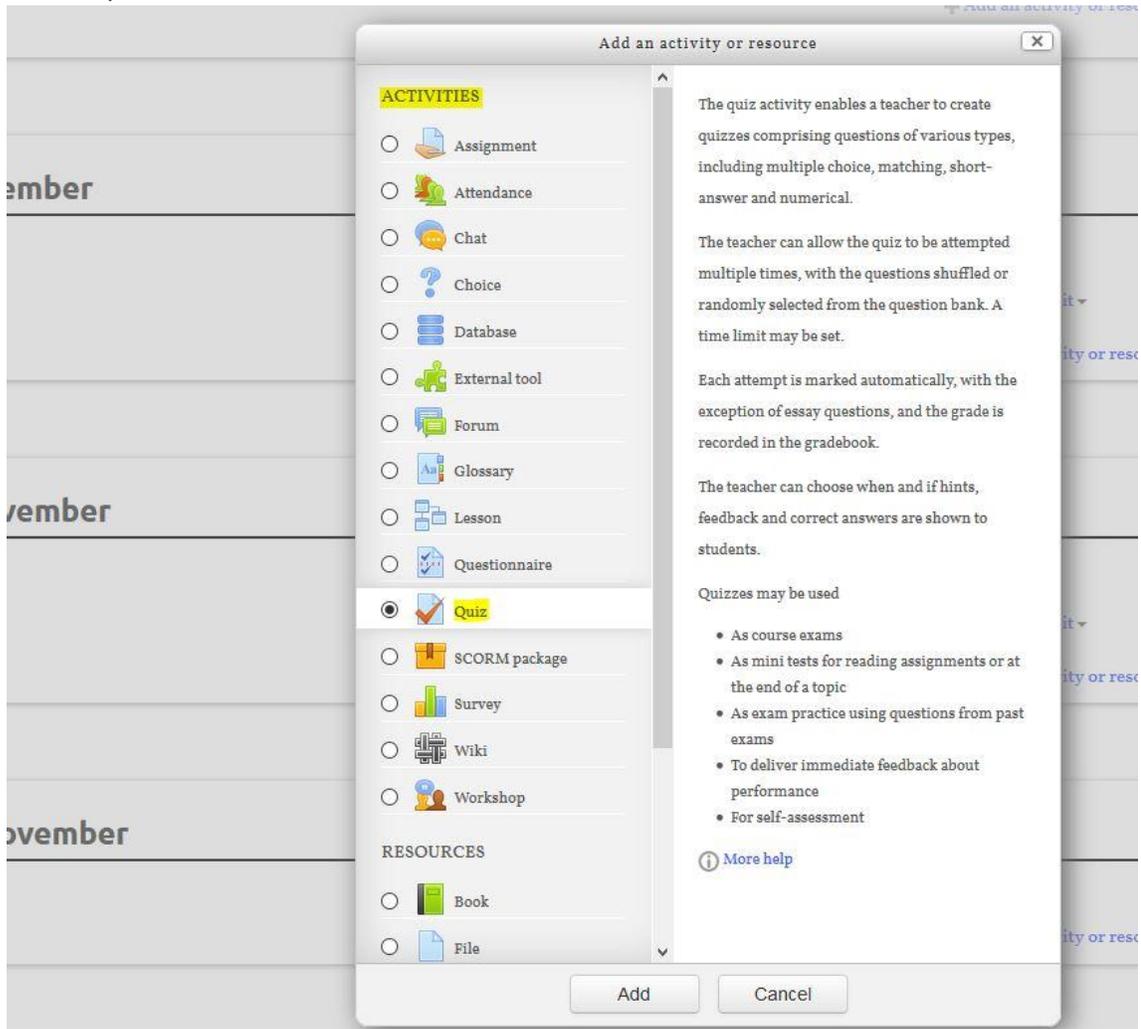
- 2- After Clicking on “Turn Editing On”, button goes Red and you will see some extra options of “Edit” and “Add an activity or resource”. Click on “**Add and activity or resource**”.



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



- 4- In the Adding a new Quiz page, type in **Quiz name**.
- a- Now there comes quiz timing part. For **“Open the quiz”** option, first enable the check box and 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 quiz needs to be closed for attempts on students’ account.
- b- **“Time Limit”** option is for the time limiting the whole quiz for students. As soon as **“Time limit”** 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.

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✓ Adding a new Quiz to 9 November - 15 November ⓘ

▼ General

**Name\*** Quiz #1

**Description**

Display description on course page ⓘ

▼ Timing

**Open the quiz** ⓘ 10 March 2016 00 00 ⓘ Enable

**Close the quiz** ⓘ 11 March 2016 23 55 ⓘ Enable

**Time limit** ⓘ 15 minutes ⓘ Enable

**When time expires** ⓘ Open attempts are submitted automatically

**Submission grace period** ⓘ 1 days ⓘ Enable

▼ Grade

- 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.

▼ Layout

**New page** ⓘ Every question

**Navigation method\*** ⓘ Free

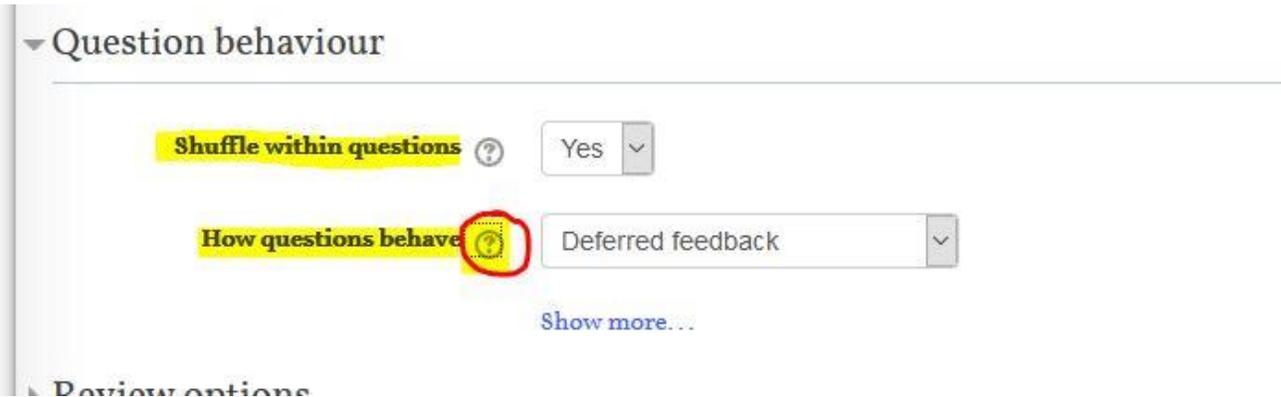
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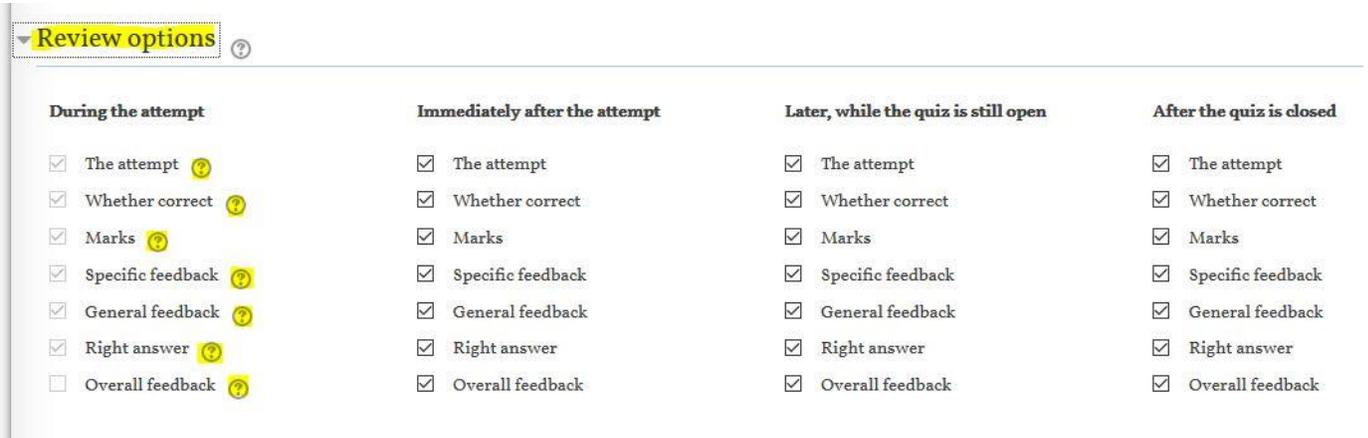
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- 6- In the Question behavior section, you will have an option to “**Shuffle within questions**”. This will make quiz trickier. Another option is “**How question behave**” in which “Deferred feedback” refers as if you may wish the students to enter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



- 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.



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- 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.

▼ **Extra restrictions on attempts**

**Require password\*** ⓘ   Unmask

**Require network address\*** ⓘ

**Enforced delay between 1st and 2nd attempts\*** ⓘ  minutes  Enable

**Enforced delay between later attempts\*** ⓘ  minutes  Enable

**Browser security\*** ⓘ

[Show less...](#)

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

▶ Overall feedback ⓘ

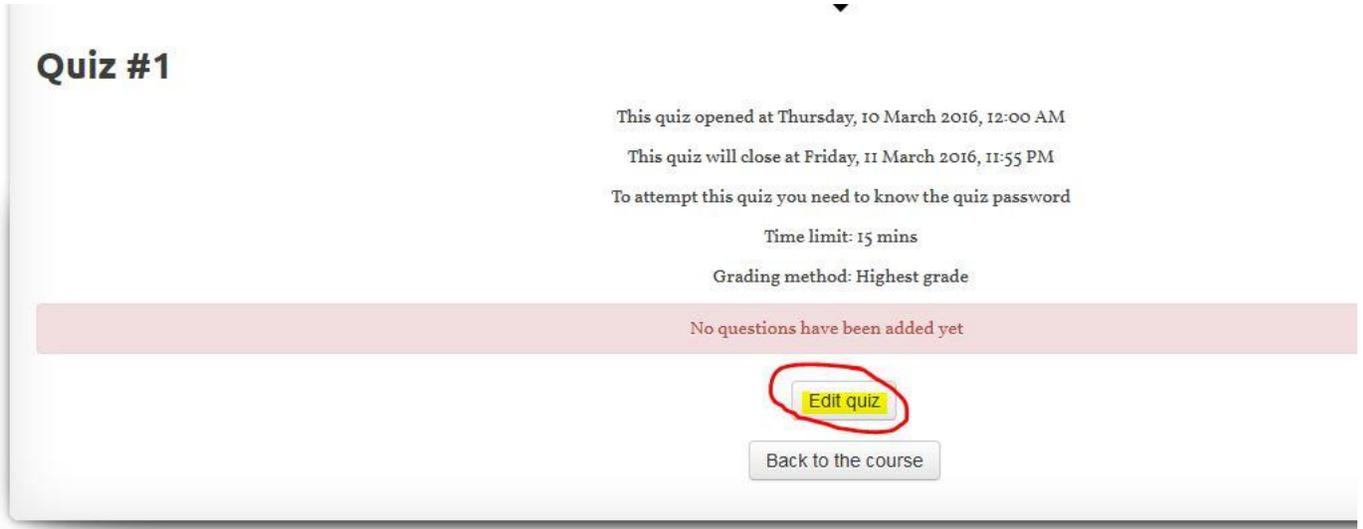
▶ Common module settings

There are required fields in this form marked \*.

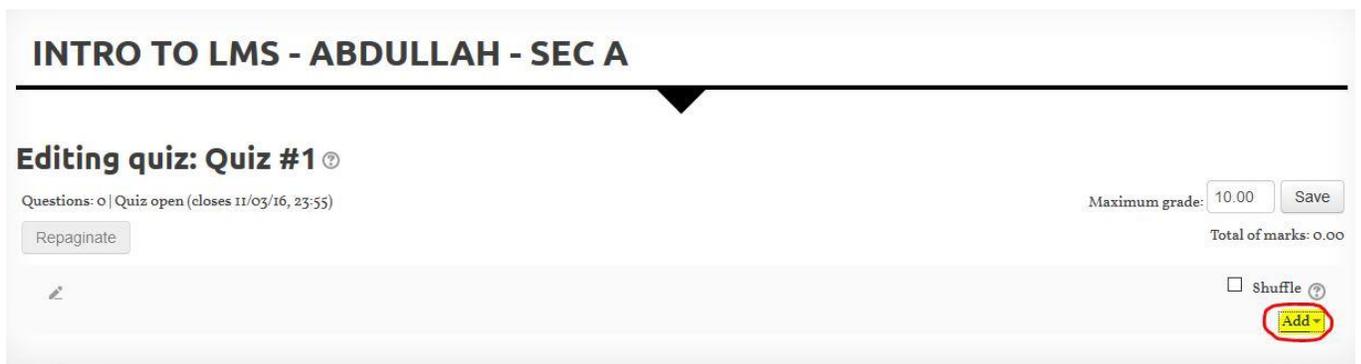
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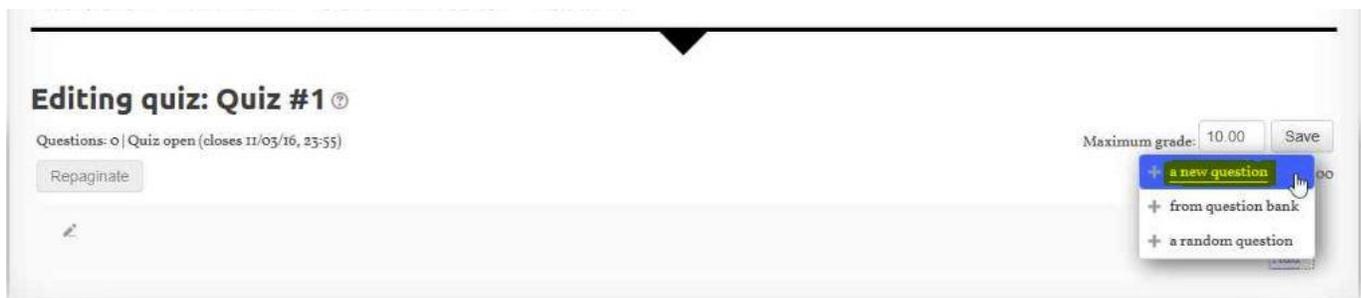
10- Following window will open. As no questions has been added yet to the quiz, so click on **Edit quiz** button to advance the adding questions window.



11- In the editing quiz page, click on **Add,**



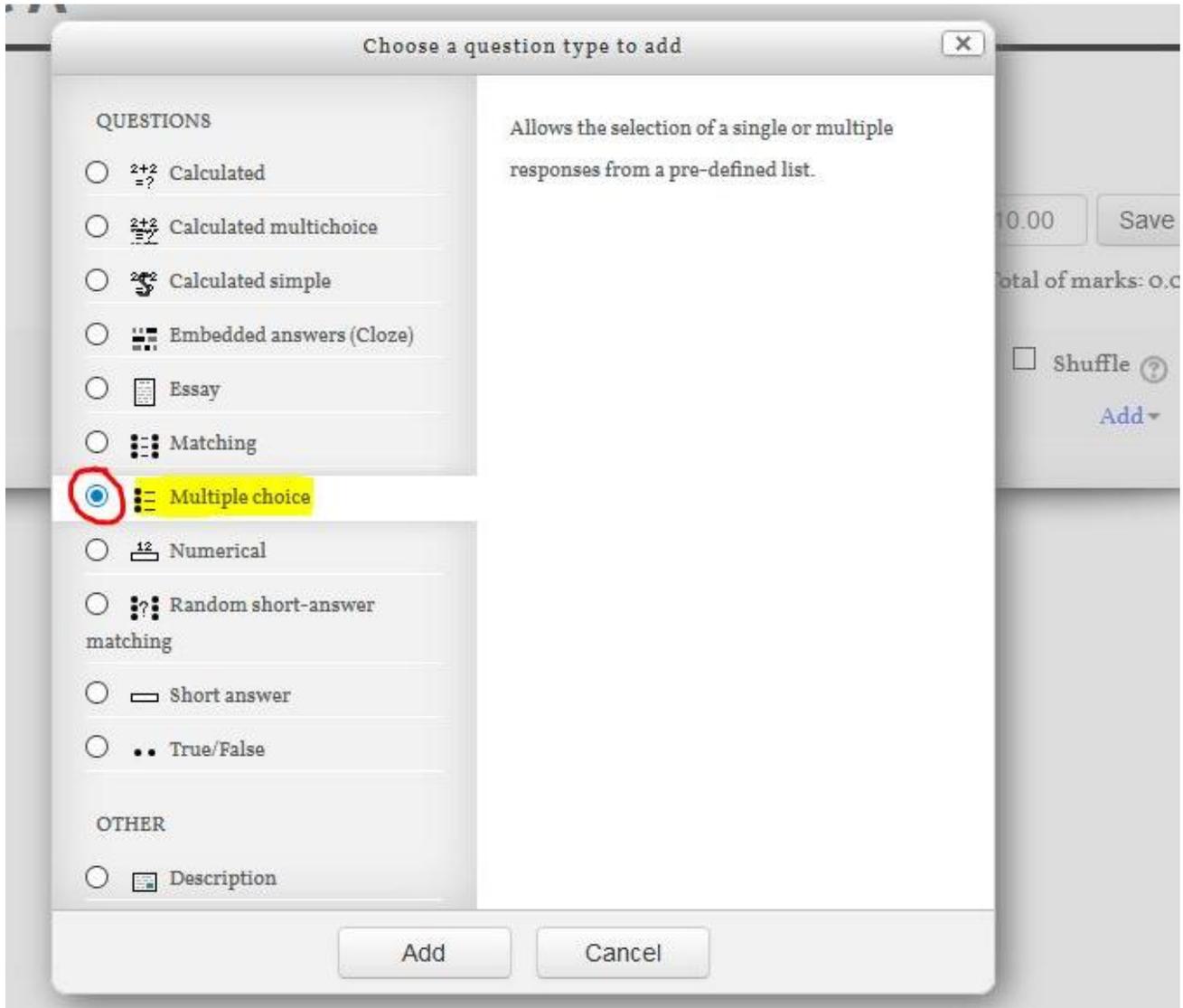
then on "a new question" option.



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



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- 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\***

**Question text\***

Which of the following cities is capital of Australia?

**Default mark\***

**General feedback** ?

**One or multiple answers?**  ▼

**Shuffle the choices?** ?

**Number the choices?**  ▼

- 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

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

▼ Answers

<b>Choice 1</b>	<input type="text" value="Sydney"/>
<b>Grade</b>	None
<b>Feedback</b>	<input type="text"/>

<b>Choice 2</b>	<input type="text" value="Canberra"/>
<b>Grade</b>	100%
<b>Feedback</b>	<input type="text"/>

<b>Choice 3</b>	<input type="text" value="Melbourne"/>
<b>Grade</b>	None
<b>Feedback</b>	<input type="text"/>

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

←

▶ Combined feedback

▶ Multiple tries

▶ Tags